

**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

**MINUTES OF MEETING FOR THE YEAR 2020-2021**

Date: 07.01.2020

Venue: Board room

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Internal Audit	A team comprising of members from each department and office was formulated and conducted the internal audit. <b>Report of internal audit is enclosed.*</b>
2.	Action Plan for the year 2020  Student support and progression  Faculty empowerment strategies  Human values and professional ethics	Course orientation of the newly joined undergraduate BDS 2020-2021 batch and postgraduate MDS 2020-2021. Health days and National days celebrated for holistic development of the staffs, students, and the community. Reviewed the number of students who have been qualified/placed in national/international examinations/institutions. Tabulated the list of faculties participated in various workshops, conferences, training programs. Conducted various social activity days
3.	Review of curricular aspects  Teaching, learning and evaluation	Effective implementation of BDS, MDS curriculum through the DEU committee. Inter disciplinary and value-added courses were conducted by various departments. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out.
4.	To review research work, innovation, and extension activities    Infrastructure and learning resources  Review of activities by various committees	Dissertation topics were finalized for postgraduate students. Major projects, short projects and interdisciplinary research by students, staffs were subjected to review by IEC. Compilation of the staff and student publications along with the projects submitted for grants, patents were done. NSS and RRC activities for the year were compiled and submitted. Enlisted equipments were purchased for the specialty departments. The committee heads compiled and submitted their annual activities to the IQAC.



Date: 07.04.2020

**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

Venue: Virtual [Zoom]

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	<p>Student support and progression</p> <p>Faculty empowerment strategies</p> <p>Human values and professional ethics</p>	<p>Rescheduling of the academic calendar to provide online teaching support to the undergraduate and post graduate students</p> <p>To ease the teaching and ensure student engagement facilities were provided with the flexibility to alter their class time and address smaller groups of students at one point of time.</p> <p>To continue providing emergency dental care the college OPD was made function on a rotation basis</p>
2.	<p>Review of curricular aspects</p> <p>Teaching, learning and evaluation</p>	<p>The DEU committee decided that multiple staffs from same department take the same topic for smaller group of students at the stipulated time.</p> <p>Regularly department wise feedback was obtained from the students regarding their online classes.</p> <p>Periodic assessments were carried out by respective departments and reports were submitted.</p> <p>Mentorship system was organized to effectively monitor students' progress</p>
3.	<p>To review research work, innovation, and extension activities</p>	<p>Protocol for dissertation were finalized for postgraduate students.</p> <p>Exam going postgraduates were specially advised to stay indoors and said they would be informed regarding the change in university examination schedule at the earliest.</p>



**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

Date: 07.07.2020

Venue: Virtual [Zoom]

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Student support and progression	The Students Welfare Committee organized a webinar on "Coping Post COVID" by Dr.Lakshmi Venkatraman for empowering the students and faculty members on what precautions to be taken when they are returning back to the institution. She also enlightened on how mutually we can support each other.
2.	Review of curricular aspects  Teaching, learning and evaluation	Effective implementation of BDS, MDS curriculum through the DEU committee. Inter disciplinary and value-added courses were conducted by various departments. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out. Review of dissertation progress of postgraduates were done.
3.	To review research work, innovation, and extension activities. Infrastructure and learning resources  Review of activities by various committees	Resources were provided to ensure all COVID appropriate behaviour was maintained inside the campus in the classrooms as well as OPD. The committee heads compiled and submitted their annual activities to the IQAC.



Date: 06.10.2020

**RAGAS DENTAL COLLEGE AND HOSPITAL**  
**(A UNIT OF JAYA GROUP OF INSTITUTIONS)**  
**INTERNAL QUALITY ASSURANCE COMMITTEE**

Venue: Virtual [Zoom]

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Student support and progression  Faculty empowerment strategies  Human values and professional ethics	Effective screening and 1 <sup>st</sup> phase of immunization of all students and staff members against COVID-19 were achieved in a phased manner. Assistance for vaccination and testing for those in need was arranged in our Injambakkam centre. Tabulated the list of faculties participated in various workshops, conferences, training programs during lockdown period. Efforts to maintain social distancing and other COVID appropriate behaviour was taken to ensure safety of the staffs, students and patients.
2.	Review of curricular aspects  Teaching, learning and evaluation	Revision and model examinations were rescheduled in accordance with the modified university examination timetable. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out. Remedial classes were taken for slow learners
3.	To review research work, innovation, and extension activities  Review of activities by various committees	Compilation of the research works, innovations and extension activities was done.  The committee heads compiled and submitted their annual activities to the IQAC.



Date

**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAVA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

**MINUTES OF MEETING FOR THE YEAR 2021-2022**

Date: 05.01.2021

Venue: Board room

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Internal Audit	A team comprising of members from each department and office was formulated and conducted the internal audit. <b>Report of internal audit is enclosed.*</b>
2.	Action Plan for the year 2021  Student support and progression  Faculty empowerment strategies	Course orientation of the newly joined undergraduate BDS 2021-2022 batch and postgraduate MDS 2021-2022. Health days and National days celebrated. Reviewed the number of students who have been qualified/placed in national/international examinations/institutions. Tabulated the list of faculties participated in various workshops, conferences, training programs. Conducted various social activity days
3.	Human values and professional ethics  Review of curricular aspects  Teaching, learning and evaluation	Effective implementation of BDS, MDS curriculum through the DEU committee. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out.
4.	To review research work, innovation, and extension activities  Infrastructure and learning resources  Review of activities by various committees	Dissertation topics were finalized for postgraduate students. Major projects, short projects and interdisciplinary research by students, staffs were subjected to review by IEC. NSS and RRC activities for the year were planned. Enlisted infrastructural modifications for various departments were planned. The committee heads compiled and submitted their annual activities to the IQAC.



**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

Date: 06.04.2021

Venue: Virtual [Zoom]

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	<p>Student support and progression</p> <p>Faculty empowerment strategies</p> <p>Human values and professional ethics</p>	<p>Rescheduling of the academic calendar to provide online teaching support to the undergraduate and post graduate students for phase II lockdown done</p> <p>To ease the teaching and ensure student engagement faculties were provided with the flexibility to alter their class time and address smaller groups of students at one point of time.</p> <p>To continue providing emergency dental care the college OPD was made function on a rotation basis</p>
2.	<p>Review of curricular aspects</p> <p>Teaching, learning and evaluation</p>	<p>The DEU committee decided that multiple staffs from same department take the same topic for smaller group of students at the stipulated time.</p> <p>Regularly department wise feedback was obtained from the students regarding their online classes.</p> <p>Periodic assessments were carried out by respective departments and reports were submitted.</p> <p>Mentorship system monitored students' progress and remedial classes were organized for those who required</p>
3.	<p>To review research work, innovation, and extension activities</p>	<p>Protocol for dissertation were finalized for postgraduate students.</p> <p>Exam going postgraduates were specially advised to stay indoors and said they would be informed regarding the change in university examination schedule at the earliest.</p>



**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

Date: 06.07.2021

Venue: Virtual [Zoom]

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Student support and progression	The Students Welfare Committee organized a webinar on "Back to NORMAL- in the Post COVID era" by Dr.Sumathi Chandrasekaran for empowering the students and faculty members on what precautions to be taken in this new normal situation. She also enlightened on how mutually we can support each other in accommodating to our surroundings.
2.	Review of curricular aspects  Teaching, learning and evaluation	Effective implementation of BDS, MDS curriculum through the DEU committee. Inter disciplinary and value-added courses were conducted by various departments. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out.
3.	To review research work, innovation, and extension activities. Infrastructure and learning resources  Review of activities by various committees	Review of dissertation progress of postgraduates were done. Infrastructural modification was initiated with the Department of Orthodontics The committee heads compiled and submitted their annual activities to the IQAC.



**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

Date: 05.10.2021

Venue: Board room

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	<p>Student support and progression</p> <p>Human values and professional ethics</p>	<p>Effective screening and 2<sup>nd</sup> phase of immunization of all students and staff members against COVID-19 were achieved in a phased manner. Assistance for vaccination and testing for those in need was arranged in our Injambakkam center. Efforts to maintain social distancing and other COVID appropriate behaviour was taken to ensure safety of the staffs, students, and patients.</p> <p>Additionally, vaccination camp was organized in our institution premises in the General Hospital for the benefit of non-teaching staffs and I BDS students.</p>
2.	<p>Review of curricular aspects</p> <p>Teaching, learning and evaluation</p>	<p>Revision and model examinations were rescheduled in accordance with the modified university examination timetable.</p> <p>Regularly department wise feedback was obtained from the students.</p> <p>Students' satisfaction survey was carried out.</p> <p>Remedial classes were taken for slow learners</p>
3.	<p>To review research work, innovation, and extension activities</p> <p>Review of activities by various committees</p>	<p>Compilation of the research works, innovations and extension activities was done.</p> <p>The committee heads compiled and submitted their annual activities to the IQAC.</p>





**RAGAS DENTAL COLLEGE AND HOSPITAL  
(A UNIT OF JAYA GROUP OF INSTITUTIONS)  
INTERNAL QUALITY ASSURANCE COMMITTEE**

**MINUTES OF MEETING FOR THE YEAR 2022-2023**

Date: 04.01.2022

Venue: Board room

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Internal Audit	A team comprising of members from each department and office was formulated and conducted the internal audit. <b>Report of internal audit is enclosed.*</b>
2.	Action Plan for the year 2022  Student support and progression  Faculty empowerment strategies  Human values and professional ethics	Course orientation of the newly joined undergraduate BDS 2021-2022 batch and postgraduate MDS 2022-2023. Registration of biometric as per the DCI norms was scheduled Health days and National days celebrated. Reviewed the number of students who have been qualified/placed in national/international examinations/institutions. Tabulated the list of faculties participated in various workshops, conferences, training programs. Gender sensitization program planned for the benefit of female faculties and students
3.	Review of curricular aspects  Teaching, learning and evaluation	Effective implementation of BDS, MDS curriculum through the DEU committee. Regularly department wise feedback was obtained from the students. Students' satisfaction survey was carried out.
4.	To review research work, innovation, and extension activities  Infrastructure and learning resources Review of activities by various committees	Dissertation topics were finalized for postgraduate students. Major projects, short projects and interdisciplinary research by students, staffs were subjected to review by IEC. NSS and RRC activities for the year were planned. Progression of the structural work assessed. The committee heads compiled and submitted their annual activities to the IQAC.



**RAGAS DENTAL COLLEGE AND HOSPITAL**  
**(A UNIT OF JAVA GROUP OF INSTITUTIONS)**  
**INTERNAL QUALITY ASSURANCE COMMITTEE**

Date: 05.04.2022

Venue: Board room

List of Members who Attended:

Sno	AGENDA	ACTION PLAN REPORT
1.	Student support and progression Faculty empowerment strategies Human values and professional ethics	Webinar organized on "How to build a resilient mindset?" presided by Dr.Vidhya Sravanthi . Faculties were encouraged to engage in more skill building workshops Various departments celebrated days of importance to their specialties like Cons-Endo Day, World Health Day, etc. Webinars, workshops, and cultural programs were conducted with respect to the same.
2.	Review of curricular aspects  Teaching, learning and evaluation	Regularly department wise feedback was obtained from the students regarding their online classes. Periodic assessments were carried out by respective departments and reports were submitted. Mentorship system monitored students' progress and remedial classes were organized for those who required. Bright students were encouraged to participate in various projects, competitions to exhibit their excellence.
3.	To review research work, innovation, and extension activities Review of activities by various committees	Protocol for dissertation were finalized for postgraduate students. The committee heads compiled and submitted their annual activities to the IQAC.

