

Al-Badar Educational & Charitable Trust's

## AL-BADAR DENTAL COLLEGE & HOSPITAL, KALABURAGI

Affiliated to Rajiv Gandhi University of Health Sciences Bangalore &  
Recognized by Dental Council of India (New Delhi)



### DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

#### 1<sup>st</sup> DEPARTMENT MEETING FOR THE ACADEMIC YEAR 2023-2024

[Undergraduates Regular batch & Postgraduates]

#### NOTICE

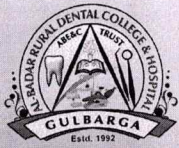
DATE: 02/09/2023

All the staff members are hereby informed to attend the meeting convened on 04-09-2023 in the Seminar room of Department of Oral Pathology and microbiology to discuss the planning of UG and PG curriculum. The agenda to be discussed as given below:

1. Teacher's diary to be maintained
2. In-charges for histopathology and haematology sections
3. Preparation of calendar of events for UG and PG
4. Preparation of Session plan and Lesson plan for UG
5. Workload allotment for UG and PG
6. Conducting Internal evaluation for UG
7. Identifying advance and slow learners
8. Curriculum planning for PG
9. Preparation of timetable for PG
10. Discussion of feedback analysis on curriculum UG & PG

HOD

**H.O.D.**  
**Dept. of Oral Pathology**  
**& Microbiology**  
**ARDCH, KALABURAGI**



**1<sup>st</sup> DEPARTMENT MEETING MINUTES FOR THE ACADEMIC YEAR 2023-2024**

**[Undergraduates Regular batch & Postgraduates]**

**MEETING MINUTES**

1<sup>st</sup> department meeting was conducted on 04-09-2023 to discuss various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed, and resolutions made:

Agenda 1: Teacher's diary to be maintained.

Resolution: It is unanimously decided that each staff should maintain and enter daily activities in the teacher's diary.

Agenda 2: In-charge for histopathology and hematology section

Resolution: It is unanimously decided that the staff will be posted for histopathology and hematology section on monthly rotation basis.

Agenda 3: Preparation of calendar of events for UG and PG

Resolution: It is unanimously decided that the Department calendar of events has to be prepared in accordance with IQAC calendar of events.

Agenda 4: Preparation of Session plan and Lesson plan for UG

Resolution: It is unanimously decided that the staff has to prepare the lesson plan and session plan as per the format given by IQAC.

Agenda 5: Workload allotment for UG and PG

Resolution: It is unanimously decided that the workload allotment is to be done based on specifications and experience of the faculty members.

Agenda 6: Conducting Internal evaluation for UG

Resolution: It is unanimously decided that the as per the university guidelines, Internal exams to be conducted and parents to be informed regarding the performance.

Agenda 7: Identifying advance and slow learners

Resolution: It is unanimously decided that based on previous examination marks and class performance slow and fast learners must be identified.

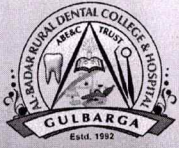
Agenda 8: Curriculum planning for PG

Resolution: It is unanimously decided that curriculum planning has to be formulated as per curriculum from RGUHS and DCI norms.

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### Agenda 9: Preparation of timetable for PG

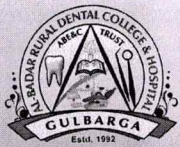
Resolution: It is unanimously decided that the timetable has to be prepared as per workload prescribed by the university curriculum and DCI guidelines as well as by considering the availability of institutional resources.

### Agenda 10: Discussion of feedback analysis on curriculum UG & PG

Resolution: It is unanimously decided that the feedback analysis on curriculum has to be presented to IQAC coordinator Dr. Heena Zainab.

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**Action Taken Report**

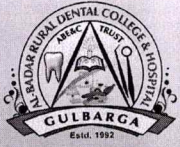
1. Each staff member of the department has to maintain and enter their daily activities in a teacher's diary.
2. The staff are posted in hematology and histopathology section on monthly rotation basis.
3. Calendar of events it's prepared in accordance with university guidelines.
4. Session plan and Lesson plan are prepared and submitted to the head.
5. Workload allotment has been done based on specialization and experience.
6. Internal exams will be conducted as per the university guidelines.
7. Advance and slow learners are identified based on class performance and previous examination marks.
8. Curriculum planning has been done as per DCI and RGUHS norms and value-added programs will be included.
9. Timetable for PG is prepared in accordance with DCI and university norms.
10. Feedback analysis on curriculum will be presented to IQC coordinator and corrective measures will be taken regarding the same.

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### DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

#### 2<sup>nd</sup> DEPARTMENT MEETING FOR THE ACADEMIC YEAR 2023-2024

[Undergraduates Referred batch]

#### NOTICE

DATE: 25/12/2023

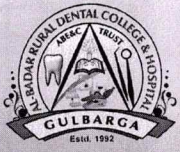
All the staff members are hereby informed to attend the meeting convened on 26-12-2023 in the Seminar room of Department of Oral Pathology and microbiology to discuss the outcome of various academic matters. The agenda to be discussed as given below:

1. Continuous internal evaluation
2. Completion of syllabus report
3. Attendance of the students
4. UG work progress
5. Collection of feedback on curriculum

HOD

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**2<sup>nd</sup> DEPARTMENT MEETING MINUTES FOR THE ACADEMIC YEAR 2023-2024**

**[Undergraduates Referred batch]**

**MEETING MINUTES**

2<sup>nd</sup> department meeting was conducted on 26-12-2023 to discuss various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions made:

Agenda 1: Continuous internal evaluation

Resolution: It is unanimously decided that the internal exams will be conducted as per the schedule and internal mark list will be submitted to the university.

Agenda 2: Completion of syllabus report

Resolution: It is unanimously decided that the syllabus to be completed by the faculty members as per the university guidelines and report to the head.

Agenda 3: Attendance of the students

Resolution: It is unanimously decided to collect the attendance report from the assigned faculty and submit to the university.

Agenda 4: UG work progress

Resolution: It is unanimously decided to check the completion of UG work, i.e, assignments, seminars, OSPE and case based studies.

Agenda 5: Collection of feedback on curriculum

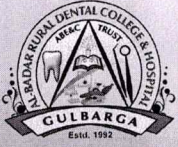
Resolution: It is unanimously decided that IAQC will collect the feedback on curriculum from various stakeholders and will prepare the report for further discussion in the next meeting.

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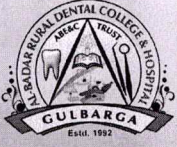
### Action Taken Report

1. Continuous internal evaluation is completed as per the schedule and marks are submitted to the university in time.
2. Syllabus completion report has been submitted by all the staff members to the head.
3. Attendance report was uploaded to the university portal in time.
4. UG work progress has been evaluated
5. Feedback on curriculum is collected by the IQAC and analysis done for further discussion.

HOD

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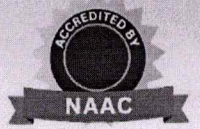
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### DEPARTMENT OF ORAL PATHOLOGY AND MICROBIOLOGY

#### 1<sup>st</sup> DEPARTMENT MEETING FOR THE ACADEMIC YEAR 2023-2024

[Undergraduates Referred batch]

#### NOTICE

DATE: 11/05/2024

All the staff members are hereby informed to attend the meeting convened on 13-05-2024 in the Seminar room of Department of Oral Pathology and Microbiology to discuss the curriculum planning of UG referred batch. The agenda to be discussed as given below:

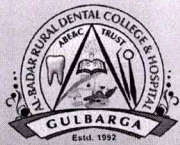
1. Workload allotment for UG
2. Monitoring attendance
3. Conducting Internal Examination
4. Identifying advance and slow learners

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### 1<sup>st</sup> DEPARTMENT MEETING MINUTES FOR THE ACADEMIC YEAR 2023-2024

[Undergraduates Referred batch]

#### MEETING MINUTES

1<sup>st</sup> department meeting was conducted on 13-05-2024 to discuss various academic matters under the chairmanship of Dr. Heena Zainab. The following agendas were discussed and resolutions made:

#### Agenda 1: Workload allotment

Resolution: It is unanimously decided that the workload allotment is to be done based on specifications and experience of the faculty members.

#### Agenda 2: Monitoring attendance of the students

Resolution: It is unanimously decided to monitor the attendance and inform the parents if there is shortage of attendance.

#### Agenda 3: Conducting Internal examination

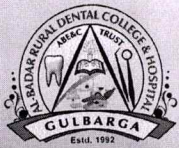
Resolution: It is unanimously decided that as per the university guidelines, Internal exams to be conducted and parents to be informed regarding the performance.

#### Agenda 4: Identifying advance and slow learners

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

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### Action Taken Report

1. Workload allotment has been done based on specialization and experience.
2. Attendance was calculated and submitted; parents were notified regarding shortage of attendance.
3. Internal exams will be conducted as per the university guidelines.
4. Advance and slow learners are identified based on class performance and previous examination marks.

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