



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 : 2614 0212, Tele fax : 044-2614 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 05/06/2024. The committee shall be effective for three years from the aforementioned date.



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Sno	Name	Designation/Department	Position Held
1.	Dr. Bagavad Gita	Principal	Chairperson
2.	Ms. Mercy Florence Peter	Vice-Chairperson	Management representative
3.	Dr. E.Arun.	HOD, Department of Pediatric and Preventive Dentistry	IQAC Director
4.	Dr. A.Packialakshmi	Senior lecturer, Department of Pediatric and Preventive Dentistry	IQAC Coordinator
5.	Dr.C. Satheesh	Professor, Department of Oral and Maxillofacial Surgery	Member secretary
6.	Dr.I. Nandabalan	HOD, Department of Public health dentistry	Member
7.	Dr. M. Sivakumar	Professor, Department of Oral Pathology and Oral Microbiology	Member
8.	Mr. Ramamoorthy	Administrative office	Senior Administrative officer
9.	Dr. Sivaprakash Dhanaraj	Reader, Department of Prosthodontics and Crown and Bridge	Member
10.	Dr. Arun Kumar	Reader, Department of Public health dentistry	Member
11.	Dr. Lasington P Rayan T	Senior lecturer, Department of Orthodontics and Dentofacial Orthopaedics	Member
12.	Dr. J.Aarthi	Reader, Department of Pediatric and Preventive Dentistry	Member
13.	Dr. Dharini V	Senior lecturer, Department of Pediatric and Preventive Dentistry	Member
14.	Dr. N.K.Savitri	Senior lecturer, Department of Periodontology	Member
15.	Dr. B.Nivedita	Reader, Department of Oral medicine and Radiology	Member
16.	Mr. Baba	Advocate	Nominee From Local Society



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17.	Dr Hamsini	Senior lecturer, Department of Oral Pathology and Oral Microbiology	Alumni representative
18.	Mr. B. Prabeese Pillai	Director, ISDE academy, Chennai	External expert
19.	Dr. Subha	Director, Pebbles Dental clinic, Chennai	Industry expert/Employer
20.	Mr. Sharath	Final BDS	Student representative
21.	Dr. Priyadharshini	MDS I year	Student representative

3.Roles and Responsibilities:

- a. Chairperson: - Preside over IQAC meetings. - Provide strategic direction for quality enhancement. - Represent the IQAC in relevant institutional forums.
- b. Management representative: To authorize policies/ quality initiatives taken by the IQAC
- c. Director: - Responsible for promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- d. 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).
- e. 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.
- f. Student/Alumni Representatives: - Participate in feedback mechanisms and surveys. - Advocate for student perspectives in quality enhancement initiatives.
- g. Administrative Staff Representative: - Contribute to the assessment of administrative processes. - Collaborate with other staff members to ensure quality in administrative functions.



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h. External Expert/Legal expert/Industry expert (Optional): - Provide guidance on best practices in quality assurance. - Review and provide feedback on the institution's quality assurance processes.

i. Management representatives: Sanctions the quality assurance initiatives

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
- 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.



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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.

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.