



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 Policy

Policy No: MDC/AC/2022/01

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POLICY

Madha Dental College and Hospital provides quality education thorough proactive teaching, learning and research activities and progressive student evaluation and assessment of the activities to empower individual students to outperform in their theoretical and clinical skills to evolve as responsible and knowledgeable citizens to cater for human welfare, health and wellness.

OBJECTIVES

The academic policy discloses the principles followed by Madha Dental College and hospital for quality teaching, and multiple levels of learning. The objective of the policy is to make the guidelines clear for all teaching and learning in college.

The institution bears responsibility to provide quality educational environment for all students and teaching faculties. The objectives includes:

1. Establishment of academic accountability and applicability of prescribed syllabus.
2. Ensuring quality of education including:
 - I. Preparation of the course material meeting standards.
 - II. Delivery of course content following quality protocols and technology.
 - III. Periodic assessment of student quality.
 - IV. Periodic improvement of assessed quality following enhanced teaching protocols.
 - V. Enhanced guidance in clinical skill learning and evaluation.
3. Implementation of effective patient management and teaching quality treatment protocols.

The academic policy discloses the principles used for implementing quality teaching learning at the institution and explains the procedures for the multiple levels of accountability in teaching and learning. The institution stands responsible for ensuring quality of its educational environment by:

- Creating honest academic environment that facilitates the academic and personal growth of the students and the faculty



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- Defining the procedures for infusing accountability in teaching-learning at students and faculty level and ensuring their responsibility towards quality education.

STANDARD OPERATING PROCEDURE:

I. Functions:

1. Academic accountability

1. Ensuring the quality of medical education through:

- i. Delivery of the courses and syllabus as per norms of NMC and The Tamil Nadu DR.MGR Medical University
- ii. Preparation of the course materials with adequate standards
- iii. Delivery of course contents adopting appropriate teaching learning methodologies
- iv. Measures to enable quality in teaching learning and assessment
- v. Continuous improvement through quality assurance.

II. Roles and Responsibilities

Roles	Academic Responsibilities
Management	<ul style="list-style-type: none">• Establishing the needs and requirements to fulfill the norms of the statutory bodies• Communicating views from the general community to the Institution in order to ensure that the Institution is well informed of the feedback of the stakeholders.
IQAC	<ul style="list-style-type: none">• Developing and implementing quality assurance policies and procedures for academic and administrative activities• Carry out the academic auditing in each department of the college at the stipulated interval.
Curriculum committee	<ul style="list-style-type: none">• Validation of the gaps in the syllabus and recommend measures to overcome the same• Preparation of Academic calendar, timetables and teaching schedules



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	<ul style="list-style-type: none"> • Curriculum enrichment through Value added and Add on courses
Dental Education Unit	<ul style="list-style-type: none"> • Conduct of Faculty development programs on teaching learning methodologies in dental education and advances in the field of dentistry
Principal	<ul style="list-style-type: none"> • Initiate activities to achieve the mission and vision of the department. • Assessment and approval of the Academic Calendar and Semester Plan prepared by the specific committee • Coordinating with departments and approve the date of Internal Examinations and publishing marks.
Examination cell	<ul style="list-style-type: none"> • Conducting all Examinations • Collecting of results from the Evaluations • Taking necessary action to improve the results in coordination with the Heads of all departments.
Head of the Department	<ul style="list-style-type: none"> • Ensure that the courses promote the development of the department and the graduates. • Ensure proper redressal of the concerns raised by students in all matters. • Subject allocation for faculty for every year keeping in view various extraneous duties. • Approval of Lesson plan and Lecture notes prepared by the faculty and monitoring the progress of course delivery. • Conduct of regular staff meetings for assessment of progress of teaching - learning process and other departmental activities. • Obtaining student feedback on the faculty and initiating corrective measures. • Review of the progress of teaching- learning process and implementation of remedial measures. • Vetting of assignment / tutorial/internal question papers and answer keys and conduct of the same. Preparation/modification of the course



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	<p>materials.</p> <ul style="list-style-type: none"> • Monitoring of completion of the syllabus by the faculty • Verification of the computation of Internal assessment marks. • Ensure that a good communication is maintained between different faculty handling the same course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters. • Identify the topics and person for invited lectures related to the curriculum • Validation and suggesting the gaps in the syllabus to the Curriculum committee
<p>Faculties</p>	<ul style="list-style-type: none"> • Ensuring academic integrity of the course assigned. • Facilitating information sharing on best practice in teaching and learning. • Facilitating a learner centric environment. • Impartial and proper assessment of the assigned course and computation of the sessional marks. • Conduct of the remedial classes as and when required. • Providing opportunities for students to attain the dental Graduate attributes (GAs) relevant to the course of study. • Ensure that a good communication is maintained between the faculty handling the course in the module to enable consistency in the objectives, content delivery, assessment and other quality control matters. • Validation and suggesting the gaps in the syllabus to the Head. • Identify the topics and person for invited talks related to the module • Seek feedback from student for improvement in course delivery.



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Department activities Seminar/ CME/ Workshops/ research	<ul style="list-style-type: none">• Prepare appropriate schedule for seminar / CDE/ Workshops/ Add- on & Value added courses• Ensure that the topic and content are relevant and meet standards.• Give proper guidelines for the preparation of PPT for student seminars• Prepare appropriate assessment procedure in consultation with the HoD and assign marks for presentations in consultation with the senior faculty.• Give guidelines for preparing the Research activities
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Prepared by IQAC Co-Ordinator	Verified by IQAC Director	Approved by Principal
		 PRINCIPAL MADHA DENTAL COLLEGE & HOSPITAL KUNDRATHUR, CHENNAI - 600069