

**CIRCULAR**

This is to inform all the Professor and HODs that as per the NAAC Guidelines the IQAC Composition of our institute is reconstituted. The following are the members of IQAC Cell.

- |   |                           |
|---|---------------------------|
| 1. Dr Mohan Thomas Nainan, Principal, VIDS & RC           | -IQAC Chairperson         |
| 2. Dr Suresh Menon, HOD, OMFS                             | - IQAC Head               |
| 3. Dr Nirupama, Professor, Cons.& Endo                    | - DAO, Member             |
| 4. Dr Karpagaselvi, HOD Oral Pathology                    | - Administration Incharge |
| 5. Dr Ramamurthy, HOD                                     | -HR Incharge              |
| 6. Dr Jaya Naidu, HOD Paedodontics                        | - Academic Incharge       |
| 7. Dr Chethan Shanker, HOD, Orthodontics                  | -Exam. Incharge           |
| 8. Dr Jayalakshmi K, Professor, Oral Pathology            | -NAAC Coordinator         |
| 9. Dr Sanjeela Guru, Professor, Periodontics              | - NAAC Coordinator        |
| 10. Dr Nisha KJ, HOD, Periodontics                        | -Member                   |
| 11. Dr Venkatalakshmi, Reader, PHD                        | -Member                   |
| 12. Dr. Mohammed Anush, President, Student Council Member | -Member                   |

**Copy to:**

The Chairperson, Vydehi Group of Institute for kind information  
Dental College Administrator  
All concerned Departments/Staffs

  
**PRINCIPAL**  
**PRINCIPAL**  
Vydehi Institute of Dental Sciences  
& Research Centre  
# 82, EPIP Area, Whitefield  
BANGALORE-560 066

healing you™

# 82, EPIP Area, Nallurahalli, Whitefield, Bengaluru-560 066.  
P +91 80 28413381-85 / 28410871-74 / 4906 9000 F 28412956/28416199  
E info@vims.ac.in / vids\_principal@vimsmail.com www.vims.ac.in

### Internal Quality Assurance Committee Cell

To define overall strategy in relation to Quality assurance/quality initiatives and monitor the implementation

#### Objectives

- To enable and manage the application of the preferred strategies for overall Quality assurance and quality improvement initiatives in the institute in contour with the quality policy of the institute
- To cultivate annual plan for Quality initiatives in contour with quality assurance and improvement plan as per quality policy of the institute
- To supervise improvement of quality via external accreditation (Eg. Prepare for NAAC accreditation) including provision of guidance, assistance and necessary support for taking care of new process and changes in the system required for any such accreditation.
- To ensure high standards of quality and safety for patients
- To monitor advancement, remove road blocks in relation to implementation of Quality initiatives systems based on reports from key stakeholders
- To supervise and monitor training and education of the staff about quality assurance and improvement and / or initiative in Quality initiative and the transformation associated with it
- To outline overall approach to assessment and review of internal and external audits assessments and response there to
- To assess patient satisfaction and the quality of patients care through objective and systematic monitoring of dental services and to recommend and administer corrective action when problems are recognized

Copy to all the Concerned:

Chairperson



PRINCIPAL  
Vydehi Institute of Dental Sciences  
& Research Centre  
# 82, EPIP Area, Whitefield,  
BANGALORE-560 066

**General guidelines for Committee functioning**

- Committees shall meet at the frequency as defined or as and when required
- All committee members shall discuss, implement and monitor the scope of activities identified for respective committees
- Chairman and convener of the committee shall bear the responsibility of committee functioning
- Committees shall record their proceedings, document minutes and monitor the implementation of decision taken
- Committees shall distribute the amongst members as required and develop their own guidelines for functioning
- Necessary instructions shall be passed on to the relevant staff through circulars and a copy of all these shall be retained in committees file
- All staff are obliged to follow instructions
- Committee shall review their functioning at appropriate intervals, as decided by chairman/convener, to assess their functioning
- Proceedings of all committees to be updated to the NAAC team on regular basis

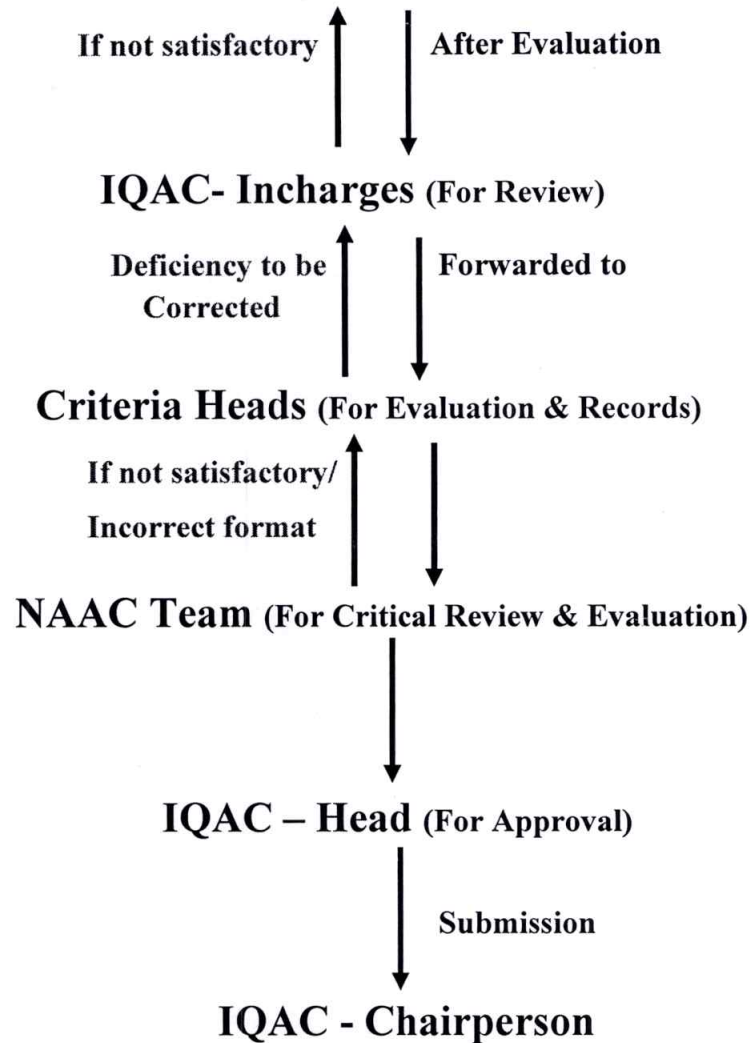



Signature of the Head of the Institution

**PRINCIPAL**  
Vydehi Institute of Dental Sciences  
& Research Centre  
#82, EPIP Area, Whitefield,  
BANGALORE-560 066

## **IQAC Work Flow Chart –VIDS & RC**

### **Individual Committee Proceedings and Data Collected**



  
**Dr. Mohan Thomas Nainan, MDS.,**  
Principal  
Vydehi Institute of Dental Sciences  
& Research Centre  
#82, EPIP Area, Whitefield, Nallurahalli  
Bangalore-560066.





VYDEHI INSTITUTE OF DENTAL SCIENCES & RESEARCH CENTRE  
82, EPIP AREA, NALLURAHALLI, WHITE FIELD,  
BANGALORE -560 066

E-MAIL: [vids\\_principal@vimsmail.com](mailto:vids_principal@vimsmail.com) WEB SITE: <https://www.vids.ac.in/>

---

**IQAC – MINUTES OF MEETING**

## Internal Quality Assurance Cell

### Minutes of Meeting




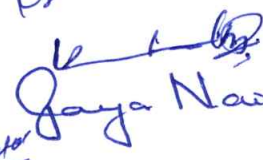
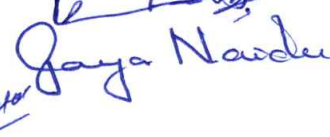

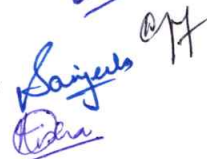



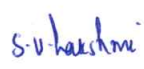

#### Meeting Information

Objective: Quality Assessment Reports of High End Equipments

Venue: Board Room

Date: 02/06/2022, Timing: 11am -12.15 pm

Called By: **Dr Mohan Thomas Nainan, IQAC Chairperson**

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

#### Presenter

1. To discuss about submission of quality report of high end equipments

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

**Discussion:** 1. IQAC members were asked to submit Quality Assessment Reports of High End Equipments after analysis by the Biomedical Team

2. Annual maintenance of the equipments was suggested by Dr Nirupama, Dental Administrative Officer

#### Decisions

- Quality Assessment Reports to be completed and secured for all the High End Equipments within one week.

#### New Plan of Action

- Periodic quality check inspections/ QA need to be conducted by the Biomedical Department and report has to be submitted to the IQAC committee quarterly.

**Other Notes and Information**

- The next IQAC meeting was scheduled to be held on 06/06/2022
- Meeting Agenda: Registration of Alumni Association in the society



**Signature of IQAC Chairperson**

## Internal Quality Assurance Cell

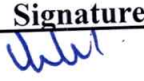




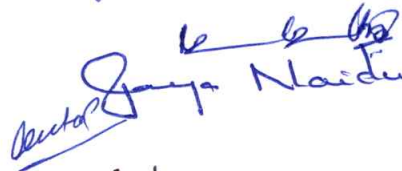


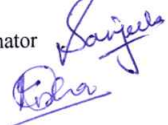


### Minutes of Meeting

#### Meeting Information

**Objective:** Registration of Alumni Association in the Karnataka society **Venue:** Board Room

**Date:** 06/06/2022, **Timing:** 11:30am-1pm

**Called By:** Dr Mohan Thomas Nainan, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons.& Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Sheron Mathews, Sr Lecturer, OMFS	General Secretary, Alumni Association	

#### Meeting Agenda

#### Presenter

1. To decide on Registration of Alumni Association in the society, Bengaluru

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson & President, Alumni Association

#### Decisions

- It was decided to go ahead with Registration of Alumni Association, VIDS in the society after obtaining permission from Chairperson Madam.

#### New Plan of Action

- To discuss to conduct program/events by the Alumni Association
- Regarding contribution towards Institutional growth

#### Other Notes and Information



- The next IQAC meeting was scheduled to be held on 08/08/2022
- Meeting Agenda: To enhance Research proposals' for grants



**Signature of IQAC Chairperson**

## Internal Quality Assurance Cell

### Minutes of Meeting




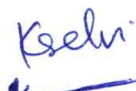

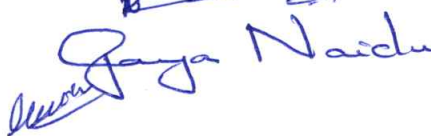






#### Meeting Information

Objective: To enhance Research proposals' for grants

Venue: Board Room

Date: 08/08/2022, Timing: 10:30am-11:30am

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

1. To discuss on how to enhance Research proposals' for grants
2. To conduct Research methodology workshops for undergraduate & Postgraduate students

#### Presenter

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

#### Decisions

- Dates were decided to conduct Research methodology workshops for undergraduate & Postgraduate students

#### New Plan of Action

- To augment Incubation center to support research activities

**Other Notes and Information**

- The next IQAC meeting was scheduled to be held on 09/11/2022
- Meeting Agenda: Quality check on Infection Control protocol in the institute



**Signature of IQAC Chairperson**

## Internal Quality Assurance Cell

### Minutes of Meeting

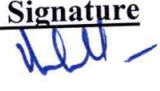



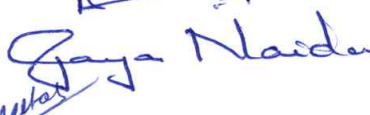
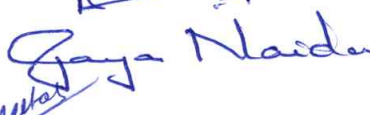






#### Meeting Information

Objective: For Quality check on Infection Control protocol in the institute

Venue: Board Room

Date: 09/11/2022, Timing: 11:30am-12:30pm

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

#### Presenter

1. To discuss procedure about Quality check on Infection Control protocol in the institute
2. To conduct Bio Medical Waste Management program for teaching and Non-Teaching faculty

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

#### Decisions

- The IQAC members to regularly visit all the clinical departments for inspect the Infection Control protocol implemented in the departments
- Dates were decided to conduct Bio Medical Waste Management program for the teaching faculty, PGs and Interns

#### New Plan of Action



- To continue Bio Medical Waste Management workshops to Teaching And Non-teaching faculty

**Other Notes and Information**

- The next IQAC meeting was scheduled to be held on 04/01/2023
- Meeting Agenda: Drafting of department policies



**Signature of IQAC Chairperson**

**Internal Quality Assurance Cell**  
**Minutes of Meeting**













**Meeting Information**

Objective: Drafting of Department policies

Venue: Board Room

Date: 04/01/2023, Timing: 10:30am-11:30am

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<b><u>Attendees</u></b>	<b><u>IQAC Designation</u></b>	<b><u>Signature</u></b>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons.& Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Mohammed Anush, President, Student Council Member	Member	

**Meeting Agenda**

1. To discuss on drafting of Department policies

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

**Decisions**

- The IQAC members and HODs decided on the policies of departments
- Drafting and tabling of Departmental policies completion and submission was decided

**New Plan of Action**

- To update the existing policies

**Other Notes and Information**

- The next IQAC meeting was scheduled to be held on 17/01/2023
- Meeting Agenda: Preparation for upcoming NAAC PTV in the institute

  
**Signature of IQAC Chairperson**

## Internal Quality Assurance Cell

### Minutes of Meeting

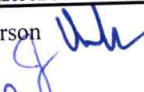











#### Meeting Information

Objective: Preparation for upcoming NAAC PTV in the institute

Venue: Board Room

Date: 17/01/2023, Timing: 10-1 pm

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

1. To outline the plan of Preparation for upcoming NAAC PTV in the institute

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

#### Decisions

- DR Suresh Menon, IQAC Head, drafted the plan for the upcoming NAAC PTV
- The plan was accepted by all the IQAC members
- PTV work was allotted for all the members

#### Other Notes and Information

- The next IQAC meeting was scheduled to be held after NAAC PTV

  
Signature of IQAC Chairperson

## Internal Quality Assurance Cell

### Minutes of Meeting








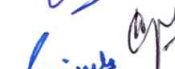




#### Meeting Information

Objective: To schedule programs such as AOC, VAC, CDE programs etc.

Venue: Board Room

Date: 25/05/23, Timing: 11:30am-12noon

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr Vyshnavi, Sr. Lecturer, Prosthodontics	Member	
13. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

1. To schedule programs such as AOC, VAC, CDE programs etc

#### Presenter

**Dr Mohan Thomas Nainan**,  
IQAC Chairperson

#### Decisions

- Decision on schedule of programs such as AOC, VAC, CDE programs etc
- List of programs and topics was decided by the committee members

#### Other Notes and Information

- The next IQAC meeting was scheduled to be held on 05.07.23
- Meeting Agenda: Research proposals/Grants

  
Signature of IQAC Chairperson



## Internal Quality Assurance Cell

### Minutes of Meeting













#### Meeting Information

Objective: To improve on low performance key indicators as per NAAC report

Venue: Board Room

Date: 03/03/2023, Timing: 10:30am-1pm

Called By: **Dr Mohan Thomas Nainan**, IQAC Chairperson

<u>Attendees</u>	<u>IQAC Designation</u>	<u>Signature</u>
1. Dr Mohan Thomas Nainan, Principal, VIDS & RC	IQAC Chairperson	
2. Dr Suresh Menon, HOD, OMFS	IQAC Head	
3. Dr Nirupama, Professor, Cons. & Endo	DAO, Member	
4. Dr Karpagaselvi, HOD Oral Pathology	Administration Incharge	
5. Dr Ramamurthy, HOD	HR Incharge	
6. Dr Jaya Naidu, HOD Paedodontics	Academic Incharge	
7. Dr Chethan Shanker, HOD, Orthodontics	Exam. Incharge	
8. Dr Jayalakshmi K, Professor, Oral Pathology	NAAC Coordinator	
9. Dr Sanjeela Guru, Professor, Oral Pathology	NAAC Coordinator	
10. Dr Nisha KJ, HOD, Periodontics	Member	
11. Dr Venkatalakshmi, Reader, PHD	Member	
12. Dr Vyshnavi, Sr. Lecturer, Prosthodontics	Member	
13. Dr. Mohammed Anush, President, Student Council Member	Member	

#### Meeting Agenda

1. To improve on low performance key indicators as per NAAC report

#### Presenter

**Dr Mohan Thomas Nainan,**  
IQAC Chairperson

#### Decisions

- Requirements and enhancement for Research proposals and MOUs was decided
- Alumni Association was instructed to conduct program/events and AGM

### **New Plan of Action**

- Activities of Alumni association to be updated Periodically and adds on social media to enhance scores

### **Other Notes and Information**

- The next IQAC meeting was scheduled to be held on 25/05/23
- Meeting Agenda: Schedule of programs such as AOC, VAC, CDE programs etc.



**Signature of IQAC Chairperson**