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Date ______
Page ______

AL BADAR DENTAL COLLEGE AND HOSPITAL

DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

1st Department Meeting for Undergraduates (regular batch), Postgraduates and staff.

NOTICE

Date: 01-10-2022

All the staff members are hereby informed to attend the meeting convened on 03-10-2022 in Seminar room of Department of Oral Pathology & Microbiology to discuss the planning of UG & PG curriculum. The agenda to be discussed in the meeting is given below:

1. Teachers diary to be maintained.
2. Incharge for histopathology and hematology sections.
3. Incharges to check for infection control, sterilization, waste disposal, stock maintenance, attendance, internal assessment conduction and submission assigned.
4. Lesson plans to be submitted to the HOD prior to taking theory class.
5. Preparation of calendar of events for UG & PG
6. Workload allotment for UG & PG
7. Conducting Internal Examination for UG
8. Preparation of Sessions and Lessons Plans for UG
9. Monitoring of attendance of UG & PG
10. Identifying Advance and Slow Learners for UG
11. Curriculum planning for PG
12. Preparation of timetable for PG
13. Continuous evaluation for UG & PG
14. Discussion of feedback analysis on curriculum UG & PG

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1st Department meeting was conducted on 3/10/2022 to discuss the various academic matters under the chairmanship of Dr. Heena Zainab.

The following agendas were discussed and resolutions made:

1. Teachers diary to be maintained:
It is ~~[illegible]~~ decided that each staff should maintain and enter daily activities in the teacher's diary.

2. Incharge for histopathology and hematology section:
It is ~~[illegible]~~ decided that the staff will be posted for histopathology and hematology section for monthly rotation basis.

3. Incharge for ~~[illegible]~~ infection control, sterilisation, waste disposal, stock maintain, attendance, Internal assessment conduction and submission assigned:
It is unanimously decided to assign staff incharges for stock maintenance, infection control, sterilisation, waste disposal, attendance, internal assessment conduction and submission.

4. Lesson plan to be submitted before taking theory classes to HOD.
It is unanimously decided that a detailed lesson plan to be prepared and submitted to the HOD before taking theory classes.

5. Preparation of Dept calendar of events.
It is unanimously decided that dept calendar of events has to be prepared in accordance with DCI and university calendar of events.

6. Work load allotment.
It is to be done based on specialization and experience of the faculty members in the department.

7. Conducting internal examination.
It is unanimously decided that as per the university guide lines, internal exams to be conducted and parents have to be informed regarding the performance.

8. Preparation of session and lesson plans
It is unanimously decided that teachers have to prepare the lesson plan as per the format given by IQAC.

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9. Monitoring the attendance :
It is unanimously decided that attendance of students has to checked and reported to parents if necessary.

10. Preparation of dept calendar of events :
It is unanimously decided that dept calendar of events has to be prepared in accordance with DCI and University calendar of events.

11. Identifying advance and slow learners :
It is unanimously decided that based on previous examination marks and class performance slow and fast learners have to be identified.

12. Curriculum planning :
It is unanimously decided that curriculum planning has to be scheduled as per curriculum formed from RGUHS and DCI norms.

13. Work load allotment :
Work load allotment is to be done based on specialization and experience of the faculty members in the department.

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14. Preparation of timetable.
It is unanimously decided that time table has to be prepared as per work load prescribed by the university curriculum and DCI guidelines as well as by considering the availability of institutional resources.

15. Continuous evaluation (learning progress).
It is unanimously decided to monitor the continuous learning progress through regular assessments and academic work completion.

16. Monitoring of attendance.
It is unanimously decided, attendance of students has to be checked and reported to parents, if necessary.

17. Discussing the feedback analysis on curriculum.
Feedback analysis on curriculum has to be presented to IQAC Co-ordinator Dr. Heena Zainab.

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Action taken report :

1. Each staff member of the dept have maintained and entered their daily activities in a teachers diary.
2. The staff are posted in hematology and histopathology sections on monthly rotation basis.
3. Staff incharges are assigned for infection control, sterilization, waste disposal, stock maintenance, attendance, internal assessment maintenance and conduction.
4. Lesson plans are prepared and submitted to HOD.
5. Calendar of events is prepared in accordance with university guidelines.
6. Work load allotment is done based on specialization and experience.
7. As per the guidelines issued by IQAC, all faculty members have prepared session and lesson plan.
8. Consolidated attendance report is prepared and necessary actions are taken.
9. Calendar of events is prepared in accordance with DCI and university guidelines.
10. Advance and slow learners are identified based on class performance and previous examination marks.

Ajay

Date ______
Page ______

11. Curriculum planning has been scheduled as per curriculum framed from DCI and RGUHS norms and value programmes will be introduced.

12. Work load allotment is done for each year students based on specialization and experience.

13. Time table is prepared in accordance with DCI and University guidelines.

14. Learning programmes will be monitored by conducting dept tests and allotment of UG teaching.

15. Feedback analysis on curriculum will be presented to IQAC co-ordinator Dr. Heena Zaid and corrective measures will be taken regarding the same.

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DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

2nd DEPARTMENT MEETING FOR THE ACADEMIC YEAR 2022 (Referred batch)

Date: 17/12/2022

Department Meeting was conducted on 19th December 2022 to discuss the outcomes of various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions were made:

Completion of Syllabus Report

Resolution : It is unanimously decided that the syllabus to be completed by the faculty members as per the RGUHS guidelines and report to HOD and take the necessary measures if required.

Continuous Internal Evaluation

Resolution: It is unanimously decided to the teachers as per the schedule Internal exams to be conducted and in time marks list to be submitted to RGUHS.

Attendance of the students

Resolution : It is unanimously decided to collect the attendance report from the assigned staff and to be submitted to university.

Collection of feedback on curriculum

Resolution : It is unanimously decided that IQAC will collect the feedback on curriculum from various stake holders and will prepare the report for further discussion in next meeting.

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2nd Department meeting for UG
(referred batch)

Department meeting was conducted on 19/12/2022 to discuss the outcomes of various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions were made.

Completion of syllabus report.
Resolution - It was unanimously decided that the syllabus to be completed by the faculty members and report to HOD and take the necessary measures if required.

Continuous internal evaluation.
Resolution - It was unanimously decided that to check for conduction of internal exams and calculated the internal marks to be submitted to RGUHS.

Attendance Report.
Resolution - It was unanimously decided to collect the attendance report from the assigned staff and submit it to university.

4. Collection of feedback :
Resolution :- It was unanimously decided to collect the feedback and present to IQAC co-ordinator for analysis and corrective measures to be implemented.

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Ajay

Date ____
Page ____

Action taken report.

1. Syllabus completion report has been submitted to the HOD.

2. Continuous internal evaluation is completed as per the schedule and marks submitted to university on time.

3. Attendance report of the students collected from the concerned staff to HOD and uploaded to university on time.

4. Feedback on curriculum is collected by IQAC and analysis is done for further discussion.

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DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

DEPARTMENT MEETING FOR UNDERGRADUATES FOR THE ACADEMIC YEAR 2022-2023 (referred batch)

Date: 20-12-2022

Department Meeting is conducted on 22-12-2022. To discuss the various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions made:

1.Workload allotment

Workload allotment is to be done based on the specializations and experience of the faculty members in the department.

2.Monitoring of attendance

It is unanimously decided attendance of students has to be checked and reported to parent's if necessary.

3.Conducting Internal Examination

It is unanimously decided that as per the university guidelines Internal Exams to be conducted and parents have to informed regarding the performance

4.Identifying Advance and Slow Learners

It is unanimously decided that based on previous examination marks and class performance slow and advance learners have to be identified.

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I Department meeting for Undergraduates (referred batch)

I Department meeting was conducted on 22/10/22 to discuss the academic matters of undergraduate referred batch under the chairmanship of Dr. Heena Zainab.

The following agendas were discussed and resolutions were made:

1. Continuous Internal evaluation:
It was unanimously decided that as per the university guidelines internal exams have to be conducted and parents have to be informed regarding the performance.

2. Monitoring of attendance:
It was unanimously decided that the attendance of students has to checked and reported to parents if necessary.

3. Identifying advance & slow learners:
It was unanimously decided that based on performance of 1st & 2nd Internal examination; slow and advance learners have to be identified and programmes have to be allotted respectively.

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4. Work allotment :-
It was unanimously decided that work load allotment is to be done based on the specialization and experience of the faculty members in the department.

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Action taken report.

1. As per guidelines issued by IQAC, Internal assessment schedule was discussed and students were informed about remedial assessment.

2. Consolidated attendance report is prepared and necessary actions are taken.

3. Advance learners & slow learners are identified based on their performance and programmes have been allotted.

4. Work load allotment is done based on specialization and experience.

H.O.D.
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Date
Page

AL BADAR DENTAL COLLEGE AND HOSPITAL

DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

2nd DEPARTMENT MEETING FOR THE ACADEMIC YEAR 2022-2023(Regular batch)

Date: 22/06/2023

Department Meeting was conducted on 24th June 2023 to discuss the outcomes of various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions were made:

Agenda 1. Continuous Internal Evaluation

Resolution: It is unanimously decided to the teachers as per the schedule Internal exams to be conducted and in time marks list to be submitted to RGUHS.

Agenda 2. Completion of Syllabus Report

Resolution : It is unanimously decided that the syllabus to be completed by the faculty members as per the RGUHS guidelines and report to HOD and take the necessary measures if required.

Agenda 3. Attendance of the students

Resolution : It is unanimously decided to collect the attendance report from the assigned staff and to be submitted to university.

Agenda 4. UG work progress

Resolution: It was decidd to check the completion of UG work i.e. assignments, seminars, OSPE and case- based studies.

Agenda 5. Collection of feedback on curriculum

Resolution : It is unanimously decided that IQAC will collect the feedback on curriculum from various stake holders and will prepare the report for further discussion in next meeting.

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2nd Department meeting for Undergraduates
(Regular Batch)

Department meeting was conducted on under the chairmanship of Dr. Heena Zainab.

Following agendas were discussed and resolutions were made.

Agenda 1 - Continuous internal evaluation.

Resolution - It is unanimously decided that as per the schedule internal exams to be conducted in time and in time mark list is to be submitted to RGUHS.

Agenda 2 - Completion of syllabus report.

Resolution - As per RGUHS guidelines, the syllabus has to be completed by faculty members was decided unanimously.
Necessary measures were taken as required.

Agenda 3 - Attendance of the students.

Resolution - To collect the attendance report from the assigned staff and to be submitted to university.

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Ajay

Date
Page

Agenda 4 - UG work progress.

Resolution - It was decided to club the completion of UG work i.e. assignments, seminars, OSPE and case based studies.

Agenda 5 - Collection of feedback on curriculum.

Resolution - Feedback analysis on curriculum was presented to IQAC co-ordinator Dr. Heena Zainab and committee has decided to taken corrective measures regarding the same.

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Action taken report.

1. Continuous internal evaluation is completed as per the schedule and marks submitted to university portal in time.

2. Syllabus completion report has been submitted by all the staff to the HOD.

3. Attendance report of the students were collected from the concerned staff to HOD uploaded to university portal in time.

4. UG work progress was evaluated.

5. Feedback on curriculum is collected by IQAC and analysis done for further discussion.

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