

ಸುಬ್ಬಯ್ಯ ಡೆಂಟಲ್ ಕಾಲೇಜು ಆಸ್ಪತ್ರೆ

ಮತ್ತು ಸಂಶೋಧನ ಕೇಂದ್ರ

ತಡಿಕೆಲ ಸುಬ್ಬಯ್ಯ ಟ್ರಸ್ಟ್ (ರಿ.)ನ ಅಂಗ ಸಂಸ್ಥೆ

N.H.13, ಪುರಲೆ, ನಿಧಿಗ (ಹೋ),

ಹೊಳೆನವಳ್ಳಿ ಅಂಚೆ-577222, ಶಿವಮೊಗ್ಗ



SUBBAIAHDENTAL COLLEGEHOSPITAL  
& RESEARCH CENTER

(a UNIT OF TADIKELASUBBAIAHTRUST( R.))

N.H.-13, PURLAE, NIDIGE HOBLI,

HOLEBENAVALI POST-577222, SHIMOGA

PHONE : 08182-295604

Ref.

Date 10-08-2017

IQAC COUNCIL

Following are the members for the IQAC for the year 2017

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	B. S. Suresh
2	Dr Vinaya Srinivas	Management Member	Vinaya Srinivas
3	Dr Mithun KM	Co -ordinator / Director	Mithun
4	Dr Suma MS	Member	Suma
5	Dr Naveen Y G	Member	Naveen
6	Dr Pradeep k	Member	Pradeep
7	Dr Chidanandeshwar G	Member	Chidanandeshwar
8	Kavya M	Administrative officer	Kavya
9	Madhusudhan	Student member	Madhusudhan
10	Mohan Reddy	Local society Member	Mohan Reddy
11	Medha	Student Member	Medha
12	Babitha	Stake holder	Babitha
13	Dr. GN Mallikarjunanappa	Educationalist	Dr. GN Mallikarjunanappa

B. S. Suresh

**Principal**

Subbaiah Institute of Dental Sciences  
NH-13, H.H. Road, Purle  
SHIVAMOGGA-577 222, Karnataka

Date \_\_\_\_\_

## CIRCULAR

**Ref:**

**Date: 07/08/2017**

**Subject:** Meeting of IQAC committee to be held on 10/08/2017 at 11.00am at Principal's office

### AGENDA OF THE MEETING:

1. Introduction of the members
2. Discussion of the functions and responsibilities of IQAC
3. Clinical review of all Departments
4. Planning of the CDE programmes of all Departments
5. To review patients' feedback for all Departments
6. BDS Program to discuss
7. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 10-08-2017)

The meeting was called to order at 11. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
<ul style="list-style-type: none"><li>• Introduction of the members</li><li>• Discussion of the functions and responsibilities of IQAC</li></ul>	<ul style="list-style-type: none"><li>• Chairperson introduced each member.</li><li>• Functions and responsibilities of IQAC were discussed and all the doubts were cleared</li></ul>
<ul style="list-style-type: none"><li>• Clinical review of all Departments</li></ul>	<ul style="list-style-type: none"><li>• HOD's presentation reviewed by the Principal</li><li>• Sterilisation and infection control protocols for each department were discussed and approved.</li><li>• 3. All departments to submit monthly patients' statistics last day of each month</li></ul>
<ul style="list-style-type: none"><li>• Planning of the CDE programmes of all Departments</li></ul>	<ul style="list-style-type: none"><li>• Procedures to conduct CDE's were discussed</li></ul>
<ul style="list-style-type: none"><li>• To review patients' feedback for all Departments</li></ul>	<ul style="list-style-type: none"><li>• Patient's complaints were reviewed and responded by the concerned departments</li></ul>
<ul style="list-style-type: none"><li>• BDS program to discuss</li></ul>	<ul style="list-style-type: none"><li>• Academic Calander to be reviewed.</li><li>• Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li><li>• Record books to be printed.</li><li>• 1<sup>st</sup> years teaching schedule to be prepared and shared with the Principal's office.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*

Date \_\_\_\_\_

## CIRCULAR

*Ref:*

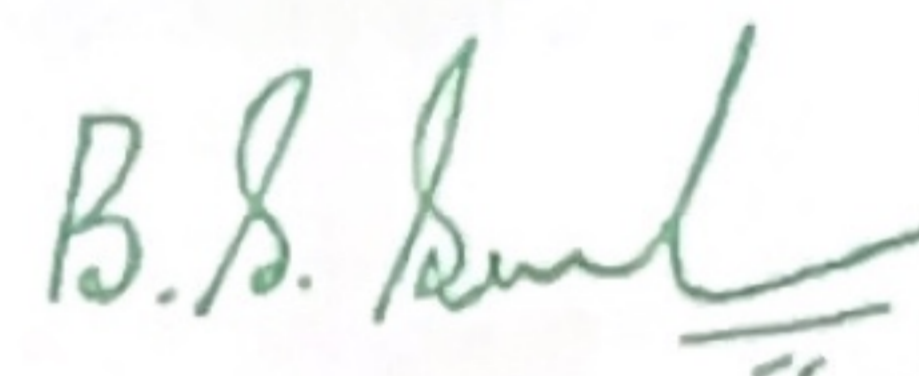
*Date: 29/12/17*

*Subject:* Meeting of IQAC committee to be held on 04/01/18 at 11.00am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. To review activities of various committees under IQAC
7. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 04-01-2018)

The meeting was called to order at 11. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>• Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments	<ul style="list-style-type: none"><li>• HOD's presentation reviewed by the Principal</li><li>• All departments to submit monthly patients' statistics last day of each month</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>• Student's performance in exams were reviewed.</li><li>• Slow learners and fast learners were identified.</li><li>• Special academic programme for slow learners were planned and discussed.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>• Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>• Patient's complaints were reviewed and responded by the concerned departments</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>• Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Kundu*

ಸುಬ್ಬಯ್ಯ ಡೆಂಟಲ್ ಕಾಲೇಜು ಆಸ್ಪತ್ರೆ  
ಮತ್ತು ಸಂಶೋಧನ ಕೇಂದ್ರ  
ತಡಿಕೆಲ ಸುಬ್ಬಯ್ಯ ಟ್ರಸ್ಟ್ (ಡಿ.)ನ ಅಂಗ ಸಂಸ್ಥೆ  
N.H.13, ಪುರಲೆ, ನಿಧಿಗೆ (ಹೋಬಳಿ),  
ಹೊಳೆನವಳ್ಳಿ ಅಂಚೆ-577222, ತಿವಮೊಗ್ಗ



**SUBBAIAHDENTAL COLLEGEHOSPITAL  
& RESEARCH CENTER**

(a UNIT OF TADIKELASUBBAIAHTRUST (R.))  
N.H.-13, PURLAE, NIDIGE HOBLI,  
HOLEBENAVALLI POST-577222, SHIMOGA  
PHONE : 08182-295604

Ref.

Date .....

**IQAC COUNCIL**

Following are the members for the IQAC for the year 2018

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	<i>B.S. Suresh</i>
2	Dr Vinaya Srinivas	Management Member	<i>Vinaya Srinivas</i>
3	Dr Mithun KM	Co -ordinator / Director	<i>Mithun</i>
4	Dr Suma MS	Member	<i>Suma</i>
5	Dr Naveen Y G	Member	<i>Naveen</i>
6	Dr Pradeep k	Member	<i>Pradeep</i>
7	Dr Chidanandeshwar G	Member	<i>Chidanandeshwar</i>
8	Kavya M	Administrative officer	<i>Kavya M</i>
9	Mohan Reddy	Local society member	<i>Mohan Reddy</i>
10	Medha	Student member	<i>Medha</i>
11	Toshitha	Student Member	<i>Toshitha</i>
12	Babitha	Stake holder	<i>Babitha</i>
13	Dr. GN Mallikarjunanappa	Educationalist	<i>Mallikarjunanappa</i>

*B.S. Suresh*  
**Principal**

Subbaiah Institute of Dental Sciences  
NH-13, H.H. Road, Purlae  
SHIVAMOGGA-577 222, Karnataka

## CIRCULAR

*Ref:*

*Date: 29/06/18*

*Subject:* Meeting of IQAC committee to be held on 03/07/18 at 11.00 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. BDS orientation program
5. BDS Academic program
6. Review of store audits
7. To review patients' feedback for all Departments
8. To promote research activities in the college
8. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

4. Chairman
5. Office
6. IQAC Committee file

## MINUTES OF MEETING (HELD ON 03-07-2018)

The meeting was called to order at 11. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments	<ul style="list-style-type: none"><li>HOD's presentation reviewed by the Principal</li><li>All departments to submit monthly patients' statistics last day of each month</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>Student's performance in exams were reviewed.</li><li>Slow learners and fast learners were identified.</li><li>Special academic programme for slow learners were planned and discussed.</li></ul>
BDS orientation program	<ul style="list-style-type: none"><li>Program planned and faculties allocated different responsibilities</li></ul>
BDS academic program	<ul style="list-style-type: none"><li>Academic calendar to be reviewed.</li><li>Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li><li>Record books to be printed.</li><li>1<sup>st</sup> years teaching schedule to be prepared and shared with the Principal's office.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>Patient's complaints were reviewed and responded by the concerned departments</li></ul>
To promote research activities in the college.	<ul style="list-style-type: none"><li>Staff training program is reviewed to encourage them conduct researches and publish articles.</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*



**CIRCULAR**

4<sup>th</sup> meeting

**Ref:**

**Date:** 31/12/18

**Subject:** Meeting of IQAC committee to be held on 03/01/19 at 10.00 am at Principal's office

**AGENDA OF THE MEETING:**

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. Review of staff performance
8. To review activities of various committees under IQAC
9. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 03-01-2019)

The meeting was called to order at 10. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>• Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments.	<ul style="list-style-type: none"><li>• HOD's presentation reviewed by the Principal</li><li>• Monthly patients' statistics of each department reviewed.</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>• Student's performance in exams were reviewed.</li><li>• Slow learners and fast learners were identified.</li><li>• Special academic programme for slow learners were planned and discussed.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>• Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>• Patient's complaints were reviewed and responded by the concerned departments</li></ul>
Academic planning for the BDS students	<ul style="list-style-type: none"><li>• Dept. wise academic schedules were reviewed.</li></ul>
Review of Staff performance	<ul style="list-style-type: none"><li>• Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li><li>• Review of staff's involvement in academic and any other activities.</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>• Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*

ಸುಬ್ಬಯ್ಯ ಡೆಂಟಲ್ ಕಾಲೇಜು ಆಸ್ಪತ್ರೆ

ಮತ್ತು ಸಂಶೋಧನ ಕೇಂದ್ರ

ತಡಿಕೆಲ ಸುಬ್ಬಯ್ಯ ಟ್ರಸ್ಟ್ (ಡಿ.)ನ ಅಂಗ ಸಂಸ್ಥೆ  
N.H.13, ಪುರಲ, ನಿಧಿಗೆ (ಹೋ),  
ಹೊಳೆನವಳ್ಳಿ, ಅಂಚೆ-577222, ಕಿವಮೊಗ್ಗ



SUBBAIAHDENTAL COLLEGEHOSPITAL  
& RESEARCH CENTER

(a UNIT OF TADIKELASUBBAIAHTRUST( R.))  
N.H.-13, PURLAE, NIDIGE HOBLI,  
HOLEBENAVALI POST-577222, SHIMOGA  
PHONE : 08182-295604

Ref.

Date .....

IQAC COUNCIL

Following are the members for the IQAC for the year 2019

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	B.S. Suresh
2	Dr Vinaya Srinivas	Management Member	VE Vinaya Srinivas
3	Dr Mithun KM	Co-ordinator / Director	Mithun
4	Dr Suma MS	Member	Suma
5	Dr Naveen Y G	Member	Naveen
6	Dr Pradeep k	Member	Pradeep
7	Dr Chidanandeshwar G	Member	Chidanandeshwar
8	Kavya M	Administrative officer	Kavya
9	Mohan Reddy	Local society member	Mohan Reddy
10	Medha	Student member	Medha
11	Toshitha	Student Member	Toshitha
12	Babitha	Stake holder	Babitha
13	Dr. GN Mallikarjunanappa	Educationalist	GN Mallikarjunanappa

B.S. Suresh

Principal

Subbaiah Institute of Dental Sciences  
NH-13, H.H. Road, Purle  
SHIVAMOGGA-577 222, Karnataka

## CIRCULAR

*Ref:*

*Date: 01/07/19*

*Subject:* Meeting of IQAC committee to be held on 06/07/19 at 10.30 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. BDS orientation program
8. Review of staff performance
9. To review activities of various committees under IQAC
10. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.

  
CHAIRMAN

To, All the members of IQAC Committee

Copy to:

4. Chairman
5. Office
6. IQAC Committee file

## MINUTES OF MEETING (HELD ON 06-07-2019)

The meeting was called to order at 10.30 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments	<ul style="list-style-type: none"><li>HOD's presentation reviewed by the Principal</li><li>Monthly patients' statistics of each department reviewed.</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>Student's performance in exams were reviewed.</li><li>Slow learners and fast learners were identified.</li><li>Special academic programme for slow learners were planned and discussed.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>Patient's complaints were reviewed and responded by the concerned departments</li></ul>
Academic planning for the BDS students	<ul style="list-style-type: none"><li>Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li><li>Record books to be printed.</li><li>1<sup>st</sup> years teaching schedule to be prepared and shared with the Principal's office.</li></ul>
Review of Staff performance	<ul style="list-style-type: none"><li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li><li>Review of staff's involvement in academic and any other activities.</li></ul>
BDS Orientation program	<ul style="list-style-type: none"><li>Program planned and faculties allocated different responsibilities</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*

## CIRCULAR

*Ref:*

*Date: 31//12/19*

*Subject:* Meeting of IQAC committee to be held on 03/01/20 at 11.00 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. Review of staff performance
8. To review activities of various committees under IQAC
9. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 03-01-2020)

The meeting was called to order at 11. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments	<ul style="list-style-type: none"><li>HOD's presentation reviewed by the Principal</li><li>Monthly patients' statistics of each department reviewed.</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>Student's performance in exams were reviewed.</li><li>Slow learners and fast learners were identified.</li><li>Special academic programme for slow learners were planned and discussed.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>Patient's complaints were reviewed and responded by the concerned departments</li></ul>
Academic planning for the BDS students	<ul style="list-style-type: none"><li>Dept. wise academic schedules were reviewed.</li></ul>
Review of Staff performance	<ul style="list-style-type: none"><li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li><li>Review of staff's involvement in academic and any other activities.</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Singh*



# SUBBAIAH INSTITUTE OF DENTAL SCIENCES

(A Unit of Tadikela Subbaiah Trust®)

Recognized By Dental Council of India, New Delhi, DCI No. V.I2017/5/2019-DE  
Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore

Ref,

Date :.....

## IQAC COUNCIL

Following are the members for the IQAC for the year 2020

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	B.S. Suresh
2	Dr Vinaya Srinivas	Management Member	Vinaya Srinivas
3	Dr Mithun KM	Co -ordinator / Director	Mithun
4	Dr Suma MS	Member	Suma MS
5	Dr Naveen Y G	Member	Naveen
6	Dr Pradeep k	Member	Pradeep
7	Dr Chidanandeshwar G	Member	Chidanandeshwar
8	Kavya M	Administrative officer	Kavya M
9	Mohan Reddy	Local society member	Mohan Reddy
10	Medha	Student member	Medha
11	Ayesha	Alumini	Ayesha
12	Babitha	Stake holder	Babitha
13.	Dr. GN Mallikarjunanappa	Educationalist	Dr. GN Mallikarjunanappa

B.S. Suresh

Principal

Subbaiah Institute of Dental Sciences  
NH-13, H.H. Road, Purle  
SHIVAMOGGA-577 222, Karnataka



## CIRCULAR

*Ref:*

*Date: 31/07/2020*

**Subject:** Meeting of IQAC committee to be held on 06/08/20online at 10.30 am through Zoom meeting. The link to join the meeting will be sent separately to all the staff.

### **AGENDA OF THE MEETING:**

1. Confirm the minutes of the last meeting
2. Sterilization and disinfection protocol during COVID times
3. Clinical review of all Departments
4. Review of student's performance in Internal examinations
5. Review of store audits
6. To review patients' feedback for all Departments
7. Academic planning for the BDS students
8. BDS orientation program
9. Review of staff performance
10. To review the present feedback system of the college.
11. To review online academic curriculum being followed for UG students
12. To review activities of various committees under IQAC
13. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

4. Chairman
5. Office
6. IQAC Committee file

## MINUTES OF MEETING (HELD ON 06-08-2020)

The meeting was called to order at 10. 30 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"> <li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li> </ul>
Sterilization and disinfection protocol during COVID times	<ul style="list-style-type: none"> <li>Precautions and measures needed during COVID times followed by the institute were reviewed. No doctor working without the PPE kit provided by the college.</li> </ul>
Clinical review of all Departments	<ul style="list-style-type: none"> <li>HOD's presentation reviewed by the Principal</li> <li>Monthly patients' statistics of each department reviewed.</li> </ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"> <li>Student's performance in online exams were reviewed.</li> <li>Students were given extra classes online for relevant topics.</li> </ul>
Review of store audits	<ul style="list-style-type: none"> <li>Store audits to be conducted regularly and report to be submitted</li> </ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"> <li>Patient's complaints were reviewed and responded by the concerned departments</li> </ul>
Academic planning for the BDS students	<ul style="list-style-type: none"> <li>Academic calendar prepared and discussed.</li> <li>Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li> <li>Record books to be printed.</li> <li>1<sup>st</sup> years teaching schedule to be prepared and shared with the Principal's office.</li> </ul>
Review of Staff performance	<ul style="list-style-type: none"> <li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li> <li>Review of staff's involvement in academic and any other activities.</li> </ul>
BDS Orientation program	<ul style="list-style-type: none"> <li>Program planned and faculties allocated different responsibilities</li> </ul>

To review the present feedback system of the college	<ul style="list-style-type: none"><li>• Present feedback system reviewed.</li><li>• Opinions of alumni and employers reviewed to improve the curriculum and teaching learning activities.</li></ul>
To review online academic curriculum being followed for UG students	<ul style="list-style-type: none"><li>• Chairperson reviewed the online academic curriculum followed in teaching the students.</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>• Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*

## CIRCULAR

*Date: 30/12/2020*

*Ref:*

*Subject:* Meeting of IQAC committee to be held on 04/01/21 at 10.00 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. Review of staff performance
8. Review preparations for DCI Inspection of UG and PG application.
9. To review activities of various committees under IQAC
10. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 04-01-2021)

The meeting was called to order at 10. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"><li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li></ul>
Clinical review of all Departments.	<ul style="list-style-type: none"><li>HOD's presentation reviewed by the Principal</li><li>Monthly patients' statistics of each department reviewed.</li></ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"><li>Student's performance in exams were reviewed.</li><li>Slow learners and fast learners were identified.</li><li>Special academic programme for slow learners were planned and discussed.</li></ul>
Review of store audits	<ul style="list-style-type: none"><li>Store audits to be conducted regularly and report to be submitted</li></ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"><li>Patient's complaints were reviewed and responded by the concerned departments</li></ul>
Academic planning for the BDS students	<ul style="list-style-type: none"><li>Dept. wise academic schedules were reviewed.</li></ul>
Review of Staff performance	<ul style="list-style-type: none"><li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li><li>Review of staff's involvement in academic and any other activities.</li></ul>
Review preparations for DCI Inspection of UG and PG application.	<ul style="list-style-type: none"><li>Chairperson and HODs discussed how to complete the department deficiencies and instructed all department to complete the documentation work needed for the inspection.</li></ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"><li>Review of activities of all committees under IQAC was done.</li></ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*



# SUBBAIAH INSTITUTE OF DENTAL SCIENCES

(A Unit of Tadikela Subbaiah Trust<sup>®</sup>)

Recognized By Dental Council of India, New Delhi, DCI No. V.I2017/5/2019-DE  
Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore

Ref,

Date : .....

## IQAC COUNCIL

Following are the members for the IQAC for the year 2021

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	B.S. Suresh
2	Dr Vinaya Srinivas	Management Member	Vinaya Srinivas
3	Dr Mithun KM	Co-ordinator / Director	Mithun KM
4	Dr Suma MS	Member	Suma MS
5	Dr Naveen Y G	Member	Naveen
6	Dr Pradeep k	Member	Pradeep
7	Dr Chidanandeshwar G	Member	Chidanandeshwar G
8	Kavya M	Administrative officer	Kavya M
9	Mohan Reddy	Local society member	Mohan Reddy
10	Toshitha	Student member	Toshitha
11	Zara Harmain	Alumini	Zara Harmain
12	Babitha	Stake holder	Babitha
13	Dr. GN Mallikarjunanappa	Educationalist	Dr. GN Mallikarjunanappa

B.S. Suresh  
Principal

Subbaiah Institute of Dental Sciences  
NH-13, H.H. Road, Purle  
SHIVAMOGGA-577 222, Karnataka

## CIRCULAR

*Ref:*

*Date: 30/06/21*

**Subject:** Meeting of IQAC committee to be held on 03/07/21 online at 11.00 am through Zoom meeting. The link to join the meeting will be sent separately to all the staff.

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Sterilization and disinfection protocol during COVID times
3. Clinical review of all Departments
4. Review of student's performance in Internal examinations
5. Review of store audits
6. To review patients' feedback for all Departments
7. Academic planning for the BDS students
8. BDS orientation program
9. Review of staff performance
10. To review the present feedback system of the college.
11. To review preparedness for NAAC application
12. To review activities of various committees under IQAC
13. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

4. Chairman
5. Office
6. IQAC Committee file

## MINUTES OF MEETING (HELD ON 03-07-2021)

The meeting was called to order at 11. 00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"> <li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li> </ul>
Sterilization and disinfection protocol during COVID times	<ul style="list-style-type: none"> <li>Precautions and measures needed during COVID times followed by the institute were reviewed.</li> <li>No doctor working without the PPE kit provided by the college.</li> </ul>
Clinical review of all Departments	<ul style="list-style-type: none"> <li>HOD's presentation reviewed by the Principal</li> <li>Monthly patients' statistics of each department reviewed.</li> </ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"> <li>Student's performance in exams were reviewed.</li> <li>Slow learners and fast learners were identified.</li> <li>Special academic programme for slow learners were planned and discussed.</li> </ul>
Review of store audits	<ul style="list-style-type: none"> <li>Store audits to be conducted regularly and report to be submitted</li> </ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"> <li>Patient's complaints were reviewed and responded by the concerned departments</li> </ul>
Academic planning for the BDS students	<ul style="list-style-type: none"> <li>Academic calendar prepared and discussed.</li> <li>Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li> <li>Record books to be printed.</li> <li>1<sup>st</sup> years teaching schedule to be prepared and shared with the Principal's office.</li> </ul>
Review of Staff performance	<ul style="list-style-type: none"> <li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li> <li>Review of staff's involvement in academic and any other activities.</li> </ul>
BDS Orientation program	<ul style="list-style-type: none"> <li>Program planned and faculties allocated different responsibilities</li> </ul>



To review the present feedback system of the college	<ul style="list-style-type: none"> <li>• Present feedback system reviewed.</li> <li>• Opinions of alumni and employers reviewed to improve the curriculum and teaching learning activities.</li> </ul>
To review preparedness for NAAC application	<ul style="list-style-type: none"> <li>• NAAC being the priority for the institute at the present, Chairperson discussed with the staff regarding the application of the institute for NAAC. Criteria heads chosen and emphasized on the importance of the documents and timeline for the work to be done and strictly adhering to the same. Department Heads discussed their preparedness for the application.</li> </ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"> <li>• Review of activities of all committees under IQAC was done.</li> </ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Kundu*

## CIRCULAR

*Ref:*

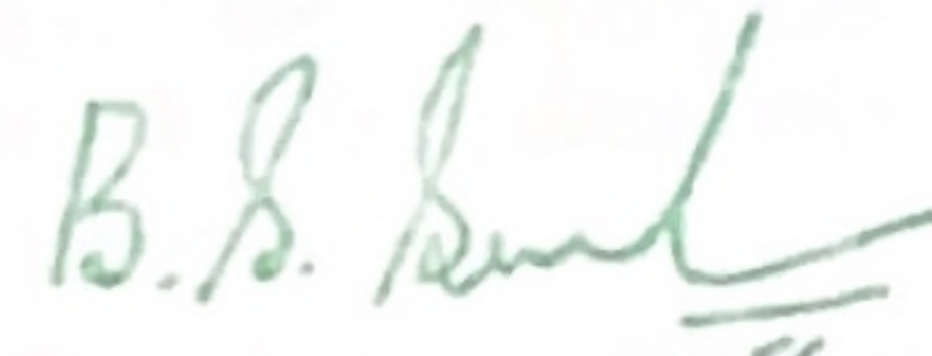
*Date: 31/12/2021*

*Subject:* Meeting of IQAC committee to be held on 04/01/22 at 10.00 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. Review of staff performance
8. Review preparations for DCI Inspection of UG and PG application.
9. Strategizing data collection for NAAC
10. To review activities of committees under IQAC
11. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file

## MINUTES OF MEETING (HELD ON 04-01-2022)

The meeting was called to order at 10.00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"> <li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li> </ul>
Clinical review of all Departments	<ul style="list-style-type: none"> <li>HOD's presentation reviewed by the Principal</li> <li>Monthly patients' statistics of each department reviewed.</li> </ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"> <li>Student's performance in exams were reviewed.</li> <li>Slow learners and fast learners were identified.</li> <li>Special academic programme for slow learners were planned and discussed.</li> </ul>
Review of store audits	<ul style="list-style-type: none"> <li>Store audits to be conducted regularly and report to be submitted</li> </ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"> <li>Patient's complaints were reviewed and responded by the concerned departments</li> </ul>
Academic planning for the BDS students	<ul style="list-style-type: none"> <li>Dept. wise academic schedules were reviewed.</li> </ul>
Review of Staff performance	<ul style="list-style-type: none"> <li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li> <li>Review of staff's involvement in academic and any other activities.</li> </ul>
Review preparations for DCI Inspection of UG and PG application.	<ul style="list-style-type: none"> <li>Chairperson and HODs discussed how to complete the department deficiencies and instructed all department to complete the documentation work needed for the inspection.</li> </ul>
Strategizing data collection for NAAC	<ul style="list-style-type: none"> <li>Strategies were discussed by the Chairperson and every criteria head was appointed a coordinator to help in data collection.</li> </ul>
To review activities of committees under IQAC	<ul style="list-style-type: none"> <li>Review of activities of all committees under IQAC was done.</li> </ul>
Any other	<ul style="list-style-type: none"> <li>Proposal for creating a social media page on Facebook and Instagram was put forward. It was reviewed and accepted to do it immediately.</li> </ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. [Signature]*



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Ref,

Date : .....

## IQAC COUNCIL

Following are the members for the IQAC for the year 2022

SL NO	NAME	DESIGNATION	SIGNATURE
1	Dr Suresh BS	Chair person	B.S. Suresh
2	Dr Vinaya Srinivas	Management Member	Vinaya Srinivas
3	Dr Mithun KM	Co -ordinator / Director	Mithun
4	Dr Suma MS	Member	Suma MS
5	Dr Naveen Y G	Member	Naveen
6	Dr Pradeep k	Member	Pradeep
7	Dr Chidanandeshwar G	Member	Chidanandeshwar
8	Kavya M	Administrative officer	Kavya M
9	Mohan Reddy	Local society member	Mohan Reddy
10	Toshitha	Student member	Toshitha
11	Aparna Ashok	Alumini	Aparna Ashok
12	Babitha	Stake holder	Babitha
13	Dr. GN Mallikarjunanappa	Educationalist	Dr. GN Mallikarjunanappa

B.S. Suresh

Principal

Subbaiah Institute of Dental Sciences

NH-13, H.H. Road, Purle

SHIVAMOGGA-577 222, Karnataka

## CIRCULAR

*Ref:*

*Date: 01/07/2022*

**Subject:** Meeting of IQAC committee to be held on 04/07/22online at 10.30 am through Zoom meeting. The link to join the meeting will be sent separately to all the staff.

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Sterilization and disinfection protocol during COVID times
3. Clinical review of all Departments
4. Review of student's performance in Internal examinations
5. Review of store audits
6. To review patients' feedback for all Departments
7. Academic planning for the BDS and MDS students
8. BDS and MDS orientation program
9. Review of staff performance
10. To review the present feedback system of the college.
11. Payment modalities for the patient's convenience
12. To review activities of various committees under IQAC
13. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

4. Chairman
5. Office
6. IQAC Committee file

## MINUTES OF MEETING (HELD ON 04-07-2022)

The meeting was called to order at 10. 30 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"> <li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li> </ul>
COVID Vaccination	<ul style="list-style-type: none"> <li>List of students and faculties receiving COVID vaccinations were reviewed. It was told to encourage the ones who had not received it.</li> </ul>
Clinical review of all Departments	<ul style="list-style-type: none"> <li>HOD's presentation reviewed by the Principal</li> <li>Monthly patients' statistics of each department reviewed.</li> </ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"> <li>Student's performance in exams were reviewed.</li> <li>Slow learners and fast learners were identified.</li> <li>Special academic programme for slow learners were planned and discussed.</li> </ul>
Review of store audits	<ul style="list-style-type: none"> <li>Store audits to be conducted regularly and report to be submitted</li> </ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"> <li>Patient's complaints were reviewed and responded by the concerned departments</li> </ul>
Academic planning for the BDS and MDS students	<ul style="list-style-type: none"> <li>Academic calendar prepared and discussed.</li> <li>Every department to submit the academic program including time table to Principal's office according to the academic calendar.</li> <li>Record books and log books to be printed for the UGs and PGs respectively.</li> <li>1<sup>st</sup> year BDS and MDS teaching schedule to be prepared and shared with the Principal's office.</li> </ul>
Review of Staff performance	<ul style="list-style-type: none"> <li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li> <li>Review of staff's involvement in academic and any other activities.</li> </ul>

BDS and MDS Orientation program	<ul style="list-style-type: none"> <li>• Programs planned and faculties allocated different responsibilities</li> </ul>
To review the present feedback system of the college	<ul style="list-style-type: none"> <li>• Present feedback system reviewed.</li> <li>• Opinions of alumni and employers reviewed to improve the curriculum and teaching learning activities.</li> </ul>
To review preparedness for NAAC application	<ul style="list-style-type: none"> <li>• Chairperson reviewed the progress of the NAAC work and discussed to speed up the process to apply soon.</li> </ul>
Payment modalities for the patient's convenience	<ul style="list-style-type: none"> <li>• Different payment modalities for the patient's convenience was discussed and approved.</li> </ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"> <li>• All committee members agreed upon and suggested projects to be initiated through their committees to improve the academic excellence of the institute.</li> <li>• Chairperson suggested to plan in advance to conduct CDE/Workshop. All departments requested to take up the initiatives in this regard.</li> <li>• Review of activities of all committees under IQAC was done.</li> </ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Kundu*

## CIRCULAR

*Ref:*

*Date: 31/01/2022*

*Subject:* Meeting of IQAC committee to be held on 03/01/23 at 10.00 am at Principal's office

### AGENDA OF THE MEETING:

1. Confirm the minutes of the last meeting
2. Clinical review of all Departments
3. Review of student's performance in Internal examinations
4. Review of store audits
5. To review patients' feedback for all Departments
6. Academic planning for the BDS students
7. Review of staff performance
8. Review preparations for DCI Inspection of UG and PG application.
9. Review of progress of NAAC work
10. To review activities of committees under IQAC
11. Professional dress code for Non-teaching staff
12. Any other matter for the permission of chair

All are requested to make it convenient to attend the meeting.



CHAIRMAN

To, All the members of IQAC Committee

Copy to:

1. Chairman
2. Office
3. IQAC Committee file



## MINUTES OF MEETING (HELD ON 03-01-2023)

The meeting was called to order at 10.00 am by chairperson. He verified the quorum of the committee and the following decisions were made.

SUBJECTS DISCUSSED	DECISIONS TAKEN
Confirm the minutes of the last meeting	<ul style="list-style-type: none"> <li>Chairperson appraised the minutes of the previous meeting and briefed about the action taken on the assigned tasks.</li> </ul>
Clinical review of all Departments,	<ul style="list-style-type: none"> <li>HOD's presentation reviewed by the Principal</li> <li>Monthly patients' statistics of each department reviewed.</li> </ul>
Review of student's performance in Internal examinations	<ul style="list-style-type: none"> <li>Student's performance in exams were reviewed.</li> <li>Slow learners and fast learners were identified.</li> <li>Special academic programme for slow learners were planned and discussed.</li> </ul>
Review of store audits	<ul style="list-style-type: none"> <li>Store audits to be conducted regularly and report to be submitted</li> </ul>
To review patients' feedback for all Departments	<ul style="list-style-type: none"> <li>Patient's complaints were reviewed and responded by the concerned departments</li> </ul>
Academic planning for the BDS students	<ul style="list-style-type: none"> <li>Dept. wise academic schedules were reviewed. Attendance and quota completion of the students were reviewed.</li> </ul>
Review of Staff performance	<ul style="list-style-type: none"> <li>Leaves of teaching and non-teaching staff to be audited by the HR and monthly report to be submitted to the Principal.</li> <li>Review of staff's involvement in academic and any other activities.</li> </ul>
Review preparations for DCI Inspection of UG and PG application.	<ul style="list-style-type: none"> <li>Chairperson and HODs discussed how to complete the department deficiencies and instructed all department to complete the documentation work needed for the inspection.</li> </ul>
Review the progress of NAAC work	<ul style="list-style-type: none"> <li>Every criteria head and coordinator discussed the progress of their work and were told to speed up the work to apply by May.</li> </ul>
To review activities of committees under IQAC	<ul style="list-style-type: none"> <li>Review of activities of all committees under IQAC was done.</li> </ul>
Professional dress code for non-teaching staff	<ul style="list-style-type: none"> <li>Dress code for non-teaching staffs were decided and approved</li> </ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Sankar*

To review the present feedbacksystem of the college	<ul style="list-style-type: none"> <li>• Present feedback system reviewed.</li> <li>• Opinions of alumni and employers reviewed to improve the curriculum and teaching learning activities.</li> </ul>
To review preparedness for NAAC application	<ul style="list-style-type: none"> <li>• Chairperson reviewed the progress of the NAAC work and discussed to speed up the process to apply soon.</li> </ul>
Payment modalities for the patient's convenience	<ul style="list-style-type: none"> <li>• Different payment modalities for the patient's convenience was discussed and approved.</li> </ul>
To review activities of various committees under IQAC	<ul style="list-style-type: none"> <li>• All committee members agreed upon and suggested projects to be initiated through their committees to improve the academic excellence of the institute.</li> <li>• Chairperson suggested to plan in advance to conduct CDE/Workshop. All departments requested to take up the initiatives in this regard.</li> <li>• Review of activities of all committees under IQAC was done.</li> </ul>

Since there were no issues to be discussed the meeting was adjourned

*B.S. Kundu*