



KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES

GST Road, Chinna Kolambakkam, Padalam (po), Chengalpattu (dt)
Madhuranthagam (Tk), Tamilnadu 603 308

Meeting 1:

Date:07/11/2019

Agenda

- NAAC Accreditation and an introduction to all staff members.
- Brainstorming discussion regarding the criteria's and allocation of criteria to respective groups.

Meeting was attended by the following members:

| | |
|---------------|--------------------|
| CHAIRPERSON | Dr.MeeraThinakaran |
| OTHER MEMBERS | Dr.Mathan Mohan |
| | Dr.Mahendra Raj |
| | Dr.Kamalakaran |
| | Dr.Madhuram |
| | Dr.Aniz |
| | Dr.Vishnu Prasad |
| | Dr.Thirunavakarasu |
| | Dr.Mahesh Kumar |
| | Dr.Satish Kumar |

Discussions

- Discussion with all staff members regarding NAAC.
- A power point presentation to be made for detailed staff profile.
- Every staff member was given a soft copy of NAAC presentation.
- Description about mentor/mentee meetings given mentor mentee list of 2019 is disclosed.
- Alumini meeting announced for the year of 2019.
- Note on Web upgradation given.
- Importance of library visit was emphasized, list of study models used for academics from each department were requested to submit it to the NAAC cell.
- Formation of Heads of Committees.

Meera Thinakaran

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Meeting 2:Date:03/01/2020

Agenda:

- NAAC Committee discussion among various Heads of committees.
- Work allocations of the varying committees.

Meeting was attended by the following members:

| | |
|---------------|--|
| CHAIRPERSON | Dr.MeeraThinakaran |
| OTHER MEMBERS | Dr.Mathan Mohan Dr.Mahendra Raj Dr.Kamalakaran Dr.Madhuram Dr.Aniz Dr.Vishnu Prasad Dr.Thirunavakarasu Dr.Mahesh Kumar Dr.Satish Kumar |

Discussions:

- Regarding the need for a two way system of understanding between the NAAC cells and the various committee heads.
- Periodic meetings planned for update.
- Each committee head NAAC committee in-charge to facilitate smooth communication works alongside.
- Update regular work done for planning future programs.
- Staff profile and log book maintained in each department.
- Members are asked to be intimated by the respective conveners.
- Teamwork is the success of NAAC to be emphasized to all departments.

Meera Thinakaran

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MEETING 3:Date:02/03/2020

Agenda:

- Need for sub- committees for easy work completion was analyzed.
- Creation and allocation of members for the sub- committees.

Meeting was attended by the following members:

| | |
|----------------------|---------------------------|
| CHAIRPERSON | Dr.MeeraThinakaran |
| OTHER MEMBERS | Dr.Mathan Mohan |
| | Dr.Mahendra Raj |
| | Dr.Kamalakaran |
| | Dr.Madhuram |
| | Dr.Aniz |
| | Dr.Vishnu Prasad |
| | Dr.Thirunavakarasu |
| | Dr.Mahesh Kumar |
| | Dr.Satish Kumar |

Discussion:

- Sub- committees for academic, administration and sports committees were created.
- Members and functioning of the committees were decided.
- Schedule of the meetings and the report of work done was assessed.
- Planning of the future program execution were discussed
- Members are asked to be intimated by the respective conveners.

Meera Thinakaran

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