

## **Minutes of Meeting**

Subject : Academic Board (AB) Meeting No. 6 / 2025  
Date/Time : 12<sup>th</sup> November 2025, 9.45 AM  
Venue/Mode : Level 18, Board Room, NB Tower.  
Link Google Meet: <https://meet.google.com/phy-hqvz-cnh>

### **Present:**

Mr. Vijayendran S. Subramanian	CEO (Chairperson)
Assoc. Prof. Dr. Ajay Telang	Dean & HOD Oral Pathology
Mr. Gunalan Nachiappan	Registrar
Dr. Arjunan Muthusamy	Associate Professor
Ms. Suba Paramasivam	Head of Finance

### **By Invitation**

Mr. Chandra Kanthen Jumbulingam	Program Director and Lecturer (FIS)
Assoc. Prof. Rajeswari a/p Sinnasamy	Associate Professor, School of Nursing
Ms. Ms. Judy Ong Cheng Hoon	Program Director, Business School & Partnership

### **Prepared by:**

Ms. Ros Farahwani Rosali	Recording Secretary
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NO	DESCRIPTION	ACTION
1.0	<p><b><u>CHAIRMAN'S REMARKS</u></b></p> <ul style="list-style-type: none"> <li>- The Chairman welcomed all members and extended a warm welcome to two new Academic Board members.</li> </ul>	Info
2.0	<p><b><u>CONFIRMATION OF MINUTES NO: 05 / 2025 ACADEMIC BOARD MEETING</u></b></p> <ul style="list-style-type: none"> <li>- The minutes of the Academic Board Meeting No. 5 / 2025 were tabled and confirmed with no major amendments.</li> </ul>	Confirmation
3.0	<p><b><u>FIS FINAL EXAMINATION RESULTS</u></b></p> <p><b>1. FIS Batch 6, Semester 1 Results</b></p> <ul style="list-style-type: none"> <li>- Six candidates sat for Physics 1, Biology 1, English 1, Basic ICT, and Thinking Skills.</li> <li>- Detailed results, including marks, grades, and GPA/CGPA, were presented. One student achieved a CGPA of 4.00, while the remaining students obtained CGPAs between 3.50 and 3.99. Strong performance was noted particularly in Biology 1 and Basic ICT.</li> <li>- The Academic Board endorsed the Batch 6 Semester 1 results and approved their release to students.</li> <li>- The Board agreed that marking should be fair and not unduly stringent. High achievers should be awarded appropriate grades to reflect quality teaching and maintain external credibility.</li> <li>- It was further agreed that question paper cover pages, answer booklets, and examination documentation would be standardised following the institution's rebranding and name change. The Registry/Examination Unit will propose standardised templates for question paper covers, answer booklets, and transcripts in alignment with future branding requirements.</li> </ul>	<p>Endorse</p> <p>Noting</p>
4.0	<p><b><u>PROGRAM UPDATE</u></b></p> <p><b>4.1 DOCTOR OF DENTAL SURGERY</b></p> <ul style="list-style-type: none"> <li>- From 17–24 November, 12 dental students and 2 faculty from Sriram Dental College, Chennai, will attend a paid exchange program.</li> <li>- Two lectures will be delivered, including a session on AI in Education open to all schools.</li> </ul> <p><b>4.2 CENTRE PRE-UNIVERSITY STUDIES</b></p> <ul style="list-style-type: none"> <li>- New intake numbers for Foundation in Science (FIS) were reported; current and projected numbers to be updated including transfer to MAHSA.</li> </ul>	Info



November. CPU reviews are nearly complete, while DDS requires further form completion and standardisation.

- Standardised content — including lectures, quizzes, activities, and rubrics — will be uploaded across schools to minimise variation between lecturers and programmes.
- Phase 2 will focus on streamlining assessment processes and content uploads for all schools. Updates will be provided at the next meeting.
- For DDS, similar inconsistencies were observed in Kolektif content uploads and rubrics. A standardised assessment and rubric template is required. DDS's existing programme monitoring and feedback system was acknowledged as a benchmark for other schools.

### **5.3 EDUCATION REVIEW**

- From 2026, colleges will transition from MyQuest to SETARA. Criteria and weightages, including research components, will be briefed on 26 November.
- Internal audits and preparations for SETARA will be strengthened once guidelines are received.
- The newly approved College Vision and Mission must be implemented physically across all schools through signage and documentation. The existing embedded PIDC Faculty Vision and Mission may serve as the Faculty of Dentistry Vision and Mission, while the College Vision and Mission will remain generic.

Info

### **5.4 REGISTRY, STUDENT RECORDS AND ALUMNI**

- Emphasis was placed on maintaining complete student personal files to ensure compliance with internal and external audits, including ISO requirements.
- Tracking graduates and their career progression remains challenging. Schools are encouraged to maintain up-to-date contact information prior to graduation

### **5.5 ROOM BOOKING, TIMETABLING AND COMMUNICATION**

- Frequent last-minute venue clashes highlighted the need for a centralised room booking system accessible to all schools.
- An interim solution using a shared drive or calendar was proposed, with long-term integration into KAMU or an equivalent system planned.

### **5.6 COMMITTEES AND MEETING CALENDAR 2026**

- A centralized 2026 meeting calendar (including BDWG, Academic Board, open days, intake dates) has been issued and will be followed by all schools. To be constituted at college level with representatives from Dentistry, CPU, Nursing, Business, plus CEO/Dean and key administrators.
- Academic Affairs Committee (AAC) - will focus on academic matters and escalate recommendations to Academic Board for endorsement.

	<ul style="list-style-type: none"> <li>- Student Experience &amp; Services Committee (SESSC) - Membership to include Deputy Dean/Head (Academic Affairs – Dentistry), program directors of all schools, Student Affairs, Alumni, Marketing, and relevant officers. Scope includes student experience, student activities, services, and campus life.</li> <li>- Research, Innovation &amp; Enterprise Committee (RIEC) - Will align with the existing Internal Review Board (IRB) chaired by the Dean of Dentistry, which handles ethics and research vetting. KPT/MyQuest/SETARA demands for research output were highlighted; all schools are encouraged to initiate small-scale research and innovation projects.</li> <li>- Human Capital Committee (HCC), Estate Committee, EMC, FINCOM, CRA <ul style="list-style-type: none"> <li>✓ HCC: Joint PIDC–MAHSA HR and CEO committee for staffing and HR matters.</li> <li>✓ Estate Committee: Facilities, hostels, and building matters (PMB, Hostel, Operations, Estate).</li> <li>✓ EMC (Executive Management Committee): CEO, Managing Director and top management.</li> <li>✓ FINCOM: Finance committee with Finance Manager, CEO, and Dato' Chairman.</li> <li>✓ CRA (College Review Assessment): Faculty review/KPI tool that needs feedback from schools; return date to be negotiated due to staff attending convocation.</li> </ul> </li> </ul> <p><b>5.7 ANY OTHER BUSINESS (AOB)</b></p> <ul style="list-style-type: none"> <li>- The formation of school-based societies, in addition to the central Student Representative Council, was suggested to support school-specific activities and leadership development.</li> <li>- Industry feedback highlighted concerns over short internship durations, which will be considered in future curriculum reviews.</li> </ul>	
<p><b>6.0</b></p>	<p><b>ADJOURNED</b></p> <ul style="list-style-type: none"> <li>- There being no further matters to discuss, the Chairman thanked all members for their participation. The meeting was adjourned at 12.15pm</li> </ul>	

**Prepared by:**

Ms. Ros Farahwani Rosali  
Recording Secretary

**Approved by:**

Mr. Gunalan Nachiappan  
Registrar