



# 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

### 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:

Dean of the Dental College

Heads of Departments


Faculty Representatives

Student Representatives

Academic Advisors

### Committee constitution:

The Feedback committee is reconstituted with the following members with effect from 02.08.2024. The committee shall be effective for three years from the aforementioned date

  
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S.No	Name	Designation	Position held
1.	Dr. G. Sivakumar	Professor & Head, Department of Oral Pathology	Chairperson
2.	Dr. Sharmila Hussain	Professor & Head, Department of Prosthodontics and Crown and Bridge	Co-Chairperson
3.	Dr. V.Susila Anand	Professor & Head, Department of Conservative Dentistry and Endodontics	Convener
5.	Dr. Deepak Abraham Pandiyan	Professor & Head, Department of Oral & Maxillofacial surgery	Member
6.	Dr. Navaneetha Nambi	Professor & Head, Department of Orthodontics and Dento facial Orthopedics	Member
7.	Dr. E.Arun	Professor & Head, Department of Pedodontics and Preventive dentistry	Member
8.	Dr. Nandabalan.I	Professor and Head, Department of Public health dentistry	Member
9.	Dr. Kavitha.M	Professor and Head, Department of Oral Medicine and Radiology	Member
10.	Dr. Vidhya Lakshmi	Professor and Head, Department of Pharmacology	Member
11.	Dr. Jael Fiona	Senior Lecturer, Department of Conservative Dentistry and Endodontics	Member

### 3. Roles and Responsibilities

#### 3.1 Dean of the Dental College

Provide overall leadership and guidance to the Academic Committee.

Ensure adherence to academic policies and standards.

*[Signature]*  
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Approve academic programs, curricula, and changes.

### 3.2 Heads of Departments

Oversee the academic activities within their respective departments.

Monitor faculty performance and student progress

### 3.3 Faculty Representatives

Represent the interests and concerns of faculty members.

Participate in curriculum development and review processes.

Communicate academic policies to the faculty.

### 3.4 Student Representatives

Represent the student body in academic matters.

Provide feedback on academic programs and policies.

Collaborate with faculty to address student concerns.

### 3.5 Academic Advisors

Assist students in academic planning and goal setting.

Provide guidance on course selection and career development.

Address academic challenges faced by students.

## 4. Meetings and Decision-Making

### 4.1 Regular Meetings

The Academic Committee shall meet at regular intervals, at least once a month.

Meeting agendas and minutes should be documented and shared with all members.

### 4.2 Decision-Making

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

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

## 5. 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.

## 6. Student Grievances

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

Ensure transparency and fairness in handling student complaints.

## 7. Record Keeping

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

Archive documents for future reference and audits.

## 8. Communication

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

Ensure timely dissemination of important academic information.


## 9. 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.

## 10. Approval

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

  
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