



# MALABAR DENTAL COLLEGE & RESEARCH CENTRE

Manoor, chekannur Road, Mudur (PO), Edappal, MalappuramDt, Pin-679578

Phone: 0494 – 2697020, 21,22,23,24,

[www.macity.edu.in](http://www.macity.edu.in)

Email: [info@macity.edu.in](mailto:info@macity.edu.in)

## CONSOLIDATED MINUTES OF MEETING FOR THE ACADEMIC YEAR 2018-2019

### 1) MINUTES OF IQAC COMMITTEE MEETING:

The committee commenced at 10:00 am on 9-5-2019 for maintenance of quality among students teaching and non-teaching staffs, for the academic year 2018-2019.

The committee made a thorough analysis of the ongoing activities and implemented necessary changes and improvements in them by adopting modern methods to the daily life. The committee members also designed further activities and protocols to enhance the quality of the present scenario.

The meeting concluded at 10:30am.

Members present:

- 1) Dr.Prabu P.S
- 2) Dr.Bejoy P.U
- 3) Dr. Sunil Erali
- 4) Dr.CivyPulayath
- 5) Dr. Deepak
- 6) Dr.Joby Peter

### 2)MINUTES OF GRIEVANCE CELL COMMITTEE MEETING:

The committee commenced at 10:00am on 14-5-2019 to collect and analyse the grievance of the students in writing or signed complaints.

The committee member not only focused on the grievance of the students but also helped the faculty and staffs to collect and fixed a solution to their grievance in matter directly or indirectly affecting them.

The committee also discussed on formulating certain protocols to present such negatives situations among staffs and students.

Members present:

- 1) Dr.Mahesh Narayanan
- 2) Dr.Rehmath
- 3) Dr.Sujith
- 4) Dr.Ajeesh
- 5) Dr.Shabil

### 3)MINUTES OF RESEARCH COMMITTEE MEETING:

The committee commenced at 10:00am at 16-5-2019 to promote and monitor the ongoing research activities in college.

The committee also put forward an annual research plan at the post graduate level to be included in the curriculum.

The meeting concluded at 10:30 am.

Members present:

Dr. VINOD KUMAR. R.B.  
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- 1)Dr.Priya
- 2)Dr.Uthkal
- 3)Dr.Shabeer
- 4)Dr.Balakrishna
- 5)Dr.CivyPulayath
- 6)Dr.Jubin

#### 4) MINUTES OF ETHICAL COMMITTEE MEETING:

The committee commenced at 10:00am on 21-5-2019 to review and ensure that the ongoing medical experimentation and research are being carried out in accordance with the present national and international rules and regulations. The committee also discussed on formulating certain necessary precautions to ensure every research and experimentations are being conducted in an ethical manner, failure of which can lead to serious law and order violation.

The meeting concluded at 10:30am.

Members present:

- 1) Dr.Mahesh Narayana
- 2) Dr.Prabu P.S
- 3) Dr.Bejoy
- 4) Dr. Sunil Erali
- 5) Dr.CivyPulayath
- 6) Dr. Deepak
- 7) Dr.Joby Peter

#### 5) MINUTES OF DISCIPLINARY COMMITTEE MEETING:

The meeting commenced at 10:00am on 23-5-2019 for the academic year 2018-2019 to review and maintain strict discipline in the campus.

The committee members also put the students in college premises, failure of which in the form of violations, misbehaviour or malpractices, will be dealt with necessary and immediate disciplinary action against those found to be guilty after a detailed enquiry.

The meeting concluded at 10:30am.

Members present:

- 1)Dr. Paul
- 2)Dr.Laju Mahesh
- 3)Dr.Sanju
- 4)Dr. Justin

#### 6) MINUTES OF LIBRARY COMMITTEE MEETING:

The committee commenced at 10:00am on 6-6-2019 to review the ongoing functions and also to guide the librarian in formulating general policies and regulations to ensure the smooth functioning of the library.

The committee also reviewed the suggestions and feedbacks from readers.

Dr. VINOD KUMAR. R.B.  
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The meeting concluded at 10:30am.

Members present:

- 1)Dr.Geeth Prasad
- 2)Dr.Krishna Kumar
- 3)Dr. Parson Paul
- 4)Dr.Uthara
- 5)Dr.Jithu
- 6)Dr.Gayathri
- 7)Dr.Mithun
- 8)Dr.Amal

## 7) MINUTES OF CAREER GUIDANCE COMMITTEE MEETING:

The committee commenced at 10:00am on 11-6-2019 to provide best available information on career guidance for those who are still in their capability to think and process their actual needs.

The meeting concluded at 10:30am.

Members present:

- 1)Dr.Prabu P.S
- 2)Dr.Renjith
- 3)Dr. Melvin
- 4)Dr.Vinceth
- 5)Dr.Chithra
- 6)Dr.Vidya
- 7)Dr. Davis

## 8) MINUTES OF PLACEMENT AND TRAINING COMMITTEE MEETING:

The committee commenced at 10:00am on 13-6-2019 to enhance the professional skills and to guide students for their bright future.

The committee also helps to instill a proper knowledge and aptitude in students for their future benefits.

Further, the committee members also planned for conducting certain pre-placement training and workshops for the students.

The meeting concluded at 10:30am.

Dr. VINOD KUMAR. R.B.  
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Members present:

- 1)Dr.Sonu
- 2)Dr.Shabil
- 3)Dr.Ajeesh

## 9)MINUTES OF ENTREPRENEURSHIP DEVELOPMENT COMMITTEE MEETING:

The committee commenced at 10:00am on 18-6-2019 to plan and organize seminars and workshops to inculcate entrepreneurship qualities and skills among students in order to complete in the national and international business industries.

The committee also formulated the following

- individuals instructions
- group instructions
- lecture methods
- demonstration methods
- written instruction methods

The meeting concluded at 10:30am.

Members present:

- 1)Dr.Haris
- 2)Dr.Akhil

## 10) MINUTES OF ALUMNI CELL COMMITTEE MEETING:

The committee commenced at 10:00am on 20-6-2019 to guide and offer support to the new students and also to raise a platform for them to socialize. The committee also reviewed the ongoing activities of the alumni cell and planned certain modifications to be made in the upcoming alumni meetings.

The meeting concluded at 10:30am.

Members present:

- 1)Dr.Abhinandh
- 2)Dr.Revathy
- 3)Dr.Nikitha
- 4)Dr.Snisha

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## 11) MINUTES OF WOMEN EMPOWERMENT CELL COMMITTEE MEETING:

The meeting commenced at 10:00am on 27-6-2019 to promote activities and prevent harassment faced by women and also to provide a women friendly environment in the college premises.

The committee also put forward certain responsibilities which included

- to conduct programmes and awareness for female staffs and students.
- anytime approachable group of members
- to report any kind of condemnable activity

The meeting concluded at 10:30am.

Members present:

- 1)Dr. Anjali
- 2)Dr.Jeslee

## 12)MINUTES OF OUTREACH PROGRAM COMMITTEE MEETING:

The committee commenced at 10:00am on 2-7-2019 to plan, create,initiate and coordinate community outreach programs in the vicinity of the campus so as to empower dentistry skills and knowledge in students.

The committee also reviewed the ongoing activities of the committee and also made necessary modifications to ensure good public participation through proper advertisements.

The meeting concluded at 10:30am.

Members present:

- 1)Dr.Midhun
- 2)Dr.Revathi

## 13) MINUTES OF FINANCE COMMITTEE MEETING:

The committee commenced at 10:00am on 9-7-2019 to provide financial support for the college.

The committee developed an annual budget and it was appointment within the committee.

The committee also took necessary actions to monitor the adherence to the above proposed budget.

The meeting concluded at 10:30am.

Meeting present:

- 1)Mr.Sakheer
- 2)Mr.Jayaprakash

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## 1) MINUTES OF IQAC COMMITTEE MEETING:

The committee convened at 10:00 am on 2.7.2019 for the second time. The committee made a thorough analysis of the ongoing activities as per the decisions taken in the previous meeting and the meeting concluded at 10:30am.

Members present:

- 1) Dr.Prabu P.S
- 2) Dr.Bejoy P.U
- 3) Dr. Sunil Erali
- 4) Dr.CivyPulayath
- 5) Dr. Deepak
- 6) Dr.Joby Peter


## 2)MINUTES OF GRIEVANCE CELL COMMITTEE MEETING:

The committee convened at 10:00am on 4.7.2019 to collect and analyse the grievance of the students in writing or signed complaints.

The committee members also made a thorough analysis of the ongoing activities as formulated in the previous meeting. The meeting concluded at 10:30 am.

Members present:

- 1) Dr.Mahesh Narayanan
- 2) Dr.Rehmath
- 3) Dr.Sujith
- 4) Dr.Ajeesh
- 5) Dr.Shabil

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## 3) MINUTES OF RESEARCH COMMITTEE MEETING:

The committee convened at 10:00am at 16.7.2019 to promote and monitor the ongoing research activities in college.

The committee also made sure that the ongoing activities are going as per the schedule discussed in the previous meeting. The meeting concluded at 10:30 am.

Members present:

- 1) Dr. Lakshmi
- 2) Dr. Priya
- 3) Dr. Uthkal
- 4) Dr. Shabeer
- 5) Dr. Balakrishna
- 6) Dr. Civy Pulayath
- 7) Dr. Jubin

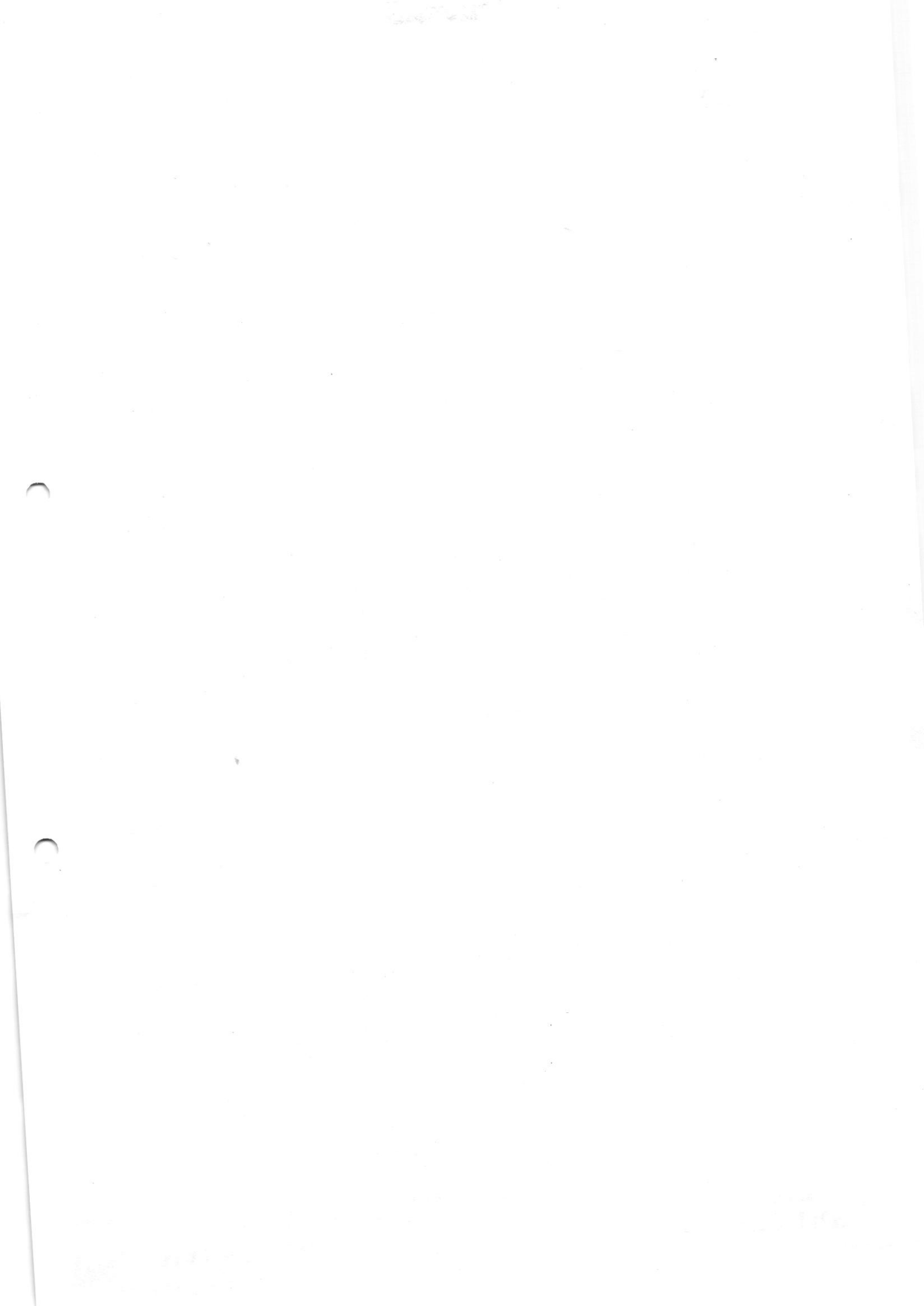
## 4) MINUTES OF ETHICAL COMMITTEE MEETING:

The committee convened at 10:00am on 18.7.2019 to review and ensure that the ongoing medical experimentation and research are being carried out in accordance with the present national and international rules and regulations. The committee also made sure that the ongoing activities are going as per the schedule discussed in the previous meeting. The meeting concluded at 10:30am.

Members present:

- 1) Dr. Mahesh Narayana
- 2) Dr. Prabu P.S
- 3) Dr. Bejoy
- 4) Dr. Sunil Erali
- 5) Dr. Civy Pulayath
- 6) Dr. Deepak
- 7) Dr. Joby Peter

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## 5) MINUTES OF DISCIPLINARY COMMITTEE MEETING:

The meeting convened at 10:00am on 23.7.2019 for the academic year 2018-2019 to review and maintain strict discipline in the campus.

The committee members also made a thorough analysis of the ongoing activities as formulated in the previous meeting. The meeting concluded at 10:30 am.

Members present:

- 1)Dr. Paul
- 2)Dr.Laju Mahesh
- 3)Dr.Sanju
- 4)Dr. Justin

## 6) MINUTES OF LIBRARY COMMITTEE MEETING:

The committee convened at 10:00am on 30.7.2019 for the second time to review the ongoing functions and also to guide the librarian in formulating general policies and regulations to ensure the smooth functioning of the library. The meeting concluded at 10:30am.

Members present:

- 1)Dr.Geeth Prasad
- 2)Dr.Krishna Kumar
- 3)Dr. Parson Paul
- 4)Dr.Uthara
- 5)Dr.Jithu
- 6)Dr.Gayathri
- 7)Dr.Mithun
- 8)Dr.Amal

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## 7) MINUTES OF CAREER GUIDANCE COMMITTEE MEETING:

The committee convened at 10:00am on 1.8.2019 for the second time to provide best available information on career guidance for those who are still in their capability to think and process their actual needs.

The meeting concluded at 10:30am.

Members present:

- 1)Dr.Prabu P.S
- 2)Dr.Renjith
- 3)Dr. Melvin
- 4)Dr.Vineeth
- 5)Dr.Chithra
- 6)Dr.Vidya
- 7)Dr. Davis

## 8) MINUTES OF PLACEMENT AND TRAINING COMMITTEE MEETING:

The committee convened at 10:00am on 6.8.2019 for the second time to enhance the professional skills and to guide students for their bright future. Further, the committee members also ensured that the pre-placement training and workshops for the students are being held as previously discussed. The meeting concluded at 10:30am.

Members present:

- 1)Dr.Sonu
- 2)Dr.Shabil
- 3)Dr.Ajeesh

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## 9) MINUTES OF ENTREPRENEURSHIP DEVELOPMENT COMMITTEE MEETING:

The committee convened at 10:00am on 8.8.2019 for the second time to plan and organize seminars and workshops to inculcate entrepreneurship qualities and skills among students. The committee members also made a thorough analysis of the ongoing activities as formulated in the previous meeting. The meeting concluded at 10:30am.

Members present:

- 1) Dr. Haris
- 2) Dr. Akhil

## 10) MINUTES OF ALUMNI CELL COMMITTEE MEETING:

The committee convened at 10:00 am on 15.8.2019 for the second time to guide and offer support to the new students and also to raise a platform for them to socialize. The committee also reviewed the ongoing activities of the alumni cell and planned certain modifications to be made in the upcoming alumni meetings. The meeting concluded at 10:30am.

Members present:

- 1) Dr. Abhinandh
- 2) Dr. Revathy
- 3) Dr. Nikitha
- 4) Dr. Snisha

## 11) MINUTES OF WOMEN EMPOWERMENT CELL COMMITTEE MEETING:

The meeting convened at 10:00am on 20.8.2019 to promote activities and prevent harassment faced by women and also to provide a women friendly environment in the college premises. The committee members also made a thorough analysis of the ongoing system as formulated in the previous meeting. The meeting concluded at 10:30am.

Members present:

- 1) Dr. Anjali
- 2) Dr. Jeslee

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## 12) MINUTES OF OUTREACH PROGRAM COMMITTEE MEETING:

The committee convened at 10:00am on 29.8.2019 for the second time to plan, create, initiate and coordinate community outreach programs in the vicinity of the campus so as to empower dentistry skills and knowledge in students. The committee also reviewed the ongoing activities of the committee after the previous meeting. The meeting concluded at 10:30am.

Members present:

- 1) Dr. Midhun
- 2) Dr. Revathy

## 13) MINUTES OF FINANCE COMMITTEE MEETING:

The committee convened at 10:00am on 3.9.2019 for the second time to provide financial support for the college. The committee also ensured the adherence to the previously proposed budget. The meeting concluded at 10:30am.

Meeting present:

- 1) Mr. Sakheer
- 2) Mr. Jayaprakash

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