



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

ACADEMIC AND CURRICULUM COMMITTEE

STANDARD OPERATING PROCEDURE

1. Objective

The Academic and Curriculum Committee SOP aims to establish clear guidelines and procedures for the efficient management of academic affairs within the dental college. It outlines the roles, responsibilities, and processes to ensure the quality of education and academic excellence.

2. Composition of the Academic and Curriculum Committee

The Academic and Curriculum Committee comprises key members responsible for overseeing various aspects of academic activities. Members may include:

Chairperson - Principal of the Dental College

Member secretary – Associate professor

Members - Heads of Departments

Faculty Representatives for each department

Academic Advisor

Committee constitution:

The Academic council committee is re-constituted with the following members with effect from 16.10.2023.

S.No	Name	Designation	Position held
1	Dr.Bagavad Gita	Principal	Chairperson
2	Dr.V.Susila Anand	Professor & Head, Department of Conservative Dentistry and Endodontics	Convenor
3	Dr. Sharmila Hussain	Professor & Head, Department of Prosthodontics and Crown and Bridge	Member
4	Dr. T.Sarumathi	Professor & Head, Department of Oral Medicine and Radiology	Member
5	Dr. Navneethanambi	Professor & Head, Department of Orthodontics and Dentofacial Orthopaedics	Member



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6	Dr. G.Sivakumar	Professor & Head, Department of Oral Pathology and Oral Microbiology	Member
7	Dr. E.Arun	Professor and Head, Department of Pediatric and Preventive dentistry	Member

3. Roles and Responsibilities

3.1 Principal of the Dental College

Provide overall leadership and guidance to the Academic and curriculum Committee.

Ensure adherence to academic policies and standards.

Approve academic and curricular enrichment programs.

3.2. Member Secretary

Convenes the meeting, prepares and disseminates the agenda for meetings in discussion with the committee head

Minute the proceedings of the meetings and communicate the same to the members of the committee.

3.3 Heads of Departments

Oversee the academic activities within their respective departments.

Monitor faculty performance and student progress.

3.4 Faculty Representatives

Represent the interests and concerns of faculty members.

Participate in curriculum development and review processes.

Communicate academic policies to the faculty.

3.5 Academic Advisor

Assist students in academic planning and goal setting.

Provide guidance on course selection and career development.

Address academic challenges faced by students.

4. Functions of the committee

- Enforcing academic standards at the university, as well as organising, developing, supervising, validating, and reviewing the curriculum and any other academic



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work done there, as well as counselling the governing body on how such planning may affect resources

- The academic committee is in charge of incorporating best practices to give current and future students access to an enhanced educational system.
- Approving and maintaining an eye on the efficacy of the policies and procedures needed to carry out the academic strategies that the Governing Body approved, as well as any other policies and procedures mandated by the Academic Council's assigned duties
- The committee is also responsible for actions taken, like giving out academic awards to pupils who excel in the classroom.

5. Meetings and Decision-Making

5.1 Schedule of Meetings

The Committee shall formally meet at the start of the academic year to plan for the academic activities of the aforementioned year.

The second meeting for the academic year shall be conducted at the end of the academic year to review the academic activities of the institution.

Meetings can be conducted formally/informally in case of emergencies and minutes of the informal meetings need not be maintained

5.2 Decision-Making

Decisions regarding academic policies, and other significant matters require a majority 60% vote.

The Chairperson has the authority to make final decisions in case of a tie.

6. Curriculum Development and Review

The Academic and Curriculum Committee is responsible for reviewing and updating the curriculum periodically.

Any proposed changes should undergo thorough evaluation and approval processes.

7. Student Grievances

Establish a process for addressing student grievances related to academic matters.

Ensure transparency and fairness in handling student complaints.

8. Record Keeping



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Maintain accurate and up-to-date records of academic committee meetings, decisions, and policies.

Archive documents for future reference and audits.

9. Communication

Establish effective communication channels between committee members, faculty, and students.

Ensure timely dissemination of important academic information.

10. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in academic policies or college structure.

11. Approval

This SOP is approved by the Principal of the Dental College and will be reviewed annually.

PRINCIPAL

MADHA DENTAL COLLEGE & HOSPITAL
KUNDRATHUR, CHENNAI - 600069.