



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

DENTAL EDUCATION UNIT

STANDARD OPERATING PROCEDURE

1. Objectives:

To maintain and improve the quality of dental education.

To facilitate effective teaching and learning processes.

To ensure compliance with accreditation requirements.

To organize faculty development programs on advances in dental education and dental procedures.

Structure of the Dental Education Unit:

a. Director: - Head of the institution or a senior faculty with experience in dental education. - Responsible for overall coordination and leadership of the DEU.

b. Convenor - A Teaching and Learning expert, specialized in educational methodologies and technology. - Supports faculty in incorporating effective teaching and learning strategies.

c. Quality assurance officer - A designated senior faculty responsible for monitoring and ensuring compliance with quality standards. - Facilitates the accreditation process and conducts internal audits.

d.: Faculty Members: - Representatives from different dental specialties. - Contribute to curriculum development, assessment strategies, and teaching methodologies.

e. Clinical Education Coordinators: - Oversees clinical training programs and ensures alignment with educational objectives. - Coordinates with clinical faculty for the integration of theory and practical skills.

f. Student members: - Represent the student forum, provide inputs/feedback on curriculum, teaching and learning

Committee constitution:

The Dental Education Unit is reconstituted with the following members with effect from 03.03.2025. The committee shall be effective for three years from the aforementioned date.


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| S. No | Name | Designation/Department | Position Held | Signature |
|-------|---------------------------------|--|--------------------------------------|-----------|
| 1 | Dr Siva Kumar | Principal | Director | |
| 2 | Dr. Deepak Abraham Pandyan | Prof & HOD, Department Of OMFS | Co-Director | |
| 3 | Dr. Satheesh C | Prof, Department Of OMFS | Quality Assurance Officer | |
| 4 | Dr.R.Raghini | Reader, Department Of Oral Pathology And Oral Microbiology | Convener &Final Year Course Incharge | |
| 5 | Dr. R. Jansi Ramani | Lecturer | First Year Course Incharge | |
| 6 | Ms. A. Ishwarya | Lecturer, Department Of Microbiology | Second Year Course Incharge | |
| 7 | Dr. SamuFathima.A.I | Senior Lecturer, Department Of Oral Medicine &Radiology | Third Year Course Incharge | |
| 8 | Dr.K.P Karthik | Senior Lecturer, Department Of OMFS | Third Year Course Incharge | |
| 9 | Dr.Aravind Kumar | Reader, Department Of Conservative Dentistry & Endodontics | Final Year Course Incharge | |
| 10 | Ms.Sultana.A.K & Mr.Piruthviraj | BDS student | First Year Student Representative | |
| 11 | Mr.Abishek Ms.Evangilin | BDS student | Second Year Student Representative | |

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| | | | | |
|-----|--|-------------|--------------------------------------|-------------------------------------|
| 12 | Ms. R . Swetha Mr. Heman kumar | BDS student | Third Year Student Representative | <i>[Signature]</i> Heman kumar |
| 13 | Ms. Hilda William & Mr. Immanuel joseph | BDS student | Final Year Student Representative | <i>[Signature]</i> Hilda William |
| 14. | Dr. Kumaresan | MDS student | Post Graduate Representative | <i>[Signature]</i> Kumaresan |

3. Roles and Responsibilities:

- Director: - Develop and implement the overall strategy for dental education. - Coordinate and monitor the activities of the DEU. - Represent the DEU in relevant meetings and committees.
- Faculty Members: - Contribute to the development and review of the dental curriculum. - Participate in the assessment and evaluation of student performance. - Implement innovative teaching methods and share best practices.
- Quality Assurance Officer: - Ensure compliance with accreditation standards and regulatory requirements. - Conduct internal audits and facilitate external accreditation processes. - Maintain records of quality assurance activities.
- Convenor: - Provide training and support to faculty in effective teaching methodologies. - Promote the integration of technology into dental education. - Facilitate workshops and seminars on pedagogical strategies. Prepares agenda and convenes meetings, documents minutes of the meetings.
- Clinical Education Coordinator: - Collaborate with clinical faculty to align clinical training with educational goals. - Monitor and assess the effectiveness of clinical education programs. - Address issues related to the integration of theory and practical skills.

4. Functions

- The main role of the dental education unit is to develop knowledge and skills related to dentistry by organizing different scientific program.

[Signature]
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➤ It works by organizing different CDE programs, scientific activities, faculty development programs, and scientific programs on a regular basis.

➤ It provides a single platform to the faculty of all departments for the Welfare of the students.

➤ It sensitizes faculty members regarding development of teaching skills using active learning centers and also encourages faculty members to actively participate in different scientific programs conducted at National and international level.

5. 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

6. Curriculum Development and Review:

a. Regular Curriculum Review: - Conduct regular reviews of the dental curriculum to ensure relevance and alignment with industry standards. - Incorporate feedback from faculty, students, and external stakeholders.

b. Introduction of New Teaching Methods: - Explore and introduce innovative teaching methods and technologies. - Evaluate the impact of new methods on student learning outcomes.

7. Assessment and Evaluation:

a. Student Assessment: - Develop and implement fair and effective assessment methods. - Ensure that assessments align with learning objectives and accreditation standards.

b. Faculty Evaluation: - Establish a process for the evaluation of faculty performance in teaching. - Encourage professional development among faculty members.


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8. Professional Development:

a. Faculty Development Programs: - Organize regular faculty development programs to enhance teaching skills. - Encourage faculty to attend conferences, workshops, and training sessions.

b. Continuous Learning Opportunities: - Facilitate opportunities for faculty to engage in continuous learning and stay updated on advancements in dental education.

9. Record Keeping:

Maintain comprehensive records of curriculum changes, assessment results, and faculty development activities.

Ensure the confidentiality and security of educational records.

10. Communication:

Foster open communication channels with faculty, students, and relevant stakeholders. Keep the dental community informed about changes in curriculum, policies, and educational initiatives.

11. Review and Evaluation:

Conduct periodic reviews of the DEU's procedures and effectiveness.

Seek feedback from faculty, students, and external stakeholders for continuous improvement.

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12. Amendments to SOP:

The SOP may be amended based on evolving needs, changes in accreditation standards, or institutional policies.

All amendments should be documented and communicated to relevant stakeholders.

13. 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.

14. Approval

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

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