

MINUTES OF MEETING

SUBJECT : ACADEMIC BOARD (AB) MEETING NO. 2 / 2026
DATE/TIME : 10 APRIL 2026, 10.00 AM – 11.00 AM
VENUE/MODE : LEVEL 18, BOARD ROOM, NB TOWER.
LINK : <https://meet.google.com/hvd-ijgm-ovg>

PRESENT:

MR. VIJAYENDRAN S. SUBRAMANIAN
ASSOC. PROF. DR. AJAY TELANG
MR. GUNALAN NACHIAPPAN
DR. ARJUNAN MUTHUSAMY
MS. SUBA PARAMASIVAM
MR. CHANDRA KANTHEN JUMBULINGAM

ASSOC. PROF. RAJESWARI A/P SINNASAMY
MS. MS. JUDY ONG CHENG HOON

CEO (CHAIRPERSON)
DEAN & HOD ORAL PATHOLOGY
REGISTRAR
ASSOCIATE PROFESSOR
HEAD OF FINANCE
PROGRAMME DIRECTOR, CENTRE FOR PRE-
UNIVERSITY STUDIES (CPU)
PROGRAM DIRECTOR, SCHOOL OF NURSING
PROGRAM DIRECTOR, BUSINESS SCHOOL &
PARTNERSHIP

PREPARED BY:

MS. ROS FARAHWANI ROSALI

RECORDING SECRETARY

NO	DESCRIPTION	ACTION
1.0	<u>CHAIRMAN'S REMARKS</u> - The meeting commenced with welcome remarks by the Chairperson, Mr. Vijay. He informed the members that this was the second Academic Board Meeting for the year and subsequently handed over the session to Mr. Gunalan to proceed with the agenda.	Info
2.0	<u>CONFIRMATION OF MINUTES NO: 01/ 2026 ACADEMIC BOARD MEETING</u> - The minutes of the Academic Board Meeting No. 01/2026 were tabled for confirmation. Members reviewed the recorded minutes and agreed that the contents accurately reflected the discussions and resolutions of the previous meeting. - The confirmation of the minutes was proposed by Dr. Arjunan and seconded by Mr. C.K. The Board unanimously approved and confirmed the minutes without amendment.	Confirmation
3.0	<u>FIS FINAL EXAMINATION RESULTS</u> <u>FIS BATCH 6 SEMESTER 2 RESULTS</u> - The Board reviewed the final examination results for FIS Batch 6 Semester 2 in detail. Discussions focused on student performance in several key subjects, namely Biology 2, Mathematics 1, Chemistry 1, and Introduction to Psychology. - In addition, the Board reviewed the academic performance of one candidate from FIS Batch 5 who had undertaken improvement examinations for selected subjects, specifically Chemistry and Mathematics, with the intention of improving overall academic standing. - The Board carefully examined the overall performance of each candidate, including subject grades, GPA, and CGPA calculations. Comprehensive discussions were conducted concerning the following matters: • Policies relating to improvement examinations; • Consistency and standardisation of subject grading; • Compliance with minimum academic progression requirements; and • Eligibility criteria for entry into the Dentistry programme. - Regarding Dentistry programme entry requirements, the Board reaffirmed that students are required to achieve a minimum CGPA of 3.00 for admission consideration. Members further noted that students are generally permitted only one attempt at an improvement examination in accordance with institutional academic regulations. - Following detailed deliberation, the Board unanimously endorsed the final examination results for FIS Batch 6, including the results of the Batch 5 improvement candidate.	Endorse

4.0	<u>PROGRAM UPDATE</u>	
	4.1 DOCTOR OF DENTAL SURGERY	
	- The Board was informed that beginning this academic year, Year 3 assessments for the Doctor of Dental Surgery programme will be conducted synchronously with MAHSA University. This initiative includes the utilisation of jointly prepared examination papers and a collaborative vetting process to ensure academic standardisation and quality assurance across institutions.	Info
	- The Board was further informed that the College intends to proactively invite auditors to conduct a compliance audit around 15 April as part of the institution's readiness preparations prior to the scheduled audit exercise in October. Members acknowledged that this initiative demonstrates the institution's commitment towards maintaining academic quality and regulatory compliance. - In relation to student welfare matters, the Board was briefed regarding a Year 3 student currently undergoing medical investigation for a suspected brain tumour. Members discussed the available academic and medical deferment provisions to ensure the students' welfare and academic progression are managed appropriately in accordance with institutional policies.	Noting
	4.2 CENTRE PRE-UNIVERSITY STUDIES	
	- The Board was informed that the upcoming May and August intakes will incorporate pre-commencement and bridging classes aimed at strengthening students' foundational understanding, particularly in technical and science-related subjects. Members acknowledged that this initiative would assist students in adapting more effectively to the academic demands of the programme.	Info
	- The Board also discussed strategies to improve enrolment for the FIA programme. Members proposed the introduction of flexible payment arrangements, including the option for students to pay programme fees in three instalments, rather than offering the programme free of charge. The proposal was viewed as a more sustainable approach while remaining supportive of student accessibility and enrolment growth.	Noting
	4.3 SCHOOL OF BUSINESS	
	- The Board was informed that the submission process for the Bachelor of Business Administration (BBA) programme is expected to commence by the end of May. Members acknowledged the ongoing preparations and documentation processes required for the programme submission through the relevant regulatory platform	Info
	4.4 SCHOOL OF NURSING	
	- The department has actively engaged with several healthcare institutions, including Sentosa Medical Centre, regarding potential sponsorship opportunities for prospective nursing students. Members acknowledged the	Info

	department's continuous efforts to strengthen industry collaboration and enhance student support opportunities.	
5	<u>OTHER MATTERS</u> 5.1 NEW CAMPUS (JURU CENTRAL) AND FUTURE BUILDING - The Board was officially informed that the institution has changed its name to MAHSA International College, Penang. Members acknowledged that this institutional transition forms part of the broader strategic development and branding exercise undertaken by the College. - The Board further noted that, for the next six months, all official communications and institutional materials must include the statement "formerly known as Penang International Dental College" to ensure continuity and public clarity during the transition period. - Members were informed that updates involving digital platforms, including the institutional website, social media channels, and CRM systems, have been completed as part of Phase 1 implementation. Notifications to relevant regulatory and professional bodies, including the Malaysian Qualifications Agency (MQA), Nursing Board, and Dental Council, are currently being undertaken. - The Board also acknowledged that updates to physical materials such as signages, letterheads, and certificates will be implemented progressively in stages. - Members further clarified that while the teaching and learning processes remain unchanged, certificates issued to current students will reflect the institution's new official name in accordance with regulatory notifications superseding previously issued offer letters. 5.2 KOLEKTIF - No additional matters or discussions were raised under this agenda item. 5.3 EDUCATION REVIEW - The Board was briefed on the updated governance and committee structure under MAHSA International College. - Academic Board remains the highest academic authority within the institution, functioning similarly to a Senate structure. The institution currently consists of: • Faculty of Dentistry • School of Business • Centre for Pre-University Studies • School of Nursing - Members were informed that each faculty and school is required to conduct regular internal academic meetings to ensure effective academic management	Info Noting

	and quality monitoring. Academic-related matters are to be escalated to the Academic Affairs Committee (AAC), while student-related matters are to be channelled through the Student Experience Coordination Committee (SECC). - The Board further acknowledged the establishment of additional institutional committees aimed at strengthening governance practices, operational monitoring, and academic quality assurance mechanisms across the institution. - The importance of timely preparation, submission, and proper documentation of meeting minutes was strongly emphasised. Members were reminded that committee minutes are essential for institutional quality monitoring and are required for submission to the Quality Unit of MAHSA University. - The Board unanimously agreed that systematic documentation and centralised record-keeping practices are critical to ensuring audit preparedness, governance transparency, regulatory compliance, and continuous quality improvement initiatives.	
	5.4 REGISTRY, QA - The Board was informed that a self-audit exercise for SETARA is scheduled for completion by 17 April. Members further noted that the physical audit involving supporting documentation is expected to take place in July. The Registry Department was encouraged to ensure all documentation is properly organised and updated in preparation for the audit exercise.	Info
	- Members also discussed the growing importance of institutional compliance, documentation management, and quality assurance monitoring systems in ensuring effective governance and operational efficiency. The Board acknowledged that advancements in technology and the implementation of centralized reporting systems have significantly improved monitoring processes across academic and operational functions. - The Board agreed that all departments should continue maintaining accurate records, proper meeting minutes, and timely reporting practices to support institutional governance requirements and audit preparedness. - Members discussed the increasing importance of institutional compliance, documentation management, and quality assurance monitoring mechanisms. - The Board also acknowledged that technological advancements and centralized reporting systems have improved efficiency in monitoring academic and operational performance across institutions. - Members agreed that all departments should continue maintaining proper records, accurate meeting minutes, and timely reporting practices to support institutional governance requirements.	Info
		Info

	5.5 INTAKE PLANNING AND MARKETING MATERIALS - The Board discussed matters relating to upcoming student intakes and programme planning. - For the Centre for Pre-University Studies (CPU), members were informed that the May intake soft registration is scheduled to commence on 18 April. Catch-up and bridging classes will also be conducted following registration to support students' academic preparedness. - For the Diploma in Nursing programme, members noted that the intake is expected to commence in June. The Board was also informed that several lecturers will be attending engagement sessions and meetings with JAKOA as part of ongoing outreach and recruitment initiatives. - The School of Business further updated the Board regarding the Memorandum of Understanding (MOU) and Franchise Agreement relating to collaboration with MAHSA University. Members were informed that the application for the new programme will be submitted through the MQA e-MAS system, while feedback and correction responses for CBS submissions are currently pending. 5.6 ANY OTHER MATTER - The Board was informed that the Talent Unit (TEU) is currently developing a framework to enable students to undertake paid part-time work opportunities within the campus environment, including support roles in the library and marketing departments. Members acknowledged that this initiative mirrors practices currently implemented at MAHSA University and may contribute positively towards student development and financial support. - In addition, the Board discussed staff mileage claims for marketing roadshow activities. While the current general policy provides a flat allowance of RM50, members agreed that staff may proceed with claims based on the previous practice until a formal directive on the revised policy is officially communicated by Management.	Info
6.0	ADJOURNED - There being no further matters to discuss, the Chairperson thanked all members for their valuable contributions and active participation. The meeting was formally adjourned at 11.00 AM.	

Prepared by:



Ms. Ros Farahwani Rosali
Recording Secretary

Approved by:



Mr. Gunalan Nachiappan
Registrar