



Karpaga Vinayaga Institute of Dental Sciences
GST Road, Chinnakolambakkam, Palayanoor (P.O)
Madhuranthagam (Tk), Kancheepuram – 603 308

ACADEMIC & CURRICULUM ENRICHMENT BOARD

1st Academic & Curriculum Enrichment Board Meeting (2019-20)

Date: 11/12/2019


Venue: Meeting Hall

Minutes of Meeting

The 1st meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences was held on 11/12/2019 from 11:00 AM, at Meeting Hall, Dental Office Block. The following members attended the meeting.

Sl No:	Name	Designation
1.	Dr. Meera Thinakaran MDS.	Chairperson
2.	Dr. Sathish Kumar MDS.	Member Secretary
3.	Dr. A. Mathan Mohan MDS.	Advisor
4.	Dr. Thirunavukarasu MDS.	Advisor
5.	Dr. Vishnu Prasad MDS.	Advisor
6.	Dr. Kamalakannan MDS.	Advisor
7.	Dr. Madhuram MDS.	Advisor
8.	Dr. Aniz MDS.	Advisor
9.	Dr. Mahindra Raj MDS.	Advisor
10.	Dr. Mahesh Kumar MDS.	Advisor


Dr. Sathish Kumar MDS.
Member Secretary


Dr. Meera Thinakaran MDS.
Chairperson

The agenda points of the meeting are mentioned below:

ACEB No.	Item No.	Name of Agenda
ACEB/2019-20/01	01	Call to order
ACEB/2019-20/01	02	Orientation
ACEB/2019-20/01	03	UG- Teaching Schedule
ACEB/2019-20/01	04	Clinical Society Meeting Schedule
ACEB/2019-20/01	05	Internal Exam Schedule
ACEB/2019-20/01	06	PTA Meeting schedule
ACEB/2019-20/01	07	Student Report Card
ACEB/2019-20/01	08	Remedial Class Planning
ACEB/2019-20/01	09	Library Appraisal Panel
ACEB/2019-20/01	10	Feedback Report on Curriculum
ACEB/2019-20/01	11	Extended Teaching Activities
ACEB/2019-20/01	12	Vote of Thanks

ACEB/2019-20/01/01

Call to order

Dr. Meera Thinakaran as Chairperson extended her warm welcome to the members of the committee and called the meeting to order at 10:00 AM.

ACEB/2019-20/01/02

Orientation

The Chairperson congratulated the newly elected members of the committee and introduced the members of the committee. A short discourse was given on the function and scope of ACEB and the responsibilities of its members.

RESOLUTION: The committee was oriented, and the normal proceedings were initiated.

ACEB/2019-20/01/03

UG- Teaching Schedule

Undergraduate teaching schedule for the 2nd Quarter of the Academic year as prepared and submitted to the Principal office by the individual departments were reviewed by the ACEB. No comments were received from the members.

RESOLUTION: The UG Teaching schedule was approved.


Dr. Sathish Kumar MDS.
Member Secretary


Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/01/04

Clinical Society Meeting Schedule

The 3 months agenda for clinical society meeting was submitted by the concerned cell. The same was put forward by the Chairperson for the perusal of the committee members.

Dr. Kamalakannan suggested that for the topics discussed during CSM, more practical and application-oriented aspect of newer techniques should be discussed to enable easier adoption by novitiates.

Other members of the committee endorsed the same and the suggestion is to be forwarded to the concerned cell.

MONTH	DEPARTMENT
Jan	Conservative & Endodontics
Feb	Public Health Dentistry
March	Periodontics

RESOLUTION: Schedule for the upcoming 3 months was approved. Suggestions put forward in the meeting to be forwarded to the concerned cell.

ATTENTION: CSM Cell

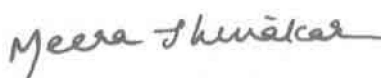
ACEB/2019-20/01/05

Internal Exam Schedule

The Chairperson brought to the committee notice that topics coverage report has been collected from the departments by February 2020 and provisions for the second internal examination of August batch students and model examination of February batch students must be made for the month of March 2020.

RESOLUTION: The committee deliberated and decided to hold the Internal examination on 02/03/2020


Dr. Sathish Kumar MDS.
Member Secretary


Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/01/06

PTA Meeting schedule

The committee deliberated on the feasibility and organisation of PTA Meeting for August & February Batch students in the month of December.

RESOLUTION: The committee came to an accord to hold PTA on 23/12/2019. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee

ACEB/2019-20/01/07

Student Report Card

The Chairperson brought to the attention of the committee the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum for effective administration of upcoming PTA meeting. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 18/12/2019

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.

ACEB/2019-20/01/08

Remedial Class Planning

Dr. Sathish Kumar brought forward the need for evaluation of student progress and teaching-learning process based on ACEB/2019-20/01/07. Slow learners to be identified by Mentor Program and to be included in Remedial classes program.

RESOLUTION: Remedial Class schedule to be fabricated by the Departments handling the subject and to be submitted to the ACEB and Mentor Program & Parents Teacher Association Committee

ATTENTION: HODs, Mentor Program & Parents Teacher Association Committee



Dr. Sathish Kumar MDS.
Member Secretary



Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/01/09

Library Appraisal

The Chairperson conveyed the findings and suggestions of the Library Appraisal Panel report. Policies related to library were reviewed with emphasis on improved documentation, updating and modernizing the collection.

Dr.Thirunavukarasu emphasised and concurred with the suggestions in regards to Updated Journal & Book collection. The same was seconded by the rest of the members.

RESOLUTION: Requirement for library related to books & journals are collected from the library representative and forwarded to the IQAC.

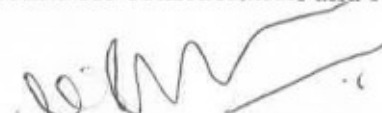
ACEB/2019-20/01/10

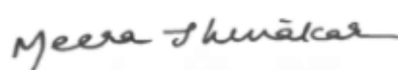
Feedback Report on Curriculum

The chairperson brought to the attention of the members of the committee the feedback report on the curriculum, based on the feedback obtained from the various stake holders. A copy of the feedback report was provided to the members of the committee. It was decided by the committee to take up the following concerns raised for further action.

SI No	FEEDBACK	Stakeholder
1	Students need more training in recent updated treatment methodology	Employer
2	Requirement for better connectivity and Internet enabled personal computers	Students
3	Training programs for NEET and other competitive exams	Alumni
4	Newer edition books & e-copy of books can be provided in library	Students
5	Practical/Applied teaching methodology needed	Professional

RESOLUTION: The committee unanimously decided to take up the following points for consideration and representation of the same to the concerned authority.


Dr. Sathish Kumar MDS.
Member Secretary


Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/01/11**Extended Teaching Activities**

Dr. Sathish Kumar brought forward the plans & strategies for existing add-on & value-added courses to be conducted in the institution in the upcoming academic year. Various add-on programs like yoga, my clinic, English, basic computer application and NEET coaching program were conducted in the last year. The board also decided to conduct them as well.

The board decided to conduct NEET coaching program on 25/01/2020 and also on 7/03/2020.

Based on feedback report, it was suggested by Dr. Madhuram to introduce an add-on course on rotary Endodontics. The same was approved unanimously by the committee members.

RESOLUTION: Provisions for new add-on course on rotary Endodontics to be made in schedule. Schedule of add-on and value added program to be finalised and submitted to ACEB before 18/12/2019.

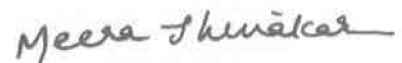
ATTENTION: HOD's

ACEB/2019-20/01/12**Vote of Thanks**

With no additional business brought to the Committee, the meeting was adjourned following the vote of thanks to the Chairperson and other elite members.



Dr. Sathish Kumar MDS.
Member Secretary



Dr. Meera Thinakaran MDS.
Chairperson



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ACADEMIC & CURRICULUM ENRICHMENT BOARD

2nd Academic & Curriculum Enrichment Board Meeting (2020-21)

Date: 07/12/2020

Venue: Meeting Hall

Minutes of Meeting

The 2nd meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences for the academic year 2020-21 was held on 07/12/2020 from 11:00 AM, at the Meeting Hall, Dental Office Block. The following members attended the meeting.

SI No:	Name	Designation
1.	Prof. Dr. A Mathan Mohan MDS	Chairperson
2.	Prof. Dr. Mahendra Raj MDS	Member Secretary
3.	Prof. Dr. Sathishkumar MDS	Advisor
4.	Prof. Dr. Thirunavukarasu MDS.	Advisor
5.	Prof. Dr. Vishnu Prasad MDS.	Advisor
6.	Prof. Dr. Kamalakannan MDS.	Advisor
7.	Prof. Dr. Madhuram MDS.	Advisor
8.	Prof. Dr. Aniz MDS.	Advisor
9.	Prof. Dr. BalaGuhan MDS	Advisor
10.	Prof. Dr. Mahesh Kumar MDS.	Advisor


Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson



The agenda points of the meeting are mentioned below:

ACEB No./ Agenda Point	Item No.	Name of Agenda
ACEB/2020-21/02	01	Call to order
ACEB/2020-21/02	02	Approval of Minutes
ACEB/2020-21/02	03	UG- Teaching Schedule
ACEB/2020-21/02	04	Clinical Society Meeting Schedule
ACEB/2020-21/02	05	Internal Exam Schedule
ACEB/2020-21/02	06	PTA Meeting schedule
ACEB/2020-21/02	07	Student Progress Report
ACEB/2020-21/02	08	Library Updation
ACEB/2020-21/02	09	Vote of Thanks

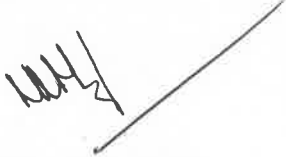
ACEB/2020-21/02/01	Call to order
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Prof. Dr. A Mathan Mohan MDS as Chairperson extended his warm welcome to the members of the committee and called the meeting to order at 10:30 AM.

ACEB/2020-21/02/02	Approval of Minutes
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The committee reviewed the minutes of last ACEB meeting: **ACEB/2020-21/01**. No comments or suggestions were received from the members. The committee reached a unanimous approval of the minutes.

RESOLUTION: The minutes of the 1stACEB 2020-21 were confirmed.


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/02/03

UG- Teaching Schedule

Undergraduate teaching schedule for the 3rd Quarter of the Academic year was prepared and submitted to the Principal office by the individual departments and were reviewed by the ACEB.

The chairperson informed the committee that the orientation program for welcoming the first year and the classes for the first year is also planned.

No comments were received from the members.

RESOLUTION: The UG Teaching schedule was approved.

ACEB/2020-21/02/04

Clinical Society Meeting Schedule


The 3 months agenda for clinical society meeting was submitted by the concerned cell. The same was put forward by the Chairperson for the perusal of the committee members.

MONTH	DEPARTMENT
January	Orthodontics and Dentofacial Orthopaedics
February	Oral Pathology and Microbiology
March	Oral Medicine and Radiology

The schedule was approved following approval of the committee members.

RESOLUTION: Schedule for the upcoming 3 months was approved.

ATTENTION: CSM Cell


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/02/05**Internal Exam Schedule**

The Chairperson informed the committee that the preparation for the university exams have all been done and the exams will be conducted in proper manner with Covid – 19 safety protocols.

The chairperson informed the committee that the topic coverage report will be collected from the respective departments by February 2021 and provision for the 1st internal exam for the August batch students.

RESOLUTION: The committee deliberated and decided to conduct the university exam as per the schedule announced by the university.

ACEB/2020-21/02/06**PTA Meeting schedule**

As per the academic calendar, the PTA meeting is to be held on 28/12/2021. But the in-person meeting is not possible in the Covid – 19 situations.

The board informed the department to keep the records of the student's internal exam performance ready for future references.

RESOLUTION: The committee decided to inform the departments to keep the records ready. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee



Prof. Dr. Mahendra Raj MDS
Member Secretary



Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/02/07

Student Progress Report

The Chairperson brought to the attention of the committee the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum to be made ready post-haste. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 22/12/2020.

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.

ACEB/2020-21/02/08

Library Updation

The chairperson intimated the members regarding the ongoing updation and addition of books in the central library. The chair prompted the members to put forward suggestions regarding requirements.

The members concurred regarding the same and no further comments were received.

RESOLUTION: Library updation report to be prepared and submitted to the dean office as and when the process is completed.

ACEB/2020-21/02/09

Vote of Thanks

With all the aspects discussed and accepted unanimously by all the members, the meeting was adjourned following vote of thanks to the Chairperson and other elite members.

Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson



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ACADEMIC & CURRICULUM ENRICHMENT BOARD

3rd Academic & Curriculum Enrichment Board Meeting (2020-21)

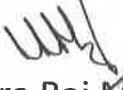
Date: 01/03/2021

Venue: Meeting Hall

Minutes of Meeting

The 3rd meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences was held on 01/03/2021 from 11:00 AM, at Meeting Hall, Dental Office Block. The following members attended the meeting.

Sl No:	Name	Designation
1.	Prof. Dr. A Mathan Mohan MDS	Chairperson
2.	Prof. Dr. Mahendra Raj MDS	Member Secretary
3.	Prof. Dr. Sathishkumar MDS	Advisor
4.	Prof. Dr. Thirunavukarasu MDS.	Advisor
5.	Prof. Dr. Vishnu Prasad MDS.	Advisor
6.	Prof. Dr. Kamalakannan MDS.	Advisor
7.	Prof. Dr. Madhuran MDS.	Advisor
8.	Prof. Dr. Aniz MDS.	Advisor
9.	Prof. Dr. BalaGuhan MDS	Advisor
10.	Prof. Dr. Mahesh Kumar MDS.	Advisor


 Prof. Dr. Mahendra Raj MDS
 Member Secretary

Prof. Dr. A Mathan Mohan MDS.
 Chairperson



The agenda points of the meeting are mentioned below:

ACEB No./ Agenda Point	Item No.	Name of Agenda
ACEB/2020-21/03	01	Call to order
ACEB/2020-21/03	02	Approval of Minutes
ACEB/2020-21/03	03	UG- Teaching Schedule
ACEB/2020-21/03	04	Clinical Society Meeting Schedule
ACEB/2020-21/03	05	Internal Exam Schedule
ACEB/2020-21/03	06	PTA Meeting schedule
ACEB/2020-21/03	07	Student Report Card
ACEB/2020-21/03	08	Vote of Thanks

ACEB/2020-21/03/01

Call to order

Prof. Dr. A Mathan Mohan MDS as Chairperson extended his warm welcome to the members of the committee and called the meeting to order at 10:30 AM.

ACEB/2020-21/03/02

Approval of Minutes

The committee was asked to review the minutes of last ACEB meeting: **ACEB/2020-21/02**. No comments or suggestions were received from the members. The committee reached a approval of the minutes.

RESOLUTION: The minutes of 2nd ACEB 2020-21 were confirmed.

ACEB/2020-21/03/03

UG- Teaching Schedule

Undergraduate teaching schedule for the 4th Quarter of the Academic year was prepared and submitted by the individual departments to the Principal office and were reviewed by the ACEB. No comments were received from the members.

RESOLUTION: The UG Teaching schedule was approved.


Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson



ACEB/2020-21/03/04

Clinical Society Meeting Schedule

The 3 months agenda for clinical society meeting was submitted by the concerned cell. The same was put forward by the Chairperson for the perusal of the committee members.

MONTH	DEPARTMENT
April	Oral and Maxillofacial Surgery
May	Prosthodontics
June	Operative Dentistry and Endodontics

The schedule was approved following the approval of the committee members.

RESOLUTION: Approval of the schedule for the upcoming 3 months.

ATTENTION: CSM Cell

ACEB/2020-21/03/05

Internal Exam Schedule

The chairperson informed the committee that the topic coverage report will be collected from the respective departments by May 2021 along with the provision for the 2nd internal exam for the August batch students.

Due to the existing Covid-19 situation, the university exams for the February batch have not yet been informed by the university. Once the schedule has been announced by the university, the same will be forwarded to the students.

RESOLUTION: The committee planned and decided to hold the Internal examination on 07/06/2021



Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson



ACEB/2020-21/03/06**PTA Meeting schedule**

The committee planned to organize the PTA Meeting for August Batch students in the month of March.

RESOLUTION: The committee came to an accord to hold PTA on 29/03/2021. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee

ACEB/2020-21/03/07**Student Progress Report**


The Chairperson brought to the attention of the committee the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum for effective administration of the upcoming PTA meeting. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 22/03/2021

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.

ACEB/2020-21/03/08**Vote of Thanks**

With no additional business brought to the Committee, the meeting was adjourned following vote of thanks to the Chairperson and other elite members


Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson





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ACADEMIC & CURRICULUM ENRICHMENT BOARD

4th Academic & Curriculum Enrichment Board Meeting (2020-21)

Date: 07/06/2021


Venue: Meeting Hall

Minutes of Meeting

The 4th meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences was held on 07/06/2021 from 10:40 AM, at the Meeting Hall in the Dental Office Block. The following members attended the meeting.

SI No:	Name	Designation
1.	Prof. Dr. A Mathan Mohan MDS	Chairperson
2.	Prof. Dr. Mahendra Raj MDS	Member Secretary
3.	Prof. Dr. Sathishkumar MDS	Advisor
4.	Prof. Dr. Thirunavukarasu MDS.	Advisor
5.	Prof. Dr. Vishnu Prasad MDS.	Advisor
6.	Prof. Dr. Kamalakannan MDS.	Advisor
7.	Prof. Dr. Madhuram MDS.	Advisor
8.	Prof. Dr. Aniz MDS.	Advisor
9.	Prof. Dr. BalaGuhan MDS	Advisor
10.	Prof. Dr. Mahesh Kumar MDS.	Advisor


 Prof. Dr. Mahendra Raj MDS
 Member Secretary


 Prof. Dr. A Mathan Mohan MDS.
 Chairperson

The agenda points of the meeting are mentioned below:

ACEB No./ Agenda Point	Item No.	Name of Agenda
ACEB/2020-21/04	01	Call to order
ACEB/2020-21/04	02	Approval of Minutes
ACEB/2020-21/04	03	UG- Online Teaching Schedule
ACEB/2020-21/04	04	Clinical Society Meeting Schedule
ACEB/2020-21/04	05	Internal Exam Schedule
ACEB/2020-21/04	06	PTA Meeting schedule
ACEB/2020-21/04	07	Student Progress Report
ACEB/2020-21/04	08	Feedback Report on Curriculum
ACEB/2020-21/04	09	Extended Teaching Activities
ACEB/2020-21/04	10	Vote of Thanks

ACEB/2020-21/04/01

Call to order


Prof. Dr. A Mathan Mohan MDS as Chairperson extended his warm welcome to the members of the committee and called the meeting to order at 10:30 AM.

ACEB/2020-21/04/02

Approval of Minutes

The committee was asked to review the minutes of last ACEB meeting: **ACEB/2020-21/03**. No comments or suggestions were received from the members. The committee reached an unanimous approval of the minutes.

RESOLUTION: The minutes of^{the} 3rd ACEB 2020-21 were confirmed.


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/04/03**UG- Online Teaching Schedule**

Undergraduate online teaching schedule was prepared for the 1st quarter and submitted to the Principal office by the individual departments. These were reviewed by the ACEB. The classes were planned to be conducted through Zoom and Google meet. No comments were received from the members.

RESOLUTION: The UG Online Teaching schedule was approved.

ACEB/2020-21/04/04**Clinical Society Meeting Schedule**

Due to covid-19 lockdown, the clinical society meeting for the month of May and June were not conducted as per the schedule discussed in the ACEB/2020-21/03/04.

The board decided to resume the clinical society meetings after the regular functioning of the college.

The decision was accepted unanimously by the committee members.

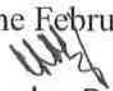
RESOLUTION: The clinical society meeting schedule will be postponed indefinitely.

ATTENTION: CSM Cell

ACEB/2020-21/04/05**Internal Exam Schedule**

The chairperson informed the committee that the topic coverage report will be collected from the respective departments by August 2021 and provision for the 3rd internal exam for the August batch students must be planned.

As discussed in the previous meeting ACEB/2020-21/03/05, the university exams for the February batch students has not yet been informed by the University.


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson

Once the schedule has been announced by the university, the same will be forwarded to the students.

RESOLUTION: The committee planned and decided to hold the Internal examination on 06/09/2021 for August batch students.

ACEB/2020-21/04/06	PTA Meeting schedule
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The committee planned to organize the PTA Meeting for August Batch students in the month of June.

RESOLUTION: The committee came to an accord to hold PTA on 28/06/2021. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee

ACEB/2020-21/04/07	Student Progress Report
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The Chairperson brought to the attention of the committee the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum for effective administration of upcoming PTA meeting. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 22/06/2021

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.

ACEB/2020-21/04/08	Feedback Report on Curriculum
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Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson

The Advisor had put forward that the collection of feedback through online mode has been successful on the trail phase.

The Chairperson brought to the attention of other committee members about their suggestion regarding the same.

All other committee members agreed to this mode of feedback collection.

RESOLUTION: The Board decided to implement the online mode of feedback report collection by the month of August.

ACEB/2020-21/04/09	Extended teaching activities
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The Board decided to postpone the add-on and value-added program indefinitely till the regular functioning of the college.

The chairperson decided to conduct the NEET coaching program in the month of August.

RESOLUTION: The NEET coaching program is planned to be conducted on 06/08/2021.

ACEB/2020-21/04/10	Vote of Thanks
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With no additional business brought to the Committee, the meeting was adjourned following the vote of thanks to the Chairperson and other elite members.


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson



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ACADEMIC & CURRICULUM ENRICHMENT BOARD

1st Academic & Curriculum Enrichment Board Meeting (2020-21)


Date: 14/09/2020

Venue: Meeting Hall

Minutes of Meeting

The 1st meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences for the academic year 2020-21 was held on 14/09/2020 at 10:30 AM, at the Meeting Hall in the Dental Office Block. The following members attended the meeting.

SI No:	Name	Designation
1.	Prof. Dr. A Mathan Mohan MDS	Chairperson
2.	Prof. Dr. Mahendra Raj MDS	Member Secretary
3.	Prof. Dr. Sathishkumar MDS	Advisor
4.	Prof. Dr. Thirunavukarasu MDS.	Advisor
5.	Prof. Dr. Vishnu Prasad MDS.	Advisor
6.	Prof. Dr. Kamalakannan MDS.	Advisor
7.	Prof. Dr. Madhuran MDS.	Advisor
8.	Prof. Dr. Aniz MDS.	Advisor
9.	Prof. Dr. BalaGuhan MDS	Advisor
10.	Prof. Dr. Mahesh Kumar MDS.	Advisor


 Prof. Dr. Mahendra Raj MDS
 Member Secretary

Prof. Dr. A Mathan Mohan MDS.
 Chairperson



The agenda points of the meeting are mentioned below:

ACEB No./ Agenda Point	Item No.	Name of Agenda
ACEB/2020-21/01	01	Welcoming of new committee chairs
ACEB/2020-21/01	02	Call to order
ACEB/2020-21/01	03	Approval of Minutes
ACEB/2020-21/01	04	UG- Teaching Schedule
ACEB/2020-21/01	05	Clinical Society Meeting Schedule
ACEB/2020-21/01	06	Internal Exam Schedule
ACEB/2020-21/01	07	PTA Meeting schedule
ACEB/2020-21/01	08	Student progress report
ACEB/2020-21/01	09	Feedback on Curriculum & Action Taken
ACEB/2020-21/01	10	Extended teaching activities
ACEB/2020-21/01	11	Vote of Thanks

ACEB/2020-21/01/01

Welcoming of new committee chairs

Prof. Dr. Thirunavukarasu MDS, on behalf of the rest of the members welcomed the newly elected ACEB Chairperson and Member Secretary.

ACEB/2020-21/01/02

Call to order

Prof. Dr. A Mathan Mohan MDS as Chairperson extended his warm welcome to the members of the committee and called the meeting to order at 10:30 AM.

ACEB/2020-21/01/03

Approval of Minutes

The committee was asked to review the minutes of last ACEB meeting: **ACEB/2019-20/02**. There were no comments or suggestions received from the members. The committee reached a unanimous approval of the minutes.

RESOLUTION: The minutes of the 2nd ACEB 2019-20 were confirmed.



Prof. Dr. Mahendra Raj MDS
Member Secretary



Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/01/04

UG- Online Teaching Schedule

Undergraduate online teaching schedule was prepared for the 2nd quarter and submitted to the principal office by the individual departments. These were reviewed by the ACEB. The classes were planned to be conducted through Zoom and Google meet. No comments were received from the members.

RESOLUTION: The UG Online Teaching schedule was approved.

ACEB/2020-21/01/05

Clinical Society Meeting Schedule

The clinical society meetings were planned to be resumed from November. The schedule for the upcoming meeting was submitted by the concerned cell. The same was put forward by the Chairperson for the perusal of the committee members.

MONTH	DEPARTMENT
November	Periodontics
December	Pedodontics and Preventive Dentistry

The schedule was approved following approval of the committee members.

RESOLUTION: Schedule for the upcoming 2 months was approved.

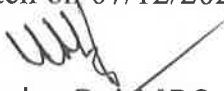
ATTENTION: CSM Cell

ACEB/2020-21/01/06

Internal Exam Schedule

The chairperson brought to the committees notice that topics coverage report will be collected from the departments by November 2020 and provisions for the 3rd internal exam for February batch must be planned. Due to Covid – 19 scenarios, the university exams for the August batch has not yet been scheduled by the University and as soon as the information regarding the exams is received, the same will be forwarded to the students.

RESOLUTION: The committee decided to hold the Internal examination for the February batch on 07/12/2020 through online mode.


Prof. Dr. Mahendra Raj MDS
Member Secretary


Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/01/07

PTA Meeting schedule

As per the academic calendar, the PTA Meeting is to be held on 28.09.2020 for the II internal exam scheduled for February.

Dr. Sathishkumar put forward that due to the present covid – 19 restrictions, the meeting in person is not feasible and the meeting is to be postponed indefinitely.

Dr. Madharam put forward the suggestion for communicating the parents regarding the student's performance in the exam and their attendance by mobile phone through the coordinator.

RESOLUTION: The committee came to an accord to communicate with the parents through mobile phone. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee

ACEB/2020-21/01/08

Student Progress Report

The Chairperson brought to the committee's notice that the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum for effective administration of upcoming PTA meeting. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 23/09/2020

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.



Prof. Dr. Mahendra Raj MDS
Member Secretary



Prof. Dr. A Mathan Mohan MDS.
Chairperson

ACEB/2020-21/01/09

Feedback on Curriculum & Action Taken

The chairperson brought to the attention of the members of the committee to collect the feedback from the stakeholders.

Dr. Mahendra Raj put forward that in- person feedback collection is not possible in the covid – 19 lockdowns. So, the committee decided to convert the feedback collection mechanism “Online”

In response to the feedback obtained in ACEB/2019-20/01/10, the institute has subscribed to “M.G.R University E-consortium” to provide better access to books and journal.

RESOLUTION: The committee unanimously decided to bring the feedback mechanism from offline platform to online.

ACEB/2020-21/01/10

Extended teaching activities

Due to the covid-19 scenario, the board decided to postpone the add-on and value-added program indefinitely excluding the NEET coaching program which is to be held as per availability of students.


No comments were received from the committee members.

RESOLUTION: The board decided to conduct the NEET coaching program.

ACEB/2020-21/01/11

Vote of Thanks

With no additional business brought to the Committee, the meeting was adjourned following vote of thanks to the Chairperson and other elite members


Prof. Dr. Mahendra Raj MDS
Member Secretary

Prof. Dr. A Mathan Mohan MDS.
Chairperson





Karpaga Vinayaga Institute of Dental Sciences
GST Road, Chinnakolambakkam, Palayanoor (P.O)
Madhuranthagam (Tk), Kancheepuram – 603 308

ACADEMIC & CURRICULUM ENRICHMENT BOARD

2nd Academic & Curriculum Enrichment Board Meeting (2019-20)

Date: 02/03/2020


Venue: Meeting Hall

Minutes of Meeting

The 2nd meeting of Academic & Curriculum Enrichment Board, Karpaga Vinayaga Institute of Dental Sciences was held on 02/03/2020 from 10:15 AM, at Meeting Hall, Dental Office Block. The following members attended the meeting.

SI No:	Name	Designation
1.	Dr. Meera Thinakaran MDS.	Chairperson
2.	Dr. Sathish Kumar MDS.	Member Secretary
3.	Dr. A. Mathan Mohan MDS.	Advisor
4.	Dr. Thirunavukarasu MDS.	Advisor
5.	Dr. Vishnu Prasad MDS.	Advisor
6.	Dr. Kamalakannan MDS.	Advisor
7.	Dr. Madhuram MDS.	Advisor
8.	Dr. Aniz MDS.	Advisor
9.	Dr. Mahendra Raj MDS.	Advisor
10.	Dr. Mahesh Kumar MDS.	Advisor


Dr. Sathish Kumar MDS.
Member Secretary


Dr. Meera Thinakaran MDS.
Chairperson

The agenda points of the meeting are mentioned below:

ACEB No./ Agenda Point	Item No.	Name of Agenda
ACEB/2019-20/02	01	Call to order
ACEB/2019-20/02	02	Approval of Minutes
ACEB/2019-20/02	03	UG- Teaching Schedule
ACEB/2019-20/02	04	Clinical Society Meeting Schedule
ACEB/2019-20/02	05	Internal Exam Schedule
ACEB/2019-20/02	06	PTA Meeting schedule
ACEB/2019-20/02	07	Student Report Card
ACEB/2019-20/02	08	Remedial Class Planning
ACEB/2019-20/02	09	Action taken on Feedback
ACEB/2019-20/02	10	Vote of Thanks

ACEB/2019-20/02/01

Call to order

Dr. Meera Thinakaran as Chairperson extended her warm welcome to the members of the committee and called the meeting to order at 10:15 AM.

ACEB2019-20/02/02

Approval of Minutes

The committee was asked to review the minutes of last ACEB meeting: **ACEB2019-20/01**. No comments or suggestions were received from the members. The committee reached a unanimous approval of the minutes.

RESOLUTION: The minutes of^{thc} 1st ACEB 2019-20 were confirmed.

ACEB/2019-20/02/03

UG- Teaching Schedule

Undergraduate teaching schedule for the 3rd Quarter of the Academic year as prepared and submitted to the Principal office by the individual departments were reviewed by the ACEB. No comments were received from the members.

RESOLUTION: The UG Teaching schedule was approved.



Dr. Sathish Kumar MDS.
Member Secretary



Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/02/04

Clinical Society Meeting Schedule

The 3 months agenda for clinical society meeting was submitted by the concerned cell. The same was put forward by the Chairperson for the perusal of the committee members.

MONTH	DEPARTMENT
April	Pedodontics
May	Orthodontics
June	Oral Pathology

Other members of the committee went through the report & reached a consensus.

RESOLUTION: Schedule for the upcoming 3 months was approved. Suggestions put forward in meeting to be forwarded to concerned cell.

ATTENTION: CSM Cell

ACEB/2019-20/02/05

Internal Exam Schedule

The Chairperson brought to the committees notice that topics coverage report has been collected from the departments by May 2020 and provisions for the third internal examination of August batch students and 1st internal examination of February batch students must be made for the month of May 2020.

RESOLUTION: The committee deliberated and decided to hold the Internal examination on 01/06/2020



Dr. Sathish Kumar MDS.
Member Secretary



Dr. Meera Thinakaran MDS.
Chairperson

ACEB/2019-20/02/06

PTA Meeting schedule

The committee deliberated on the feasibility and organisation of PTA Meeting for August & February Batch students in the month of December.

RESOLUTION: The committee came to an accord to hold PTA on 23/12/2019. Intimation regarding the same to be forwarded to the parents/guardians.

ATTENTION: Mentor Program & Parents Teacher Association Committee

ACEB/2019-20/02/07

Student Report Card

The Chairperson brought to the attention of the committee the need to compile Student records encompassing a) Attendance b) Internal Exam Marks c) Discipline and decorum for effective administration of upcoming PTA meeting. No comments were received from the members.

RESOLUTION: The committee decided to instruct the relevant committee/cell to furnish the required data before 18/12/2019

ATTENTION: Mentor Program & Parents Teacher Association Committee, Examination Cell.

ACEB/2019-20/02/08

Remedial Class Planning

Dr. Sathish Kumar brought forward the need for evaluation of student progress and teaching-learning process based on ACEB/2019-20/02/06. Slow learners to be identified by Mentor Program and to be included in Remedial classes program.

RESOLUTION: Remedial Class schedule to be fabricated by Departments handling the subject and to be submitted to the ACEB and Mentor Program & Parents Teacher Association Committee

ATTENTION: HOD's, Mentor Program & Parents Teacher Association Committee

Dr. Sathish Kumar MDS.

Member Secretary

Dr. Meera Thinakaran MDS.

Chairperson

ACEB/2019-20/02/09

Action taken on Feedback

The chairperson brought the attention of the members of the committee to the feedback report on the curriculum based on feedback obtained from the various stake holders as presented in the last ACEB meeting.

After consideration with the IQAC and other concerned authorities, the following resolution was reached.

SI No	FEEDBACK	Action Taken
1	Students need more training in recent updated treatment methodology	Addon Course on Rotary Endodontics introduced
2	Requirement for better connectivity and Internet enabled personal computers	Provisions for internet enabled computers made in departments. LAN & Broadband facility to be introduced in department and seminar halls.
3	Training programs for NEET and other competitive exams	Due to resource constrains, ongoing NEET training to be continued, scope for training for other competitive exams to be evaluated.
4	Newer edition books & e copy of books can be provided in library	Newer updated editions of books & journals to be procured

RESOLUTION: The members of the committee reached a consensus regarding the provided resolution.

ACEB/2019-20/02/10

Vote of Thanks

With no additional business brought to the Committee, the meeting was adjourned following vote of thanks to the Chairperson and other elite members.

Dr. Sathish Kumar MDS.
Member Secretary

Dr. Meera Thinakaran MDS.
Chairperson