Minutes of the College Council Meeting held on 31/1/2020 at 1.00 pm in the College Council Hall

Rev.Dr.MathewMazhavancheril, Director Academics and Research, Rev.Fr. AbyVadakkumthala, Director Medicity, Principal, the Vice Principals, and 18 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Benley and seconded by Dr Biju

1. Seal it -Director Academics asked to follow up for the demand of vehicle
2. Implant Clinic -Director Academics said more enthusiasm should be shown. He said more marketing strategies like website, leaflets and awareness classes should be thought off
3. Academic Performance -Dr Sharlene said 12 weak students were identified in I BDS revision exams were being conducted. Dr Sharlene said General Anatomy dept were not cooperating in full swing. Director Academics said he would look in to the matter
4. DORA Course -Dr Benley briefed about the course and arrangements made. Principal said that the students are happy and satisfied with the facilities provided. The colour of the uniform to be made as that of other para medical students in PIMS.
5. CBCT -DR Anuna said that the staff are not keen in investing for the same Director Academics said that if no one is interested let's not go further with the project
6. Teachers Training Programme – Principal informed Dr Chandrasekharan Nair has agreed to take the classes; but the dates have to be finalized. Two day program may be planned if necessary. The dates shall be finalized in February 2020 after getting the theory paper valuation schedule from KUHS..
7. Paippad PHC- Principal informed that the IDA, Thiruvalla branch had given a representation to the CEO, Pushpagiri regarding the functioning of Dental Clinics in the PHC Paippad . Director Academics said that only basic treatments should be carried out at the centre. This may be informed to them.

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PRINCIPAL
Pushpagiri College of Dental Sciences

8. Bodhana Community Centre- Director Academics asked the Community Dentistry Dept to talk to the concerned people at the centre and help them in their various activities.
9. Mentorship Programme- Principal said that the mentorship programme shall be started from II BDS onwards. Director Academics opined that 5 students shall be assigned to each faculty member. Dr Biju Sebastian, Vice Principal said that a list will be prepared for the same. Dr Biju enquired whether tutors also should be included in the list. Director Academics said that first faculty members should be allotted and if students are remaining allot them to tutors as well. Dr Minimol requested that whether the batch- in- charge could be relieved from the mentorship programme responsibility. Director Academics suggested that the batch- in -charges may be relieved if adequate faculty are there.
10. Graduation Ceremony -Principal said that the chief guest needs to be finalized. The date for the graduation ceremony has been decided as March 24
11. Flower show -Principal mentioned about the Pushpagiri Stall at the flower show and the various arrangements made. He also mentioned and congratulated the students who won the Ms Thiruvalla contest. All members present applauded the achievements of our students in the extra curricular activities.
12. Programmes – Principal informed that Dr Eapen Thomas had conducted 19 programmes in the last year. Dr Suja Jose has also conducted several programmes, Principal said that Dr Haby had won the best clinical presentation award at the Pushpagiri Clinical club. The members present congratulated Dr Eapen, Dr Suja and Dr Haby.
13. PROMPT -Principal and Dr Eapen Thomas briefed about the arrangements made for the OMFS Master Class programme for Post graduates titled PROMPT and for the OMFS day celebrations on 13th February. 'PROMPT' programme is being held from 13 February 2020 to 16 February 2020. Dr Eapen Thomas requested to lower the rent of the college auditorium. Director Academics asked to talk to Director Medicity regarding the same.
14. World Cancer Day -Dr Sharlene briefed about the programmes and arrangements on the same day and mentioned about the camps and screening programmes being planned for the same day, Dr Aby Mathews said that Prosthodontics dept is also participating in the camp

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15. Inspections-Dr Benley briefed about the progress in the DCI inspection preparations.
16. Trainee Lab Technician- Dr Sharlene reminded about the request for lab technician. Director Academics directed follow-up of the request.
17. Pedodontic Treatment Charge -Principal said that the Pedodontics treatment charges have been revised and new rates have been sent to management for approval. Dr Elizabeth mentioned that ortho treatment of children upto 13 years should be ~~carried out by~~ considered the Pedodontic Department. Dr Biju Sebastian mentioned that the chief complaint should be addressed first. Director Academics asked both departments to call a meeting and reach a consensus.
18. Clinical Co-ordinators -Director Academics said that he has decided to assign Faculty as clinical co-ordinators for each department. Their duties would be to increase the clinical work load, listen to patient concerns, resolve patient related queries and improve the patient in flow . OMR-Dr Anuna, Pedo -Dr John, OMFS-Dr Vineesh. Perio -Dr Annie Kitty, Endo -Dr Minimol, Prostho-Dr Haby, Ortho -Dr Jacob. These clinical co ordinators will report to the Chief clinical co -ordinator Dr Subbalakshmi.

Meeting concluded by 2.00 PM with no other matters to discuss.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Principal

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 27/11/2019 at 1.30 pm in the College Council Hall

Rev.Dr. Mathew Mazhavancheril, Director Academics and Research, Rev.Fr. Aby Vadakkumthala, Director Medicity, Principal, the Vice Principals, and 25 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.30 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Thomas George and seconded by Dr Omal

1. Principal said that Dr Anju (Department of Oral Medicine) conducted a CDE Programme in Adoor IDA. Dr Vinod said that the talk was well appreciated
2. PTA meeting -Principal said the PTA General Body meeting went off well with an attendance of 150. Dr Alexander Karakkal former Vice Chancellor of Kannur University was the chief guest.
3. Seal it Programme -Dr Vinod said that CEO had asked to put a request for the vehicle for the Seal it Programme
4. Implant Clinic -Principal said awareness programmes were being planned in Radio Macfast about implants. Principal said that Dr Haby was invited by Kairali TV to give a talk about implants, Academic Director said that leaflets maybe distributed from the health check up desks in the Pushpagiri Medical College regarding implants.
5. Academic Performance -Dr Sharlene said that the performance of the I BDS supplementary batch students were poor. After the internal exams in December assessment has to be done again to determine whether specific emphasis has to be given to any student. Dr Sharlene said that she calls up the staff and warden regularly. She added that the Mens Hostel warden is not very efficient in controlling the students. Academic Director asked Principal to talk to the warden regarding this.
6. Inspection- Academic Director directed the inspection cell to send an email regarding the DCI inspection to the management asked to mention about the DCI requirements and fund required and action to be taken. He also asked to follow this reminder emails.

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PRINCIPAL
Pushpagiri College of Dental Sciences

that since Post graduates complete the course and leave the college by July it may not be feasible to include them.

16. Dr Devadathan said that dental chairs in the department are not functioning and suggested for repair of the same. Principal replied that the request for repair of dental chairs has been sent to management.
17. Main Sister -Fr Aby said Vinitha had been appointed as the Head sister. Director Medicity mentioned about the sudden demise of Merrit sisters' husband and requested all to remember him in our prayers
18. PTA meeting –Director Medicity said that some students couldn't attend the meeting to receive the awards because of exams. He added that the meeting should be held in a date when all students can attend. Director Medicity said that our students lacked discipline they were not wearing proper uniforms and requested the staff to look into the same. No programmes should held after 6.00PM in the college premises. Faculties should be in charge for all the programmes and strict action should be taken if indiscipline is shown. Mentorship programme may be thought of. Director Academics said that it was implemented in Medical College and may be carried out here. Dr Sunil said Dr Sharlene looks after the first year students properly so the mentorship could be thought of from the Second Year onwards.
19. Chapel -Director Medicity informed about the proposal for constructing a chapel in Pushpagiri College of Dental Sciences. He requested the staff to cooperate for the same and to contribute liberally.,

Meeting concluded at 3.00 PM with no other matters to discuss.

Dr K. George Varghese
Principal

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PUSHPAGIRI
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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 29/10/2019 at 1.30 pm in the College Council Hall

Rev.Dr.Mathew Mazhavancheril, Director Academics and Research, Rev.Fr. AbyVadakkumthala, Director Medicity, Principal, the Vice Principals, and 27 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.30 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Thomas George and seconded by Dr Jose Jacob.

1. ICAPS -Principal said that there is a proposal that 30minutes of I cap session could be kept for interns presentation and the rest of the session could be used by the faculty, Principal said this would be more beneficial for the involvement of the interns
2. 'Mirabolante' -Principal informed that the play grounds need to be prepared before the event. Director Medicity said that the grounds preparation would take time, and since exams are falling in the month of December and January it would be better to keep the event in March. Director Medicity said that the friendly match between Pharmacy and Dental college could be held in the month of November itself.
3. PTA Meeting -Principal said that PTA Annual Day Celebrations is being planned with a chief guest along with award distribution for students who scored high marks and lunch is also being arranged after the programme. A circular will be sent shortly.
4. 'Seal it' Programme – Principal said that the programme had already covered 700 patients as per report from Dr Vinod. The target of around 2000 patients will be achieved by 2020. Dr Vinod said there was difficulty in getting vehicle for conveyance related to Seal it programme. Principal said purchasing a vehicle for the project could be thought of from the allotted fund.
5. Trainee for Blood collection -Fr Aby said the matter will be conveyed to the CEO
6. Implant Clinic -Principal said publicity for the implant clinic could be thought of as talks or radio programmes in association with MacFast radio. Dr Aby said publicity should be done in such a way that the IDA guidelines are followed.
7. Acadamic Performance-Principal asked if special tution could be provided for very weak students especially in Anatomy and Biochemistry for I BDS students. Academic director promised to look into the same.
8. Renewal Inspection -Principal said that the Inspection Cell has given a statement that 2.96 crore is the estimated budget for the DCI Renewal inspection. Dr Benley said some civil works need to be done for the fire and safety provisions. The Academic Director said stress should be given for the DCI requirements in the inspection.

9. DORA Course- The Academic Director said that we are allotted 10 seats for the DORA course. Dr Benley said that job oppourtunities for people completing the course are plenty especially in middle east countries. Principal requested all to give wide publicity regarding starting of the course in Pushpagiri College of Dental Sciences.
10. Student Tour- The Medicity Director said that tour permissions would be given only after faculty incharge for tours are designated. The Academic Director said that it is the duty of the staff to accompany the students for tour. He asked to prepare a list with all the staff excluding the Professors to be designated for the same. Dr Akhilesh asked why Professors are excluded. The Academic Director said that some previleges will be given to the Professors. Dr Sharlene said that not only for tours but students should be accompanied for conferences, sports events etc. The Academic Director said staff could be designated for the same once the list is prepared. Dr Sharlene said that in case of emergency health situations of students it is becoming difficult to take the students to the hospital for want of vehicles. The Academic Director replied that this could be coordinated with the faculty in charge of each batches.
11. BLS course -Principal said that the BLS course was conducted by the department of OMFS and 54 delegates participated. Dr Eapen said that it was an excellent programme and 10 participants received the AHA (American Heart Association) certificate. Dr Eapen said that the Department is planning to conduct it every year. The Academic Director said that Pushpagiri Medical college is trying to make it as a centre for the BLS course. Principal said that the Department will be conducting the AO course in the month of January 2020 and conducting the Master Class in OMFS (PROMPT) in the month of February 2020.
12. Kairali TV- Principal said that he was invited by Kairali TV for an interactive live programme on Oral and Maxillofacial Surgery.
13. Dental OP-Principal asked whether in case of absence of consultants going to the Dental OP in Pushpagiri Medical College Hospital, other staff could be designated. The Academic Director asked the HODs to look in to the same. Dr Devadathan said that it is difficult to send as there is a shortage of staff. Principal asked Dr Vinod if consultants could be spared from the Priority clinic. Dr Vinod said that it would be difficult since they have high patient load and The Academic Director said that he would look in to the same and said the statistics from the Dental OP in Pushpagiri Medical College Hospital will not be included in the Pushpagiri College of Dental Sciences statistics hereafter.
14. Academic Performance -The Academic Director mentioned that the academics should be improved and the first position should be maintained in the state by our college.

15. Academic Calendar - The Academic Director asked whether the academic calendar is ready. He mentioned that KUHS had called for applicant to register for PHD programme. He added that since we have guides in our college, interested people should utilize the facility.
16. Inspection 2020 - The Academic Director said that all committees should be alert and review meeting should be held regularly to assess the progress.
17. CBCT Proposal - The Academic Director said that it is expected that around 65 lakhs will be the cost of the CBCT machine for which we should receive a revenue of 2 lakhs every month to make it viable. He added that the survey done in our college for viability showed that we can generate a revenue of only 1 lakh 2 thousand which is not sufficient.
18. MG University -The Academic Director mentioned that the Microbiology Dept of the Mahatma Gandhi University is planning to conduct a study on Antibiotic Resistance in collaboration with Pushpagiri. Achan said faculty who are interested could apply for the same
19. Faculty Evaluation form - The Academic Director asked to complete the form in excel sheet and send it at the earliest.
20. Paippad PHC -The Academic Director said that Dental Dept in Paippad PHC would be functional soon. Initially it will function for 2days (Tuesdays and Saturdays). Dr Thomas will be the in charge of the Satellite Dental Clinic.
21. 2020 International Conference- Direcor Academics said that Pushpagiri Research Centre is planning to host an international conference in 2020 at Le Meridien or Crowne Plaza Kochi. He said that it is the first time that this conference is being allotted to a Private sector institute, Achan urged the staff to help in this venture and register for the conference.
22. Speaker on Stem Cell- Dr Nebu said that a renowned speaker is giving talks on 12 13 14 at MG university, Principal asked if we could invite him to our campus.
23. Pedodontics -Dr Elizabeth said that a receptionist is required in her department.
24. IDA State Student Conference -Dr Eapen said our students had won around 15 prizes. Everybody present congratulated the students and the staff who accompanied them.
25. Hepatitis B -Dr Eapen asked whether our students are aware of the vaccinations. Dr Benley said that it is compulsory for our students to take vaccination immediately after I BDS and take booster dose later on.

The meeting concluded at 3.00 with no other matters to discuss.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 29/08/2019 at 1.30 pm in the College Council Hall

Rev.Dr. MathewMazhavancheril, Director Academics and Research, Rev.Fr. AbyVadakkumthala, Director Medicity, Principal, the Vice Principals, and 25 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.30 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Aby Mathews and seconded by Dr Thomas George

1. IKAPS -Dr Vinod said he was planning to discontinue ICAPSs because of lack of interest from the interns. Achan said all college programmes to be conducted as per decisions and strict disciplinary action should be made if the students disobeyed. Dr Vinod said interns were telling that they wouldn't cooperate for the upcoming Ignite programme as well Achan said strict disciplinary action should be carried if interns doesn't cooperate. Dr Devadathan said that the timings of the programmes should be followed strictly for the smooth functioning of the departments. Achan said the afternoon session would be more ideal for the ICAP programmes. Principal said the timing of the icap could be made as 1.30 pm.
2. Mirabolante – Dr Eapen said fund generation was difficult as pharma companies will sponsor only if there were academic sessions. Dr Eapen said Rs 50000 could be taken from students union. Dr Eapen said Nov 9 and 10 could be the tentative dates. He said prize money to be kept for all the events to attract more participants
3. Friendly match – Dr Eapen said the friendly match between Pushpagiri Pharmacy and Dental colleges could be kept close to the Mirabolante to avoid additional costs
4. PTA meeting – It was suggested by the principal to give awards to the toppers in each subjects during the PTA meeting. Dr Eapen said Colgate may sponsor the awards for the toppers
5. Seal it -Dr Vinod said that the programme has started at the district level. The District Panchayat had shown keen interest for the programme and are promoting it in many schools. Dr Vinod said materials worth 8 lakhs were kept in the college for the same Principal said Dr Vinod has made a book regarding dental problems in children as well as use of pit and fissure sealants. Dr Vinod said Pedodntics Dept should show more interest

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for the programme .He suggested that they should not charge for the pit and fissure sealants and should attend camps of the SEAL it programme

6. NABH -Dr Thomas George said meeting for all staff members for both teaching and non teaching. Dr Thomas George said an amount of 1 crore 16 lakhs have been earmarked for the NABH accreditation, this would be used for the roofing, painting, generator and instruments. Dr Thomas George said that Dr Annie Kitty is currently attending the NABH programme in Medical College
7. Interns Posting- Dr Biju Sebastian said that the interns posting been sorted out to a great extend. Principal said that Dr Sharlene and Dr Biju had gone to all the concerned departments in Medical college and has taken feedback, Achan said feed backs were necessary to ensure good results in the examination. Principal said a meeting could be conducted with the Anatomy Physiology and biochemistry departments once the I BDS classes start in September 2019.
8. Histopathology Lab-Dr Sunil said the lab and histopathology could be shifted to one place as there is only one technician. Achan said it was better not to change the blood sample collection centre and asked whether a trainee could be helpful for assistance. Achan said he would look in to the matter.
9. Paper Presentation -Principal said Dr Suja Jose was invited to present a paper in Malaysia All staff members wished her success for the same.
10. I BDS induction -Principal said I BDS and I MDS induction programme will be on 2/09/19 Principal said a lunch was arranged for the faculty after the induction programme followed by the NABH meeting
11. Implant Clinic -Principal said special mention to be given to Dr Aby, Dr Haby and Sejoy for the speedy completion of the department. All present applauded their effort.
12. Onam celebration -Dr Biju said Dr Thomas has been appointed as the co ordinator for the onam celebrations competitions to be held at the Medical college. He requested all faculty to cooperate.
13. Interdisciplinary Posting for Post graduate -Dr Devadathan said KUHS and DCI promoted interdisciplinary posting for PGs (15 days in each dept) to familiarize with the procedures done in other departments. Principal said it could be looked into the next academic committee meeting and take a decision.

14. Faculty evaluation Form-Principal said the faculty evaluation forms are ready for circulation.
15. Promotions -Achan said Dr Benley and Dr Sharlene were promoted as Associate Professors and Dr Minimol is promoted as Reader. Achan said promotions will be given if there is a need and vacancy for the same in the department. In addition to this Achan said Faculty who perform exemplarily would be considered for promotion.
16. Academic Performance of 1st years - Achan said the academics of the 1st years should be monitored closely from the beginning. Any issue with the medical departments should be brought to notice.
17. Staff meeting- Principal said that all faculty staff meeting will be held on Sept 25 followed by lunch. He added that the faculty who were recently promoted have agreed to sponsor the lunch.
18. Renewal Inspection -Achan said a project costing around 2 crores for the replacement and maintenance of Dental chairs and equipments have been submitted by the inspection cell. This will be discussed with CEO and Executive Director.
19. Dora Course -Achan said a green signal was received from the High Court to start the course shortly. It is upto the Govt to decide on the same.
20. BDS & MDS Induction programme-Dr Sharlene briefed about the programmes for the 1st year induction scheduled on 02 September 2019. Achan said the 1st year PG's also should be inducted in the the same way in the same meeting

The meeting concluded at 3.00 with no other matters to discuss

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 12/07/2019 at 1.00 pm in the College Council Hall

Rev.Dr. MathewMazhavancheril, Director Academics and Research, Rev.Fr. AbyVadakkumthala, Director Medicity, Principal, the Vice Principals, and 22 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Baby James and seconded by Dr Thomas George

1. PTA meeting -Dr Biju said that the date for the next Executive Committee is tentatively decided on July 24. Principal said the the PTA fees can be increased to give awards to the students. Principal said the PTA annual general body meeting can be held once a year and awards distributed
2. Mirabolante -Achan said sports should be included to attract more students. Dr Eapen said around 2.5 lakhs may be needed for the same. Achan asked to look whether IDA could cooperate with Mirabolante, Achan asked to conduct the Mirabolante in the month of March.
3. Intercollegiate Sports Meet -Achan said Intercollegiate Sports meet between Pharmacy and Dental college should be held for both boys and girls at a convenient date.
4. 'Seal it' Programme- Dr Nebu briefed about the 'Seal It' programme . Dr Nebu said that treatment worth Rs 1500 is being given free of cost. Screening would be done in the schools and application of pit and fissure sealents would be done at the dental college.Fr Aby Vadakumthala said that already 200 students have availed the benefits of the programme.
5. Pedodontics MDS Renewal Inspection Report - Satisfactory reply to the compliance report has been sent to DCI. No major deficiencies has been pointed out by the DCI. Renewal permission from DCI is expected in due course. Dr Elizabeth said the library issues need to be sorted out. Dr Nebu said negotiations are being carried out with the publishers directly.

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PRINCIPAL
Pushpagiri College of Dental Sciences

6. NABH -Dr Thomas George briefed about the progress made so far. He said Fire and Safety clearance has to be obtained equipment should be procured. Achan said the basic study and process of NABH application should be carried out and schedule should be made with a proper deadline. Rev. Fr Mathew Mazhuvencheril said an amount has been earmarked for the Medical College . Achan asked to enquire whether it is available for the dental college as well.
7. Portable X-ray machine in OMFS- Principal asked Dr Eapen Thomas about the repair of portable X-ray machine. He said that it has not been repaired so far. Rev. Fr Aby Vadakumthala asked for certain clarification from Dr.Eapen. Achan assured that he will look in to the matter.
8. Posting of Interns- Dr Thomas George said that no intern are posted in the Periodontics Department. Office staff Manoj was summoned for the matter. He explained the about the difficulties in posting. Fr Mathew Mazhuvencheril asked Dr Biju Sebastian to look in to the matter so that it will not happen in the future.
9. Interns attending CDE Programme- Dr Elizabeth enquired whether it is necessary for all interns to go for all the CDES. Dr Elizabeth said that all interns are going for all the 'Ignite programmes', 'I cap' programmes and other CDES. Achan said they can be sent for all the programmes conducted by the institution without hindrance to the functioning of department . Dr Baby James suggesgted that the timings of the 'Icap' programme can be changed to 1.30 to 3.00 pm as it was being conducted by our own staff. All present agreed to this suggestion.
10. I BDS results- Achan said aggressive measures should be taken to improve the first year results. He said a proper protocol should be made to monitor weak students. Dr Rahul asked whether an MSc Anatomy person can be appointed for teaching BDS students. Achan said he would look in the same.
11. Departmental attendance register -Principal said the departmental attendance register should be maintained by all. Dr Biju Sebastian said the Oral Pathology dept had complained that the staff are not regularly signing the register. It was agreed that all faculty members will sign the departmental register.
12. Soft tissue Laser- Dr Elizabeth requested the HOD Perio dept to lend the laser for their cases as well. HOD Periodontics readily agreed to this. All present appreciated this gesture.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

13. Conservative Dept- CD Department donated a pedestal fan, AC and 3 endodontic tips to the department at a total cost of Rs 85000. All members present appreciated this move.
14. Selection for Training Programme-Principal congratulated Dr Sunu for having been selected for a training programme in New Delhi for a week on literature review. The travel expenses and stay will be borne by the Government.
15. Demand for PG seats- Rev.Fr.Mazhavancheril said that the demand for PG seats in Dentistry are in the decline. Achan said to attract more students a) Patient volume should be increased, b) Academics should be the best c)Staff student relation should be maintained. Failures in PG exams in the department will be seriously looked into.
16. Achan informed that there are lot of enquiries from people for doing internship in PCDS from outside colleges. Achan said he is not much in favour for the same. He said that if there was a shortage of interns it can be looked into. Achan asked the Principal to look in to the matter and to take appropriate decision with the concurrence of the management.
17. Review meetings -Achan said the second round of the meetings should be conducted shortly. Dr Jacob John said meetings of Prostho and Endo shall be held in the month of August.
18. Research project and grants -Achan said that all staff should be more focused in to research. Principal asked Dr Nebu that if he was aware of the deadlines and details of each it may be intimated to the faculty. Dr Nebu said that Dr.Sunu will update about the same from now on.
19. Discipline among the BDS students- Fr Aby Vadakumthala said that there is a lack of discipline among the BDS students. Achan said alcohol bottles were found on the top floor and relationship between boys and girls are not acceptable. Achan asked the staff to monitor and report promptly any lack of discipline among students.
20. Movement register -Fr Aby Vadakumthala said that entry in the movement register has to be done by the staff. Achan said it easier for the office staff to convey to the patients the whereabouts of the staff if the registers are entered properly and timely.

The meeting concluded at 3.00 with no other matters to discuss

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PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
PUSHPAGIRI
MEDICITY
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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 13/5/2019 at 1.00 pm

in the College Council Hall

Rev Fr Mathew Mazhavancheril Director Academics & Research, Principal, Vice principals and 22 faculty members were present

Dr. George Varghese, Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Thomas George and seconded by Dr Benley George

1. Canteen - Principal asked the staff whether complaints regrading the canteen were rectified. Dr Baby James and Dr Nebu said that the quality of food is not satisfactory. Principal replied that he will take up the matter with Director Medicity.
2. PTA Meeting –Fr Mathew Mazhuvencheril said that the initimation of PTA meeting should be done by post also, so that there will be better participation of parents.
3. Awards –Director Academics said the staff could sponsor awards for the students who secure the highest marks in each subject. He added that this is a common practice in Pushpagiri Medical College and suggested that it could be followed here. He congratulated Jasmine George for securing the first rank and specially congratulated the staff for their efforts
4. Mirabolante –Dr Eapen said that the IDA is conducting an intercollegiate sports event on the same month and it would affect Mirabolante. Dr Eapen enquired whether an event comprising of debates, quiz and scientific sessions could be conducted. Achan said sports events would attract more participants.
5. 'Seal It' Programme - Dr Vinod said the programme is being co ordinated by Pedodontics, Public health dentistry and Periodontics Department. Fr Mathew Mazhuvencheril said that materials worth 5 lakhs have already been received
6. Statistics in Priority Clinic –Principal enquired whether the statistics from the Priority Clinic could be added to the respective departments. Achan replied that it will not be permitted to club the statistics. He opined that the Departments have to start innovative programmes and initiatives to increase their patient flow and not to depend on the Priority clinic statistics

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PRINCIPAL
Pushpagiri College of Dental Sciences

7. Academic Monitoring Committee –Principal informed that the Academic Monitoring Committee has been constituted as per KUHS guidelines with Dr Omal as the Chairman and a report has been sent to KUHS.
8. OMFS Day –Principal congratulated Dr Eapen Thomas and his team for organizing the programme (Walkathon and OMFS torch). Principal briefed about the programmes conducted by the Oral and Maxilofacial Surgery department. Principal said the best programme for the OMFS celebrations was conducted by our college out of all the institutions in the State.
9. MDS Seats –Rev Dr Mathew Mazhavancheril congratulated Dr Benley for working hard in getting our MDS seats filled on time. He said that his efforts need special mention.Principal said that MDS orientation programme is being planned on May 17th. Director Academics said he will make a presentation for the same.
10. Tobacco Cessation Programme –Dr Benley requested that a space must be earmarked for the same as it is mandatory for DCI inspection. Principal agreed to this.
11. Pedodontic Department- Dr Elizabeth said the chairs in the dept are deficient. Fr. Mathew Mazhavancheril said the chairs that were taken for the Priority Clinic should be given back or that should be looked into. Dr Devadattan said that the chairs in the Conservative department need to be repaired at the earliest. 5 Dental chairs are totally not usable. Director Academics asked Dr Benley to look into the matter.
12. NABH accreditation- Dr Benley said a co ordinator is needed for the same. Principal and Fr. Mathew Mazhavancheril proposed the name of Dr Thomas George as the co ordinator. Dr.Thomas George agreed to this. A presentation of the NABH requirement shall be done in the next CCM meeting. Dr George Varghese read out the names of the other members nominated viz. Dr Annie Kitty, Dr Shibu and DrVinesh
13. X Rays – Dr Eapen informed that the patients are sent to OMR dept after extraction for x-rays . He said that this is causing difficulty for the patients. If the portable X ray unit in the department could be repaired at a cost of 12000 it would be very beneficial.
14. Part 2 MDS exams-Principal said that the Part II MDS exams will start from June 27th.
15. Interns –Dr Devadathan said there are no interns posted in the Department. He suggested that this should be looked in to, so that interns are uniformly posted throughout the year

The meeting concluded at 3.00 pm with no other matters to discuss

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TRIUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 08/4/2019 at 1.00 pm in the College Council Hall

Rev.Fr.AbyVadakkumthala,Director Medicity,Principal,theVicePrincipals,and 21 faculty members were present. Dr Mathew Mazhavancheril, Director Academics expressed his inability to attend the meeting.

Dr. George Varghese, Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Thomas George and seconded by Dr Benley George

1. Administrative Report - Principal said the report should be submitted within a week's time, preferably by 15th April.
2. Complaints about Canteen – Fr Aby said all feedback from the staff will be entertained and it will be communicated to the contractor. Dr Sunil said that the plates are not being cleaned properly in the canteen.
3. Student awareness – Principal said the students should be given an awareness about sterilization. Third year and final year students should be made aware of the sterilization protocol and the awareness classes should be finished by May. Principal suggested that the first I cap session may be taken on sterilization. Principal said that the Interns Orientation programme will be conducted on 11th April and a trainer from outside had agreed to take class for them; Principal said the PTA Annual General Body meeting was scheduled for the 10th of April.
4. Ignite Session –Dr Vinod said the next ignite session will be on 25th of April. He said that GSK pharmaceuticals had agreed to sponsor a high tea for the participants and would take a small lecture on antibiotic resistance.
5. Mirabolante –Dr Eapen said initial meetings with Dr Benley and Dr Biju Sebastian were carried out and tentative dates were fixed for Oct 12, 13. Dr Eapen said cultural programmes may be included to attract more students. He added that the minimal expenses were budgeted and it comes to around 4 lakhs. If more participants are showing interest then the event maybe conducted as a 3 day programme.
6. Patients coming to PCDS from Dental Camps -Principal said that management has agreed to give free registration, free scaling and free extraction for patients coming from dental camps. The treatments will be done by interns and PGs for them. Principal added that free

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PRINCIPAL
Pushpagiri College of Dental Sciences

dental check up and free scaling can be given for one person through the by stander motivation programme in the department. But they will have to pay the registration charge.

7. Pit and Fissure Sealant Programme - Dr Vinod briefed about the pit and fissure programme SEAL IT. He said students will be brought from schools for this programme. Since the treatment is carried out free of cost, the registrations may also be waived off ,Achan said the matter would be discussed and decided
8. Second Saturdays – Dr Biju Sebastian said that the authorities has permitted that the 3rd years could go home early if needed
9. Weak students –Principal said that Dr Vinesh may take the initiative to look into the studies of Greeshma, Alfia and Ken Suresh (III BDS Students). Dr Biju said that special care should br given to Abbey and Ashley as well. It was decided that Dr Naveen (ortho) Dr Shibu (community)Dr John (Pedo)Dr Jose (Endo) to look into Abbeys academics
10. Report of Sterilization in PCDS - Dr Vinesh briefed about the sterilization protocol going in our college .Dr Vinesh submitted a report on the same and briefed about the infection control protocol that needs to be implemented if applying for NABH.

    Dr Vinod said that the standard of our sterilization is extremely poor. Rev Fr Aby Vadakkumthala said an outside agency was looking into the sterilization protocols in medical college. He asked to have a discussion with CEO Fr Jose Kallumalikal. Dr Vinod said that he will look in to the same.
11. Self appraisal forms - Principal said that the forms of 5 Departments have been received from the Management with their comments. He added that it will be informed to the concerned staff.
12. Special Treatment charges- Fr Aby Vadakumthala said that special treatment charges for the staff members will be discussed and finalized soon.
13. Priority clinic – Principal congratulated all involved in the priority clinic for starting the clinic. Dr Vinod specially congratulated Fr Aby for all the support and efforts. Achan thanked all the staff for their co operation rendered. Dr Eapen said that the staff from OMFS Department may be permitted to work in the priority clinic after 1.30 pm.
14. Conservative Department –Principal said that PGs in Conservative Dentistry Department may be given a lunch break as a parent requested for the same. Principal requested the HOD to look in to the matter

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Dr. K. GEORGE VARGHESE
PRINCIPAL
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15. Files missing –Principal said files lost should not be charged again .Dr Jacob John said loss of files should be seriously looked into. Achan said that lost files should not be charged again
16. Stock Register –Principal said that during Pedo inspection it was mentioned that the stock register was not being maintained properly. He told that the HOD Pedo may find a suitable time for detailed discussion with the Princial. Principal said all departments should look in to the same and update their stock registers.
17. Academic Monitoring Committee –Principal said that the committee was constituted as directed by KUHS including the Principal ,Vice Principals, the HODs and the batch co ordinators as members and the meeting of the committee is scheduled on April 9.
18. Prosthodontics PG Convention - Dr Aby Mathew.T said that PGs from Prostho Dept had secured 2 Best paper awards in the PG convention. Principal and all present congratulated the Prosthodontics Department for this achievement.
19. Additional Batch result –Principal congratulated Dr Sharlene First year co ordinator, and all the first year staff for the excellent results. Principal congratulated Dr Shibu and the final year staff for the IV BDS Part 2 results
20. Elections –Dr Biju Sebastian enquired whether it will be a holiday for the college on the election date. Achan said would clarify and inform the staff about it soon.
21. Salary- Dr John said that salary for the past 4months were pending Achan said he will look in to the matter
22. OMFS Torch and Walkathon- Dr Eapen briefed about the programmes planned for the day to be conducted on May 6.
23. Dental Chairs –Dr Aby and Dr Jose said the dental chairs in their departments were in very bad condition and it is better if new one is purchased. Dr Benley informed that one or two new dental chairs in Prostho and Conso can be purchased in a year so that the clinic will be functioning smoothly and the existing dental chairs are now 12year old. Achan said he is considering the purchase of new chairs.

The meeting concluded at 3.00 pm with no other matters to discuss.

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 06/3/2019 at 1.00 pm in the College Council Hall

Rev.Dr.Mathew Mazhavancheril, Director Academics and Research, Rev.Fr.AbyVadakkumthala , Director Medicity, Principal, the Vice Principals, and 22 faculty members were present.

Dr. George Varghese, Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Benley George and seconded by Dr Biju Sebastian

1. Dental certificate for school students- Principal said that on enquiry it was found that school medical report may require the help of an ophthalmologist as well. Achan said that the matter could be discussed with the Ophthalmology Dept at Pushpagiri Medical College.
2. Administration Report – Principal said the template for submitting the administration report will be sent to all HoD's by 20th of this month and the report should be submitted by 30th March. Principal said that the issue of VIP passes could be resolved once the priority clinic starts functioning.
3. Canteen-Principal thanked Rev.Fr. Aby Vadakumthala for taking the initiative for reopening the canteen. Dr Baby James said that the food quality should be improved. Rev.Fr. Mathew Mazhavancheril said that microbiology testing of the food and water may be carried out every month
4. Sterilization Classes -Principal said that classes maybe conducted for sterilization to increase awareness among ANM staff. He suggested that under the guidance and leadership of Dr Annie Kitty interns shall take the class for the ANM staff. Dr.Annie Kitty agreed to this. Dr Vinod Mathew asked if a report could be given on how the sterilization procedures were being carried out in the college now. Dr.Eapen Thomas agreed to give the report in 2 weeks time.
5. Rural Health Centre– Dr Vinod said that the Dental Health centre at Paippad will start functioning by April.
6. 60th Jubilee Celebrations- Fr Mathew Mazhavancheril said that the Jubilee celebrations will be inaugurated by the Hon'ble Chief Minister Kerala on 19th March 2019 at 3 pm in the Medical College grounds. Achan said all that students should attend the function and they should assemble at the ground at 2.30 pm. He suggested that Dr Sharlene could up take the charge of the students. Achan invited all the staff members for the function. Principal said

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that as part of the 60th Jubilee Dental college (Prostho Dept) has decided to give 60 free complete dentures and free Pit and fissure sealants for 2000 students (Community Dentistry Dept, Periodontics and Dept. of Pedodontics). Oral Pathology and Community Dentistry Dept had announced 60 free cancer detection and awareness programme as part of the 60th year celebrations .

7. Medical exhibition and sports event-Rev.Fr.Mathew Mazhavancheril said that a medical exhibition will be conducted in connection 60th year celebrations. Achan said Dental college will be given an area to showcase their items. He added that Dr Benley could be the in charge for the same. In addition there will be an inter medicos basketball tournament also. Achan asked whether Dental college can conduct a sport event or an event like if 'Mirabolante' could be conducted this year. Achan requested Dr Eapen to be in charge of the same and take up the matter.
8. MDS course in Pedodontics -Rev.Fr. Mathew Mazhavancheril congratulated Dr Elizabeth for getting the final sanction for starting MDS course in Pedodontics with securing 2 seats. He also congratulated the whole Pedodontics Department for the same.
9. Scholarship for MDS_Dr Benley suggested that our students should be motivated to join for MDS programme in our college itself. Achan opined that they may be given a scholarship or fee subsidy. Achan asked Dr Benley to look in to the issue and give a viable proposal in this regard.
10. Request from Prof of Periodontics-Principal said that Periodontics HOD had informed that number of OP cases in the department is not adequate and only very few patients are being sent from other departments as referral cases. Dr.Thomas George, HoD Periodontics requested for more referrals from other departments and also that running fixed orthodontics cases may referred to Periodontics for scaling regularly. Dr Biju Sebastian replied that all ortho patients are now being sent for scaling before the treatment starts and only selected cases could be sent for oral prophylaxis during the treatment. Achan said dummy files should be completely eliminated. He insisted that appointments given after 2 months should be reported to the Inspection cell and the Academic Director.
11. Schemes for poor patients in PCDS-Rev.Fr. Mathew Mazhavancheril said that there are many schemes in Medical college for giving treatment concessions to patients and no system has been implemented in dental college. He suggested that proposals for starting similar schemes may be sent and this in turn will improve the patient inflow.

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12. Treatment of patients referred from dental camps-Rev.Fr. Aby Vadakumthala suggested that dental camps may be conducted and treatment may be done free of cost for eligible patients. Rev.Fr. Mathew Mazhavancheril said that Community Dentistry department should take the initiative and co ordinate with the finance dept and the HODs of each department and plan for various schemes.
13. Answer book discussion and leave for students- Principal said the answer books could be shown to the students after the internal exams and discussed. Clarification can be given to students regarding answering the questions and also suggestions as to how to answer so as to score good marks. Principal said that Dr Biju had informed that some students had asked for permission to go home on second Saturdays early i.e. by noon/ in the afternoon. Students from Calicut are finding it difficult to reach home in time after leaving college at 3.00 pm. Achan said that it is up to the college authorities to decide regarding the same.
14. Movement register- Principal said that use of movement register has to be followed strictly. He said that it was reported by some HoD's that some staff go out for about one and a half hours for lunch which is not a good practice especially so after starting of canteen. Rev.Fr. Mathew Mazhavancheril said that working hours should be utilized properly. Principal assured that there will be a positive change and it will be reflected in the performance in the next 3 months.
15. Special consultation charge- Dr Omal asked if special consultation charges should be made for those patients in cases where diagnosis was made in the OMR department and treatment carried out in other departments. Dr Vinod suggested that patients should be charged for consultation only if patients are referred from other clinics for a particular disease . This was agreed by all.
16. SMS report to parents- Dr Vinod asked whether the SMS programme that was planned in the previous CCM meeting was implemented. Achan said that marks of their respective wards could be sent to their parents by SMS. This has to discussed with the IT department.
17. Self Appraisal forms- Principal said that those who have not yet submitted self-appraisal the forms, needs to submit it within the next 3 days since the last date is already over.
18. NABH accreditation -Rev.Fr Mathew Mazhavancheril said that Pushpagiri Medical College is in the process of going for NABH accreditation. Achan said dental college also could apply for the same and a proposal could be submitted by March/ April. Achan said that those colleges having NAAC accreditation of Grade A and above will get autonomous

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status and as well as grants from the UGC. Achan said we should strive to get A grade in the next NAAC inspection

19. Research guides- Achan said that the KUHS had updated list of PHD guides. Many faculty from colleges with less facilities are appointed as guides. Achan said more faculty from our college should apply for the same. Achan said that the DORA course should be started soon. Principal suggested that urgent steps may taken to file case in high court to obtain NOC from the government.
20. Special treatment charges-Rev.Fr. Mathew Mazhavancheril said that there was a circular regarding special treatment charges for our students and alumni in Pushpagiri Medical College. He asked the college authorities to look in to the same in PCDS also.
21. College Discipline- Rev.Fr Mathew Mazhavancheril said that college discipline has to be maintained by the staff at all times. Notes to students should never be circulated through Whatsapp .The Staff should follow the HOD's instructions at all times and all matters pertaining to the department should be sorted out in the department itself.
22. Priority Clinic - Rev.Fr. Aby Vadakumthala said that work is going in full swing. Achan congratulated all the staff especially Dr Vinod Mathew and Dr Jacob John for all their efforts. The date of inauguration will be announced soon. He requested the co-operation of all faculty members in the functioning of the clinic and invited all for the inaugural programme.
23. Rapid review programme- Dr Devadattan said that Dept of Conservative Dentistry is hosting a state wise rapid review programme for final year Conservative Dentistry PG's on March 16th.He invited all for the inaugural programme at 9 am.
24. Graduation Ceremony- Principal said that the Graduation Ceremony of 2013 batch will be held on April 5th Friday. He said Dr Mony Kuriakose, Director RCC Kochi has kindly consented to be the chief guest. Rev. Fr. Mathew Mazhavancheril enquired whether various committees have been formed and other necessary arrangements made. Principal replied that he is following up the matter. Organizing committee meetings are being held regularly and Dr.Vinod Mathew coordinating.
25. The meeting concluded at 3.00 pm with no other matters to discuss

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 22/12/2018 at 1.00 pm in the College Council Hall

Rev.Dr.MathewMazhavancheril,Director Academics and Research,Rev.Fr.AbyVadakkumthala , Director Medicity,Principal, the Vice Principals, and 20 faculty members were present.

DrGeorge Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Aby Mathews T and seconded by Dr Biju Sebastian

1. MDS Coaching Centre – Fr Mathew Mazhuvencheril said that coaching centres wont be beneficial for the college so it is better to avoid such centers, and avoid giving permission to work in our premises
2. Research Project Coordinator -Principal said that Dr Sunu has been appointed as the research project coordinator. Achan said that the duty of the Co Ordinator was to help the faculty in writing, submission of the projects
3. Grievance cell-Principal said that grievances were very negligible. Dr Aby Mathews chairman of the grievance cell said that measures should be taken in reducing the delay of files reaching the departments.
4. Sterilization Classes -Principal said that classes maybe conducted for sterilization to increase awareness among ANM staff. Principal said that the autoclaves in the departments were not working properly. Dr Vinod Mathew said that if central sterilization was improved we could do most of our sterilization there. Achan asked to talk to Salish at Pushpagiri Medical College regarding this. Achan asked the inspection cell to look forward for NABH accreditation
5. Dental fitness for patients – Principal said he would look in to the matter and issue a circular soon regarding the details of the same
6. VIP Patients -Fr Mathew Mazhuvencheril said that VIP patients may be given a pass from the director and treatment should be done urgently and patients who are recommended by the Director should be given priority

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7. Dr Aby Mathews asked if patients who come with pain or swelling could be addressed fast, Fr Aby Vadakumthala said OMR dept may give drugs if patients come with severe pain and swelling
8. Principal said the administrative report was properly bound and given to the Executive director Jacob Punnose, Principal said the executive director was very impressed with the same
9. Principal said an inspection cell had been formed comprising of Dr Vinod Dr Benley and Dr Jacob John. Principal said it was a very powerful body and would look in to the inspections,vacancies, requirements needed for the college .Principal said a separate room would be allotted for them
10. Rural Health Centre in Pampady -Principal said a rural health in Pampady was going to be started soon. Achan said Dr Mahima could take charge of the centre as well. Achan said Dr Mahima has a good reputation among the patients at other rural health centres, Achan said in case if Dr Mahima is on leave other BDS staff may be deputed, Post graduates may be appointed if the HODs think they will benefit from the Rural postings.
11. Principal said the material purchase was being done after calling quotations from at least 3 dealers .Principal said that this has reduced the expenses from 80 lakhs to around 40-50 lakhs
12. Principal congratulated Dr Biju Sebastian for clearing the fellowship in Orthodontics. Fr Mathew Mazhuvencheril congratulated Dr George Varghese for achieving the full bright scholarship. Principal congratulated Dr Rino for receiving special appreciation from the OEM public school for conducting the camp at their premises
13. Fr Mathew Mazhuvencheril said that the timings would be from 8.30 to 3 from January 1st and arrangements to be made for the same. Fr Aby Vadakumthala asked the staff to use the working time more productively .Achan mentioned that thevtime spent by the staff at the coffee shop to be reduced,and as well try avoiding going out of the premises for lunch once the new canteen starts functioning
14. The meeting concluded at 3.00 with no other matters to discuss

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 26/06/2018 at 1.00 pm in the College Council Hall

Rev.Dr.MathewMazhavancheril, Director Academics and Research, Rev.Fr.AbyVadakkumthala , Director Medicity, Principal, the Vice Principals, and 20 faculty members were present.

Dr.George Varghese, Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary, Dr Jacob George and it was then passed. Proposed by Dr Aby Mathews T and seconded by Dr Elizabeth

1. MDS inspections – Dr Elizabeth briefed about the preparations for the Pedodontics MDS inspection.

   Chairs and Journals have not been purchased. Civil works to be done has been discussed with with the concerned people. She informed that the X ray unit is kept in a room with door made of aluminum fabrication. Achan said that inspectors might ask for AERB certificate. So steps may be taken to procure it. He added that lead aprons and badges are also necessary for the proper functioning.
2. Teacher Evaluation form –Principal said that it is ready and will be distributed as soon as the students arrive after exams. Achan said he would like to have a copy and would see whether any changes have to be made
3. Compulsory Study Programme – Principal asked for a clarification whether all the staff may be included (i.e. both BDS and MDS) .Achan said it would be better to include both BDS and MDS faculty and duty roaster may be prepared in such a way that BDS and MDS staff alternate each day.
4. Dentcare Bills –Finance section had informed that all the bills due to the lab has been settled except the bill amounting to 1.5 lakhs for which proper bills were not produced by them.
5. Consumables – Achan requested the Vice Principals to decide on the quota of the consumables to be issued for the students from the store.
6. Motivational Talk –Principal said it will be conducted in the first week of October once the I BDS students joins.

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7. Treatment at Pushpagiri –Achan said the faculty has to promote Pushpagiri Institutes and it is not a good practice that our staff go to other hospitals for treatment when equally good facilities are available in Pushpagiri. Fr Aby Vadakumthala requested all to make use of the Privilege cards given to the faculty. Fr Mathew Mazhuvencheril said that at any time if the faculty find difficulties with the service rendered by any of the departments in Pushpagiri, they could call him over phone .
8. Thesis Work in Pushpagiri Research Centre - Fr Mathew Mazhuvencheril insisted that First year PGs have to do a part of their thesis work in the Pushpagiri Research Centre, if such a topic is selected. Achan said that if full time involvement is not possible it should be mentioned. Moreover PRC have to be informed about all matters regarding the study. If there are any difficulties in payment of research centre charges, should it should discussed.
9. Amal Jyothy Engineering College -2 proposals from Dr Sunil and Dr Annie Susan have been submitted for joint projects with AJEC. Achan said a review meeting may be held every 6 months to check the progress of the MOU.
10. First Year Students –Principal said that currently there are 3 student- in -charges for the First years. An additional 2 more in charges would be beneficial. Principal said that First year student Denny showed very less interest in his studies and this has been conveyed to his parents.
11. Bulk Sms –Achan said Amal Jyothy Engineering College has developed a software to send daily attendance to the parents. Achan said we will discuss it with the Amal Jyothy to check if we could implement the same here.
12. Electrician-Principal enquired about the prompt service of the electrician. Fr Aby Vadakumthala said that if there are any complaints it should be informed.
13. Bioradiance– Achan said there was a participation of 250 delegates. But participation from PCDS was very less. It should be improved next time.
14. MDS External Examiners –Prepaid taxis could be hired from the airport and it will be reimbursed from the college. In case if the Post graduates are bringing the externals, fuel expenses shall be reimbursed. Achan said that the external examiners will be provided with the basic amenities/hospitality from the college. Other entertainments maybe done

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

by collecting a nominal amount from the post graduates. Lunch during exams will be provided for the internal/ external and skilled assistant

15. Dr Elizabeth informed the TDS have not been filed timely by the office authorities. Achan promised to look into the matter.
16. Dental OP –Dr Jacob discussed about the arrangements to be made so that consultants come to Dental OP on time on their allotted days. He suggested that if a consultant is on leave can arrangements may be made for another one thereby reducing inconvenience to patients. Achan said if there is a need for a full time Prosthodontist and Endoddontist it may be thought of . Achan asked Dr.Jacob to give a detailed report regarding the same. He promised to give the report before the next meeting.
17. Research Methodology Programme –Achan said a class shall be conducted for the Phd aspirants and PG students. He asked Dr Nebu to co ordinate the class. He added that as he is going to visit VIT university next week and if anyone who is interested in doing PhD in VIT could approach him.
18. Mobile Jammer –Dr Benley said there were strict instructions from the university to keep mobile jammer. He said there will be a fine of 1 lakh per exam in case it was found not working
19. Lift Issues-Principal said lift was not functioning properly causing much inconvenience to the patient's and staff. Fr Aby Vadakumthala said it will be ready in a week's time. Achan said a second lift could not be thought of now due to the financial constraints.
20. KUHS PG Board of Studies –Principal said 3 staff from our college had been nominated as members in the BOS (PG Dental) viz. Dr George Varghese, Dr Devadattan and Dr Thomas George. All present appreciated this.
21. Patient appointment on holidays –Fr Aby Vadakumthala said that appointments for patients should not to be given on holidays as there were such incidents recently resulting in complaints from them.
22. Best Case Report of the Month -Dr .Devadattan said that Dr. Minimol had received the best case report of the month award in the last edition of their online journal of Conservative Dentistry. Every body congratulated her on this achievement.
23. Dental chair repair- Dr.Devadattan said that the air valve was broken as well as the dental chair repairs are pending. Dr Aby Mathews said that the chairs in prosthodontics

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PRINCIPAL
Pushpagiri College of Dental Sciences

dept had to be repaired and the supply of gas should be looked into. Dr Sunil said the voltage flactuations should be addressed. Rev.Fr.Aby Director Medicity agreed to look into the matter.

24. Emergency drugs - Principal said emergency drugs need to be purchased at the earliest for all departments. Principal asked Dr Eapen and Dr Rupeh to look into it and procure the kit at the earliest like that supplied by the IDA for its member. Principal also mentioned that BP apparatus and Stethescope need to be procured for all departments. This was agreed by the Directors.

Meeting concluded by 3.00 pm with no other matters to discuss

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PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Rev Dr Mathew Naduvanchal

AGENDA FOR THE C.C.M ON 26 JUNE 2018

1. Request from Dr Jacob, Dept. of Dentistry for Prosthodontist.
2. Pedodontics Inspection arrangements.
3. Combined research proposal with Amal Jyothi Engineering College.
4. Research Methodology programme – Fixing the dates
5. P.G exam arrangements
6. Mobile Tower –
7. Lift complaints.

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
PUSHPAGIRI MEDICITY TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 11/05/2018at 1.00 pm in the College Council Hall

Rev.Dr. Mathew Mazhavancheril, Director Academics and Research, Rev.Fr. Aby Vadakkumthala , Director Medicity, Principal, the Vice Principals, and 20 faculty members were present.

Dr.George Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr. Thomas and seconded by Dr Baby James

1. Starting of MDS Pedodontics – Principal informed that DCI inspection is expected soon. He said the chairs have to purchased .3 quotations have been received for this and has ben forwarded to the Finance dept. Dr Elizabeth said quotation for books have to be obtained.
2. Prosthodontics technician–Dr. Aby Mathews said a dental technician can be spared to go to the Dental OP every Wednesday based on the request of Dr. Jacob.
3. PTA meeting –The first PTA general body meeting of all parents and teachers will be conducted in the month of May or early June. Dr.Biju Sebastain, Vice Principal agreed to take initiative to convene the meeting.
4. Teacher evaluation form–Principal said it is being finalized and will be distributed soon
5. Compulsory Study hour for students –Fr Mathew Mazhavancheril said all faculty members should supervise the compulsory study programme of students starting from July. Achan added that all faculty members should supervise and not the lecturers. Professors may be excluded. A duty roster will be issued soon.
6. Smart Phone –Use of smart phones should be strictly avoided. The faculty shall confiscate the phone if being found used and hand it over to Principal's office. University has also given strict instructions to ban the use of smart phones in all the colleges.
7. Filtration Unit– Principal enquired whether the filtration unit kept near the tank is working properly to ensure good drinking water. Dr Vinod replied it will be repaired soon

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8. Indent for dental materials-Principal said intend for dental materials should be given for 3 months (and not monthly) to give adequate time for the store i/c to consolidate the request and give supply order to the firms
9. Dentcare Dental Lab Bills –Dr Vinod said that the finance section is taking necessary steps to clear the pending bills. He informed that bills will be cleared at the earliest so as to avail discount from them. He added that around Rs.1.5 lakh is pending payment is there due to lack of proper bills from the Dentcare Lab.
10. Stock taking Meeting –In the last awareness class held in the first week of April 2018 attendance was poor, so the class did not benefit all concerned. Principal said another class will be held next week for those who couldn't attend the meeting.
11. Use of consumables-Fr Mathew Mazhavancheril said that it is better to keep a quota for students and interns to avoid misuse of consumables like gloves and masks. Dr Baby James opined that if excess is needed they can buy it from the store .Dr Vinod said it can be made available from the pharmacy. Dr Vinod remarked that the masks available at the college are of poor quality. Achan asked to write a letter to the authorities citing the complaints.
12. Principal thanked and also congratulated all the faculty for their co-operation in making the 'Graduation Day' a grand success Special mention was made about the efforts by Dr Vinod who was in charge of the Graduation Day and Dr Thomas George for his efforts in getting media coverage
13. Motivational Talk – Principal said Jacob Job IPS (Retd.) has given consent to give a talk on cyber crimes. Achan opined that it will be very useful for all the students in today's age and it may be conducted after the 2018 admission of BDS students in October.
14. Dr Biju Sebastian asked about the concession to be given in treatment charges for staff. Achan said it is being provided in Medical College. Achan suggested to talk to the concerned authorities to know whether it can be permitted in Dental college as well.
15. Ethical Committee –Dr Benley explained about the procedures and expenses involved in registering the institution ethics committee of PCDS. Achan said if is such a long process and much expense is involved, no need to go for it. Achan opined if any clinical trials are being planned permission can be taken from the IRB at Medical college

16. Thesis Publication –Principal said it should be made mandatory to make the PGs publish their thesis before the leave the college. Principal suggested that all faculty should make use of the MOU signed with Amal Jyothy Engineering college for coming out with innovative project proposals. Dr Vinod enquired whether intellectual property rights would be given. Achan said it would be given as per the norms.
17. Interns working in other Departments – Dr Eapen said interns should not be allowed to work in other departments than where they are posted in one department unless they obtain permission from both departments. All agreed to the suggestion.
18. Post MDS appointment of PG's- Principal informed that certain faculty have asked if it is possible to appoint the bright PGs for an year after their MDS course so that they can finish their research work. Achan said the matter has to be discussed further in the Directors meeting in Pushpagiri before taking final decision.
19. Mentoring of students-Principal said putting 10 students under one staff as a mentor,for the first year students can be considered .Dr Vinod asked whether there is a provision to inform the parents if their wards were not attending the class. Fr Mathew Mazhavencherry said SMS should be sent to the parents if they are not attending. Dr Eapen said bulk sms could be purchased for the same. Achan asked Dr Biju Sebastian to discuss the same with Dr Eapen and decide at the earliest
20. Permitting Entrance Coaching centre in PCDS -Achan said it is not a very good practice to rent out our premises since they may finally challenge our own teaching methods and competency of faculty
21. Case sheet verification- Principal said some patients go to the departments directly without going to the OMR department which was not to be entertained .Appointment files can directly go the department but not the new files. Dr Vinod said the delay in files reaching the departments should be given due importance to avoid complaints from the patients. Achan asked to discuss it with Fr Aby Vadakkumthala.
22. Maintenance of equipments and chairs –Dr Vinod said around 12 lakhs have been spent for repairing chairs and complaints of chairs have reduced. Dr Vinod informed that a software is being developed to register dental chair complaints .He added that the filters need to be replaced and the compressor has to be overhauled

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23. Electrician – There are reports that the electrician presently working is not found to be efficient and not available on request. Achan suggested to report the matter to the HR Department for taking action.
24. Fr Mathew Mazhavencheril congratulated the faculty for making the 'Graduation Day' a grand success. Achan congratulated the Principal, Dr Sunil and Dr Eapen for conducting the OOO conference in a successful manner.
25. Research work- Achan said regarding research work the projects should be carried out in our premises as far as possible. Proper and timely communication and explanations should be given at all times if the PG's are planning to do the work elsewhere. Achan informed that letters has already been sent to all Guides regarding the matter.
26. 'Bioradiance' –Achan said the programme will be held on June 23 at Pushpagiri Senate Hall. Achan added that it is being planned to have a quiz programme and poster presentation along this. He invited all the faculty members and send all the PG's for the programme.
27. Promotion of faculty –Achan said the promotion committee have decided to Promote Dr John (Pedodontics) as Reader Dr Jacob George (Periodontics) as Associate Professor and Dr Anuna Laila George (Oral Medicine)as Associate Professor.
28. Remuneration to External Examiners- Achan said Halt allowance is to be followed strictly as per the KUHS guidelines
29. NSS Unit –Principal said the unit is being planned to be inaugurated by the Hon'ble Minister for Water Resources Sri. Mathew T Thomas on 2nd June. He appreciated the efforts of Dr. Thomas George and his team for organizing the NSS unit in PCDS.
30. Salary –Achan said that the Pushpagiri management is trying to settle all salary dues by the month of June

Meeting concluded by 3.00 pm with no other matters to discuss

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Minutes of the College Council Meeting held on 27/03/2018 at 1.00 pm in the College Council Hall

Rev.Dr.Mathew Mazhavancheril, Director Academics and Research, Rev. Fr.AbyVadakkumthala , Director Medicity, Principal, the Vice Principals, and 20 faculty members were present.

Dr.George Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr. Thomas and seconded by Dr. Baby James

1. DORA course- Fr. Mathew Mazhavencheril said that since the examinations are conducted by the DME, permission should be obtained from the DME/Govt. before starting the course and admitting the first batch students. Meanwhile all necessary steps may be taken urgently to face the DCI inspection.
2. MDS Pedodontics –Dr Elizabeth briefed about the preparations for the KUHS inspection which is expected to be held shortly. Fr. Mazhavancheril requested the Principal to get a copy of the resolution of the management from the corporate office for starting the MDS course in Pedodontics for forwarding to KUHS before the said inspection.
3. Student Appraisal form –Principal said it is being finalized and will be ready before the next CCM.
4. Dental technician –Dr Biju said regarding the posting of a technician in Medical college a technician from Prosthodontics could be thought of without compromising the work in Prostho dept. Dr.Aby Mathew agreed to look into the matter.
5. Sports Day-Dr Sunil said that April 27th may be considered for conducting a combined sports day for Pharmacy and Dental students. Fr.Aby Vadakkumthala asked Dr.Sunil to form a committee for the same. It was decided that Leave may be given for the afternoon session for students on the sports day.
6. PTA meeting –PTA meeting of all the students may be conducted in April/May. Also as directed by KUHS a college council shall be constituted including the parents. Dr.Biju Sebastian agreed to find a convenient day and inform the parents.

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7. Compulsory Study hour – Principal said that Dr Tibin had reported that most of the students coming for compulsory Study hour were not showing any enthusiasm at all. Fr. Mazhavancheril said that a camera may be installed and closely monitored .He added that the Vice Principal Academics may prepare a roaster of lecturers for supervising compulsory hour. He said that this programme is being successfully run in the medical college for the I MBBS students and is one of the reason for the good pass percentage. Hence this shall be followed in PCDS also.
8. Use of smart phones by faculty, staff, students and interns- Since numerous complaints have been obtained from the faculty and support staff regarding unrestricted use of smart phones, Principal said that an order restricting use of smart phones in the cllinic by the faculty and staff and banning its use by the students in the college will be issued soon.
9. Hostel Mess –Fr Aby Vadakumthala said new catering group will take up the mess in the hostels from the month of April onwards. All appreciated the decision.
10. Quality Drinking water –Dr Biju Sebastian said students are complaining of severe chlorine taste in drinking water. Fr Aby Vadakumthala assured that necessary directions will be issued to the Wardens to look into the matter and take corrective steps.
11. Congratulating the Faculty- Principal congratulated Dr Sherin for getting the best presentation award at the clinical club meeting at Pushpagiri Medical College. Her paper was chosen as the best from among all the of presentation of last one year. Principal also congratulated Dr Neethu Mercy James for securing ICMR funding for her research work in Periodontics.
12. Clinical club coordinator –Principal said that Dr. Akilesh had requested for a replacement as he had been the coordinator for many years .After much discussion, the name of Dr. Annie Kitty George was proposed as the new coordinator. She readily agreed to this.
13. Final BDS Part II results – Principal congratulated the staff, students and the co ordinators for the excellent result i.e 100% result for the regular batch students.
14. Purchase committee - Principal said quotations have been finalized for the purchase of materials and supplies for 2018-19 period. Four dental suppliers have been short listed.

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Purchase orders will be issued soon. Any special requirements of the items which are not in the present list (available with store i/c) may be requested by the HoD's.

15. Stock Taking in Departments –Principal said the stock taking in the all departments are not complete. The explanation given by certain departments is that they are not aware of the proper method of stock entry. Hence it was unanimously decided that a training/ awareness programme shall be held on April 4th with help of Store i/c Mr.Siby. All the HoD's agreed to depute the faculty in charge as well the ANM or sisters i/c of the stock to attend the training programme. The final stock taking will be conducted in the month of May.

16. Restricting the use of Supplies & Dental Materials –Dr Aby Mathews said it is not correct to restrict the number of gloves for students. In a learning process it is difficult to restrict of materials and supplies since many mistakes are bound to happen. Dr Devadathan said that cements and materials when used by students are monitored to the maximum but errors can happen and some wastage should be accepted since students are learning. Dr Devadathan said that since there was no lab assistant to help, materials wastage can't be controlled. He added that most of the materials were being judiciously used in his department. Dr Eapen said there should be a more realistic approach in stock maintenance. Dr Vinod said that gloves may be given from the store to the students taking into consideration the number of cases they have to do in each year and after which the students may be asked to purchase. This may help the students in being more responsible and avoid wastage. Achan said that the wastage of gloves should be addressed in a realistic manner.

17. Graduation Day of 2012 batch–Principal briefed about the arrangements that are being made for the Graduation Day on 7th April. Dr.Dibyendu Mazundar, President DCI has consented to be the chief guest. Dr.Shaji Thomas, Member DCI and President of KDC will be the guest of honour. Achan said to make sure that DCI president arrives on time. Fr. Mazhavancheril suggested that it will be a good gesture if some of our staff may go to receive him so that he reaches here on time. Principal replied that he will be receiving the DCI President on the previous day evening i.e. 6th April at Kochi airport. Also arrangements the have been made to bring the President on time for the ceremony on 7-04-2018

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18. Motivation talk –Principal informed that motivational talks are being planned for 1st year students .Achan said it was a very good initiative and all students maybe included for the same if possible. Dr.Rino Roopak Soman agreed to coordinate the programme and inform the names of the speakers and dates shortly.
19. Treatment charge of Dental Students –Principal said that the students should not misuse the privilege given to them. The reduction in charges should be duly approved by the Director and Principal and no further reductions should be given. The faculty should ensure that the payment is made in time.
20. Easter Holidays-it was decided to give holiday on 2/4/18 for students in view of the general strike. It was unanimously agrees the in lieu of this, 14th April will be a working day.
21. Institutional Ethics Committee -Fr. Mathew Mazhuvencheril said the PCDS ethics committee should be registered at the earliest with the Drug controller of India .Achan directed Dr Bentley Vice Principal Administration to do the needful in this regard at the earliest.
22. Upcoming CDE Programmes- Dr Eapen said an Implant Course is being planned with the support of 'Genesis implants'. Dr Eapen said they will be providing the kit and implants along with the course at a very nominal rate. This is the same implant that is being used for animal study by the department of Prosthodontics. Dr. Vinod said that upon enquiry the said company have not produced any certification from any government organization regarding the certification. He added that it may not be ethical to do implants which didn't have proper approval. It was deiced that this may wait till the firm obtain the necessary approval. Dr Sunil briefed about the 'Triple O' conference to be held in the month of May. He requested the cooperation of all departments. Fr. Mathew Mazhuvencheril opined that the faculty members of the departments conducting programme and PG's should remain till the end of the function or else there was no need for conducting. Achan added that for the Biomaterials conference held in Senate Hall, Pushpagiri in February, most of the PG's and staff left before the programme was over and it was an extremely bad thing to do. This was noted by the Chief Guest Hon'ble of KUHS who inaugurated the programme.

V.C.

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23. Observer ship- Principal informed that 3 foreign students have requested permission to do one month training / observer ship in 2019. It was decided to permit the request. However the fees for the same has to be decided by the management.
24. Appointment Cards-Steps have been taken to print the Pedo appointment cards. The printing of same for other departments can also be carried out based on their request.
25. PG Pper Publication – Fr. Mathew Mazhuvencheril said that final year PG's should publish their thesis before they leave the institution after the course. Achan opined that the HOD's and guides have to insist that they publish their thesis. The course and conduct certificate shall be given after the publication
26. Promotion of faculty.- Fr. Mathew Mazhuvencheril said that the meeting of the promotion committee will be held soon and the decision shall be intimated by April /May.

Meeting concluded by 3.00 pm with no other matters to discuss

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 28/02/2018 at 1.00 pm in the College Council Hall

Rev.Dr.Mathew Mazhavancheril, Director Academics and Research, Rev.Fr.Aby Vadakkumthala , Director Medicity, Principal, the Vice Principals, and 20 faculty members were present.

Dr George Varghese, the Principal presided over the meeting.

The meeting started at 1.00 p.m. with a silent prayer.

The minutes of the last meeting was read by the Secretary Dr Jacob and it was then passed, proposed by Dr Aby and seconded by Dr Omal

1. Priority clinic- Principal said quotations have received for the civil works of the proposed Priority clinic. It is ready to be forwarded to the Finance Director for appropriate decisions by the CEO.
2. Starting of DORA course- Fr. Mazhavancheril entrusted the Vice Principal Dr Benley to take necessary steps for starting of DORA course and send the application to DCI/ Health Ministry and the DME before the cutoff date.
3. Pedodontics MDS course- Principal informed that the inspections (both KUHS and DCI)for starting of MDS course in Pedodontics is expected soon. Dr.Elizabeth, HoD Pedo detailed the crucial steps to be taken to meet the DCI requirements. She requested that steps may be initiated urgently for the purchase of journals (current and back volumes), equipments and civil constructions in the dept. Achan entrusted Dr.Nebu to take up the library requirements and journals and assigned Dr.Vinod to co-ordinate regarding the purchase of equipments and civil construction. Both of them agreed to this.
4. Faculty appraisal form- Principal informed that the draft of the yearly faculty self-appraisal form for the faculty is ready. It was circulated to all the members for comments. He invited suggestions from the committee members before finalizing it in a weeks' time.
5. Service of Dental Technician-Dr Jacob (PMCH) asked if the technician from the Dept of Orthodontics could be appointed for one more day at the Dental OP .Dr Biju Sebastian said he will discuss with the technician and take a decision.

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6. Sports Day-Fr. Mathew Mazhuvencheril said a combined sports day for the pharmacy and the dental college could be conducted soon. Achan asked Dr Sunil to start planning about it. Dr.Sunil agreed to the suggestion.
7. Remuneration for external examiners-Achan said the remuneration for the externals can be given at par with the Medical College at Rs.2500/-per day for UG exam and Rs.5000/- per day for PG exam as done in Pushpagiri Medical College.
8. Nominee from Sr.Lectures to CCM-The CCM meeting authorized the Principal to nominate one Senior Lecturer as a representative to the CCM.
9. CDE Programmes- Fr Mathew Mazhavancheril applauded the efforts of various depts in conducting CDE programmes in January and February in an exemplary manner. Achan congratulated the Dept of Oral & Maxillofacial surgery for conducting 'PROMPT' , Dept of Periodontics for conducting 'National Seminar on Biomaterials' and the Public Health Dentistry & Inerns i/c for conducting the 'Ignite' sessions. He added that all these programmes have been done with remarkable publicity which in turn has improved the reputation of the institution.
10. Certificates in Interns Log book-Principal said the certificate and comments in the Interns log book should be taken more seriously and filled realistically and appropriately by the HoD's. This will enable the Principal to assess the performance of the candidate and issue the final certificate
11. Students feed back- Fr Mathew Mazhuvencheril said that appraisal forms of teachers (feed back forms) could be collected from all students Achan said appraisals should be taken in a constructive manner to help ourselves to know the areas of improvement. Dr.Benly was entrusted with the task and to submit a draft in the next CCM meeting.
12. Best out going student-Dr Vinod said that the last years best outgoing students name has not been entered on the roll (board) kept in front of the college. All agreed that this may be done at the earliest.
13. Countersigning of case files-Principal said the PGs case file should be countersigned by the faculty. This is to avoid unnecessary difficulties to the patients because of sudden cancellation of appointments by the PG's without the knowledge of the faculty. All agreed to this.

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14. Senior House Surgeoncy -Fr Mathew Mazhavancheril said there were many requests for doing voluntary Senior House Surgeoncy in PCDS. Dr Aby Mathews said if we allow that, our interns will not get sufficient cases. Achan said we can later consider to appoint them in camps sub centres and our hospitals. Achan said a set of rules or guidelines need to be formulated and followed regarding this. Principal said the HoD's permission is mandatory for the same and a minimum period of 3 months is the requirement for issuing certificate. Achan said that rotation in various departments could be thought of and a monthly fee should be collected from those applying for the programme. All agreed to the above suggestions.
15. Hotel bill- Principal said bills from Elite Hotel were high at a particular day. Achan said strict instructions has to be given to the hotel authorities and only single occupancy charges will be paid as complimentary. Achan said Halt allowance to be followed strictly as per the KUHS guidelines
16. Alumni Association -Achan said the Alumni Association should be started at PCDS at the earliest .Dr Vinod said that the bylaw has been drafted and the first meeting can be convened shortly.
17. Pushpagiri Core Committee -Principal briefed about the core meeting convened by the new Executive Director Sri. Jacob Punnose IPS. Achan said that it was decided to formulate a development agenda for all the institutions for the coming years.
18. Congratulations to Nebu-Principal informed that Dr Nebu has successfully cleared the course work exam for PhD in VIT. All applauded the achievement. Principal added that faculty members should consider to follow suit since PRC is a recognized research centre by KUHS.
19. Attendance in CDE programmes and seminars- Achan said that all faculty members and students who register should attend the seminars and conferences till the end. He was referring to the poor attendance of PG's and faculty during the inaugural session of the national seminar in the afternoon where the Hon'ble VC of KUHS was the Chief guest.
20. Principal said that an amount of Rs 40,000/- is likely to available as surplus income after meeting the expenses of the national seminar on biomaterials. He informed that the organizers have expressed their willingness to contribute that amount for improving the facilities of the animal house. This was applauded by all present.

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21. Seed money for research-Principal said that Dr Nebu had requested for seed money (30% of total expenses) to be given to approved research proposals of our faculty. Fr.Mazhavancheril said that he will look into the matter.
22. Formation of PTA_-Achan said that a PTA committee to be formed and the list sent to KUHS . Dr.Biju, Vice Principal agreed to expedite the matter.
23. I BDS internal assessment exam results-Principal said there were a lot of failures in the subject of Physiology in the 1st internal assessment exam of I BDS. Achan suggested to discuss the matter with the department regarding this. Achan asked one of the faculty to take up the responsibility for overseeing the compulsory study of IBDS students in the library from 6 to 8 pm. Achan said the I BDS results need to be improved at all costs.
24. Mobile phones- Members pointed out that smart phones should not be allowed for students. Hostel rules to be modified regarding this and use of mobile phone to restricted to 8.15 to 9 pm on week days and between 1 and 5 pm on Sundays.
25. Counselling for students- Dr Biju Sebastian said that counseling for students is needed as per KUHS guidelines.
26. Hostel mess-Fr Aby Vadakumthala said students have complaint regarding the quality of mess and Sunday lunch. Achan said it should be improved. Fr Aby Vadakumthala said the license and whether the employees of the mess have health cards should be checked.
27. Miscellaneous matters:-
    A. Dr Devadattan said that lead apron and thyroid collar has to be purchased for the dept.
    B. Dr Josey said that the new canteen had no proper tables and chairs and food was not good with very little choice
    C. Dr. Eapen said the list which was given in 2016 for purchase of various items is still pending.
    D. Dr Sunil complained that the first and third year examiners were not provided with food and transportation properly. Achan said external examiners needed to be treated properly. Achan said he will look in to the matter

Meeting concluded by 3.00 pm with no other matters to discuss

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Minutes of the College Council Meeting held on 30/01/2018 at 1 pm in the College Council Hall.

Rev Dr Mathew Mazhavancheril, Director Academics & Research, Principal, Vice Principal, and 20 faculty members were present.

Dr George Varghese. Principal presided the meeting. The meeting started with a silent prayer .

The minutes of the last meeting was read by the Secretary Dr. Jacob George and it was then passed; proposed by Dr Aby and seconded by Dr Omal

1. Priority Clinic-Dr Vinod Mathew informed that an area in OMFS can be utilized for priority clinic. He said an estimate of around Rs Ten lakhs is needed for the works to be done. Quotations are invited from various firms for the civil modification which will come up to Rs.5 lakhs. Achan asked to discuss about it and speed up the works for the priority clinic.
2. CDE programme-Principal mentioned about the various CDE's and seminars /conference to be held in the month of February. Dr Vinod opined that an account may be opened in Pushpagiri institution name or the conference name for ease of auditing procedures.
3. Use of Auditorium-Principal informed that Dr Rinoo had taken up the charge of auditorium. Dr.Vinod said that a new door is being planned to be installed for the auditorium. More over cabinets containing the mic and amplifier system are being checked before and after each function to ensure responsible use of these items to avoid frequent breakdown.
4. On line journals-Principal said that DCI will decide whether on line of journals were enough instead of print copy. A subcommittee has been constituted by DCI to look into this matter and give recommendation. Principal informed the Fr.Mazhavancheril that print (back volume) and online journals are needed for Pedo inspection. Till date we had received only half of the online journals subscribed.
5. Use of mobile phones-Dr Vinod, i/c of interns informed that some of the interns are still using mobile phones even after prohibiting its use in the clinic and this practice should be discouraged totally. Principal suggested that posters maybe stuck up in all departments informing the matter. He added that interns coming late should not be given attendance.

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6. Ignite programme-Dr Vinod said that the next CDE , part of the 'Ignite' programme on 10th Feb will be sponsored by Dentsply. The faculty will be the eminent endodontist, Dr Narasimham Bharadwaj. He said that a video was being made by the interns on the primary tooth eruption. He said it would be formally released on 10th Feb during the CDE. Achan said this could be done on a bigger platform like the Graduation Ceremony planned in month of April 2018.
7. Rotation of BDS staff – Fr Mathew Mazhuvencheril said the process is being made compulsory and will be carried out every 2 or 3 years. This has the advantage of BDS faulty getting experience in various dental specialties.
8. Casting machine in Prosthodontics- Dr Suja Jose said that the crucible employed for casting in the department is broken. Dr Aby said it was intended but was not getting the particular model .Principal said the bus driver carrying students to the medical college maybe asked to collect the prosthetic work from the Dept of Dentistry especially casting works. Dr.Jacob replied that such an arrangement is feasible.
9. Combined programme with College of Pharmacy-Dr Elizabeth said a one day tour combined tour/picnic maybe arranged for the pharmacy and dental students. Similarly, sports and games maybe jointly organized between pharmacy and dental colleges .Achan asked Dr Sunil to be the co ordinator for these events. Dr.Sunil expressed his consent for taking up the responsibility.
10. E-news letter- Principal said Dr Josey Mathew has made the e-newsletter and said that it is an excellent one. Fr Mathew Mazhuvencheril congratulated Dr Josey and requested him to publish it biannually i.e. in the month of January and July every year. He requested Dr.Josey to circulate it all in relevant Watsapp groups and e-mail to institutions affiliated to KUHS. The Principal entreated the cooperation of all faculty to provide the necessary materials to be included in the e-news letter by e mail to Dr.Jossy and also to Dr.Benley for including in the yearly report to NAAC. One faculty in each dept maybe assigned to collect the data for the newsletter.
11. Vacuum former use-Principal said that the vacuum former in the Orthodontics department for making soft splints which can be used for other departments as well. Since the vacuum

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former is now underutilized the material requirement (sheets) may be purchased accordingly.

12. Faculty self-evaluation- Principal said a yearly self-evaluation for each faculty (like being done in Govt. service) maybe thought off. This should be submitted in the month of January every year on line to the Principal's e-mail ID. The format will be circulated shortly. This will help the Principal and management to make an assessment regarding the performance of the faculty. Moreover, this will make collecting of data more easier Josey for the next e-news letter. All present agreed to it.

13. NSS Unit inPCDS-Principal stressed the need for starting a NSS wing in our college. He said that a coordinator has to be identified. Dr Thomas George expressed his willingness take up the charge as the NSS co coordinator. Request will be send to KUHS soon for granting permission for starting the NSS unit.

14. Payment of treatment charge by students-Principal informed that it has come to notice of the fiancé section that students who have been given treatment concession are not paying the required treatment charge in time. He said that this provision should not be misused. He reminded that faculty should be more vigilant in such instances and ensure that the treatment charge is paid on time.

15. Invigilation during KUHS exam- Principal said that complaint has been received that during exams it was noticed that invigilators go out of the exam hall which is not a good practice. Added to that question papers being are opened by the invigilators in the absence of Chief Supdt. which is against the rules of KUHS. Principal said the instructions for invigilators should be strictly followed.

16. Camp valuation-Dr Josey said that the number of paper being valued by the faculty in the valuation camp of KUHS maybe entered at the office along with the duty certificate to avoid confusion later.

17. PG examiners remuneration -Dr Devadathan suggested that the remuneration given now is Rs 6000, which is not adequate. He suggested that it may be raised to Rs 10000.Dr Aby said that other colleges are paying Rs 10000. Achan said he will enquire and look in to the matter.

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18. Principal said that there was a suggestion from senior lecturers to allow one of their representative to attend the CCM meetings. Achan said that the currently attendance in CCM meeting is not adequate. He said that more participation from faculty is needed for the CCM meetings and hence this request may permitted.

19. Principal said that there has been a meeting of the faculty members with regard to organizing 'Mirabolante' . Their unanimous opinion was that this may be postponed to a later date due to financial constraints. All agreed to this.

20. OMFS master class- Principal briefed about the 'PROMPT' programme (OMFS master class) being organized by Dept of Oral & Maxillofacial Surgery from 16th to 18th of February. He added that this programme is being planned to be conducted as a yearly one in the future and requested the cooperation of all present. He invited all members of CCM for the 'OMFS Day' celebrations scheduled on 13th of February.

21. Leave & appraisal forms-Fr.Mazhavancheril said leave forms were being revised and are being made uniform for all the institutions. Achan informed for salary increments appraisal form would be sent soon and should carry remarks from the HOD, Principal, Medicity Director and Academics Director. Publications of the last 3 years can be included in the appraisal form.

22. New CEO & Executive Director- Achan informed that Rev Dr Shaji Vahayil CEO and Fr George Valiyaparambil were being transferred to take up new responsibility. Achan said they were of immense help and had rendered tireless support and service to Pushpagiri Medical Society as well as to PCDS. Achan said that Rev.Fr. Jose Kallumalikkal will assume charge as the new CEO and Sri.Jacob Punnose IPS as the Executive Director on 30th January. He asked all present to render full support to the new team.

23. Prize in paper presentation-Dr Thomas George said that the Periodontics PG student Dr Bindiya Balram had won the second prize in paper presentation in the recently concluded IDA State Dental Conference at Kochi. All present appreciated the achievement.

24. New WhattsAp group-Achan said a new WhatsAp group could be formed by adding both the Directors also so that all can keep track of the achievements and developments happening in PCDS.

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Meeting concluded by 3.00 pm with no other matters to discuss.

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PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, 28/11/2017 1.30 pm in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Aby Vadakumthala, Director Medicity , Principal, Vice Principals, and 26 faculty members were present.

Dr George Varghese. Principal presided the meeting which commenced at 1.30 p.m. with a silent prayer.

1. The minutes of the last meeting was proposed Dr Aby Mathews and seconded by Dr Thomas George
2. Principal asked Dr Vinod Mathew to explain about proposal for the priority clinic. Dr Vinod put forward the suggestions for the priority clinic, Dr Devadattan said that it should be co ordinated in such a way that it doesn't affect the working hours, Dr Elizabeth said that as such the existing clinic was functioning smoothly, was there any need to bring changes ? Dr Biju Sebastian said that everyone should be given equal chances, Fr Aby Vadakumthala said that if this proposal works well, we can consider of making a full fledged clinic .Principal said that a separate area maybe needed since we charge more from the patients ,Principal suggested that enclosure in Oral Surgery can be thought of on a make shift basis ,Principal said that HODS will co ordinate and will sent a faculty from the department as and when patient comes. Dr Elizabeth suggested that Pedodontics may function from the existing set up taking into consideration that kids may be difficult to manage in the priority clinic
3. Principal said that dental college received a new dental chair as contribution from the sister of Thiruvalla Arch bishop ,Principal said that she was extremely happy with the treatment received from the dental college
4. Dr Nebu briefed about the International Conference of Biomaterials going to be held next year, Dr Nebu requested the HODs to suggest topics and respective speakers in their subjects to make it useful for everyone
5. Dr Nebu said that there would be a conference on Tissue engineering which will be held on feb 23,24 .Principal spoke about the topics of the conference , Principal said association with KUHS can be thought of in conducting the conference.

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PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on 27/09/2017

at 1.30 p.m in the college council hall

Rev. Dr. Mathew Mazhavancheril, Director Academics and Research, Rev. Fr. Aby Vadakumthala, Director Medicity , Principal, Vice Principals, and 25 faculty members were present.

Dr George Varghese, Principal presided over the meeting.

The meeting started with a silent payer.

1. The minutes of the last meeting was read by Dr. Jacob. It was passed. Proposed Dr. Thomas George and seconded by Dr Sunil
2. Priority Clinic –Fr. Mathew Mazhavancheril said the proposal was submitted at the meeting of the Board of Directors. Few guidelines had to be formulated from the finance department regarding income generated, usage etc. before finalizing it.
3. Principal said 3 Post graduates had taken up thesis topics on in association with Central Fisheries Dept (CIFT).
4. Principal congratulated Dr Benley for publishing his book and Dr Rupesh for winning the award for the best poster at the Pedodontics conference.
5. Budget –It was decided to make a Purchase committee and to discuss Quotation Selection and the Purchases to be implemented soon
6. Fr Mathew Mazhavancheril asked to prepare an academic calendar.
7. Fr Aby Vadakumthala said damage of equipments should be seriously viewed. He said nobody reported about the damage incurred to the newly installed chair in the Conservative Dentistry Department. Dr Devadathan replied that supplier firm did not explain about the functioning of the chair at the time of installation. Dr Devadathan said the maintenance book was not being kept in the department. Fr Mathew Mazhavancheril said any damage should be reported to the HOD

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and a proper system should be followed in this regard .Dr Devadathan said the RVG needs to repaired .Principal said the equipments should be carefully used and should be reported in time if damaged. Students should be made responsible while using the equipments. Fr Mathew Mazhavancheril asked Vice Principal Academics Dr Biju Sebastian to look and co ordinate into the maintenance issues.

8. Dr Biju Sebastian said that interns have expressed interest to conduct 'Mirabolante'. The CCM agreed for the same and authorized Dr.Eapen Thomas to proceed further as done last time.
9. Dr Sunil said that Practical exams remuneration received from KUHS needs to be distributed in time.
10. Dr Devadathan said that recently the remuneration given for the external examiners was very less. Principal added that it is much less than given in other colleges. Fr. Mazhavancheril assured that he will look into this matter and take appropriate decision.
11. Dr Eapen enquired whether the emergency drugs could be purchased at the earliest. Achan asked to give a request for the same.
12. Dr Vinod Mathew mentioned about the rural posting. Achan said there was no need for posting in Pulinkunnu. Dr Vinod asked whether PG's from Prostho could be posted so as to help in preparing complete dentures. Dr Suja said it can be done for one month on a trial basis. Fr Mathew Mazhuvencheril said it should be considered as an experience for them to work in the rural setting. A schedule should be made and followed.
13. Fr Aby Vadakumthala said the interns were planning to make a garden in the college premises and requested the staff to support whole heartedly. All the faculty present agreed to give full support.

The meeting concluded at 2.45 pm

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Minutes of the College Council Meeting held on, 19/07/2017, 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Principal, Vice Principal, and 26 faculty members, were present.
Dr George Varghese, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Baby James, and seconded by Dr Eapen Thomas.
2. Dr Eapen Thomas said around 80 people took part in the BLS programme and it was conducted very well. Dr Eapen Thomas said classes on CPR alone was being planned for our students and faculty with the support from the Dept of Emergency Medicine. Rev Dr Mathew Mazhavancheril said that first students should be trained and faculty later. Dr Eapen Thomas said he was thinking of organizing the classes on an auspicious day like the World Heart Day to get better coverage.
3. PG Inspections –HODs informed that materials have not been received. Chairs have not been installed. Dr Devadathan said an X ray machine was needed in urgency in his department ,Dr Suja Jose said that the die cutting machines in Prostho department needs to be repaired.
4. Fr Mathew Mazhavancheril said the dental chairs in Pulinkunnu satellite clinic were not used for the past 2 years. Achan said that students need not be sent to work there, and the administrator of the centre had mentioned that a full time dentist would be beneficial. Hence the viability of appointing a full time dentist should be thought of.
5. Alumini organization –Achan said Dr Vinod is in charge of the alumini. Achan said that Govt has cancelled the staff quota for seats to MBBS and BDS courses, but a case was filed to fight against the Govt order. Hence reservation of seats may also not be possible for old students in the current scenario. Dr Vinod Mathew said that alumini organization had to be registered
6. Principal said the CDE programme on CBCT had to be postponed to Aug 23, Dr Vinod suggested that participants from outside may be invited, Achan said his personal opinion was not to charge for the auditorium for any in house programmes. Dr Vinod suggested that if there is external participation with registration, charges maybe levied for the auditorium based on the running costs and electricity charges.
7. Fr Mathew Mazhavancheril said that H.E. Most Rev Dr Thomas Mar Koorilos had mentioned about a special consideration for a priority clinic to cater to the needs of NRI patients, Achan asked to look in to this at the earliest and submit a report.
8. Rev Fr Mathew Mazhavancheril mentioned that an MOU was signed with the Central fisheries department. Dr Nebu briefed about the MOU, Dr Nebu said the centre makes bone scaffolds and collgen based membranes but they were finding it difficult with animal studies and clinical trials. Achan said they were looking for medical and dental researches. Achan said research in dentistry is an unexplored area . DST will help in product related researches, and he asked all faculty to take part in Sabu Sirs class. Achan said assessment will be based in terms of quality wise from here on. Principal mentioned that 75% of the faculty are interested. Achan said the facilities can be utilized at the research centre, Achan said Dr Nebu will help in all research activities

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,Principal said that PG thesis can be given with research involvement. Dr Aby Mathews asked whether clearance is necessary for animal studies, Achan said there is a committee in Pushpagiri Research centre which looks in to the clearance.

9. Achan said the promotion committee meeting have been held and all who have applied will get notifications regarding the committees decision

10. Mobile jammers –Principal mentioned the need to repair our mobile jammers. Dr Benley said that there was a court order banning use of mobile jammers in our premises. Dr Devadathan said that no grievance had reached the university regarding this. Achan said this could be discussed in the University Academic Council. Principal said that the damaged list of instruments and equipments should be updated then and there itself by the HODs. Cost of Instruments and equipments damaged by the students should be deducted from the caution deposit.

11. Principal said that considering our future development we should have a vision for the next 5 years and we should also have planning done for next one year way in advance, Achan said that he would discuss in the directors meeting regarding this. Principal requested all HODs to submit proposals.

12. Achan said a Purchase committee need to be formed with all HODS and Principal as (Chairman) Director Medicity ,VP (administration,)Finance nominee, biomedical engineer and HODS as members

13. Principal said the guidelines from university should be followed while passing or failing a student. No borderline failure will be entertained by the University,since it is putting University into trouble due to court cases. Achan said the results should not be revealed by any faculty. Achan said the hospitality for the MDS external examiners should be looked into. Principal said if all the inspectors stay at the same place expenses could be reduced.

14. Dr Giby mentioned the need for duty leaves for paper valuation and when posted as external examiners, Achan said (leaves for, Conferences, Exams, Kuhs Paper valuation and inspections) guidelines were formulated with all the requirements and would be sent to the dental college

15. Dr Thomas George briefed about the Susmitham project – a denture delivery programme of Lions Club.

16. Dr Eapen Thomas said ASAP may be thought of as a project to be conducted by our college and can make our college as a training centre

17. Dr Eapen Thomas mentioned that classes maybe taken to show how emergency drugs were administered to the patient

18. Dr Jacob John mentioned that the technician was coming only for 2days to the Dental OPD and requested to appoint a new technician for 6 days as there was lot of work pending , Achan said it was not possible to appoint a new technician due to financial constraints Achan asked to co ordinate with the Prostho dept and finish the works ,Dr Aby said if the casts were brought to the Prostho dept then it would be possible, Dr Jacob John mentioned the difficultly in transportation, Achan asked to talk to the hospital administrator regarding this Principal said that we would look this way for a month

Meeting ended by 2.45 PM

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Minutes of the College Council Meeting held on, 28/06/2017 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Aby Vadakumthala Director Medicity , Principal, Vice Principals, and 23 faculty members were present.

Dr George Varghese. Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Biju Sebastian, and seconded by Dr Benley George
2. Dr Aby Mathews welcomed the newly appointed principal to the CCM meeting
3. Dr Eapen said effective measures were being planned in regards to the management of emergency care ,he said basic equipments costing around Rs 2000 were to be procured for each department, Full day basic life support programmes in association with American Heart Association were being planned on July 12 and 14 , Dr Eapen said that at least 2 staff in each department should

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be equipped to treat emergency cases. he suggested emergency drugs to be procured in each department ,the head sister should be trained to administer IV lines ,oxygen cylinders should be available in all alternate floors and a fibrillator should also be procured .Fr Mathew Mazhuvencheril said no request has so far been made regarding this matter ,but will look in to it once the request is made ,Achan said mannequins could be procured in the second phase

4. Revised Charges - Dr Devadattan said an additional list has to be made ,Dr Biju Sebastian asked how to prepare the payment bills when newer treatments were being planned, Fr Mathew Mazhuvencheril said it should be discussed with IT dept ,letter should be sent to the IT dept through the principal. Dr Annona said IOPA was charged at 100 Rs and, 200 Rs for the patient to keep the Xray for themselves .Principal said this issue as well as the OMR proposal would be discussed in the OMR staff meeting and decided upon

5. Research Activities –Interns should be relieved every Thursday from 8.30 to9.30 AM .Principal said that dates for the programme by Dr Sabu Thomas would be finalized soon. Fr Mathew

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Mazhuvencheril said that all faculty should attend the lectures on proposal writing, lectures on thesis writing and proposal writing would be kept as different programmes Achan said that Dr Philip from Community Medicine would co ordinate these programmes Principal said the research methodology classes can be conducted as a 2 day programme. Principal asked Dr Nebu to co ordinate the programme , Principal asked to invite Dr Vivek from Kottayam Dental College to give lectures for the same Dr Elizabeth said that interns can be relieved from the department for Ignite programmes if prior notifications are received

6. PG recognition inspections –Journal payments ,equipments ,Instruments lists need to be approved ,Materials for both Ortho and Conservative needs to be purchased ,Chairs and Autoclave in the department need to be repaired, Ducts in the department should be cleaned, Dr Devadattan said only 1 chair has been repaired so far in Conservative dept, he said the X rayunit in the department was also not working, Fr Aby Vadakumthala said chair mechanic Biju had agreed to come for 2 days a week .Fr Mathew Mazhuvencheril said he maybe asked to come for more days till the inspections

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7. Prosthodontics – Dr Aby Mathews said that patients always slip and fall in front of the department due to rainwater collection , Dr Aby said there were instances where patients have fractured their legs, Principal said caution boards need to be placed and provisions for ducts should be thought of

8. Principal said that the dental college can be made into a Phd centre ,Achan said that since PRC is an accepted Phd centre university will not consider dental college as a separate centre

9. Fr Mathew Mazhuvencheril said PHC in thottapuzhachery would start functioning from July 20, Achan said a general dentist has been appointed, She will work for 2 days in thottapuzhachery 2 days in Pulinkunnu and 2 days in the department

10. Alumini Association – Achan said it has been discussed in the directors meeting and has been approved

11. E news letter – Containing details of camps, CDEs and special cases done in the particular month can be thought of ,Fr Mathew Mazhuvencheril asked any faculty to take responsibility for the same, Achan asked Dr Josey to take the charge of E –newsletter ,Principal said Dr Eapen was very well versed in all the computer programmes and could help Dr Josey for the same

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12. Principal said Preparations for PG inspections should be carried out at the earliest, Principal said during the KUHS meeting they had asked to form a support system for the BPL students, Achan asked to look into it ,Regarding CDE programmes Principal said CDE on CBCT was planned on Aug 9th ,Dates have to finalized for research methodology, July 12th and 14 for BLS. Fr Mathew Mazhuvencheril said it would be appreciable if we plan oure programmes one year in advance. Dr Eapen said the CDEs should be open for outside practioners as well. Dr Eapen said a refresher course in Oral Surgery PG training was being planned for. Principal said all instruments and materials of the college should be used judiciously,

13. Fr Mathew Mazhuvencheril said Admissions were being carried out by the Entrance Comissioner, Achan said a total of 7 seats was being set aside as staff quota, Achan said the management was thinking of pension plans for the staff but financial constraints had put it to a halt ,Regarding admissions for NRI quota achan said the guidelines should be followed while applying .Achan said the promotion committee was being held held in the month of july

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and promotions would be made as per the criterias decided by the committee

14. Pedodontics –Principal said steps to start PG in Pedodontics should be initiated

15. Fr Aby Vadakumthala said chairs would be repaired at the earliest Achan said there was an increase in the patient flow . Dr Devadattan said if a faculty has to complete a case done by the student, the rates to be charged were high , He said even though patients are informed prior about the charges of staff, PG and student there were some amount of confusion for the patients Achan said in such cases PG charges can be taken from the patients ,Achan said it was HOD s and departments discretion in such instances, Regarding Auditorium Achan said a nominal charge of 1000rs per hour for in house programmes and 2000rs for sponsored programmes will be charged. Dr Suja said charges with and without AC maybe thought off. Fr Mathew Mazhuvencheril said it is better not to charge fixed rates for our programmes ,Dr Josey said the sound system in the hall needs to be improved. Achan said he will look in to all the issues regarding the auditorium

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16. Dr Josey said t he Xray pouch needs to be improved ,Dr Omal said the Xray Machines in the dept have to be upgraded ,Dr Omal said as a next step CBCT to be planned .Achan said CBCT could be thought of with external participation where they can install the machine and work in our premises, Dr Devadattan said an X ray machine in Conservative dept was needed at the earliest . Dr Sunil asked for the revised guidelines for the annual leaves ,Achan said he would send it soon

Meeting concluded by 3..00 PM

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Dr. K. GEORGE VARGHESE
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Minutes of the College Council Meeting held on, 30/05/2017

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Aby Vadakumthala Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Josey, and seconded by Dr Eapen Thomas
2. Principal mentioned that the basic life support class would be held in the month of july, Dr Eapen said that if a mannequin is procured it would be very useful, Achan asked to send a request for the same. Dr Eapen said appointing a qualified person in treating emergency situations would be helpful
3. Principal said that the prosthetic lab was doing a lot of cases (around 37 cases last month) Principal mentioned that the shortage of materials in the lab had to be rectified

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4. Dr Sunil said that card test for identifying infectious diseases were being introduced and said it would cost around 200rs for each test

5. Principal mentioned that the revised treatment charges were implemented from 28/5/17,Regarding waiver of treatment charges in case of poor patients a letter explaining the same should be forwarded to the Principal

6. Principal said that the proposal put forward by Dr Omal will be started fronJune 1st on a trial basis

7. Principal said Priority clinics can function from 2;30 till 6;00 pm

8. Dr Nebu briefed about the research activities to be carried out by interns ,He said there should be 2 proposals from each department ,it should be presented under the research review committee then it will be forwarded to Achan and these proposals should look in to the feasibility of availing funding from Jndia and abroad,Dr Nebu said the interns should be relieved for 2 hours every week for disussion

9. Principal mentioned that Dr Vinod Mathew was appointed as the new interns in charge and regarding Mirabolante -2018 Dr Eapen

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is the co ordinator ,Fr Mathew Mazhavancheril said that interns can be made incharges and help Dr Eapen Thomas in this regard

10. Dr Vinod Mathew briefed about the duties assigned ,rules and regulations, dress code and the quota of the work to be done by the interns in each department, Dr Vinod said that mobile phones should not be allowed to be used inside the department,

11. Dr Vinod said that interns were not relieved from certain department for Ignite session, He said that since Ignite was a programme conducted by interns every department should relieve them, Achan said that every department should co operate in this regard and it should be brought to the notice of the principal if they are not co operating ,Dr Vinod said he had brought this to the Principals notice and no action was taken. Dr Giby said that interns had given appointments for the patients on the date of the programme and that was the reason why they weren't relieved, Dr Josey said that there were difficulties if the interns were totally relieved, Principal said that alternate arrangements should be made and interns should be relieved for all ignite programmes. Dr Vinod said attendance of interns would be taken at the auditorium during Ignite sessions

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12. Principal said patient files are taken by the students on a later date and entered which should not be allowed .it was decided not to give files to students from the medical records department

13. PG inspections Orthodontics and Conservative department instruments equipments journals have to be procured

14. Fr Mathew Mazhavancheril said that All HODs must be present for CCM meetings ,Achan said CCM has to be conducted every month, Achan said Dental OP is an extension of dental college and circular regarding CCM meetings should there reach there as well and the Dental OP HOD should attend the meeting, Achan said that it had come to his notice that Dental Op was not informed this time and Achan said that it should not be repeated

15. Dr Vinod Mathew said that for the maintenance of dental chairs Biju, Chair mechanic may be approached

16. Pedodontics Dept Dr Giby said that 3 chairs were not functioning

17. Ortho Dr Biju Sebastian said that the list has already been given

18. Fr Aby Vadakumthala said that all the chairs would be repired at the earliest , regarding the construction of the roof it would be delayed because of the financial constraints,Achan said that the licence for the pharmacy has to be procured,Achan said that the

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staff should make sure that appointments are not given on hartals and holidays and the appointments given by the students should also be monitored properly ,Achan said the disposables should be discarded judiciously

19. Fr Mathew Mazhavancheril said that faculties coming for 4 days or below 4 days will not be eligible for casual or annual leave henceforth ,Achan asked if students have started applying for PHD under our Phd Guides ,Dr Sunil said the website said the enrolment for PHD had not started, Achan said if there is a scope for seat enhancement with minimum investment both in BDS and MDS it should be looked upon ,Achan said starting MDS courses in OMR,OP and Pedodontics may be thought of Achan said the Promotion committee was meeting in the month of June and would decide on the promotions,Achan said a PHC with a dental wing was being started in Thottapuzhachery in association with the Community department of Pushpagiri Medical Colleg

20. Dr Vinod Mathew said that Alumini association was being formed Students have requested for 2% reservation in PG seats

21. Dr Eapen Thomas said an E- newsletter maybe published every month

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22. Principal said that there was a circular from KUHS asking for monthly attendance of students ,Principal said that they have asked to form a student support system, Principal said that Dr Giby and Dr Sunil could be made the in charges of the student support system

23. OMR-Dr Omal requested for 2 Dental chairs and an ANM staff ,Dr Benley said that one chair can be taken from oral pathology department Dr Benley said that quirements 2 chairs were needed in OP department ,Dr Anoona said that there were no interns in OMR dept for the past 10 days ,She requested to look in thiwhen the interns schedule were being made

24. Perio- Dr Thomas George said that8 out of the 9 chairs in PG dept

25. Oral Pathology –Dr Sunil requested that card test need to be purchased and water bath needs to be repaired

26. Oral Surgery –Dr Eapen Thomas said that out of the 8 chairs in PG 3 were not working ,micromotors need to be repired ,Dr Eapen asked for appointing tutors in the department.Achan said new appointments are not being done ,Achan asked if tutors could be availed from other departments

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27. Conservative – Dr Josey said X ray unit was not working ,only one light cure unit was working ,chairs need to be repaired Dr Josey said appointing a chair mechanic would be more apt than a bio medical engineer

28. Fr Aby Vadakumthala said that the College auditorium was renovated,Achan said special thanks to Fr Mathew Mazhuvecheril and Dr Vinod Mathew for all the hard work and effort ,Achan said a small rent will be collected for the programmes being conducted

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PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, 17/03/2017

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Aby Vadakumthala Director Medicity , Principal, Vice Principals, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Baby James, and seconded by Dr Omal
2. **Fr Mathew Mazhavancheril** said if it is noted that the Post graduates and interns are leaving the dept without permission specifically complain to the particular department rather than generalising all departments They should be monitored by the respective HODS, Achan asked to open the departments before 8.00AM to avoid complaints from post graduates that the department is ready only by 8.20AM.

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3. Dr Biju Sebastian said that the Digital OPG has to be improved and the qualty should be at par with other OPGs
4. Principal said that Mirabolante was cancelled, Fr Mathew Mazhavancheril said that it should be conducted, Achan said that Mirabolante was very useful in promoting our college,Principal said that it was cancelled due to financial issues ,Dr Eapen said that it should be held atleast once in 3years. Fr Mathew Mazhavancheril said that it should be conducted every 3 years and Dr Eapen will be the co ordinator for Mirabolante
5. Emergency Care for patients and students; Principal said we were ill equipped in case of an emergency situation for patients and students.Principal said we donot have a protocol to be followed.The PHC had no Doctor in many instances,Dr Eapen said that a BLS course should be conducted. Fr Mathew Mazhavancheril said a course should be conducted for staff and students immediaetly,A Protocol has to be formulated.Dr Eapen said that instead of making a few people involved ,he said everyone should undergo the course and 2 people in each department should be equipped to help in case of an emergency.Achan said an inhouse arrangement should be made available and Dr Eapen

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should be given the charge of the same. Principal said that every department should have a BP apparatus

6. Principal said the patients files should be entered properly duly signed by the staff members

7. Prosthetic Lab - Fr Mathew Mazhavancheril asked if the lab can be outsourced to make it more viable. Achan asked for suggestions in this regard and asked to get back to him

8. Token Systen Dr Eapen said that the token system being followed currently in our college may cause problems during DCI inspections

9. Fr Mathew Mazhavancheril said that proper marketing of the Dental College should be done,Achan said a co ordinator was needed to help Fr Aby Vadakumthala in this regard, Achan said that Dr Thomas George HOD Periodontics could help Achan in this regard

10. Dr Jose said that there should be a protocol in treating patients with infectious diseases, Fr Mathew Mazhavancheril said that card test maybe done with the help of Oral Pathology department.Achan asked Oral Pathology and Oral Surgery departments to formulate guidelines in treating patients who were already diagnosed with the same

11. Dr Jacob said that he had a clarification to make regarding the waiting list in Dental OP.He said there were only 2 patients on the

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orthodontics waiting list ,and this was due to lack of availablity of light cure unit in the department,Principal said that matters pertaining to the Medical College need not be discussed here

12. College Maintenance –Principal said that Achan is aware of the situations. Fr Mathew Mazhavancheril said that it was being discussed to use the income of the dental college for the betterment of the dental college itself

13. Fr Mathew Mazhavancheril asked for suggestions to improve the income of the dental college a)Charges to be revised – Revised charges to be given in a weeks time (Students,Post graduates,Staff and priority clinics charges to be revised after discussion) b)Proposal for making PHC into a priority clinic ,Achan said there were difficulties in the same as it was being shown as a Medical PHC during MCI inspections and in addition to this there were problems with carrying the patient files from the dental college

14. Convocation April 3rd 4.30pm,Achan said all staff should take part actively

15. Students Protection –Achan asked whether students are taking vaccinations against Hepatitis B ,Achan said that students should be aware of the Infection Control .Achan said classes on infection control

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should be taken for Interns ,PGs and students Classes could be taken in association with Dr Seema Oommen of the Community Department

16. Fr Mathew Mazhavancheril said that theStaff ID cards need to be improved ,it should be mor legible

17. Principal said that protective wear for students ,use of foil paper ,green cloth, kidney trays and sterilisation of instruments to be monitored

18. Dr Eapen Thomas said that there was an acute shortage of tutors in his department,Achan said he will look in to the matter.There was a need for 3 tutors one for the Dental OP and 2 for the dental college

19. Pulinkunnu –Achan said nothing was happening there,Achan said instead of staff ,Post graduates can go and work there .

20. Fr Aby Vadakumthala said that the departments should be kept neat, Achan said that a new lift would be provided soon, New Pharmacy would be started inside the Dental college,Achan asked for full support from all the staff members in this regard . Achan said Gloves mask should be discarded judiciously.Achan said the dental chairs would be repaired soon ,New coffee shop would be started soon Achan said he had put in a word with canteen people to improve the food being served Achan asked the staff to have thir lunch at the mess hall rather than in

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the departments to avoid the menace of rats ,Achan said quotations were also being taken for the roofing work

21. Dr Omal said that he had made a proposal for his department in regard to timely dispatch of the patients, He said time of entry and exit of the patients would be monitored and steps would be taken to speed up the despatch of patients, Achan said the proposal could be looked upon and could be followed for some time and watched if it works out well, Dr Omal said tasks would be given to all the staff in his department and appraisals would be taken. Dr Annona said that for proper functioning of any system everyone should contribute Dr Omal said ANM staff need to be appointed in his department.Dr Omal said that rotation of BDS staff need to be done , Principal said that rotation would be decided by the management Fr Mathew Mazhavancheril said that rotation was not very appreciable since rotating staff once they are equipped in a particular department will create difficulties in the smooth running of the department

22. Dr Thomas said Express channels to treat patients maybe thought of to avoid patient waiting

23. Fr Mathew Mazhavancheril said that resaech should be promoted Achan said increments will be based on research and publications

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24. Achan said Medical college and Nursing College were going for NAAC accreditation Achan asked Dr Benley and Dr Rupesh to kindly help them in the following

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Minutes of the College Council Meeting held on, at 28/12/2016

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principals, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Biju Sebastian , and seconded by Dr Benley George
2. **Principal** mentioned that the interns should enter the clinics at 8.30am and should not be allowed to have breakfast once they enter the clinics. Principal mentioned that CCTV cameras were being installed as per DCI norms. Principal said that the internal assessment question papers should be given at least 3 days in prior
3. OMR– Dr Omal said that the Digital OPG has to be installed first .He said that the x ray machines in the department were outdated and needs

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to be changed .Dr Omal said that there was a need for 2 more dental chairs

4. Oral Surgery –Dr Eapen said that new drills and hand pieces were required ,functioning chairs and an RVG adapter was needed in the department
5. Public Health Dentistry –Dr Benley said that out of the 8 dental chairs only 2 were properly functioning
6. Pedodontics– Dr Elizabeth said that there were only 3 working chairs in the department and only one chair had scaler
7. Periodontics –Dr Thomas George said that only 5 chairs were working in the PG section , 6chairs in the UG section were not working .He said that there was a requirement of 3 scalers in the department ,He also mentioned the need for an additional nursing staff in the Department
8. Orthodontics– Dr Biju Sebastian mentioned that the list of requirements had already been submitted .He said that 2 dental chairs were not working
9. Prosthodontics– Dr Suja Jose said that the chairs in the UG and PG sections were not working ,Mentioned the need for phantom heads and 15 micromotor and also mentioned that air rotor connections were also needed

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10. Conservative Dentistry– Dr Devadattan mentioned that the list of requirements had already been submitted .

11. Principal said that the students had requested for conducting Mirabolante ,it was decided to conduct Mirabolante and Dr Eapen was appointed as the Co ordinator

12. Consent form- Dr Akilesh was asked to make a common consent form . Dr Akilesh mentioned that there was no validity for a common consent form,it was decided to formulate consent forms for each department and the following people were given charge to do the same OMR –Dr Lisa , OSMF- Dr Akilesh, Perio –Dr Nebu, Conservative Dentistry- Dr Josey, Phd- Dr Benley , Prostho-Dr Annie, Pedo –Dr Elizabeth, Oral Pathology Dr Sunil, Ortho- Dr Biju

13. Fr Mathew Vadakkekuttu asked what was the protocol being followed in the college in case of an emergency during dental procedures. He said that a protocol was to be made on how an emergency has to be managed .Dr Eapen said that Emergency drugs to be made available in all departments. Fr Mathew Mazhuvencheril said that classes in emergency treatment protocol should be conducted in association with Dr Suresh David

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14. Principal said that the staff should be aware of the new cariculum of BDS students

15. Fr Mathew Mazhuvencheril said that the College Council Meeting should be conducted every month.

16. Fr Mathew Vadakkekuttu said that the staff going out for lunch should reduce the time taken for having lunch. He said that the patient files from each department should be dispatched that day itself from all the departments. He said that PGs and UG students were not monitored properly by the staff. Achan said patient care should be improved and negligence should be avoided. Achan said No Sale of medicines would be allowed in any department, Achan said he has never seen any cases being discussed among the faculty members. Achan said that HODS were never seen in the clinics which was a very bad practice .Achan said that every staff member has to do cases and more income has to be generated .He said that induvidual contributions should be improved.Achan said that it has come to his notice that the waiting list appointments were altered by the PGs which should not be allowed. The Dental lab should be made more functional. Achan said that token system was going to be introduced for the patients. Achan said that all

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protocols should be followed while treating patients. He said that Dental students didn't participate in the Pushpagiri Xmas functions.

17. Fr Mathew Vadakkekuttu said that the the Dental OP at medical college had only 43 ortho cases and 13 cases waiting when 3 orthodontists were working there ,Achan asked Dr Jacob John to look into the matter, Dr Jacob mentioned the need for an additional BDS staff in the Dental OP ,Dr Jacob John mentioned that since most of the patients were under the ECHS category the treatment rates were subsidised and that was one of the reason why the income generated in the Dental OP was decreasing.Fr Mathew Vadakkekuttu said that if was ECHS was not feasible it should be decided whether to continue ECHS or not

18. The meeting concluded by 2.30 pm

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Minutes of the College Council Meeting held on 19/04/2016 at 1.00p.m in the college council hall .Rev Dr Mathew Mazhuvancheril, Director Academics and Research , Rev Fr Mathew Vadakkekuttu ,Director Medicity ,Principal Vice Principals and 22 faculty members were present

The minutes of the last meeting was proposed by Dr Biju Sebastian and seconded by Dr Eapen Thomas

1)Principal Congratulated Fr Mathew Mazuvencheril for being selected as a member in the Research council of KUHS university.

Dr Eapen Thomas briefed about the Oral surgery PG convention. Rev Fr Mathew Mazhuvancheril, congratulated Dr Eapen Thomas for his leadership qualities and said everyone had good words to say about the conduction of the programme

2)Dr Devadattan briefed about the Endodontics PG convention

3)Principal Dr Aby Mathews thanked all the staff members for their cooperation in KUHS paper valuation

4) Interns- Principal said that the interns were not following the timings set for them .He said the HODS should monitor the interns. Rev Fr Mathew Vadakkekuttu said that it should be made mandatory for the interns to sign the register at 8.25A.M and make them enter the clinics at 8.30 A.M.

Dr Suja Jose said that she has kept a movement register for the interns in her department . Rev Fr Mathew Mazhuvancheril said that rules and duties entitiled for the interns should be entered in the academic calendar.Achan mentioned the need for a curriculum committee. Dr Devadattan said that the timetable of the interns should be rescheduled

5) Principal said that he was of the opinion that the Post graduates should have a uniform dress code with regards to the apron, logo ,nameplate

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PGs should have apron with logo. Rev Fr Mathew Mazhuvancheril said the dentist coat with Logo and name plate can be suggested

6) Rev Fr Mathew Vadakkekuttu said that the Faculty members should punch in at 8.30A.M. He said that most of the staff members come between 8.30and 8.40 A.M which is not a good practice . Achan said that leniency can be allowed for 2 or 3 days after that it will be marked as loss of pay. Dr Devadattan said that there should be a consideration for staff coming at 8.00A.M and staying back till 4.00 P.M

7) Rev Fr Mathew Mazhuvancheril, said that purchase of books can be done during conferences by the HODS .Money has been earmarked for this purpose . Rev Fr Mathew Vadakkekuttu mentioned that cameras should be installed in the library for security reasons.

8) Graduation Day. Achan said that all staff members should actively participate in all college activities

9) Principal said that that the internal exam paper valuations to be done more seriously. He said that it should be completed in 3 weeks time and regarding question papers it should be given 3 days before the exam

10) Fr Mathew Vadakkekuttu said that a meeting regarding the materials needed will be called soon for the Depts of Oral surgery Prosthodontics and Periodontics

11) Dr Biju Sebastian said that Digital Radiography was needed for Ortho Dept .He also mentioned the need of intercom in all PG departments .Dr Devadattan said the internet was very slow in the departments. Fr Mathew Vadakkekuttu said that there are four connections in the campus Achan said that he would talk to Fr Rijo regarding this and would sort out the issue as soon as possible

Principal said that model trimmers were needed in Depts of Prosthodonts and Peadodontics Dr Devadattan said that the phantom lab and the light cure units Cons Dept needs to be repaired. Fr Mathew Vadakkekuttu asked for a list of materials to be acquired

12) Fr Mathew Vadakkekuttu said that a clinical section should be set up in all depts Including the Senior lecturers, PGS, Interns. He asked the Staff members to think among themselves and come with ideas so that that patients can get

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treatments on the same day itself. Achan said that the waiting list in all Depts should be reduced. Achan said that priority clinics should be done on the stipulated time. Achan said that he had noticed certain Depts doing priority clinics till 11.00A.M which will not be entertained

13)Dr Biju Sebastian said that parents complain of their wards sleeping in the hostel during college hours. Rev Fr Mathew Mazhuvancheril said that it was the duty of the warden to look into this matter

14) Rev Fr Mathew Mazhuvancheril briefed on his duties as a member of the research council of KUHS University . Achan said he would like to reduce the constraints for dental graduates doing research .Achan asked Dr Nebu to prepare a presentation regarding the constraints of doing PHD in KUHS university

15) Rev Fr Mathew Mazhuvancheril said that regarding promotions it will be decided by a Committee. Achan said that Committee will meet twice a year and decide on the promotions

16) Dr Eapen Thomas mentioned the need for conducting mock exams for PGs since it was the first batch going for exams. Achan said that since it was the first it could be considered .The remuneration suggested for the examiner was Rs 7500per day with accommodation

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Minutes of the College Council Meeting held on, at 27/07/15 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Eapen Thomas, and seconded by Dr Benley George
2. **Principal** mentioned that the PGs were not using the library facilities properly. Dr EapenThomas mentioned that PGs were showing the report of going to the library. Regarding the library both colleges medical and dental have different IP numbers, **Rev Fr Mathew Mazhavancheril** mentioned there maybe ways of linking both the libraries. **Fr Mathew Vadakkekuttu** asked the library committee to meet the IT director.



3. **Internal Marks** Average or best of the first ,second and third internals should be taken .Third internal exams should be conducted. Dr Sharlene said that the BDS students were not attending the medical college classes. Achan said that the second professor in Dept of Physiology should look in to the matters of the BDS students. **Fr Mathew Mazhavancheril** said the medical certificates should be issued or if not should be verified by our Medical College.

4. **Library advisory committee** had put forward a few suggestions Achan said the suggestions would be looked into ,Bar coding of the books were being done

5. **Dr Eapen Thomas** suggested if a common implantology clinic could be developed. Dr Haigin said if developed all departments should have access for common implant clinic

6. **Ignite ; Principal** said that Ignite was Organised by the interns under the guidance of the Dept of Community Dentistry .The CDE by Dr Karthikakannan went very well and the next cde by Dr Anil Kishen was open to people outside the college as well. Principal said that all Pgs should participate and also asked all staff to actively participate

Fr Mathew Vadakkekuttu said that the patients should be attended

when the Cdes were being conducted ,The depts. should have staff members so that the smooth functioning of the depts. are not affected **Fr Mathew Mazhavancheril** said that Depts should look in to the matter and prime importance should be given to the patients. Dr Eapen Thomas mentioned that it would be nice if Pgs and interns registeration fees were nominal. Dr Josey mentioned that since the college was conducting the cdes the registration fees should be nominal for the staff aswell. **Fr Mathew Vadakkekuttu** said that the organizers could collect a particular amount initially and then maybe avoid collecting registration charges later. **Fr Mathew Mazhavancheril** said that the organizers should come to a consensus regarding the registration fees

7. Dr Jacob HOD Dept of Dentistry said that interns were asking if they could be posted in the Dept of dentistry Pushpagiri Medical Collegefor a certain period so that they can have an exposure of seeing medically compromised patients .Dr Elizabeth Dept of Pedodontics asked about the Pedodontics PG status , Achan said we were trying for that Dr Elizabeth asked for appointing one more faculty staff in her department ,
8. **Fr Mathew Mazhavancheril** said that increments would be based on faculty performance. Achan said that criterias would be followed for

giving increments, Faculty should publish more original research . articles. Evaluations will be done, HODS comments on evaluation would never be overlooked. Achan said the revised salary for professors would be applicable fromn the next month.

8. **Fr Mathew Vadakkekuttu** congratulated the Dept of Community Dentistry for conducting the CDE . Achan said that the patients were satisfied in general with the treatment being rendered by our college. Achan said that from next month onwards he would meet each HODS in person ,Achan said that the OP should function smoothly at all times. Achan said the payments of priority clinic would be handled properly. Achan asked all the staff members to wear ID cards Achan said that measures should be taken to improve the canteen.

Minutes of the College Council Meeting held on 25th November 2014, at 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Baby James and seconded by Dr Akilesh Pratap
2. **Principal** mentioned that pgs ands staff were not using the library Dr Eapen Thomas said that he will make it compulsory for his Pgs to use the library. **Fr Mathew Mazhavancheril** asked to contact VKG Nair to know whether dental college can access the journals subscribed by Pushpagiri Medical college .
3. **Naac meeting** Principal said that Dr Rupesh conducts regular meetings till late night in the college. Dr Rupesh said that 70% of the work was over. Dr Rupesh asked whether PRC can be shown in our self

study report , Achan said we can quote the dental studies being done here , Dr Rupesh asked about the annual budget, Achan said that that annual budget is announced every year for each college Dr Rupesh said that a separate office staff was required to complete the typing work ,Achan asked to put a request for the same. Achan said that one of the HR trainees can also be appointed in the dental college. **Fr Mathew Mazhavancheril and Fr Mathew Vadakkekuttu** said that they will extend all support for the successful completion of NAAC

4. **Principal** said that participation of staff for the College day celebrations was good. About 80% of the staff attended the college day celebrations. **Fr Mathew Mazhavancheril** asked whether Freshers day celebrations was a necessity, Achan said that he was not against any celebrations but leaving it to the colleges discretion , he said that his only concern was celebrations should not be a hinderance to academics and patient care. Achan asked the Principal to talk to the Medicity Director and decide upon the celebrations that were needed . **Fr Mathew Vadakkekuttu** said that Dept of Oral pathology had requested to make second Saturdays as working days. Achan said that it has to be discussed with the management and decided upon later .

5. **Principal** said that Staff have to come for the PTA meetings ,Principal said that the faculty was not informing when students are absent. Regarding the leaves for the students **Fr Mathew Mazhavancheril** said let the HODs sent the approved leave form to the Principal . Achan said that HODs can either recommend or not recommend leaves to the Principal , **Fr Mathew Mazhavancheril** said that regarding medical certificates it should be from the Pushpagiri Medical college.
6. **Fr Mathew Vadakkekuttu said that** postponding internal exams and not correcting internal answer papers on time was a bad practice. **Fr Mathew Mazhavancheril** said that departments recurrently doing this have to be informed. **Fr Mathew Vadakkekuttu** said that he had asked for a timetable of the schedules during the HOD meeting. Dr Biju Sebastian said that the warden was complaing about the students not attending the 8 o clock class. , Dr Eapen Thomas said that the attendance of each year should be calculated as separate and shouldn't be extended to the next year, Dr Jacob suggested that attendance report should be sent everyday. Principal said that students were not following the dress code properly and asked the HODs to look in to the matter. **Fr Mathew Mazhavancheril** said that new leave rules were being formulated keeping in consideration the suggestions put forward by the staff ,

Achan said any suggestions regarding leave rules from the Hods could be forwarded to Dr Biju Sebastian ,Dr Josey asked whether we could start clinical hours for students at 10:15

7. **PG INSPECTIONS –Principal** said that the PGs work especially the progress of work in Thesis and LD should be kept updated. **Fr Mathew Vadakkekuttu** said any work pending regarding the PG inspections should be informed to the Principal and Vice Principals without fail Dr Eapen Thomas said that the central sterilization unit has to be made more effective
8. **FEES ; Fr Mathew Mazhavancheril** said the fees for courses are calculated by taking total expense for the course divided by the duration of the course. Achan said that our fees structure was already accepted by the James committee , Achan said it is just a misconception that we take fees of 5 years for a four and a half year course. Achan said that revised salaries for the faculty would be given as promised. Principal requested for a new class room and mic system . **Fr Mathew Vadakkekuttu** said that Dr Rupesh had made a proposal for holding the PEADODONTICS PG CONVENTION at our campus

9. **Fr Mathew Mazuvencheril** said that the salary revision of Professors would come in to effect from Jan 15 2015 . Achan said that it was decided by the Pushpagiri medical society to implement rotation of HODS every 3 years in all its constituent colleges.

Minutes of the College Council Meeting held on 28th October 2014, at 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was proposed Dr Thomas George , and seconded by Dr Eapen Thomas
2. **Principal** mentioned that a new librarian was appointed and the library was open from 8 to 8.Principal mentioned that there were safety issues in making the exam hall as common study room after college hours. **Fr Mathew Vadakkekuttu** mentioned that he had made it compulsory for students to study from 8.30to 11.30 in the hostel and said that the studies were being monitored as well. Dr Thomas George and Dr Devadattan mentioned that they were asking the post graduate students to read one article from a journal everyday. Dr Suja Jose

mentioned that there were journal clubs and seminars every week for post graduates . **Fr Mathew Mazhavancheril** said that the HODS can decide whether PGS have to use the library everyday. Principal mentioned that the staff should use the library for an hour every week. Dr Rupesh asked whether it was necessary since most of the articles can be accessed from mobile phones these days . **Fr Mathew Mazhavancheril** said that reading books and using library helps in the formation of staff. Achan said that for the time being staff can use journals as reference and not issue it from the library

3. **Naac meeting Fr Mathew Mazhavancheril** mentioned that it would be better to ask any professional organization to take class regarding NAAC. Achan said the meetings for NAAC to be started immediately with all the committees. Achan said Dr Rupesh can be made the Head of co ordinating committee of NAAC
4. **Fr Mathew Vadakkekuttu** mentioned that the College day celebrations should be attended by all staff members and students . Principal mentioned that in view of the college day celebrations the clinical clubs were being postponed to the next month
5. **Principal** said that the internal assessment and PTAmeetings dates were going to be put prior, he said that PTA meetings woud be made

for 1st year to Final yearstudents . Dr Devadattan said that parents meet principal and avoid meeting the HODS which was a very bad practice.

Fr Mathew Mazhavancheril said that in medical college parents have to meet the HODS and it was decided henceworth that the wards have to meet the HODS here as well. **Fr Mathew Vadakkekuttu** said that attendance to the students should be followed with no leniancy . He said that mobile phones should be strictly restricted for all students.

Fr Mathew Mazhavancheril said mobile phones should be strictly restricted inside the campus and disciplinary action should be taken. it was suggested that the days scholars can keep the phones at reception .It was also suggested that interns and pgs can use mobile phones

6. **Dr Biju Sebastian Vice Principal** would be the sole authority to issue leaves . **Fr Mathew Vadakkekuttu** requested the staff to avoid taking bulk leaves since the work load was falling on single staff at times.
7. **Fr Mathew Mazhavancheril and Fr Mathew Vadakkekuttu said that** the Matrix events were a huge success . **Fr Mathew Mazhavancheril** said that the captains Dr Rupesh and Dr Sharlene had put in a lot of effort and hardwork . Achan also congratulated all the staff members for winning the MatrixCup. Dr Rupesh made special mention about the help, cooperation and the hard work meted out by the Medicity Director

Principal, Vice Principals and all the staff members . **Fr Mathew Vadakkekuttu** also thanked all the staff members for puuting up a good show. It was suggested that one month fixture was too long. Achan asked for suggestions from the captains for the betterment of conducting the Matrix events next year .

8. **PG INSPECTIONS** –Dr Devadattan said that the chairs and materials which were ordered by the department were not received . Dr Eapen Thomas said that the partition works in his department were still pending .Dr Eapen Thomas said that the office staff were not helping withthe statistics **.Fr Mathew Mazuvencheril** asked to make a request for an office staff . Dr Suja Mathew said that the lift was not functioning properly and the patients were finding it very difficult. **Fr Mathew Mazuvencheril** said that an additional lift has to be in place .Dr Akilesh asked whether annual leave can be taken for 3days. **Fr Mathew Mazuvencheril** said that regarding the leaves and duty leaves the HRdepartment has to decide and let us know.Dr Elizabeth asked forappointing a faculty staff in Peadodontics department **Fr Mathew Mazuvencheril** said that an interview for appointing would be called soon.

9. **Dr Suja Mathew** mentioned that for 8 o clock class students absent themselves while they are in the campus. **Fr Mathew Mazuvencheril** said that the medical certificates which are being produced by the students should be from the Pushpagiri Medical College faculty.
Dr Biju Sebastian said that a student had produced medical certificate for 2 months, which was not taken into consideration by a department.
Dr Devadattan said that the medical certificates had reached him very late and he was never informed about the situation.he also said that medical certificate for a single month was brought first and only later did she bring the first months medical certificate. Dr Biju Sebastian mentioned that it was bad from the part of the Dept of Oral Pathology not to accept the medical certificate even after repeated requests
8.College Day Celebrations Nov 2 –Principal said that the clinics would be working but there would be no theory class on Oct 31 and Nov 1st Principal mentioned that the pay clinic payments were being delayed unduly. **Fr Mathew Vadakkekuttu** assured that this will not happen in the future and he will look in to the matter seriously. **Fr Mathew Mazuvencheril** said that new KUHS VC was appointed .Achan asked the principal to go and meet him .Achan said this year 8 BDS seats were left vacant .This, he said was because of the delay in the Government

decisions ,Achan said that from next year we should shortlist and keep 10 students atleast, so that the seats are not left vacant . **Fr Mathew Mazuvencheril** said that he had asked for the College Academic Calender and faculty details, but was never provided. Achan said that the hiked salary was not given last month because the appraisal forms of the staff did not reach on time ,Achan said that the arrears of the last month would be put this month .Dr Devadattan asked for an increase in the pay scale of professors ,Achan said that he would consider it ,Dr Eapen thomas asked whether there could be an increment with regards to the number of years of experience .

10. **Fr Mathew Mazuvencheril** said that requests were coming from many students outside to do their internship in our college, Achan said that as a policy we do not allow our students to do their internship outside as well as students from outside to do here. **Fr Mathew Vadakkekuttu** asked the staff to take the off day on that particular day itself rather than some other day ,He asked the staff not to misuse this. Achan said that the surgery charges for departments other than Oral surgery to be paid in the dental college and the theatre charges to be paid in the medical college. **Fr Mathew Vadakkekuttu** asked the staff to do the punching and the signing of attendance simultaneously ,Achan

said that the issue of dummy files was a shame since we are adequately staffed with efficient doctors. Achan asked to seriously look in to the matter. **Fr Mathew Mazuvencheril** asked the community department to hold more camps , Achan asked to hold more camps in the nearby surroundings rather than going to far off places . **Fr Mathew Vadakkekuttu** said that waiting period for treatments has to be reduced

Minutes of the College Council Meeting held on 26th August 2014, at 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.30 p.m.

1. The minutes of the last meeting was modified as asked by Dr Devadathan,The modified minutes was proposed by Dr Biju Sebastian and seconded by Dr Anil K Philip
2. **Rev Dr Mathew Mazhavancheril** mentioned that the books for the library should be discussed with the HOD, Library meeting should be held twice a month , more active suggestions should be put forward by the staff members, **Fr Mathew Vadakkekuttu** mentioned that the library closes by 6.00pm and he mentioned that students and staff were not making use of the library properly. Dr Eapen Thomas mentioned that the library has to be kept open till 8pm as per the dci requirements.

Dr Biju Sebastian said that the days scholar were not using the library, he mentioned that the attendance in the library has to be looked upon by the library committee. he also mentioned the need of appointing of a new librarian in view of the old librarian resigning

3. **Fr Mathew Mazhavancheril** mentioned that the exam hall can be used as a study hall and a commitee could be formed to monitor students studying , ,this was to be made mandatory from Mon to Fri (6-8pm)and ask the resident staff or warden to report the absentees.

4.Fr Mathew Vadakkekuttu mentioned that the Naac meetings be held after onam ,it was suggested to request a person from the Naac committee to give a class to all staff members

5.Principal said that the guidelines regarding the remuneration of the Externals would be sent to the respective chairman of the practical exams

6.Guidelines regarding clinical club -All senior lectures prior to promotion to present . Clinical clubs to be attended by all faculty members.

Dr Alex mentioned that the quality of the presentations were poor .

Achan said the quality of the presentations should be looked by the organising committee.

Dr Eapen thomas mentioned that since the students were attending it would be better to make the presentations understandable for all . Fr Mathew Mazuvencheril mentioned that senior faculty members could add on if needed

7.. Fr **Mathew Vadakkekuttu** said that for the salary would be released only after the attendance report reaches the finance department . Dr Devadatan mentioned that some staff had to come to college at 8 and leave at 4 and said that these variations have to be recognized. Fr Mathew Mazuvencheril said that the director of medicity is the final word with regards to the attendance register of the dental college, he also mentioned that the attendance report reaches the director everyday by evening

8.Internal assessment and PTA Meetings- Principal said that the Internal exam papers are not corrected within the stipulated time. He ascertained the need to conduct PTA Meetings for students of every year . Dr Alex said that since the number of faculty members in his department was very less he found it difficult to correct the papers on time .

9.Formation of ethics committee and research committee -Achan mentioned that PG research review committee , Ethics committee should be

in place for future studies. He said PHD aspirants should get clearance from the Medical college research committee

10. Fr Mathew Vadakkekuttu said that a report has to made about the patient flow, he said that Dummy files should be minimized as much as possible ,Dr Eapen Thomas asked whether the treatment for camp patients can be made free of cost in Dept of Oral surgery . Fr Mathew Vadakkekuttu said that the waiting period for patients should be reduced. He said that the Doctors have to examine the patient first , prior to allotting it to students. Achan asked to reduce the use of mobile phones as much as possible in the campus. Fr Mathew Vadakkekuttu mentioned that the staff did not actively participate in the CDE held , Achan said that most of the staff members left the CDE after the second half which was not a good practice , He mentioned that the leave letters have to be clearly signed by the Principal and the Vice Principal . Dr Devadathan said that in the Pushpagiri service rules its clearly mentioned that the Principal can sanction and decline leaves, Achan mentioned that the annual leaves should be informed to the Medicity Director. Achan said that he would clarify from the service rules whether annual leave can be suffixed or prefixed along with Pushpagiri holidays

11. **Fr Mathew Vadakkekuttu** said that our participation in the Pushpagiri sports has to be improved .He said that our March fast was not up to the mark He said that the staff should actively participate in the sports and culturals and win laurels to the college .

12. **Fr Mathew Mazhavancheril** announced the appointment of The New Vice Principal (Academics) Dr Biju Sebastian Hod Dept of Orthodontics

13. **Fr Mathew Mazhavancheril** announced the salary revision of the staff members with effect from October

Tutor 18500,Sr Lecturer-36876 ,Reader coming for 5 days-49783, Reader coming for 6 days-53200 Associate professor those who have completed 7 years -69160 Dr Thomas George Hod Dept Of Periodontics asked for a revision in the pay scale for professor cadre as well .

Minutes of the College Council Meeting held on 1st july 2014, day

at 12.00 p.m in the College council hall

Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 12.00 p.m.

The meeting began with a silent prayer.

1. The number of faculty members present at the start of the meeting was less , Fr Mathew Mazhavancheril, asked the faculty members whether the timings should be changed to 1:30 pm if the doctors are finding it difficult ,and it was decided that the meeting start at 1:30 hereafter.

2. **Rev Dr Mathew Mazhavancheril** mentioned that the books in the department library for each department should be 50 and in the central library for each department should be 100. He informed that the library advisory committee should meet atleast once in 2 months.

3. **Rev Dr Mathew Mazhavancheril** mentioned that the exam hall can be used as a study hall and a commitee could be formed to monitor students studying , he said that this practice was being successfully carried out in the medical college. A senior faculty can be made in charge of the students. Wardens or junior staffs residing in hostels can be made supervisors and incentives can be given to them for monitoring the study of students.

4. **Principal** mentioned that Pushpagiri dental college was the only college to have all its PG seats filled in Kerala.
5. **Principal** mentioned that Dr Benley George was appointed as the HOD of Public health dentistry department wef 1st July and he wished him all success .
6. **Principal** mentioned the need for NAAC accreditation and listed out the different committees and the members in each committee.
7. **Principal** mentioned the need for proper reception of the externals, Fr Mathew Mazhavancheril mentioned that a cab could be arranged for the pick up and drop of the externals. The bills should be sent to him.He said that accommodation could be provided in nearby good hotels. Achan informed that no drinks shall be provided for externals in hotels under college expense. Achan asked to collect quotes from nearby hotels like club 7, elite, bessotta for accommodation and finalize on it. He also mentioned that the remuneration being paid to externals should be increased to Rs 5000/day and 7000 for two days.
8. **Principal** mentioned that there was a conflict while deciding treatment plans between departments, he mentioned that doctors could write or explain the treatment plans they feel is right for the patient but shouldn't question others treatment plans. If there is a conflict arising in the treatment plan it should be discussed among the doctors and finalized. Achan asked to send a circular regarding this issue to all departments at the earliest.

9. **The clinical club meeting** Achan mentioned that it was a must to hold clinical clubs every month. Dr Eapen Thomas HOD Oral surgery asked all the staff to fully co operate in it.
10. **PG classes** – It was decided to start the Pg classes from 7st July, a meeting of the HODS of the pg departments will be called on 2/7/14. Achan informed that all interns should be informed to write at least 3-4 entrance exams next year. He informed that Medical PG seats were vacant in anatomy, physiology and microbiology and if any one is interested they can contact.
11. Principal informed that all departments were instructed to make post instruction posters but so far it was not done. He said all dept can delegate a junior staff for its preparation. The staffs decided were Dr Liza- OMR, Dr Nithin- OMFS, DR Sunu- Pedo, Dr Jagan- PHD, Dr Saumya- Perio, Dr Rahul- Conso, Dr Haby- Prostho, OPath and Ortho to be decided by HODs.
12. Principal mentioned that the income of the dental college was not proper as the income of dental OPD and income from general anesthesia cases are not included under the dental college. Rev Dr Mathew Mazhavancherril informed that it should be informed to Melson and made under the income of dental college. He informed that Dr Jacob should discuss the matter with Melson.
13. Achan informed that dental articles should be published from all depts. In Pushpavani and arogyam magazines.
14. **Rev Fr Mathew Vadakkekuttu,** Director Medicity mentioned that the punching for attendance was made centralized, He mentioned that the guidelines for punching would be strictly followed. Achan mentioned that

the income generated from the dental hospital was less and asked the faculty members to seriously look in to this issue.

The meeting concluded by around 2pm

Dr Jacob George

Secretary

CCM

Minutes of the College Council Meeting held on 27 May 2014, day

at 12.00 p.m in the College auditorium.

Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 26 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 12.00 p.m.

1. The meeting started by introducing the new medicity director **Rev Fr Mathew Vadakkekuttu** , Fr Mathew Mazhavancheril, Principal, Vice principal wished him all success and extended full support to the newly appointed director
2. **Rev Dr Mathew Mazhavancheril** mentioned that incentives for working would be implemented in two months time for staff in the dental college.
3. **Library advisory committee**; Timings of the library have been changed and the library is open from 8am to 8 pm . **Fr Mathew Mazhavancheril** had mentioned that the library should be used more frequently by the faculty members, he mentioned that the journal passwords should be made available to all the faculty members, he mentioned that the librarian may send a list of books to all the departments and maybe counterchecked with the department library, he also mentioned that the department library should have atleast around 50 books

4. **Rev Fr Mathew Vadakkekuttu, Director Medicity** , mentioned that wifi and computer lab would be made available to the college in a months time.
5. **ID cards** to be made available for first year students and postgraduates, Dr Sharlene had presented various uniform designs and the design was selectedfor the first year students during the meeting
6. **Files** to be countersigned legibly Prescriptions should be written in capital letters- Principal mentioned that lot of files were left unsigned and staff should seriously look in to the matter ,Principal mentioned that the faculty members were not properly following even after repeatedly taking up this issue he and also mentioned that the staff should sign legibly and could use a seal if they find it difficult to write their names
7. **Principal** mentioned the need for placing post treatment charts outside each department **,Fr Mathew Mazhavancheril** mentioned that the charts should be placed neatly and that it shouldn't crowded and should be easily understandable
8. **Conservative dept** mentioned that dental chairs in their department were not working properly, The RVG sensor was also under repair and asked the principal to look in to the matter seriously
9. **Omr dept** mentioned the need for metal clips in their department
10. **Public health dentistry ;Fr Mathew Mazhavancheril** asked the department to conduct more camps so as to help increase the number of patients in the college
11. **Prosthodontics Dept; Rev Fr Mathew Vadakkekuttu** asked whether the ceramic technician was needed as most of the work was being sent to muvatupuzha lab

Minutes of the College Council Meeting held on 27 May 2014, day

at 12.00 p.m in the College auditorium.

Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 26 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 12.00 p.m.

1. The meeting started by introducing the new medicity director **Rev Fr Mathew Vadakkekuttu ,** Fr Mathew Mazhavancheril, Principal, Vice principal wished him all success and extended full support to the newly appointed director
2. **Rev Dr Mathew Mazhavancheril** mentioned that incentives for working would be implemented in two months time for staff in the dental college.
3. **Library advisory committee**; Timings of the library have been changed and the library is open from 8am to 8 pm . **Fr Mathew Mazhavancheril** had mentioned that the library should be used more frequently by the faculty members, he mentioned that the journal passwords should be made available to all the faculty members, he mentioned that the librarian may send a list of books to all the departments and maybe counterchecked with the department library, he also mentioned that the department library should have atleast around 50 books

12. **Radiographs** taken repeatedly ,Principal mentioned that the repeat xrays taken for academic purpose should be clearly mentioned and the OMR dept should be informed
13. **CDE programme** to be made mandatory in all Pg departments , Principal mentioned that it was necessary to conduct cde programme
14. Ethical committee clearance for the Pg students was to be done in the dental college itself
15. **Fr Mathew Mazhavancheril** mentioned that a new faculty from CMC Vellore Dr Anand Manohar was joining the Pushpagiri research centre
16. **Rev Fr Mathew Vadakkekuttu, Director Medicity** mentioned about a few observations, he mentioned that the patients were being made to wait for a long time and asked all the departments to look in the matter immediately, he mentioned that the students should use the gas burners more judiciously.
17. **Institutional ethical commitee clearance**

Minutes of the College Council Meeting held on 28 april 2014, day

at 12.00 p.m in the College auditorium.

Rev Dr Mathew Mazhavancheril, Director Academics and Research, Principal, Vice Principal, and 26 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 12.00 p.m.

1. **Rev Dr Mathew Mazhavancheril** mentioned that incentives for working were being implemented for medical staff which may be carried forward to the dental college.
2. **Library advisory committee**; One librarian to be appointed immediately to keep the library open till night. **Fr Mathew Mazhavancheril** had mentioned that the books should be purchased every year rather than only for inspections. Hods can decide on the number of books to be purchased Library books should be returned after a lending period of one month after which fines may be imposed
3. **ID cards to be made mandatory** ;it was discussed in the meeting and was decided to be made mandatory
4. **Mirabolante ; Special** mention was made about the effort put by all the coordinators of the graduation day and Mirabolante . Achan and Principal thanked all the coordinators Mentioned the need for hosting the interdental event every 2 years . **Graduation** day and Mirabolante to be conducted together

5. **CCM meeting** Achan mentioned that all HODS, Professors and readers should attend the meeting
6. **Files** to be countersigned legibly Prescriptions should be in capital letters- Principal mentioned that lot of files were left unsigned and staff should seriously look in to the matter
7. **Internal exams** to be kept in the morning and theory class to be avoided on the same day
8. **Prosthodontics dept** mentioned that they had very few working hand pieces , the material purchase was being delayed **Omr dept** mentioned the need for new mouth mirrors **Perio** dept mentioned that the chairs were not functioning normally
9. **Annual leaves** Principal asked the staff members to apply for annual leave atleast 2 weaks in prior of taking the leave
10. **Principal** mentioned that the clinical club meeting was held successfully he also asked all the PG dept.to conduct CDE programme
11. **Fr Mathew Mazhavancheril** mentioned that the emergency fund could be released from The Medicity Director for immediate purchases

Minutes of the College Council Meeting held

at the Pushpagairi Dental College auditorium on 28 February 2014, at 1.30 p.m.

Rev. Dr Shaji Mathews Vazhayil CEO, Pushpagiri Medical Society,

Rev Dr Mathew Mazhavancheril, Director Academics and Research,

Rev.Fr. John Thomas – Director Medicity, Principal, Vice Principal,

26 faculty members were present.

Agenda

1) Organizing college council meeting
2) Implementing college uniform for students

The meeting commenced with prayers and Rev. Dr Shaji Mathews Vazhayil CEO, Pushpagiri Medical Society ,presided over the meeting

1. Dr Aby Mathew explained about College Council Meeting and welcomed Rev Dr Shaji Mathews Vazhayil CEO, Rev Fr John Thomas Kandathinkal- Director Medicity, Rev Dr Mathew Mazhavancheril – Director Academics & Research.
2. Rev Dr Mathew Mazhavancheril pointed out that College Council Meeting is a requirement for the development of the College. He said that during James Committee Meeting, all Colleges were in praise of Pushpagiri College of Dental Sciences, and added that the college was improving in all fronts under the able guidance of Dr Aby Mathews and team
3. **Monthly meeting** – Dr Aby Mathews asserted the need for arranging CCM and it was decided to hold the meeting on the last Monday of every month at the College Auditorium.
4. **P.G. Inspections** –The DCI inspections went well and the compliance which came for the Department of Prosthodontics was with regard of the the library deficiency. The deficiencies were rectified, and it was decided to appoint one more librarian.
5. **Sterilization** – Dr Eapen Thomas stated that the sterilization procedure were not upto the standards and should be improved. He also mentioned the need of a partition in the P.G

section. Dr Elizabeth Joseph requested for an autoclave as Peadodontics was the only department which did not have an individual autoclave.

6. **Shortage of teaching hours** – Dr Alex K Varghese informed that teaching hours were less and the decision to make second Saturdays holidays was not practical He also mentioned about the shortage of faculty members in his department.
7. **Question papers for internal examinations** – The printing of the Question papers were getting difficult as it is was being given to the college office on the same day or one day prior. Dr Eapen Thomas said that in the Dept of OMFS it was typed and being sent as email to the college email id. He mentioned the need of the question paper being e handled by the respective HODs itself.
8. **Paper valuation**- Dr Aby Mathews informed that most departments were not returning the answer scripts within the stipulated time. i.e 2 weeks, thereby making it difficult to arrange PTA meetings on time. He requested the staff to valuate the answer papers within the stipulated time

   Dr Aby Mathews informed that all clinical departments will have, A Dept Nurse in charge, who would supervise . He mentioned that the stock register in most departments were not updated. Dr Eapen Thomas informed that the stock register can be and should updated every quarterly.

9. Dr Elizabeth requested that one more ANM was required in Peadodontics department

10. Dr Aby Mathews informed that the Graduation day is fixed on 16 March and Dentfest from March 13-15.Staff and students from 25 dental colleges in Kerala are expected to participate in this event. He mentioned the need for painting the college and tarring of the roads prior to the events. Dr Aby suggested that a uniform could be implemented for the new batch of students as it was being implemented in other institutions of Pushpagiri medical Society.

    Dr Elizabeth pointed the requirement of materials and equipments for the Peadodontics department.

    Rev Dr Mathew Mazhavancherril informed that CCM was a platform for senior faculty to come up with ideas for the development of the college.

He said that when had attended the James committee meeting, members from different colleges pointed out that they aspire to be like PCDS. He appreciated the faculty of PCDS and theircontributions.

He mentioned that he was very happy that faculty members who were working part time were ready to become full time. He noted the need for applying for NAAC accreditation and for which a committee could be formed and a panel of doctors should be constituted for its work.

Achan informed that a Research committee should be constituted and the dissertation of PG students should be approved before the committee and then should be sent to IEC.

Achan mentioned that Graduation day ceremony should be under the control of senior faculty members as it was a college function. Staff members should scrutinize the programme and should be presented to the staff before the ceremony. He added that Pushpagiri Research centre was granted the PHd training centre status by KUHS. He mentioned that Pushpavani bulletin was now under the control of the CEO and dental related articles could be sent to the CEO.

Achan informed that promotion of faculty members would be done based on their performance and management will not hold back any promotions. Higher grade promotions would be made only on the basis of requirement as it involves financial constraints .

Dr Jacob George, Reader Periodontics has been selected as the Secretary of the College council meeting.

Achan informed that departments with faculty deficiency will be rectified.

Regarding the uniform for students, he informed that it was a policy of Pushpagiri to implement a uniform system. Parents could be consulted in this issue through a PTA meeting.

The next Pg will be started in the department of Pedodontics.

Dr Aby Mathew thanked all for attending the meeting.

The meeting ended by 3pm.

Minutes of the College Council Meeting held on, at 16/06/2016 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Naveen Thomas, and seconded by Dr Benley
2. **Principal** mentioned that the library of Dental college should be used more frequently. Principal mentioned that the Dental Pgs were not using library frequently. **Rev Fr Mathew Mazhavancheril** said that it should be made compulsory to use the library. **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and talk with KUHS Vice Chancellor regarding the PHD guidelines
3. **Rev Fr Mathew Mazhavancheril** said annually staff should upgrade their teaching skills .Achan said staff should attend Teacher training

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

programmes **Fr Mathew Vadakkekuttu** said some amount of our time should be devoted to research he said would discuss this issue in the Directors meet .

4. Dr Eapen Thomas said that provision should be made to attend PG conventions without affecting the working atmosphere
5. **Principal** said that a circular from KUHS had come saying that staff should actively involve in research work .He said that many of our staff are planning to register for Phd programmes
6. **Fr Mathew Mazhavancheril** said that it was not possible to arrange transportation to the KUHS university for each and every staff member but would arrange facilities when a group is going
7. Principal said that regarding internal assessment exams Paper valuation should be done on time ,He said that HODS have to look in to the matter personally , **Fr Mathew Vadakkekuttu** said the various treatment modalities should be explained to the patients before they are carried out He said we explain the treatment procedures clearly ,He urged the doctors to treat the patients with more compassion ,
8. **Prosthodontics;** Principal said that one more staff is needed in the lab as work of the PGs are getting delayed when we give it to labs outside

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

9. Conservative Dept; **Dr Devadattan** said that that students with attendance shortage should not be allowed to write university exams

10. Periodontics; **Dr Thomas George** said that students scoring less for internal exams also should not be allowed to write the exams

11. Orthodontics ;**Dr Biju Sebastian** said the the Department was able to cater a large number of patients, He said that the Post graduate students were attending the camps conducted by the Public health deparrtmet

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
PUSHPAGIRI
MEDICITY
TIRUVALLA-1

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, at 10/05/2016 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 25 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Rino and seconded by Dr AkileshVinesh
2. **Principal** mentioned that the preparations for NAAC inspections were going on in full swing **Rev Fr Mathew Mazhavancheril** said he will extend whole support needed **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and talk with Dr Sharma ,Dr P.T Thomas and Dr Sujith Chandy regarding the issues with the paper corrections and the academics of the dental students

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
PUSHPAGIRI
MEDICITY
TIRUVALLA-7

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

3. Principal said that regarding internal assessment exams Paper valuation should be done on time ,He said that HODS have to look in to the matter personally ,

4. **Conservative Dept; Dr Devadattan** said the chairs which needed maintainence should be corrected at the earliest

5. **Periodontics; Dr Thomas George** said that the waiting area needed more chairs

6. **PHD** ;DrBenley said that the department had successfully conducted the audio visual programmes and emergency kit programmes

7. **Orthodontics ;Dr Biju Sebastian** said the requirement list was given but haven't received so far

8. **Peadodontics; Dr Elizabeth** said that the Autoclave in her department were not functioning properly

9. **Oral Surgery; Dr Eapen Thomas** said that the requirement list was given ,instrument were not received ,He said ANMs were required in his department

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES PUSHPAGIRI MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, at 8/03/2016 1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 26 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Annie Susan and seconded by Dr Benley
2. **Principal** mentioned that the arrangements made for the convocation day . **Rev Fr Mathew Mazhavancheril** briefed about the same **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and invite all medical faculty as well for the convocation day
3. **Rev Fr Mathew Mazhavancheril** said annual budgeting for library books to be done from this year onwards. Dr Eapen Thomas said inspection related issues to be done on time .Principal said that NAAC

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES MEDICITY TIRUVALLA

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

committees were working in full swing **Fr Mathew Vadakkekuttu** said that the maintainence work would be carried out along

4. Dr Eapen Thomas said that the Surgery OT is functioning smoothly
5. **Principal** said that a circular from KUHS had come saying that staff can apply for the post of PHD guides Dr Jacob asked if it is possible to apply for PHD under KUHS. **Fr Mathew Mazhavancheril** said that it was possible and the university was looking to ease the problems faced by the aspirants

6. Principal said that regarding internal assessment exams Paper valuation should be done with no leniency ,He said that HODS have to look in to the matter personally , **Fr Mathew Vadakkekuttu** said the treatment to the patients should be carried out after explaining the treatment charges clearly , **Prosthodontics;** Principal said that one more staff is needed in the Dept Of Prosthodontics since 2 staff had left theDept and no replacement was made **Fr Mathew Mazhavancheril** said since there was a financial crisis now it may not be possible but would look in to the matter soon Principal said that the X ray unit was shifted from the department during the inspection and the Implant clinic didn't have proper windows in the dept of Prosthodontics

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

7. **Conservative Dept; Dr Devadattan** said the shortage of materials to be rectified soon
8. **Periodontics; Dr Thomas George** said that the treatment charges were very minimal in our college
9. PHD ;DrBenley said that the students in the department had actively participated in their audio visual project and emergency medicine kit projects
10. **Orthodontics ;Dr Biju Sebastian** said the requirement list was given but haven't received so far
11. **Peadodontics; Dr Elizabeth** said that the dental chairs in her department were not functioning properly
12. **Fr Mathew Vadakkekuttu** said that the staff have to wear ID cards compulsorily. Achan said that the batch in charges have to look into the dress code of the students as well , Achan said the common programmes like college day needed more staff participation, Achan said that special cases being done in the college needs to be published ,Achan said that an area can be marked near the notice board to publish such cases

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES * TRUVALLA * MEDICITY

Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, at 9/2/2016

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 27 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Nebu, and seconded by Dr Akilesh
2. **Principal** mentioned that the preparations for NAAC inspections were going on in full swing. **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and talk with Dr Sharma ,Dr P.T Thomas and Dr Sujith Chandy regarding the issues discipline and behavior of the dental students
3. **Principal** said the dental college had the most number of patients in the private dental colleges in the state **Rev Fr Mathew Mazhavancheril** said annual projecting to be done from this year onwards. Dr Eapen

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Dr. K. GEORGE VARGHESE
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Pushpagiri College of Dental Sciences

Thomas said NAAC inspection related issues to be done on time .Principal said that Dr Bentley was organizing everything for the

4. **Principal** said the PTA meeting were a huge success and parents were really happy about the care given by the college to the students Dr Devadattan said the Endo PG convention was being planned in the month of March,
5. **Principal** said that a circular from the local panchayat had come in appreciation of the camps we do in and around **Fr Mathew Mazhavancheril** said that even he received a lot of positive feedback from the people around **Principal** said he was happy that our college stands by our logo WE CARE GOD CURES
6. Principal said that regarding internal assessment exams. ,He said that HODS to stick to the dates which are allotted for the clinical **Fr Mathew Vadakkekuttu** said the treatment to the patients should be carried with a lot of empathy,He urged the doctors to treat the patients with more compassion ,he said that the patient feed back are available
7. **Prosthodontics;** Principal said that the materials in the department should be used judiciously **Fr Mathew Mazhavancheril** said that wastage of any material should be avoided

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8. **Conservative Dept; Dr Devadattan** said the amalgam disposal procedures are clearly taught to all students
9. **Periodontics; Dr Thomas George** said that classes in Sports medicine would be helpful since most of the dentist face problems with their back and neck
10. PHD ;DrBenley said that the department had conducted 72 camps so far this year ,He said that one more foldable chair was required
11. **Orthodontics ;Dr Biju Sebastian** said the requirement list was given
12. **Peadodontics; Dr Elizabeth** said that the Pedo department has the largest number of patients in and around thiruvalla
13. **Oral Surgery; Dr Eapen Thomas** said that the Surgical Trauma Department was functioning smoothly,He said ANMs were required in his
14. **Fr Mathew Vadakkekuttu** said that the staff have to wear ID cards compulsorily. Achan said that the batch in charges have to look into the greivances of the students as well ,

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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, at 05/1/2016

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Thomas George and seconded by Dr Vinesh
2. **Principal** mentioned that the libraries of Medical college can be used by the staff and post graduates **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and talk with Medicine and surgery faculty regarding the issues with the paper corrections and the academics of the dental students
3. **Rev Fr Mathew Mazhavancheril** said annual budgeting to be done from this year onwards. Dr Eapen Thomas said inspection related issues to be done on time .Principal said that ICRIT organizing committee had

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Dr. K. GEORGE VARGHESE
PRINCIPAL
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shown interest in doing one more international conference Principal said that interns were happy about Ignite and said it helped to boost their confidence level ,Interns were also happy regarding their postings in medical college.. **Fr Mathew Vadakkekuttu** said that the maintainence work of the college is being carried out at a timely manner

4. Dr Eapen Thomas said that the annual PG convention was being planned in February Dr Devadattan said the Endo PG convention was being planned in the month of March, **Fr Mathew Vadakkekuttu** said that **a** wall mounted projector and screen would be fixed before that
5. **Principal** said that a circular from KUHS had come regarding proposals for PHD programmes . Principal asked if duty leave could be given for PHD aspirants **Fr Mathew Mazhavancheril** said that it was not possible since such leaves were not being given to the faculty in medical college **Principal said** that Medical Faculty were not taking initiative for paper corrections. It was informed many times but some departments were reluctant . Achan said that it was never brought into his notice ,Achan said he would look in to the matter

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6. Principal said that regarding internal assessment exams Paper valuation should be done on time ,He said that HODS have to look in to the matter personally , **Fr Mathew Vadakkekuttu** said the patient feed back forms are available . Regarding conferences he said that at least 30% of the staff should be present in the department at all times and classes should not be cancelled ,Dr Jacob asked whether it was necessary for all the Post graduates to go together for the conferences since it affects the functioning of the hospital,
7. **Prosthodontics;** Principal said that one more staff is needed in the Dept Of Prosthodontics since 2 staff had left theDept and no replacement was
8. **Conservative Dept; Dr Devadattan** said the chairs needed maintainence Repairs were to be carried out in the phantom lab as well
9. **Periodontics; Dr Thomas George** said that only 15 chairs were working in the UG Clinic ,He said that the instruments received were not according to the specifications given
10. PHD ;DrBenley said that the department had conducted 62 camps so far this year ,He said that 2ANM staff were required
11. **Orthodontics ;Dr Biju Sebastian** said the requirement list was given

Peadodontics; Dr Elizabeth said that the dental chairs in her department were not functioning properly

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PRINCIPAL
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12. Principal Congratulated Dr Eapen Thomas for taking the leadership in hosting the next Kerala State Dental Conference

13. **Fr Mathew Vadakkekuttu** said that the staff have to wear ID cards compulsorily. Achan said that the batch in charges have to look into the dress code of the students as well , Achan said the common programmes like college day needed more staff participation, Achan said that special cases being done in the college needs to be published ,Achan said that an area can be marked near the notice board to publish such cases

PUSHPAGIRI COLLEGE OF DENTAL SCIENCES
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Dr. K. GEORGE VARGHESE
PRINCIPAL
Pushpagiri College of Dental Sciences

Minutes of the College Council Meeting held on, at 1/12/2015

1.30 p.m in the College council hall Rev Dr Mathew Mazhavancheril, Director Academics and Research, Rev Fr Mathew Vadakkekuttu Director Medicity , Principal, Vice Principal, and 23 faculty members were present.

Dr Aby Mathew T, Principal presided the meeting which commenced at 1.00 p.m.

1. The minutes of the last meeting was proposed Dr Biju Sebastian Thomas, and seconded by Dr Vinesh
2. **Principal** mentioned that the libraries of Medical and Dental colleges could not be clubbed online together since both had different IP numbers. Principal mentioned that the Dental Pgs were not allowed to issue books from medical college. **Rev Fr Mathew Mazhavancheril** said he will look in to the matter and asked the Principal to write a letter to him regarding the same. **Rev Fr Mathew Mazhavancheril** asked the Principal and Vice Principals to go and talk with Dr Sharma ,Dr P.T

Thomas and Dr Sujith Chandy regarding the issues with the paper corrections and the academics of the dental students

3. **Principal** said the dental college feels neglected ;**Rev Fr Mathew Mazhavancheril** said annual budgeting to be done from this year onwards. Dr Eapen Thomas said inspection related issues to be done on time .Principal said that ICRIT organizing committee had sponsored a lip mic for the college. Principal said that interns were happy about Ignite and said it helped to boost their confidence level ,Interns were also happy regarding their postings in medical college. Principal congragulated Dr Vinod for completing 100 episodes of radio programme , Principal asked if anyone else was willing to do the programme could take up the proogramme since Dr Vinod had time constraints, Achan said that the radio programme was very well appreciated by the people of Thiruvalla. Achan said that Principal can ask Dr Vinod to continue, Achan said that it is better to do the radio programme with people who have a passion for it . Achan said it is better to have Public Health Dentistry department to run the programme .Principal said that 4th CDE by Ignite is being planned on the topic of sterilization. A conference by Dept of Orthodontics is being planned in the month of January .Dr Biju Sebastian said that the college

auditorium was in a very bad shape and mentioned the need for improvement. **Fr Mathew Vadakkekuttu** said that the maintainence work would be carried out during the Christmas Holidays. Principal said the staff salary used to come on 5th every month then it became 10th and last month it came on 27th The payments of payclincs for the last 6 months are pending .He said that because of this nobody is interested to do priority clinics now . **Fr Mathew Vadakkekuttu** said he would discuss this issue in the Directors meet .

4. Dr Eapen Thomas said that the annual PG convention was being planned in February Dr Devadattan said the Endo PG convention was being planned in the month of March, **Fr Mathew Vadakkekuttu** said that a wall mounted projector and screen would be fixed before that

5. **Principal** said that a circular from KUHS had come saying that staff declining to take posts as internal examiners and for valuation would not be entertained Dr Jacob asked if it is possible to avail Duty leave the next day since valuations were till 5pm and due to lack of trains from Trichur . **Fr Mathew Mazhavancheril** said that it was not possible since such leaves were not being given to the faculty in medical college **Principal said** that Medical Faculty were not taking initiative for paper corrections.It was informed many times but some departments were

reluctant .Achan said that it was never brought into his notice ,Achan said he would look in to the matter

6. Principal said that regarding internal assessment exams Paper valuation should be done on time ,He said that HODS have to look in to the matter personally , **Fr Mathew Vadakkekuttu** said the treatment to the patients should be carried out after explaining the treatment procedures clearly ,He urged the doctors to treat the patients with more compassion ,he said that the patient feed back forms would be made available .Regarding conferences he said that at least 30% of the staff should be present in the department at all times and classes should not be cancelled ,Dr Jacob asked whether it was necessary for all the Post graduates to go together for the conferences since it affects the functioning of the hospital, **Fr Mathew Mazhavancheril** said that the Pgs should attend the minimum no of conferences **Fr Mathew Vadakkekuttu**,said that more camps can be carried out in the orphanages
7. **Prosthodontics;** Principal said that one more staff is needed in the Dept Of Prosthodontics since 2 staff had left theDept and no replacement was made **Fr Mathew Mazhavancheril** said since there was a financial

crisis now it may not be possible but would look in to the matter soon Principal said that the X ray unit was shifted from the department during the inspection and the Implant clinic didn't have proper windows in the dept of Prosthodontics

8. **Conservative Dept; Dr Devadattan** said the chairs which were shifted from the Peadodontics department for inspection purpose were not functional and did not have suction Repairs were to be carried out in the phantom lab as well
9. **Periodontics; Dr Thomas George** said that only 5 chairs were working in the Pg Clinic ,He said that the instruments received were not according to the specifications given
10. PHD ;DrBenley said that the department had conducted 62 camps so far this year ,He said that 2ANM staff were required
11. **Orthodontics ;Dr Biju Sebastian** said the requirement list was given but haven't received so far
12. **Peadodontics; Dr Elizabeth** said that the dental chairs in her department were not functioning properly
13. **Oral Surgery; Dr Eapen Thomas** said that the requirement list was given ,instrument were not received ,He said ANMs were required in his department Dr Eapen said that there is a general talk that the Dept Of Oral

Surgery was not very good or upto the mark .He said that he would like to get rid of this image , **Fr Mathew Mazhavancheril** said that he would like to discuss these issues with the department alone

14. Principal Congratulated Dr Eapen Thomas for becoming the Executive committee member of the Association of Oral and Maxilofacial Surgery ;Dr Akilesh for receiving the fellowship in Oral surgry and Dr Biju Sebastian for clearing MOrtho

15. **Fr Mathew Vadakkekuttu** said that the staff have to wear ID cards compulsorily. Achan said that the batch in charges have to look into the dress code of the students as well , Achan said the common programmes like college day needed more staff participation, Achan said that special cases being done in the college needs to be published ,Achan said that an area can be marked near the notice board to publish such cases