



# MADHA DENTAL COLLEGE & HOSPITAL

(A Christian Minority Institution)

(Recognised by the Dental Council of India, New Delhi (F.No.v.12017/75/2006-DE dt.01.11.2011)  
and affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai)

Madha Nagar, Kundrathur, Chennai - 600 069. Ph.: 72739 01234, 72749 01234, Fax : 2478 0798

E-Mail : info@madhadentalcollege.com Website : www.madhadentalcollege.com

Admin. Office : 1A, Chari Street, North Usman Road, T.Nagar, Chennai - 17. Ph : 2814 0212, Tele fax : 044-2814 0213

MDCH/IQAC-CIR/02/09/2021/001

Date: 02-09-2021

## CIRCULAR

This is to inform all the members of the college IQAC committee that a meeting will be scheduled in board room on 07-09-2021 at 10 30 AM, to discuss the following points.

### AGENDA:

1. Framing of Vision, Mission and structure of IQAC
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
3. Framing IQAC policy
4. Constitution of academic, administrative and student support committee
5. NAAC Accreditation

  
Principal

### Copy To:

1. The Chairman
2. Director/Vice chairperson
3. All HODs
4. Notice board
5. Office file

  
**PRINCIPAL**  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI



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Date: 07-09-2021


Time:10.30 AM

## MINUTES OF FIRST IQAC MEETING

The IQAC meeting was held on 7th September, 2021 at 10:30 am in the Board room at Madha Dental College and Hospital. The meeting was chaired by the Principal, Madha Dental College and Hospital.

### AGENDA

1. Framing of Vision, Mission and structure of IQAC
2. To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis.
3. Framing IQAC policy
4. Constitution of academic, administrative and student support committee
5. NAAC Accreditation

  
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AGENDA	ACTION TO BE TAKEN	RESPONSIBLE PERSON	TARGET DATE
Framing of Mission, Vision and structure of IQAC	Discussed on framing the mission, vision and structure of IQAC. The Vision, Mission, and structure of IQAC to be finalized and to get approved by members of Management	IQAC COORDINATOR	OCTOBER 2021
To work out the mechanism for ensuring timely, efficient and periodic progressive performance of academic, administrative, research and extension activities on regular basis	To organise Faculty Development Programmes at regular intervals to infuse scientific temperament amongst faculty and to update their knowledge in clinical and academic skills	IQAC COORDINATOR	December 2021
Framing IQAC policy	To draft a policy for IQAC reflecting on the standard operating procedure of IQAC	IQAC COORDINATOR	October 2021

  
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Constitution of academic, administrative and student support committees	The IQAC chairperson insisted on all the committees to be made functional and monitored by the IQAC for their regular activities	IQAC -Coordinator  Heads and secretaries of the respective Committees	October2021
NAAC Accreditation	IQAC to form the NAAC criteria core committees and start the NAAC accreditation process	IQAC COORDINATOR	December 2021

  
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## Members Attended:

Sno	Name	Designation/Department	Position Held	Signature
1.	Dr. Susila Anand	Principal	Chairperson	
2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative	
3.	Dr. Arun. E	Professor, Department of Pediatric and Preventive Dentistry	IQAC Director	
4.	Dr. Packialakshmi	Senior lecturer, Department of Pediatric and Preventive Dentistry	IQAC Coordinator	
5.	Dr. Satheesh	Reader, Department of Oral and Maxillofacial Surgery	Member secretary	
6.	Dr. Nandabalan	Reader, Department of Public health dentistry	Senior Administrative officer	
7.	Dr. M. Sivakumar	Reader, Department of Oral Pathology and Oral Microbiology	Senior Administrative officer	
8.	Mr. Ramamoorthy	Administrative officer	Senior Administrative officer	

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9.	Dr. Sivaprakash Dhanaraj	Reader, Department of Prosthodontics and Crown and Bridge	Faculty member	
10.	Dr. Arun Sarfoji	Senior lecturer, Department of Prosthodontics	Faculty member	
11.	Dr. Preethi	Reader, Department of Orthodontics	Faculty member	
12.	Dr. Raghini	Senior lecturer, Department of Oral pathology and microbiology	Faculty member	
13.	Dr. Ramadevi	Senior lecturer, Department of Pediatric and Preventive Dentistry	Faculty member	
14.	Dr Lubna Fathima	Senior lecturer, Department of Public Health Dentistry	Faculty member	
15.	Dr. Nivedita	Senior lecturer, Department of Oral medicine and Radiology	Faculty member	
16.	Mr. Baba	Advocate	Nominee From Local Society	
17.	Dr Bounika	Senior lecturer, Department of Oral Medicine and Radiology	Alumni representative	
18.	Mr. Prabeese	Director, ISDE academy, Chennai	External expert	
19.	Dr. Subha	Director, Pebbles Dental clinic, Chennai	Industry expert/Employer	

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20.	Ms Priyadharshini	Final BDS	Student representative	
21.	Dr.Ahmed	MDS I year	Student representative	

  
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MDCH/IQAC-CIR/02/01/2022/002

DATE-02-01-2022

## IQAC MEETING-CIRCULAR

This is to inform all the members of the college IQAC committee that a meeting will be scheduled in board room on **05-01-2022**.at 11AM, to discuss the following points.

### AGENDA:

1. To assess the progress of NAAC accreditation process
2. To improve the infrastructure and learning resources
3. To finalize the Policies and standards, committees for the academic, administrative and student support activities of the Madha dental College and Hospital
4. To conduct of quality initiative programs by IQAC
5. To promote research activities of staff and students

Principal

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2. Director/Vice chairperson
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**Date: 05-01-2022**

**Time:10.00 AM**

## MINUTES OF THE SECOND IQAC MEETING

The second IQAC meeting commenced with a welcome note by the Principal, the chairperson of IQAC. The following issues were discussed by the members.

1. To assess the progress of NAAC accreditation process
2. To improve the infrastructure and learning resources
3. To finalize the Policies and standards, committees for the academic, administrative and student support activities of the Madha dental College and Hospital
4. To conduct of quality initiative programs by IQAC
5. To promote research activities of staff and students
6. To increase number of PG seats in 2 departments

  
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## Discussion on Agendas

S.No	Agenda	Action to be taken	Responsible person	Target date
1	NAAC accreditation	IQAC to coordinate with the NAAC criteria core committees and the NAAC coordinator to craft a framework for NAAC accreditation process	IQAC - Coordinator NAAC Coordinator NAAC committee members	March 2022
2	Finalizing the Policies of MDCH	The IQAC chairperson held discussion with the members on the new policies drafted and the revisions done in the existing few policies. The policies to be finalized and uploaded in the institutional website for dissemination of information to all the stakeholders	IQAC - Coordinator,  Website incharge  IT head	April 2022
3	To improve the Infrastructure and learning resources	Various new latest edition textbooks and journals to be purchased.CCTV Cameras to be installed in each lecture hall and college campus.	IQAC Coordinator IT Team head Website incharge	May. 2022
4	Conduct of Quality initiative programs for faculty members	IQAC to organize seminars/workshops to enhance teaching/learning, research and accreditation related activities of	IQAC - Coordinator	June. 2022

  
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		the faculty		
5	To promote research activities of staff and students	To organise frequent institutional Continuing Dental Education programmes to ensure that the interns and post graduates are updated in the latest techniques and technology	IQAC - Coordinator	May. 2022
6	To increase number of PG seats in 2 departments	To make the necessary infrastructural and diagnostic arrangements for increase in seats in the departments.	IQAC coordinator Head of the departments Management members	May 2022

  
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## Members attended

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1.	Dr. Susila Anand	Principal	Chairperson	
2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative	
3.	Dr. Arun. E	Professor, Department of Pediatic and Preventive Dentistry	IQAC Director	
4.	Dr. Packialakshmi	Senior lecturer, Department of Pediatic and Preventive Dentistry	IQAC Coordinator	
5.	Dr. Satheesh	Professor, Department of Oral and Maxillofacial Surgery	Member secretary	
6.	Dr. Nandabalan	Professor, Department of Public health dentistry	Senior Administrative officer	
7.	Dr. M. Sivakumar	Professor, Department of Oral Pathology and Oral Microbiology	Senior Administrative officer	
8.	Mr. Ramamoorthy	Administrative office	Senior Administrative officer	

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10.	Dr. Raghini	Senior lecturer, Department of oral pathology	Faculty member	
11.	Dr. Preethi	Reader, Department of Orthodontics	Faculty member	
12.	Dr. Shalini	Senior lecturer, Department of Endodontics	Faculty member	
13.	Dr. Ramadevi	Senior lecturer, Department of Pediatric and Preventive Dentistry	Faculty member	
14.	Dr. Sangeetha S	Senior lecturer, Department of Periodontology	Faculty member	
15.	Dr. Nivedita	Reader, Department of Oral medicine and Radiology	Faculty member	
16.	Mr. Baba	Advocate	Nominee From Local Society	
17.	Dr Bounika	Senior lecturer, Department of Oral Pathology and Oral Microbiology	Alumni representative	

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18.	Mr. Prabeese	Director, ISDE academy, Chennai	External expert	
19.	Dr. Subha	Director, Pebbles Dental clinic, Chennai	Industry expert/Employer	
20.	Mr. Muthuvel	Final BDS	Student representative	
21.	Dr. Sarvesh Kumar J	MDS I year	Student representative	

  
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MDCH/IQAC-CIR/05/07/2022/003

DATE-05-07-2022

## CIRCULAR

This is to inform all the members of the college IQAC committee that a meeting will be scheduled in board room on 08-07-2022.at 11AM, to discuss the following points.


### AGENDA:

1. To encourage outreach activities
2. Proper Functioning of the committees
3. Assessment of NAAC SSR progress
4. Conduct of Quality initiative programs for 2023
5. Procurement of Patient management software

  
Principal

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**Date:08-07-2022**

**Time:10.00 AM**

## MINUTES OF THE THIRD IQAC MEETING

The third IQAC meeting commenced with a welcome note by the Principal. The following issues were discussed by the members.

### Agenda:

1. To encourage outreach activities
2. Proper Functioning of the committees
3. Assessment of NAAC SSR progress
4. To conduct Quality initiative programs for 2023
5. To procure Patient management software

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## Discussion on Agendas

S.No	Agenda	Action to be taken	Responsible person	Target date
1	To encourage outreach activities	Encourage the Outreach activity committee members. To conduct a myriad of social welfare activities like blood donation camp, denture camps and cancer screening and awareness camps in rural areas so that healthcare can reach the remotest places.	IQAC - Coordinator Heads of the respective departments Committee heads	October 2022
2.	Proper Functioning of the committees	Monitoring the activities of the committees for their proper functioning.	IQAC coordinator Committee heads and secretaries	October 2022
3.	Assessment of NAAC SSR progress	IQAC to coordinate with the NAAC criteria core committees and the NAAC coordinator and conduct periodic reviews on the status of the SSR.	IQAC - Coordinator	November 2022

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4	Conduct of Quality initiative programs for 2022	IQAC to organize seminars/workshops to enhance teaching/learning, research and accreditation related activities of the faculty. To devise an action plan	IQAC - Coordinator	November 2022
5	Implementing an efficient patient management software	To implement an efficient patient management software to ensure periodic recalls for long term therapies.	IQAC – Coordinator IT department	December 2022

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2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative	
3.	Dr. Arun. E	HOD, Department of Pediatic and Preventive Dentistry	IQAC Director	
4.	Dr. Packialakshmi	Senior lecturer, Department of Pediatric and Preventive Dentistry	IQAC Coordinator	
5.	Dr. Satheesh	Professor, Department of Oral and Maxillofacial Surgery	Member secretary	
6.	Dr. Nandabalan	Professor, Department of Public health dentistry	Senior Administrative officer	
7.	Dr. M. Sivakumar	Professor, Department of Oral Pathology and Oral Microbiology	Senior Administrative officer	
8.	Mr. Ramamoorthy	Administrative officer	Senior Administrative officer	

  
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10.	Dr. Shalini	Senior lecturer, Department of Endodontics	Faculty member	
11.	Dr. Preethi	Reader, Department of Orthodontics	Faculty member	
12.	Dr. Ramadevi	Senior lecturer, Department of Pediatric and Preventive Dentistry	Faculty member	
13.	Dr. Savithri	Senior lecturer, Department of Periodontology	Faculty member	
14.	Dr. Nivedita	Reader, Department of Oral medicine and Radiology	Faculty member	
15.	Mr. Baba	Advocate	Nominee From Local Society	
16.	Dr Hamsini	Senior lecturer, Department of Oral Pathology and Oral Microbiology	Alumni representative	
17.	Mr. Prabeese	Director, ISDE academy, Chennai	External expert	
18.	Dr. Subha	Director, Pebbles Dental clinic, Chennai	Industry expert/Employer	

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19.	Mr. Muthuvel	Final BDS	Student representative	
20.	Dr. Sarvesh J	MDS I year	Student representative	

  
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MDCH/IQAC-CIR/05/02/2023/004

DATE-05-02-2023

## IQAC MEETING-CIRCULAR

This is to inform all the members of the college IQAC committee that a meeting will be scheduled in board room on 09-02-2023.at 11AM, to discuss the following points.

### AGENDA:

1. Inclusion of integrated teaching methods in UG curriculum.
2. Arrangements for increase in PG seats in 2 departments
3. NAAC SSR status
4. To conduct more Social outreach programs
5. To broaden collaborative activities with foreign organizations and other institutions/organizations

  
Principal

### Copy To:

1. The Chairman
2. Director/Vice chairperson
3. All HODs
4. Notice board
5. Office file

  
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Date: 09-02-23

Time:10.30AM

## MINUTES OF THE FOURTH IQAC MEETING

The fourth IQAC meeting commenced with a welcome note by the Principal.

Following agenda was discussed in this meeting

1. Inclusion of integrated teaching methods in UG curriculum.
2. Arrangements for increase in PG seats in 2 departments
3. To assess NAAC SSR status
4. To encourage Social outreach activities
5. To broaden collaborative activities with foreign organizations and other institutions/organizations

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## Discussion on agendas:

S. No	Agenda	Action to be taken	Responsible person	Target date
1	Inclusion of integrated teaching methods in UG curriculum	HODs to devise a plan for inclusion of integrated teaching methods in the UG curriculum. IQAC to follow up	Academic & curriculum committee Heads of the departments IQAC coordinator	July 2023
2	Increase in number of social awareness programs and various social activities	To conduct programs like oral cancer awareness day, environment day, no tobacco day Anti ragging and women empowerment program to create public awareness on various issues	IQAC coordinator	Jun 2023
3	NAAC SSR status	IQAC to conduct review of SSR status	IQAC coordinator NAAC coordinator	JULY 2023
4	To conduct more Social outreach programs	To incorporate social consciousness and environmental consciousness amongst students and faculty alike and encourage eco-friendly	IQAC coordinator, Department of public	August 2023

  
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		practices.	health dentistry	
5	To broaden collaborative activities with foreign universities and other institutions/ organisations	To broaden collaborative activities with foreign organisation and other institutions by signing MOUs for clinical training modules and research activities.	IQAC coordinator  Head of the departments	August 2023

  
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## Members attended:

Sno	Name	Designation/Department	Position Held	Signature
1.	Dr. Susila Anand	Principal	Chairperson	
2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative	
3.	Dr. Arun. E	HOD, Department of Pediatric and Preventive Dentistry	IQAC Director	
4.	Dr. Packialakshmi	Senior lecturer, Department of Pediatric and Preventive Dentistry	IQAC Coordinator	
5.	Dr. Satheesh	Professor, Department of Oral and Maxillofacial Surgery	Member secretary	
6.	Dr. Nandabalan	Professor, Department of Public health dentistry	Senior Administrative officer	
7.	Dr. M. Sivakumar	Professor, Department of Oral Pathology and Oral Microbiology	Senior Administrative officer	
8.	Mr. Ramamoorthy	Administrative office	Senior Administrative officer	
9.	Dr. Sivaprakash	Reader, Department of	Faculty member	

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		Prosthodontics		
10.	Dr. Lubna Fathima	Senior lecturer, Department of Public health dentistry	Faculty member	
11.	Dr. Preethi	Reader, Department of Orthodontics	Faculty member	
12.	Dr. Aarthi	Reader, Department of Pediatric and Preventive Dentistry	Faculty member	
13.	Dr. Ramadevi	Senior lecturer, Department of Pediatric and Preventive Dentistry	Faculty member	
14.	Dr. Savithri	Senior lecturer, Department of Periodontology	Faculty member	
15.	Dr. Nivedita	Reader, Department of Oral medicine and Radiology	Faculty member	
16.	Mr. Baba	Advocate	Nominee From Local Society	
17.	Dr Hamsini	Senior lecturer, Department of Oral Pathology and Oral Microbiology	Alumni representative	
18.	Mr. Prabeese	Director, ISDE academy, Chennai	External expert	
19.	Dr. Subha	Director, Pebbles	Industry	

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		Dental clinic, Chennai	expert/Employer	
20.	Mr.Surendira Babu	Final BDS	Student representative	
21.	Dr. Sarvesh Kumar J	MDS II year	Student representative	

  
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MDCH/IQAC-CIR/04/10/2023/005

DATE-04-10-2023

## CIRCULAR

This is to inform all the members of the college IQAC committee that a meeting will be scheduled in board room on **09-10-2023** at 11AM, to discuss the following points.


### AGENDA:

1. To encourage outreach activities
2. Proper Functioning of the committees
3. Assessment of NAAC SSR progress
4. Assessment of NIRF progress
5. To encourage research activities
6. Software for academic planning
7. Purchase of smart board
8. To increase number of library books
9. ISO certification

  
Principal

### Copy to:

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2. Director/Vice chairperson
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**Date:09-10-2023**


**Time:10.00 AM**

## MINUTES OF THE FIFTH IQAC MEETING

The fifth IQAC meeting commenced with a welcome note by the Principal. The following issues were discussed by the members.

### Agenda:

1. To encourage outreach activities and social welfare activities
2. Proper Functioning of the committees
3. Assessment of NAAC SSR progress
4. Assessment of NIRF progress
5. To encourage research activities
6. Software for academic planning
7. Purchase of smart board
8. To increase number of library books
9. ISO certification

  
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## Discussion on agendas:

S.No	Agenda	Action to be taken	Responsible person	Target date
1	To enhance outreach activities and social welfare activities	Encourage the department of public health dentistry to conduct more outreach activities and myriad of social welfare activities like blood donation camp, denture camps and cancer screening and awareness camps in rural areas so that healthcare can reach the remotest places.	IQAC - Coordinator  Head of the department, Public health dentistry	November 2023
2.	Effective Functioning of the committees	Monitoring the activities of the committees for their effective functioning.	IQAC coordinator  Committee heads and secretaries	November 2023
3.	Assessment of NAAC SSR progress	IQAC to coordinate with the NAAC criteria core committees and the NAAC coordinator and conduct periodic reviews on the status of the SSR to decide on	IQAC - Coordinator  NAAC Coordinator	December 2023

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		IIQA submission		
4	Assessment of NIRF progress	IQAC to coordinate with the NIRF coordinator and conduct periodic reviews on the status of the NIRF progress	NIRF coordinator IQAC COORDINATOR	December 2023
5	Research	IQAC Coordinate with research committee to enhance the quantity and quality of research publications by faculty	IQAC coordinator Research committee head	January 2024
6	Implementation of e governance for student support and teaching learning	Developing resources and tools including online attendance management system, a portal where parents could access the academic performance of their wards with a view to promote transparency in the system.	IQAC – Coordinator IT department	January 2024
7	Purchase of smart board to promote e learning	To purchase smart board to promote e learning to which helps to improve teaching learning.	IQAC Coordinator IT department	March 2024

  
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8	To increase number of LIBRARY BOOKS	To increase number of library books in the central library and department libraries to grow healthy readership at all levels and to disseminate knowledge on all subjects and topics	IQAC Coordinator Library committee	February 2024
9	Document preparation for ISO Certification	To prepare all necessary documents for ISO certification	IQAC Coordinator	January 2024

  
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## Members attended

Sno	Name	Designation/Department	Position Held	Signature
1.	Dr. Bagavad Gita	Principal	Chairperson	
2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative	
3.	Dr. Arun. E	HOD, Department of Pediatric and Preventive Dentistry	IQAC Director	
4.	Dr. Packialakshmi	Senior lecturer, Department of Pediatric and Preventive Dentistry	IQAC Coordinator	
5.	Dr. Satheesh	Professor, Department of Oral and Maxillofacial Surgery	Member secretary	
6.	Dr. Nandabalan	HOD, Department of Public health dentistry	Senior Administrative officer	
7.	Dr. M. Sivakumar	Professor, Department of Oral Pathology and Oral Microbiology	Senior Administrative officer	
8.	Mr. Ramamoorthy	Administrative office	Senior Administrative officer	
9.	Dr. Sivaprakash Dhanaraj	Reader, Department of Prosthodontics and Crown and Bridge	Faculty member	
10.	Dr. Arun	Reader, Department of Public health dentistry	Faculty member	

  
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12.	Dr. Aarthi	Reader, Department of Pediatric and Preventive Dentistry	Faculty member	
13.	Dr. Ramadevi	Senior lecturer, Department of Pediatric and Preventive Dentistry	Faculty member	
14.	Dr. Savithri	Senior lecturer, Department of Periodontology	Faculty member	
15.	Dr. Nivedita	Reader, Department of Oral medicine and Radiology	Faculty member	
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19.	Dr. Subha	Director, Pebbles Dental clinic, Chennai	Industry expert/Employer	
20.	Mr. Sharath	Final BDS	Student representative	
21.	Dr. Priyadarshini	MDS I year	Student representative	

  
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