

Issue No : 301/Est/

Issue Date :

Review On :

ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD**MANUAL OF ACDS**
 Dept : Admin
 Page No : 1 of 13
Title : **INTERNAL COMMITTEES**

Ser No	Name of Committee	Committee Member	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
1.0.	Academic Monitoring Committee	Dr Prasad Chitra, Prof & HOD Orthodontics Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr Sanjay Vasudevan, Prof & HOD Periodontics	1.1 Monitor Academic Cell, Exam Cell, research Cell, Feedback Cell & Carrer Guidance Cell 1.2. Suggest methods to improve academic performance. 1.3. Advise on research activities 1.4. Plan career guidance and monitor the activities 1.5. Inform Principal regularly on the progress of the academic in the college.	05 May 2021	Once in Quarter	Quarterly	
2.0.	Academic Cell, ACDS	Dr Harshvardhan S Jois, Prof & HOD, Oral Pathology Dr Neha Mehra, Reader, Conservative Dentistry Dr Shubnita Verma, Sr Lecturer, Orthodontics Dr Saigeeta K, Sr Lecturer, Pedodontics Mr. J. Ramesh Kumar, UDC, Academics	2.1. Prep of yearly trg pgme/ weekly pgme and preparation of Master Time tables. 2.2. Allotment of teaching staff and lecture halls. 2.3. Prep of trg mtrl & lesson plans 2.4. Coord with MH and other agencies 2.5. Clinical postings of PG's/ Interns/BDS-Issue schedule	05 May 2021	Once in Quarter	Quarterly	

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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
3.0.	Examination Cell	Dr V Krishna Priya Prof & HOD Pedodontics Dr V Vaishnavi, Lecturer, Oral Surgery Dr Pradeep Raj Reader, Orthodontics Mr. J. Ramesh Kumar, UDC Academics	3.1. Prepares relevant time tables of the Institute based on the Examination Time Table. 3.2. Prepares and display an overall Supervision Duty List. 3.3. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal. 3.4. Committee collects list of examiners for assessment and moderation of each subject from respective HODs. 3.5. Ensures that the evaluation and moderation process is completed on time 3.6. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. 3.7. Ensures that the entire exam related documents reach the university in time.	05 May 2021	Once in Quarter	Quarterly	
4.0.	Feedback Cell	Dr Lokesh Sunkala Reader, Prothodontics Dr Alvin George Sr Lecturer, Conservative Dentistry Dr Mrunalini Koneru Public Health Dentistry Dr Monika Rana, Lecturer, Oral Medicine Mrs Ranjitha Menon, LDC Mr. Murthuza, Receptionist	4.1. Issue feedback forum to students, parents and other stake holder. 4.2. Analysing feedback forum. 4.3. Info academic committee on suggestions. 4.4. Meet once in a month to assess progress	05 May 2021	Once in Quarter	Quarterly	

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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
5.0.	Research Cell	Dr Prasad Chitra, Prof & HOD Orthodontics Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr E Soujanya, Reader, Conservative Dentistry Dr G Madhusudhana Rao Reader, Oral Surgery Dr G Venu Madhav Reader, Prosthodontics	5.1. Identifying the funding agencies 5.2. Finalize thrust areas for institutional R&D projects 5.3. Identifying the Research projects 5.4. Review the progress of the research projects 5.5. Review of new/ existing Center for Excellence in the Institute 5.6. Efforts looking for additional resources for research infrastructure 5.7. Contributing towards the development of curriculum. Recognizing recent trends in science and technology 5.8. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.	05 May 2021	Once in Quarter	Quarterly	
6.0	Institution Scientific Forum Committee	Dr Sukhbinder Bindra, Reader, Oral Surgery Dr Kiran Rathore, Sr Lecturer, Proshodontics Dr Niharika S, Sr Lecturer Pedodontics	6.1. Coord with all Depts regarding conduct of all scientific activity to incl CDE pgme, wksp, hands on work and inform. 6.2. Work out budget for the events and seek approach from Head of the Institution. 6.3. Assist Dept in org the event, CDE program, Workshops.	05 May 2021	Once in Quarter	Quarterly	

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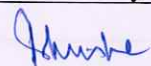
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
7.0.	Carrer & Guidance Cell	Dr Madhusudhan Reddy Reader, Oral Pathology Dr CH Santosh Kumar Reader, Pedodontics Dr Priyanka Rai Prosthodontics	<p>7.1. Collects and maintains the student's database for the purpose of T&P activities.</p> <p>7.2. Does the training need analysis for all third-year students, Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.</p> <p>7.3. Responsible for identifying placement opportunities across reputed organizations.</p> <p>7.4. Arrange for interaction with industry and bridge the gap between Institute and industry.</p> <p>7.5. Arranges for better conduct of industry – specific Training programmes.</p> <p>7.6. Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus.</p> <p>7.7. Arranges the special sessions for providing the contemporary trends and development in the technologies and tools to the students.</p> <p>7.8. The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills.</p> <p>7.9. Plan, designs, and imparts Soft skills to the students.</p>	05 May 2021	Half Yearly	Half Yearly	

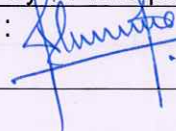
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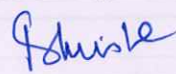
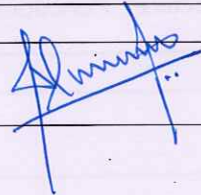
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8.0.	Hospital Management Committee	Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr G Ajay Kumar (NAAC) Prof & HOD, Prosthodontics Dr Seema Ashwin Bhogte Reader, Oral Medicine Hony Capt (Retd) Shiv Shankar Prusty	8.1. Ensure good patient care. 8.2. Monitor registration/document, committee, dental mtrl/eqpt committee, sterilisation & hospital cleanliness committee and outreach pgme committee. 8.3. Suggest improvement in patient care. 8.4. Meet once in a quarter 8.5. Info/advise Principal/Management for better patient care.	05 May 2021	Once in Quarter	Quarterly	
9.0.	Registration, Documents, Patient Census & Feedback and Finance Committee	Dr Seema Ashwin Bhogte Reader, Oral Meidicine Dr G Madhusudhana Rao Reader, Oral Surgery Dr Kiran Rathore Sr Lecturer, Prosthodontics Mrs. G Latha, Receptionist Ex- Hav Sankar Kumar Majhi, UDC, Accounts	9.1. Ensure smooth functioning of Reception. 9.2. Ensure Documentation papers are stored correctly, both soft & hard copies. 9.3. Monitor cash collected every day and ensure it is submitted to Accts Section/Bank. 9.4. Monitor ECHS Reception and the bills forwarded for payment. 9.5. Monitor patient census. 9.6. On daily, weekly & monthly basis obtain feedback from patients, analyse feedback and intimate Hospital Management Committee.	05 May 2021	Once in Monthly	Monthly	

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10.0	Dental Material/ Equipment Committee	Dr Alankrita Verma OIC CSS Sub RDS Yadav (Retd) I/C CSS Mr A Santosh Amanchi Store Holder	10.1. Compile Demands from Depts of Dental Mtrl/eqpt reqd 10.2. Process procurement of Dental Mtrl/ eqpt 10.3. Issue Dental Mtrl to Dept. 10.4. Monitor expdr and wastage of Dental Mtrl in Depts. 10.5. Repair/Maint of Dental eqpt. 10.6. Report on expdr to Hsop Mgt Committee every month.	05 May 2021	Once in Monthly	Monthly	
11.0.	Sterilisation & Hospital Cleanliness Committee	Dr Jyoti Arya, Lecturer, Oral Surgery Mrs Daura Priscilla Sub Hony Capt Shiv Shankar Prusty	11.1. Ensure all Dental Eqpt in sterilised daily and issue eqpt Depts after sterilisation. 11.2. Maint Record of stelisation carried out. 11.3. Ensure cleanliness of Hospital Area including clinics. 11.4. Report to Hospital Management Committee once in a week.	05 May 2021	Once in Monthly	Monthly	
12.0.	Clinics Management Committee including Comprehensive Holiday/ Emergency Clinic	Dr G Venu Madhav Reader, Prosthodontics Dr Alvin George Sr Lecturer, Conservative Dentistry Dr Navneet Kaur Sr Lecturer, Periodontics	12.1. Ensure all clinics are redy for patient care in consultation with HoDs 12.2. Monitor comprehensive, Holiday/Emergency clinics by detailing doctor and staff. 12.3. Report to Hospital Management Committee on improvement required.	05 May 2021	Once in Quarter	Quarterly	

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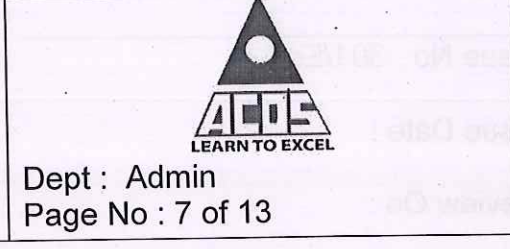
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13.0	Satellite Clinics	Dr. Achut Abhinav, Reader, Periodontics Dr. Bahnu Chander, Reader Prosthodontics Dr. Anusha Gattu, Sr Lecturer, Prosthodontics	13.1. Ensure Doctors/Staff detailed for Satellite Clinic. 13.2. Monitor treatment of patient at Satellite Clinic. 13.3. Collate data on patients treated at Satellite Clinic. 13.4. Ensure bills fwd to ECHS Reception to claim. 13.5. Obtain feedback from patient. 13.6. Report to Hospital Management Committee on problem/suggestion.	05 May 2021	Once in Monthly	Monthly	
14.0	Dental Camps	Dr V Pratima, Reader & HoD, PHD Dr Pooja Chauhan Lecturer, PHD Dr Avadesh Kumar Lecturer, Pedodontics	14.1. Plant, org, get approvals and conduct Dental Camps in Rural Areas. 14.2. Train students, assist in research activities of students during camp. 14.3. Publicise the planned Dental Camps. 14.4. Refer patients to ACDS for further treatment. 14.5. Obtain and analyse feedback recd from patient. 14.6. Inform Hospital Management Committee.	05 May 2021	Once in Quarter	Quarterly	
15.0	Hostel & Mess Committee	Dr Madhusudhan Reddy Reader, Oral Pathology Dr Mrunalini Koneru Public Health Dentistry Dr Alankrita Verma, Lecturer Dr Avadesh Kumar, Lecturer Dr. Surya Teja, Intern Dr. Sagar, Intern	15.1. Oversee functioning of Hostels. 15.2. Daily report to Registrar of correctness. 15.3. Repairs, Maintenance & Upkeep of Hostels. 15.4. Allotment of Hostel Rooms. 15.5. Cleanliness of Hostels.	05 May 2021	Once in a Month	Monthly	

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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
16.0.	Sports & Cultural Committee	Dr Chandrakant, Reader, Conservative Dentistry Dr Vaishnavi, Sr Lecturer, Periodontics Dr Navaljeet, Sr Lecturer, Oral Surgery Dr Monika, Lecturer, OMR	16.1. To plan, conduct all sports in the college including competitions 16.2. Train students for inter college and inter university, state and national level competitions 16.3. Monitor and maintain the discipline in student players 16.4. For up keep of all play grounds, sports equipment. 16.5. For scheduling all the related activities without effecting the class/Lab work, examination schedules. 16.6. To give System of development of sports and extra-curricular activities. 16.7. To plan for all the infrastructural facilities required as per norms through Professor In charge resources 16.8. To plan and monitor the maintenance of all the infrastructural facilities related to sports and games. 16.9. To Organize competitions of Intramural, Republic Day Cup, Freshers Day Cup, Independence Day cup etc.,	05 May 2021	Once in a Month	Monthly	
17.0.	Campus Development Committee	Col Retd P G Krishna, Registrar, ACDS Dr Prashant Shalom, Lecturer, Oral Surgery Mrs. J.Sangeeta, Warden Girls Hostel Mr. J.S. Rao, Warden, Boys Hostel	17.1. To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. 17.2. To propose new programs & courses, increase in intake and plan for accreditation by various agencies.	05 May 2021	Once in a Month	Monthly	

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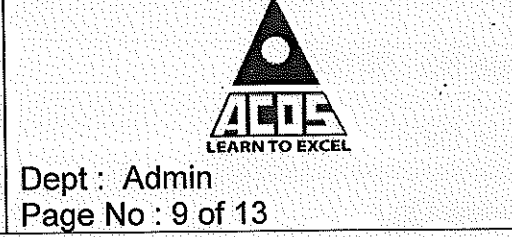
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18.0.	Alumni & Staff Get-together Committee	Dr David Tyro, Sr Lecturer, Oral Surgery	18.1. Responsible for the registration of all the outgoing students as alumni members and maintenance of the database. 18.2. Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers. 18.3. Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute. 18.4. Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. 18.5. Responsible for establishing alumni chapters and conducting their annual meets frequently. 18.6. Identifies and forwards the information to main Chapter at VNRVJIET regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc. 18.7. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly. 18.8. Circulates the details of alumni to the present students for their benefit.	05 May 2021	Once in a Month	Monthly	
19.0	Disciplinary & Grievance Committee	Dr Sajay Vasudevan, Prof & HOD, Peridontics Dr Sukhvinder Bindra, Reader, Oral Surgery Dr Pradeep, Reader, Orthodontics Dr Jyoti Arya, Lecturer, Oral Surgery Dr. P. Ravi, student Dr.Pooja Chauhan, Student	19.1. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. 19.2. Committee tries to settle the issues amicably in a time bound manner. 19.3. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents 19.4. Ensures that the grievances are resolved on time impartially and confidentially	05 May 2021	Once in a Month	Monthly	

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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
20.0	Library Committee	Dr. Prasad Chitra, Prof & HOD, Orthodontics Dr P Ajay Reddy, Reader, Periodontics Dr Alvin George, Sr Lecturer, Conservative Dentistry Mr. Venkataramana, Librarian Dr. Gursher Singh, Intern Mrs. Gorthy Savithri	20.1. Collecting the requirements of the text books, reference books, journals and ensuring adequate number of copies are made available in the library as per norms. 20.2. Planning and implementing the library automation, procedures, digital library development and usage. 20.3. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. 20.4. Conducting annual stock verification	05 May 2021	Once in Quarter	Quarterly	
21.0.	Anti-Ragging Committee	Dr. Chandrakant, Reader, Prosthodontics Dr Chandrakant, Reader, Conservative Dentistry Dr Sudhir, Associate Prof Physiology Dr Avdesh Kumar Mourya, Lecturer, Prosthodontics Dr Shefali, Lecturer, OMR Mrs Sangeeta, GH Warden Mr. J. S. R. BH, Warden	21.1. Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. 21.2. Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. 21.3. Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. 21.4. Arranges counselling and guidance programs arranged for the fresher's and parents regarding ragging. 21.5. Takes affidavits from the students and parents regarding Ragging during the Admission. 21.6. Provides helpline details inside and outside college premises.	05 May 2021	Once in a Month	Monthly	

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22.0	Journal Committee	Dr Mamta Kaushik, Prof & HOD, Conservative Dentistry Dr E Soujanya, Reader, Conservative Dentistry	22.1. Reviews the faculty publications. 22.2. Recommends the incentives for all those papers published in the peer reviewed journals. 22.3. Suggests the faculty for further patent work.	05 May 2021	Once in Month	Monthly	
23.0	POSH Committee	Dr Mamta Kaushik, Prof & HOD, Conservative Dentistry Dr Prasad Chitra, Prof & HOD, Orthodontics Dr V Krishna Priya, Prof & HOD, Pedodontics Dr Sukhvinder Bindra, Reader, Oral Surgery Dr P Ajay Reddy, Reader, Periodontics Ms. Kondaveeti Satyavati, External Member Dr. Sai Vaishnavi, Pg Dr. Surabhi, PG Student	23.1. Receiving complaints of sexual harassment at ACDS and ensuring that all such complaints are thoroughly and expeditiously enquired in accordance with the Act investigated in a just and fair manner. 23.2. To assemble periodically once a month at place and time to be decided by the chairperson. To assemble periodically as and when required at place and time & through such technical medium such as zoom meeting etc to be decided by the chairperson. However, in case of receipt of a complaint, an urgent meeting will be called immediately. 23.3. However, in case of receipt of a complaint, an urgent meeting will be called within 24-48hrs. 23.4. Meeting the complainant and initiating and conducting inquiry as per the established procedure under the act.	05 May 2021	Once in a Month	Monthly	

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24.0	Accreditation Committee: NAAC Committee	Dr Ajay Kumar, Prof & HOD, Prosthodontics (NAAC Coordinator) Dr Harshvardhan S Jois, Prof & HOD, Oral Pathology (IQAC Coordinator) Dr Sukhvinder Bindra, Reader, Oral Surgery Dr Pratima, Reader, Community Dentistry Dr Seema Bhogte, Reader, OMR Dr Pradeep Pradeep, Reader, Orthodontics Dr Soujanya, Reader, Conservative Dentistry Dr Vaishnavi, Sr Lecturer, Periodontics Dr Gurucharan Karthik, Sr Lecturer, Prosthodontics Dr Saigeeta, Sr Lecturer, Pedodontics	24.1. Development of quality parameters for various academic and administrative activities of the institution. 24.2. Checking and Disseminating information on various quality parameters of higher education. 24.3. Documentation of the various programs / activities leading to quality improvement in the institution 24.4. Coordinate the quality-related activities of the institution 24.5. Coordinate and prepare of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. 24.6. Timely and efficient execution of the decisions of IQAC committee.	05 May 2021	Once in a Month	Monthly	

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25.0	(b)ISO Committee	Dr Krishna priya, Prof & HOD, Pedodontics, Dr G Madhusudan Rao, Reader, Oral Surgery Dr G Venu Madhav, Reader, Prosthodontics	25.1. Maintenance of Charter of duties of all the department up to date. 25.2. Preparation of documents as per the procedure and format. 25.3. Maintenance of inspection correspondence.	05 May 2021	Once in Quarter	Quarterly	
26.0	Student Council	Dr Ch Santosh Kumar, Reader, Pedodontics Dr Madhusudhan Reddy, Reader, Oral Pathology Dr Shagun, PG Student Dr Anjana, PG Student Dr Ravinder, PG Student Dr Anjali Pattak, Intern Krishnendu, 1st Yr Student Pawan Chaudhary, 2nd Yr Student Thota Likhitha, 3rd Yr Student Garima, 4th Yr Student Hny Capt A Eshwar Rao, Office Suprntd Mr J Ramesh Kumar, UDC, Academics	26.1. Represent the student body at College district and civic events and other meetings. 26.2. Supervise the functioning of the elected student body officers. 26.3. Develop the agenda for and preside over the meetings of Student Council. 26.4. Coordinate the work of committees. 26.5. Prepare financial reports for meetings of Student Council. 26.6. Gather materials in preparation for the Student Council Scrapbook. 26.7. Coordinate work on other historical presentations (i.e., slide shows, video). 26.8. Inform officers of progress and problems which arise. 26.9. Delegate tasks of committee and follow up with members to be sure plans are completed. 26.10. Communicate ideas from the student body to the Council.	05 May 2021	Once in Quarter	Quarterly	

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