



# 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

## INTERNAL QUALITY ASSURANCE CELL STANDARD OPERATING PROCEDURE

### 1.Objectives:

To develop and sustain a quality culture in the dental college.

To ensure compliance with accreditation standards and regulatory requirements.

To facilitate continuous improvement through systematic processes and feedback mechanisms.

### 2.Structure of the IQAC:

- a. Chairperson: - The Principal or the Dean of the dental college. - Responsible for overall coordination and leadership of the IQAC.
- b. IQAC Coordinator: - A senior faculty member with expertise in quality assurance. - Coordinates day-to-day activities and serves as a liaison between the IQAC and other committees.
- c. Faculty Representatives: - Faculty members representing various departments. - Contribute expertise in academic and research quality assurance.
- d. Student Representatives: - Student representatives from different academic years. - Provide insights into the student perspective and participate in feedback processes.
- e. Administrative Representative: - A staff member from the administrative side. - Contributes to the assessment of administrative processes.
- f. External Quality Assurance Expert (Optional): - An external expert in quality assurance or accreditation. - Offers an external perspective and guidance.
- g. Alumni representative

### Committee constitution:

The Internal Quality Assurance Cell is reconstituted with the following members with effect from 16.10.2023. The committee shall be effective for three years from the aforementioned date.



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| S.No | Name                     | Designation/Department                                                   | Position Held                 |
|------|--------------------------|--------------------------------------------------------------------------|-------------------------------|
| 1.   | Dr. Bagavad Gita         | Principal                                                                | Chairperson                   |
| 2.   | Ms. Mercy Florence Peter | Vice-Chairperson                                                         | Management representative     |
| 3.   | Dr. Kavitha.M            | Professor and Head, Department of Oral Medicine & Radiology              | IQAC Director                 |
| 4.   | Dr. Menaka.V             | Reader, Department of Periodontology                                     | IQAC Coordinator              |
| 5.   | Dr. Pavithra D           | Senior lecturer, Department of Oral Medicine and Radiology               | Asst. IQAC Coordinator        |
| 6.   | Dr.Arun.E                | Professor and Head, Department of Pedodontics and Preventive dentistry   | Member secretary              |
| 7.   | Dr.I. Nandabalan         | Professor and Head, Department of Public Health Dentistry                | Senior Administrative officer |
| 8.   | Dr.C. Satheesh           | Professor, Department of Oral and Maxillofacial Surgery                  | Senior Administrative officer |
| 9.   | Dr. M. Sivakumar         | Professor, Department of Oral Pathology and Oral Microbiology            | Senior Administrative officer |
| 10.  | Mr. Ramamoorthy          | Administrative office                                                    | Senior Administrative officer |
| 11.  | Dr. Arun Kumar           | Reader, Department of Public Health Dentistry                            | Faculty member                |
| 12.  | Dr. Gowri Shankar .N     | Reader, Department of Periodontology                                     | Faculty member                |
| 13.  | Dr.Preethi               | Reader, Department of Conservative dentistry and Endodontics             | Faculty member                |
| 14.  | Dr.Niveditha B           | Reader, Department of oral Medicine And Radiology                        | Faculty Member                |
| 15.  | Dr. Sivaprakash          | Reader, Department of Prosthodontics and crown and bridge                | Faculty member                |
| 16.  | Dr. Lasington            | Senior Lecturer, Department of Orthodontics and Dentofacial Orthopaedics | Faculty member                |
| 17.  | Dr.V.Dharini             | Senior lecturer, Department of Pediatric and Preventive Dentistry        | Faculty member                |
| 18.  | Dr. Hamsini              | Senior lecturer, Department of Oral pathology and Oral microbiology      | Alumini representative        |
| 19.  | Mr. Baba                 | Advocate                                                                 | Nominee From Local Society    |
| 20.  | Mr. Prabeese             | Director, ISDE academy, Chennai                                          | External expert               |
| 21.  | Dr. M.Subha              | Director, Pebbles Dental clinic, Chennai                                 | Industry expert/Employer      |
| 22.  | Mr.Sivashankar .K        | Final BDS                                                                | Student representative        |
| 23.  | Dr. Priyadharshini .C    | MDS I year                                                               | Student representative        |





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### 3.Roles and Responsibilities:

- a. Chairperson: - Preside over IQAC meetings. - Provide strategic direction for quality enhancement. - Represent the IQAC in relevant institutional forums.
- b. IQAC Coordinator: - Coordinate the implementation of quality assurance policies and procedures. - Facilitate communication between IQAC and other stakeholders. - Oversee the preparation of the Annual Quality Assurance Report (AQAR).
- c. Faculty Representatives: - Participate in the development and implementation of quality benchmarks. - Contribute to the assessment of academic programs and research activities. - Encourage faculty development in areas related to quality enhancement.
- d. Student/Alumni Representatives: - Participate in feedback mechanisms and surveys. - Advocate for student perspectives in quality enhancement initiatives.
- e. Administrative Staff Representative: - Contribute to the assessment of administrative processes. - Collaborate with other staff members to ensure quality in administrative functions.
- f. External Quality Assurance Expert (Optional): - Provide guidance on best practices in quality assurance. - Review and provide feedback on the institution's quality assurance processes.

### 4.Functions

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institutions
- Facilitating the creation of a learner-centric environment conducive to quality education
- Dissemination of information on various quality parameters to all stakeholders;
- Acting as a nodal agency of the institution for quality related activities.
- Organization of workshops and seminars on quality related themes.
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices



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➤ Act as a dynamic system for quality changes in HEIs

## 5.Key Activities and Processes:

- a. Development of Quality Benchmarks: - Establish benchmarks and standards for academic, research, and administrative activities. - Ensure alignment with accreditation requirements.
- b. Feedback Mechanisms: - Implement mechanisms for collecting feedback from students, faculty, and staff. - Analyze feedback data and identify areas for improvement.
- c. Continuous Monitoring and Evaluation: - Regularly monitor and evaluate academic and administrative activities. - Implement corrective measures based on assessment outcomes.
- d. Faculty and Staff Development: - Facilitate workshops and training programs on quality-related themes. - Encourage continuous professional development among faculty and staff.
- e. Preparation of AQAR: - Compile and prepare the Annual Quality Assurance Report (AQAR). - Submit AQAR to the concerned authorities and accreditation bodies.
- f. External Quality Assessments: - Collaborate with external agencies for accreditation and quality assessments. - Implement recommendations from external assessors.
- g. Documentation and Record Keeping: - Maintain records of quality benchmarks, assessment reports, and feedback. - Ensure the confidentiality and security of quality-related data.

## 6.Communication:

Communicate quality policies, benchmarks, and improvement initiatives to all stakeholders.

Foster a culture of transparency and collaboration in quality enhancement efforts.

## 7.Review and Evaluation:

Conduct periodic reviews of the IQAC's activities and effectiveness.

Seek feedback from stakeholders and make necessary adjustments to the SOP.



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## **8. Amendments to SOP:**

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

All amendments should be documented and communicated to relevant stakeholders.

## **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.

  
**PRINCIPAL**  
MADHA DENTAL COLLEGE & HOSPITAL  
KUNDRATHUR, CHENNAI - 600069.