



# 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

## COLLEGE COUNCIL

### STANDARD OPERATING PROCEDURE

#### 1. Objective

The College Council SOP aims to establish clear guidelines and procedures for the effective governance, oversight, and decision-making processes within the dental college. It outlines the roles, responsibilities, and protocols to ensure transparent, efficient, and accountable governance.

#### 2. Composition of the College Council

The College Council comprises key stakeholders responsible for providing strategic direction and oversight to the dental college. Members may include:

- Management representatives (appointed by the Management)
- Chairperson (Principal of the Dental College)
- Convenor (Senior faculty)
- Representatives from the sponsoring authority or board
- External Members (subject matter experts, community leaders, etc.)
- Faculty Representatives

#### Committee constitution:

The College council is reconstituted with the following members with effect from 04.09.2022. The committee shall be effective for five years from the aforementioned date.

S. No	Name	Designation/Department	Position held
1.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative
2.	Dr. Bagawad Gita	Principal	Chairperson
3.	Dr. V. Susila Anand	Professor & Head, Department of Conservative Dentistry and Endodontics	Convenor
4.	Dr. Sharmila Hussain	Professor & Head, Department of Prosthodontics and Crown and	Member Secretary



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		Bridge	
6	Dr. E.Arun	Professor & Head, Department of Pediatric & Preventive Dentistry	University Nominee
7	Dr . I.Nandabalan	Professor & Head, Department of Public Health Dentistry	Member
8	Dr.M.Siva Kumar	Professor & Head, Department of Oral Pathology and Oral Microbiology	Member

### 3. Roles and Responsibilities

#### 3.1 Trustees / Management representatives

Provide leadership and direction to the College Council.

Preside over council meetings and ensure adherence to agenda and timelines.

Represent the council to external stakeholders.

#### 3.2 Chairperson (Principal of the Dental College)

Serve as the chief executive officer of the dental college.

Implement policies and decisions approved by the College Council.

Provide regular updates and reports to the council on college activities and performance.

#### 3.3 Convenor

Convenes meetings, coordinates and disseminates information among council members. Prepares agenda and conducts meetings. Documents minutes of meetings.

#### 3.4 Representatives from the Sponsoring Authority or Board

Act as liaisons between the College Council and the sponsoring authority or board.

Provide guidance and support to the council in decision-making processes.

Ensure alignment with the strategic goals and objectives of the sponsoring authority.

#### 3.4 External Members

Bring diverse perspectives and expertise to the council.

Provide insights and recommendations on strategic initiatives and challenges.

Participate in decision-making processes and committees as required.

#### 3.5 Faculty Representatives

Represent the interests and concerns of the faculty members.



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Provide input on academic and administrative matters discussed within the council.

Communicate council decisions and policies to the faculty.

#### 4. Functions

- College Council makes all policy decisions (Admission Policy, Administration Policy, Finance Manual, Quality Policy, HR Policy, Alumni Manual, IT Policy, Faculty welfare policy, Research promotion policy, Policy for Financial support for faculty, etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- Approves new programmes of study leading to degree.
- It administers the physical resources of the Institute.
- Ratifies and resolves the minutes of Academic Council, Board of Studies, Finance Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (DCI, NAAC, NIRF, UGC )
- Monitors the effective functioning of different non statutory committees of the college
- Encourages and gives directions to apply for funds from different funding agencies

#### 5. Meeting Procedures

##### 5.1 Regular Meetings

The College Council shall convene regular meetings at predetermined intervals, preferably bi-annually.

Meeting schedules and agendas shall be circulated in advance to all members.

##### 5.2 Decision-Making

Decisions shall be made by consensus whenever possible.

In case of disagreements, voting procedures and quorum requirements shall be outlined in the bylaws.



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5.3 Documentation

Detailed minutes of each meeting shall be recorded and maintained.

Minutes shall include attendance, agenda items, discussions, decisions, and action items.

## 6. Strategic Planning and Oversight

### 6.1 Strategic Planning

Develop and periodically review the strategic plan for the dental college.

Set long-term goals and objectives aligned with the mission and vision of the institution.

### 6.2 Oversight

Monitor the implementation of strategic initiatives and performance indicators.

Evaluate progress towards goals and make adjustments as necessary.

## 7. Financial Oversight

### 7.1 Budget Approval

Review and approve the annual budget proposed by the Dean or financial officer.

Ensure alignment with strategic priorities and financial sustainability.

### 7.2 Financial Reporting

Receive regular financial reports and updates on the college's financial status.

Conduct audits and reviews to ensure compliance with financial policies and regulations.

## 8. Policy Development and Approval

### 8.1 Policy Formulation

Develop and review institutional policies and procedures as needed.

Ensure policies are consistent with legal requirements and best practices.

### 8.2 Policy Approval

Policies shall be presented to the College Council for review and approval.

Approved policies shall be communicated to relevant stakeholders and implemented accordingly.

## 9. Conflict of Interest Management



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Establish protocols for disclosing and managing conflicts of interest among council

members.

Ensure transparency and integrity in decision-making processes.

## 10. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in governance structures or institutional requirements.

## 11. Approval

This SOP is approved by the College Council and will be reviewed annually or as needed.

**PRINCIPAL**

MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600069.