



**6.1.2: Effective leadership is reflected in various institutional practices such as decentralization and participative management.**

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**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
Affiliated to Pondicherry Central University, Recognized by Dental Council of India  
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**CERTIFICATE OF THE HEAD OF INSTITUTION**



**MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL**  
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**Dr. ANIL MELATH, MDS.,**  
**PRINCIPAL**

**TO WHOMSOEVER IT MAY CONCERN**

**This is to certify that our Institution have effective leadership is reflected in various institutional practices such as decentralization and participative management.. details are given :**



  
**Dr. Anil Melati, PRINCIPAL**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry



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**EFFECTIVE LEADERSHIP IS REFLECTED IN VARIOUS  
INSTITUTIONAL PRACTICES SUCH AS  
DECENTRALIZATION AND PARTICIPATIVE  
MANAGEMENT.**

MINDS - STANDARD OPERATING PROCEDURE			
TITLE: ADMISSION COMMITTEE			
DOC. CODE: C-ADM	REV. NO.: 0	DATE: 29.04.2021	PAGE 1 OF 2

**1.0 Purpose and Scope**

SOP enables institution for admission process to achieve the sanctioned number of UG and PG seats as per DCI and Pondicherry University Norms through CENTAC. Institute admits 100 BDS Students (Management 65, Merit 35).MDS (Management 7, Merit 7) every year.

**2.0 Inputs required:**

- 2.1 Order for the number of seats sanctioned every year from DCI and CENTAC (UG & PG) Merit and Management.
- 2.2 Advertisement
- 2.3 Student Details.
- 2.4 Fees structure for the Academic Year (UG /PG).

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-ADM-01 atleast 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure that all the sanctioned and approved seats for UG and PG Admission are filled every academic year.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meetings there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting
- b) Number of Seats sanctioned for UG and PG must be maintained every year.
- c) We aim to improve or increase pg seats uptake.
- d) To make sure there applied Candidates have secured the qualifying marks in the Competitive exams.
- e) To ensure the registration of all applied Candidate for further admission process.
- f) Review of all original certificates from selected candidates those who have attended CENTAC Counselling.
- g) Reviewing the Economically Weaken Section (EVS) candidates for financial assistance, irrespective of their Caste or Religion, providing the Financially assistance under MINDS MANAGEMENT SCHOLARSHIP SCHEME under which management waive off a part of their Annual fee. Reduction of Fee may vary from student to student based on their financial condition. Reduction may be in the form of waiving off their entire College Development fee, and/or reduction in their annual fee.
- h) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-ADM-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)


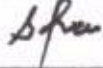



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**5.0 RECORDS**

Sl. No	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-ADM-01	Notice cum Agenda for conduct of Admission Committee meeting	Admission Committee Convenor	3 Years	Shredding
2	C-ADM-02	Minutes of meeting- Admission Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR ADMISSION COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	





**Dr. Anil Melath, MDS**  
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UT of Puducherry

MINDS- STANDARD OPERATING PROCEDURE			
TITLE: ALUMNI ASSOCIATION COMMITTEE			
DOC. CODE: C-ALU	REV. NO.: 0	DATE: 29.04.2021	PAGE 1 OF 2

**1.0 Purpose and Scope**

1.1 To constitute an Alumni association that contributes to the enrichment of the institution.

**2.0 Inputs required:**

- 2.1 List of passed out students.
- 2.2 Batch wise student roll.
- 2.3 Present profile of the alumni members.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 4 months. The convenor intimates about the date, place, agenda, and time of the meeting to the members after ensuring their availability. This information is provided as per C-ALU-01 at least 2 to 3 days in advance.
- 3.2.2 Ensures the constant enthusiastic communication of the present students, faculties of the institution with alumni.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting.

**3.3 Agenda of each committee meeting:**


- a) Review of the decisions taken in the previous meeting
- b) To encourage alumni to act as ambassador for the college.
- c) To organise educational, scientific and social events in institution at batch level.
- d) To provide continuing educational expertise for alumni and present students by providing a platform.
- e) To hold periodic alumni meetings and publish the activities periodically in college website or social media.
- f) Generate funds / donations for betterment and development of institution. Maintains books of accounts.
- g) Others if any

3.4 Convenor prepares the minutes of the meeting as per C-ALU-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of programs conducted by alumni.



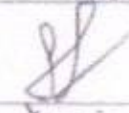


  
 Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: ALUMNI ASSOCIATION COMMITTEE</b>			
<b>DOC. CODE: C-ALU</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

**5.0 RECORDS**

SL No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-ALU-01	Notice cum Agenda for conduct of Alumni committee meeting	Alumni committee meeting Convenor	6 Years	Shredding
2	C-ALU-02	Minutes of meeting-Alumni committee meeting			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR-ALUMNI COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
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MAHE

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**MINDS- STANDARD OPERATING PROCEDURE**

**TITLE: COMMITTEE- STUDENTS SUPPORT CAREER GUIDANCE, PLACEMENT, EDC AND STUDENT PROGRESSION TO HIGHER EDUCATION**

**DOC. CODE: C-SCG    REV. NO.: 0    DATE: 29.04.2021    PAGE 1 OF 2**

**1.0 Purpose and Scope**

- 1.1 This SOP enablesin establishing the students career guidance, placement and student progression to higher education committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable tostudent's career guidance, placement and student progression to higher education covering all the programs offered by the college.

**2.0 Inputs required:**

- a) Interns list
- b) PG students list
- c) List of Alumni members
- d) Communication from Principal regarding personnel forming a part of the committee

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-SCG-01 atleast 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to conduct programs in relation to career, overseas opportunities, army dental corps etc.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting
- b) To review the activities - planned versus actuals of the previous year and the effectiveness of the actions taken in previous year.
- c) Collect the current employment condition and remuneration from various sources like Alumni, industry representative etc.
- d) To plan and conduct the programs that benefit interns/ PGs in terms of job opportunities, higher education and overseas opportunities.
- e) Provide data after appropriate verification to website co-ordinator on number of students placed, number of students pursuing post-graduation etc.
- f) Others if any

- 3.4 Convenor prepares the minutes of the meetings as per C-SCG-01 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)





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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- STUDENTS SUPPORT CAREER GUIDANCE, PLACEMENT, EDC AND STUDENT PROGRESSION TO HIGHER EDUCATION</b>			
<b>DOC. CODE: C-SCG</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>


#### 5.0 RECORDS

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-SCG-01	Notice cum Agenda for conduct of students career guidance, placement and student progression to higher education Committee meeting	Students Career Guidance, placement, EDC and student progression to higher education Committee Convenor	6 Years	Shredding
2	C-SCG-02	Minutes of meeting- students career guidance, placement and student progression to higher education Committee			

#### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER, STUDENTS CAREER GUIDANCE CELL	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
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MINDS – STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE – IT & WEBSITE			
DOC.CODE: C-ITW	REV. NO: 0	DATE:29.04.2021	PAGE 1 OF 2

## 1.0 Purpose and Scope

- 1.1 This SOP enables the committee in establishing the IT system and Website content of the college.
- 1.2 This is applicable to adopt policies and strategies for adequate technology deployment and maintenance of IT infrastructure.

## 2.0 Inputs required

- 2.1 IT:
- List of system availability and IT facilities.
  - Network Provider
- 2.2 Website:
- List of Faculty Members with Department and Designation.
  - Course details
  - Achievements and awards
  - Others if any

## 3.0 Processing of inputs

### 3.1 Constituting the committee

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convener and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

### 3.2 Functioning of the committee

- 3.2.1 The committee meets once in 1 month. The convener intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-ITW-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure the availability of system, internet connection, speed and bandwidth. Website updation, Check site speed to verify performance, Test functionality of things such as contact forms, buttons, navigation links, and anything else that requires visitor input to function.
- 3.2.3 To coordinate the hosting of the website and maintenance of the domain name.
- 3.2.4 Quorum: Two-Third of the committee member should be present for any meeting. In addition to this special invitees can be there.



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**Dr. Anil Melath, MDS**  
Principal

<b>MINDS – STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE – IT &amp; WEBSITE</b>			
<b>DOC.CODE: IT</b>	<b>REV. NO: 0</b>	<b>DATE:</b>	<b>PAGE 2 OF 2</b>

**3.3 Agenda of each committee meeting.**

- a) Review of the decision taken in the previous meeting.
- b) To ensure the content on the website is maintained and updated on a timely basis.
- c) To provide recommendation on how the Website is to be utilized by committees, and the general public.
- d) To provide recommendations on the content, format and development of the Website.
- e) Discuss about the further website development and monitoring.
- f) To ensure the accuracy of the content displayed on the website.
- g) To ensure the availability of system, internet connection, speed and bandwidth in all departments.
- h) Collect inputs from all stakeholders like teachers, students, office staffs and management regarding the digitalization required in college activities including website content.
- i) Review the inputs received and take appropriate decisions for digitalization and upgradation and updation of website.

**3.4** Convener prepares the minutes of the meeting as per C-ITW-02 and circulates to all the members with a copy to Principal office.

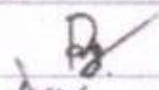
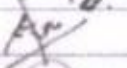

**4.0 Process Outputs**

**4.1** Decision taken and executed (Minutes of meeting)

**5.0 Records**

Sl.no	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-ITW-01	Notice cum Agenda for conduct of IT & Website committee meeting	IT & Website committee convener	6 Years	Shredding
2	C-ITW-02	Minutes of meeting - IT & Website committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER- IT & WEBSITE COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



**Dr. Anil Melath, MDS**  
 Principal  
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MINDS- STANDARD OPERATING PROCEDURE			
TITLE: RESEARCH COMMITTEE			
DOC. CODE: C-RES	REV. NO.: 0	DATE: 29.04.2021	PAGE 1 OF 2

**1.0 Purpose and Scope**

- 1.1 To provide a transparent idea for the researchers about the proposal and processing of the research projects.
- 1.2 Provides prompt critical appraisal of the submitted research projects of the students.
- 1.3 The feasibility, technical standard and the relevance of the study to local context and ethical compliance are appraised.

**2.0 Inputs required:**

- 2.1 List of PG students.
- 2.2 List of PG guides
- 2.3 Proposed proforma of the study to be conducted.
- 2.4 Synopsis of the research project.
- 2.5 Ethics committee rules as per ICMR guidelines.
- 2.6 Grants for research:Gov. and Non-Govt.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once a month. The convenor intimates about the date, place, agenda, and time of the meeting to the members after ensuring their availability. This information is provided as per C-RES-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of the committee is to ensure the applicability of proposed project to current technical standards and ethical compatibility.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting.

**3.3 Agenda of each committee meeting:**

- a) Review of the decisions taken in the previous meeting.
- b) Ensuring the committee constituted and attending the meeting are as per the regulatory requirements.
- c) Improve the quality and the number of research projects carried out in institution.
- d) Validation of the research methodology.
- e) Scrutinizing strict adherence of research projects to ethical norms.
- f) Analysing the clinical relevance of the results and their importance in practical context.
- g) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-RES -02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of research projects taken up.
- 4.3 Number of research projects progressing as per schedule.
- 4.4 Number of sponsored research projects.
- 4.5 Number of research projects dropped with reason.




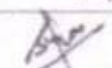

Principal  
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MINDS- STANDARD OPERATING PROCEDURE			
TITLE: RESEARCH COMMITTEE			
DOC. CODE: C-RES	REV. NO.: 0	DATE: 29.04.2021	PAGE 2 OF 2

### 5.0 RECORDS

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-RES -01	Notice cum Agenda for conduct of Research committee meeting	Research committee meeting Convenor	6 Years	Shredding
2	C-RES -02	Minutes of meeting-Research committee meeting			


### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR- RESEARCHCOMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
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Principal  
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MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- PATIENT WELFARE AND REDRESSAL			
DOC. CODE: C-PWR	REV. NO.: 0	DATE: 29.04.2021	PAGE 1 OF 2

### 1.0 Purpose and Scope

- 1.1 This SOP enables in providing hospitality and executing welfare measures for patients.
- 1.2 Making sure that treatment provided to the patients in a timely manner and at the earliest.
- 1.3 Providing Green Card option to patients for immediate treatment in hospital.
- 1.4 Addressing the grievances of the patient if any, solving the issues and sorting out patient problems and not to repeat the same mistake again.

### 2.0 Inputs required:

- a) Registration card of patients.
- b) OP sheets
- c) Copy of Below Poverty Level cards.
- d) Suggestions received from suggestion box in institution.
- e) Bills paid
- f) Written complaint from patient.

### 3.0 Processing of inputs

#### 3.1 Constituting the Committee

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

#### 3.2 Functioning of the committee

- 3.2.1 The committee meets once in a month and as and when required. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-PWR-01 at least 2 to 3 days in advance.
- 3.3 Quorum: At least two thirds of members should be present for any meeting. In addition to this, the complainant is needed to attend the committee meeting if it is for redressal of complaint by a patient.

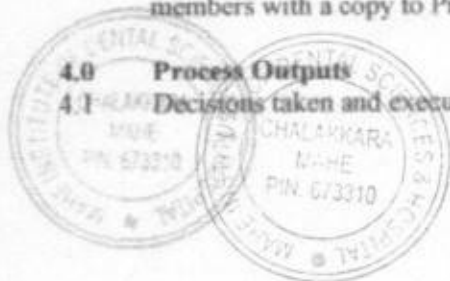
#### 3.4 Agenda of each committee meeting:

- a) Review of the decisions taken in the previous meeting.  
To look into the sufficiency of facilities provided for patients and to improve if needed like, providing transportation for patients from the common pickup point to hill-top hospital for their convenience. Providing personal protection wear like gloves, head-caps, sanitizers and masks to patients. Providing a sanitizer in front of all departments for patient safety. Old patients and challenged to be provided with wheel chairs for their comfort.
- b) Installation of information placards on each floor for patient education and awareness.
- c) Reviewing existing schemes and providing new schemes when found necessary.
- d) On occasion of receiving complaint from a patient either a written/verbal, the details are noted in complaint register and duly reviewed and necessary action taken by the committee to ensure such complaints do not repeat again.
- e) Introduce proactive approach to ascertain patient perception by collecting feedback from patients about the facilities and services rendered, review the same and propose changes for improvement in patient satisfaction.
- f) Others if any

- 3.5 Convenor prepares the minutes of the meetings as per C-PWR-02 and circulates to all the members with a copy to Principal's office.

### 4.0 Process Outputs

- 4.1 Decisions taken and executed (Minutes of meeting)



Dr. Anitha R. Sathyanarayanan, MDG Hospital  
Principal  
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MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- PATIENT WELFARE AND REDRESSAL			
DOC. CODE: C-PWR	REV. NO.: 0	DATE: 29.04.2021	PAGE 2 OF 2

- 4.2 Maintaining, Upgrading and updation of patient welfare facilities.  
 4.3 Number of Complaints received  
 4.4 Number of Complaints redressed  
 4.5 Number of complaints pending

#### 5.0 RECORDS

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-PWR-01	Notice cum Agenda for conduct of Patient Welfare And Redressal Committee meeting	Patient Welfare And Redressal Committee Convenor	6Years	Shredding
2	C-PWR-02	Minutes of meeting-Patient Welfare And Redressal Committee			
3	NIL	Written complaint from patient			

#### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR- PATIENT WELFARE AND REDRESSAL COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



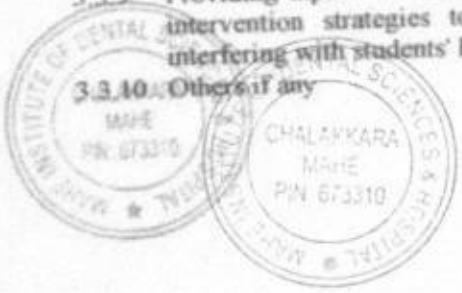
  
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- 1.0 Purpose and Scope**
- 1.1 This SOP enablesestablishing the parent teacher interaction and provides a guideline for the functioning of the committee.
- 1.2 Constituted to maintain the communication between parents, teachers and the students.
- 1.3 This is applicable to all the programs offered by the college which concerns the parents of the students and the teaching faculty.
- 2.0 Inputs required:**
- 2.1.1 Communication from Principal regarding personnel forming a part of the committee
- 2.1.2 Student list
- 2.1.3 List of faculty members
- 2.1.4 Internal marks and attendance of the students
- 3.0 Processing of inputs**
- 3.1 Constituting the Committee**
- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.
- 3.2 Functioning of the committee**
- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-PTI-01 atleast 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to coordinate between the under -Graduate committee, students' performance and convey/communicate to their parents. The committee shall be responsible to inform about the students' performance to their parents
- 3.2.3 The committee authorizes to decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before final examinations.
- 3.2.4 To maintain minutes of meeting photographs related and circulars related.
- 3.2.5 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.
- 3.3 Agenda of each committee meeting:**
- 3.3.1 Review of the decisions taken in the previous meeting
- 3.3.2 To decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before final examinations.
- 3.3.3 Letters/Mails shall be sent to individual parents' mentioning about the internal assessment marks and attendance one month prior to the date of parent teacher meeting.
- 3.3.4 In case of any issues the committee guides the parent and the student to their respective subject teacher/the mentor for their better performance.
- 3.3.5 In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented.
- 3.3.6 Review of the requests received from the parents to be conveyed to the higher authorities.
- 3.3.7 Share academic progress and growth based on classroom observations, testing data, assessments, portfolios, and assignments.
- 3.3.8 Provide guideline to teacher for preparing themselves for PT meeting like learn from parents or guardians so you can be better informed about students' strengths, needs, behaviours, and learning styles.
- 3.3.9 Providing inputs for the agenda of parent teacher meeting like discussion onenrichment or intervention strategies to support students' learning, discussion onissues that may be interfering with students' learning and growth.

**3.3.10. Others if any**



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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- FOR PARENT TEACHER INTERACTION</b>			
<b>DOC. CODE: C-PTI</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

3.4 Convenor prepares the minutes of the meetings as per C-PTI-02 and circulates to all the members with a copy to Principal's office.

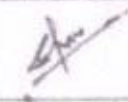


**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Percentage of parents participating in meetings.
- 4.3 Number of meetings conducted.

**5.0 RECORDS**


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-PTI-01	Notice cum Agenda for conduct of parent teacher interaction Committee meeting	Parent Teacher Interaction Committee Convenor	6 Years	Shredding
2	C-PTI-02	Minutes of meeting-PT Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR- COMMITTEE FOR PARENT TEACHER INTERACTION	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
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MINDS- STANDARD OPERATING PROCEDURE		
TITLE: COMMITTEE- LINKAGE, COLLABORATIONS & CONSULTANCY (MoU)		
DOC. CODE: C-MOU	REV. NO.: 0	DATE: 29.04.2021
		PAGE 1 OF 2

**1.0 Purpose and Scope**

- 1.1 To establish MoU's & collaborations with institutions of repute including foreign universities for the purpose of imparting and universities for the purpose of imparting and imbuing quality of research and teaching
- 1.2 These linkages also help to further the knowledge base of the students and to expose them to the concepts of research.

**2.0 Inputs required:**

- a) Establish linkages with reputed institutes
- b) Undertake MOU's for making linkages functional
- c) Establish research space and infrastructure
- d) Undertake exchange programmes and faculty visits to train students
- e) Secure adequate funding for the programme including scholarships

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once a month. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-MOU-01 atleast 2 to 3 days in advance.

- 3.2.2 The committee overlooks all aspects of the linkages and MOU's to be established. Once the institutes are identified, a contact is initiated either through electronically or in person through the head of the institution.

- 3.2.3 Once funding channels are established the committee lays down SOP's to operationalize the collaboration.

Quorum: Two-thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

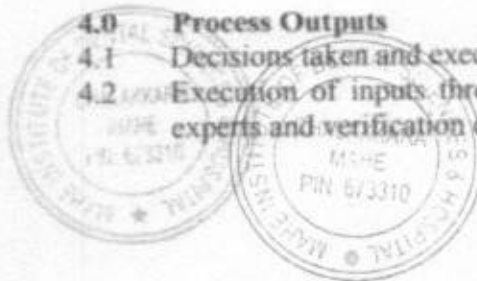
- a) Review of the decisions taken in the previous meeting
- b) The approval decisions are forwarded to the head of the institution for final clearance
- c) New proposals are initiated and discussed.
- d) Progresses of existing MOU's are evaluated and necessary suggestions put forth.
- e) Collect inputs from all stake holders including guides, teachers, students and committee members.
- f) Review the inputs those collected and initiate appropriate channels to address the concerns.
- g) Others if any

- 3.4 Convenor prepares the minutes of the meetings as per C-MOU-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)

- 4.2 Execution of inputs through established SOP's under the supervision of appointed experts and verification of outcome.



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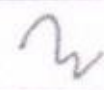
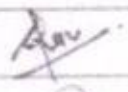

<b>MINDS- STANDARD OPERATING PROCEDURE</b>		
<b>TITLE: COMMITTEE- LINKAGE, COLLABORATIONS &amp; CONSULTANCY (MoU)</b>		
<b>DOC. CODE: C-MOU</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b> <span style="float: right;"><b>PAGE 2 OF 2</b></span>

- 4.3 Number of MoUs implemented successfully.
- 4.4 Number of MoUs dormant.
- 4.5 Number of dormant MoUs reactivated.
- 4.6 Number of MoU with increased scope like initially it could have been only for student exchange now; it could be for student exchange as well as faculties eligible to go as visiting faculties.

#### 5.0 RECORDS


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-MOU-01	Notice cum Agenda for conduct of Linkage, Collaborations & Consultancy (MoU) Committee meeting	Linkage, Collaborations & Consultancy (MoU) Committee Convenor	6 Years	Shredding
2	C-MOU-02	Minutes of meeting-Linkage, Collaborations & Consultancy (MoU) Committee			

#### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR-LINKAGE, COLLABORATIONS & CONSULTANCY (MoU)	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahé Institute of Dental Sciences & Hospital  
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**Dr. Anil Melath, MDS**  
Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- LIBRARY</b>			
<b>DOC. CODE: C-LIB</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the Library committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable to Library covering all the programs offered by the college.

**2.0 Inputs required:**

- a) Syllabus  
 b) Student list  
 c) List of faculty members  
 d) Communication from Principal regarding personnel forming a part of the committee

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-LIB-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure that the Library is able to provide reading and referring resources related to Dentistry, Medical subjects, newspapers and journals either as a softcopy or hard copy to both Faculty and Students.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting  
 b) Number of new books, journals and magazine added  
 c) Review of the requests received from the Teaching departments for procurement of new books, journals and magazine and finalization of the same.  
 d) Review of outcome of physical stock verification with reasons for variation if any  
 e) Presentation of data on number of times the books, journals and/or magazine could not be issued to students/ faculty due to nonavailability or as it was under circulation.  
 f) Restoration of torn books.  
 g) Sale of old papers and magazines.  
 h) Report on Back volumes  
 i) Number of books, journals and magazine in the library  
 j) Feedback from Students and Faculty on the functioning of library  
 k) Suitability of library timings  
 l) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-LIB-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)



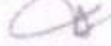


  
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 UT of Puducherry

**5.0 RECORDS**


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-LIB-01	Notice cum Agenda for conduct of Library Committee meeting	Library Committee Convenor	6 Years	Shredding
2	C-LIB-02	Minutes of meeting-Library Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	LIBRARIAN	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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Principal  
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UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- JOURNAL</b>			
<b>DOC. CODE: C-JOU</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables the establishment of the Journal Committee and provides a guideline for the functioning of the committee.
- 1.2 This includes the basic responsibilities of the Journal Committee, composition, appointment of the members and conduct of the meeting.
- 1.3 The committee gathers articles for publishing in the Journal as well as assemble and edit all the content of the Journal for publication, with the goal of expanding knowledge.

**2.0 Inputs required:**

- 2.1 Frequency of publishing journal
- 2.2 Concept/ theme of each edition of journal.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-JOU-01 at least 2 to 3 days in advance.
- 3.2.2 Members of the Journal Committee will be appointed by the President in consultation with the Vice President for Publications. The President appoints the committee Chair in consultation with the VP for Publications. Under normal circumstances the committee Chair will serve a three-year term, renewable once with the approval of the President. The committee reports to the VP for Publications. The committee will annually present a report to the VP for Publications.
- 3.2.3 Quorum: A minimum of five members or one third of the total members must be present at a meeting besides Member Secretary and Chairperson in order to issue a valid advice and/or decision, provided quorum is met.

**3.3 Agenda of each committee meeting:** The agenda points are as under:


- 3.3.1 Evaluate and respond quickly to proposals for new journals. Make recommendations on new journal proposals to the Vice President for Publications, JC Board, and JC Council.
- 3.3.2 Analyse the journal program to ensure that subject areas covered adequately reflect the needs of the Journal and that the articles remain current with the changes in those and related fields.
- 3.3.3 Monitor journal editorial board structures to ensure that the models used best serve the authors and editors.
- 3.3.4 Analyse and recommend effective ways to integrate the Internet into the publications program, such as electronic-only supplements to journal articles.
- 3.3.5 Others if any

- 3.4 Convenor prepares the minutes of the meetings as per C-JOU-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of journals published.
- 4.3 Number of articles received and shortlisted for publication.





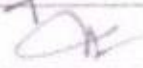
  
 Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- JOURNAL</b>			
<b>DOC. CODE: C-JOU</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

**5.0 RECORDS**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-JOU-01	Notice cum Agenda for conduct of Journal Committee meeting	Journal Committee Convenor	6 Years	Shredding
2	C-JOU-02	Minutes of meeting- Journal Committee			


**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR- JOURNAL COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- CONTINUING DENTAL EDUCATION</b>			
<b>DOC. CODE: C-CDE</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the continuing dental education committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable to continuing dental education programs and ClinicoPathological Club offered by the college.

**2.0 Inputs required:**

- a) Venue  
 b) Audio Visual aids  
 c) List of faculty members, PGs, interns, students  
 d) Communication from Principal regarding personnel forming a part of the committee

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 3 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-CDE-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to promote continuing dental education, identify and promote dental education programs, promote clinic pathologic club and quality assurance of such programs.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:


- a) Review of the decisions taken in the previous meeting  
 b) Plan of CDE/CPC programs for next 3 months  
 c) Execution of CDE/CPC programs for next 3 months  
 d) Review plan versus execution of CDE/CPC programmes including fees collected and amount spent.  
 e) Review - Number of programmes recognised by DCI for allocating CDE hours to members and number of programmes not recognised by DCI for CDE hours.  
 f) Review - Number of PG students covering requisite number of CPC presentation.  
 g) Review - Feedback received on CDE/CPC programmes conducted.  
 h) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-CDE-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)






  
 Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- CONTINUING DENTAL EDUCATION</b>			
<b>DOC. CODE: C-CDE</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

**5.0 RECORDS**


SL No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-CDE-01	Notice cum Agenda for conduct of Continuing Dental Education Committee meeting	Continuing Dental Education Committee Convener	6 Years	Shredding
2	C-CDE-02	Minutes of meeting- Continuing Dental Education Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER, CDE COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- ETHICAL</b>			
<b>DOC. CODE: CE</b>	<b>REV. NO.: 0</b>	<b>DATE: 26.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the Ethical committee and provides a guidelines
- 1.2 This includes the basic responsibilities of the IEC, composition, appointment of the members and conduct of the meeting.
- 1.3 This is applicable to ensure a competent review of scientific and ethical aspects of the research project proposals received from faculties, post graduates and students of the various departments of the dental college.

**2.0 Inputs required:**

- a) ICMR guidelines
- b) List of PG students
- c) List of staffs undertaking research projects
- d) List of guides

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months.
- 3.2.2 The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per CE-01 atleast 2 to 3 days in advance.
- 3.2.3 The purpose of this committee is to ensure that every research proposal received is reviewed and evaluated and the possible risks to the subjects, expected benefits and adequacy of documentation for ensuring privacy, confidentiality and justice are checked. This committee also looks into the cardinal principles of ethics in research viz. Autonomy, Beneficence, Non-maleficance and Justice are taken care of in planning, conduct and reporting the proposed research. For this purpose, the IEC looks into the aspects of informed consent process and risk benefit ratio.

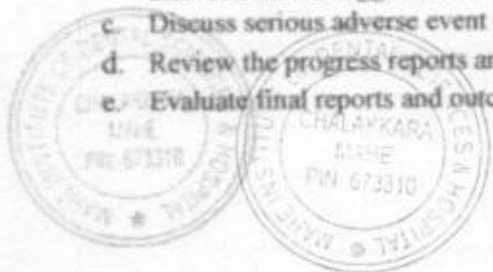
Quorum: A minimum of five members or one third of the total members must be present at a meeting besides Member Secretary and Chairperson in order to issue a valid advice and/or decision, provided quorum is met.

Professional qualifications of the quorum requirements should consist of:

- a) One legal expert
- b) One Clinician
- c) One socio-behavioural scientist/ one basic scientist depending on the projects to be discussed.
- d) At least one member who is independent of the institution/research site.
- e) At least one member whose primary area of expertise is in a non-scientific area
- f) Lay person or community member.

**3.3 Agenda of each committee meeting:**

- a. Regularly attend and actively participate in the EC meetings
- b. Review, discuss and consider research proposals submitted for evaluation. Reviewers for each proposal will review the study. Later, if any other issues the other IEC members can voice their comments/suggestions.
- c. Discuss serious adverse event reports and recommend appropriate action(s)
- d. Review the progress reports and monitor on-going studies as appropriate
- e. Evaluate final reports and outcomes



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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- ETHICAL</b>			
<b>DOC. CODE: CE</b>	<b>REV. NO.: 0</b>	<b>DATE: 26.04.2021</b>	<b>PAGE 2 OF 2</b>

- f. Maintain confidentiality of the documents and deliberations of IEC meetings. Declare any conflict of interest
  - g. Participate in continuing education activities in biomedical ethics and biomedical research
  - h. If deemed necessary, should suggest any changes that may be necessary to be included in the SOPs of the IEC.
  - i. Conduct monitoring visits for any research proposal, if needed.
- 3.4 Convenor prepares the minutes of the meetings as per CE-02 and circulates to all the members with a copy to Principal's office.

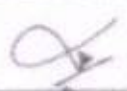


#### 4.0 Process Outputs

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of research projects taken up
- 4.3 Number of projects cleared by ethical committee
- 4.4 Number of ethical committee meetings conducted

#### 5.0 RECORDS


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	CE-01	Notice cum Agenda for conduct of Ethical Committee meeting	Ethical Committee Convenor	6 Years	Shredding
2	CE-02	Minutes of meeting-ethical Committee			

#### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER- ETHICAL COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
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<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- HOSTEL</b>			
<b>DOC. CODE: C-HOS</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 3</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the hostel welfare committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable to all the hostel related matters covering Hostel welfare committee, Hostel advisory board and Mess committee.

**2.0 Inputs required:**

**2.1 Hostel Advisory Board**

- 2.1.1 List of committee members and list of hostel welfare and mess committee members
- 2.1.2 Year wise students list of hostel inmates
- 2.1.3 List of wardens / hostel in charge
- 2.1.4 Communication from Principal regarding personnel forming a part of the committee

**2.2 Hostel welfare**

- 2.2.1 List of committee members
- 2.2.2 Year wise student list of hostel inmates
- 2.2.3 List of wardens and hostel in charge
- 2.2.4 Anti-ragging committee
- 2.2.5 Communication from Principal regarding personnel forming a part of the committee

**2.3 Hostel mess committee**

- 2.3.1 Hostel Student list/wardens
- 2.3.2 List of members of the committee
- 2.3.3 Associated catering agency.
- 2.3.4 Menu for food preparation for week and timings.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

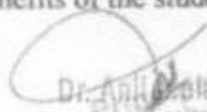
**3.2 Functioning of the committee:**

- 3.2.1 The Hostel advisory board meets once in a year and Hostel welfare committee meets once in 6 months and Mess committee meets once in 4 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-HOS-01, C-HOS-03, C-HOS-05 at least 2 to 3 days in advance.
- 3.2.2 Quorum: Two-thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there for meetings.

**3.3 Purpose of each committee:**

- 3.3.1 **Hostel advisory board:** The purpose of this committee is to ensure that the hostel welfare and mess committee are functioning properly for the benefits of the students



  
 Dr. Anil K. Sathya, MSc  
 Principal  
 Maha Institute of Dental Sciences & Hospital  
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 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- HOSTEL</b>			
<b>DOC. CODE: C-HOS</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 3</b>

3.3.2 **Hostel welfare:** The purpose of this committee is to ensure that the hostel inmates are provided with necessary things for comfortable stay in the hostel.

3.3.3 **Mess committee**

3.3.3.1 Ensure that the quality and quantity inspections are carried out along with regular pest control.

3.3.3.2 Maintain the quality of food and drinking water facilities and give feedback.

3.3.3.3 To inspect the Cleanliness in the mess.

3.3.3.4 Maintenance of discipline in the mess and mess related activities.

3.3.3.5 Maintain the minutes of the meeting, photographs related and circulars of the meeting

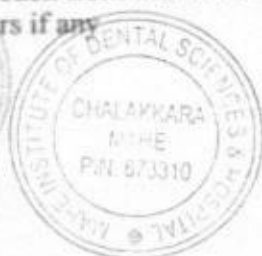
3.4 **Agenda of each committee meeting:**


3.4.1 **Hostel Advisory board:**

- a) Review of the decisions taken in the previous meeting
- b) Assessment and review of actions taken by the hostel welfare and mess committee members for decisions taken in the previous meeting.
- c) Discussion regarding difficulties faced by committee members in solving the previous complaints and providing necessary help needed for smooth functioning of the hostel
- d) Discussion regarding formulation of any new rules and regulations for hostel inmates
- e) Discussion regarding providing recreational activities to hostel inmates
- f) Discussion regarding any untoward actions from hostel inmates and plan to take necessary action
- g) Others if any

3.4.2 **Hostel welfare**

- a) Review of the decisions taken in the previous meeting
- b) Review of any new inmates to the hostel and review of students who want to vacate the hostel and reasons for vacating the hostel.
- c) Assessment of replacement/ repair of damaged cot, chair, lights, water filters and pipes and tapes in bathrooms.
- d) Review regarding attendance of hostel inmates
- e) Assessment of records of movement register of hostel inmates
- f) Review of hostel inmates adhering to the specified timings as well as to the rules and regulations of hostel.
- g) Review of complaints register for complaints and actions taken.
- h) Review of the housekeeping activities and its adequacy.
- i) Monitoring the consumption of resources like electricity, water and other consumables.
- j) Review of anti-ragging committee's effectiveness.
- k) Restoration of damaged materials in the hostel
- l) Selection of student in charge for hostel from every batch
- m) Feedback from the hostel in charges and hostel inmates
- n) Others if any



  
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 UT of Puducherry

MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- HOSTEL			
DOC. CODE: C-HOS	REV. NO.: 0	DATE: 29.04.2021	PAGE 3 OF 3

### 3.4.3 Mess committee:

- Review of the decisions taken in the previous meeting
- Address student grievances regarding the food and the functioning, if any, to the concerned authorities and get them resolved
- Finalise the menu of the hostel mess in consultation with the students and caterers.
- Health issues reported on account of food to be analysed and review of action taken.
- Review of water test reports for pot ability, random audit reports of kitchen, storage of materials, vessels washing area and food handlers' health check records.

3.5 Convenor prepares the minutes of the meetings as per C-HOS-02, C-HOS-04, C-HOS-06 and circulates to all the members with a copy to Principal's office.


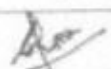

### 4.0 Process Outputs

4.1 Decisions taken and executed (Minutes of meeting)

### 5.0 RECORDS

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-HOS-01	Notice cum Agenda for Conduct Of Hostel advisory board Meeting	Hostel advisory board	6 Years	Shredding
2	C-HOS-02	Minutes Of Meeting- Hostel advisory board	Committee Convenor		
3	C-HOS-03	Notice cum Agenda for conduct of Hostel Welfare Committee meeting	Hostel welfare Committee	6 Years	Shredding
4	C-HOS-04	Minutes of meeting-Hostel Welfare Committee	Convenor		
5	C-HOS-05	Notice cum Agenda for conduct of hostel mess Committee meeting	Hostel mess Committee	6 Years	Shredding
6	C-HOS-06	Minutes of meeting-mess Committee	Convenor		

### 1.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



Dr. Anil Melath, MDS  
Principal  
Maheshwari Institute of Health Sciences & Hospital  
Chalakara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

MINDS - STANDARD OPERATING PROCEDURE			
TITLE: ADMISSION COMMITTEE			
DOC. CODE: C-ADM	REV. NO.: 0	DATE: 29.04.2021	PAGE 1 OF 2

**1.0 Purpose and Scope**

SOP enables institution for admission process to achieve the sanctioned number of UG and PG seats as per DCI and Pondicherry University Norms through CENTAC. Institute admits 100 BDS Students (Management 65, Merit 35).MDS (Management 7, Merit 7) every year.

**2.0 Inputs required:**

- 2.1 Order for the number of seats sanctioned every year from DCI and CENTAC (UG & PG) Merit and Management.
- 2.2 Advertisement
- 2.3 Student Details.
- 2.4 Fees structure for the Academic Year (UG /PG).

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convener and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convener intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-ADM-01 atleast 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure that all the sanctioned and approved seats for UG and PG Admission are filled every academic year.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meetings there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting
- b) Number of Seats sanctioned for UG and PG must be maintained every year.
- c) We aim to improve or increase pg seats uptake.
- d) To make sure there applied Candidates have secured the qualifying marks in the Competitive exams.
- e) To ensure the registration of all applied Candidate for further admission process.
- f) Review of all original certificates from selected candidates those who have attended CENTAC Counselling.
- g) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-ADM-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)



Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE  
Dr. Anil Meloth, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O.Palloor, Mahe -673310  
UT of Puducherry



<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- EXTENSION AND OUTREACH ACTIVITIES &amp; SOCIAL RESPONSIBILITY</b>			
<b>DOC. CODE: C-EXT</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the Committee for extension & outreach activities & social responsibility and provides a guideline for the functioning of the committee
- 1.2 This is applicable for the conduction of awareness programs, dental screening and treatment by concerned departments of the dental college.

**2.0 Inputs required:**

- 2.1 Calendar of events
- 2.2 Camp requisition letters
- 2.3 Transportation facility
- 2.4 List of students
- 2.5 List of faculties
- 2.6 List of non-teaching staffs
- 2.7 Technical assistance
- 2.8 Stock supply.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

3.2.1 The committee meets once in 6 month. The convenor intimates about the date, place, agenda, and time of the meeting to the members after ensuring their availability. This information is provided as per C-EXT-01 at least 2 to 3 days in advance.

3.2.2 The purpose of this committee is to ensure that the students develop a strong commitment to the community, believing that the best way forward is an inclusive approach, being engaged with the surrounding community and providing oral health services to the underserved population. This also broadens our students' understanding of public health issues and prepares them to serve communities apart from individual patients. The other purpose of this committee is for our institution to be a part of the society at large so that the local community feels that the institution is theirs.


3.2.3 QUORUM: Two third of the committee members should be present.

**3.3 Agenda of each committee meeting:**

- 3.3.1 To take the institution closer to social needs and to help inculcate a sense of social commitment.
- 3.3.2 To conduct outreach activities and to maintain collaboration with society towards public health and welfare.
- 3.3.3 Review of the decisions taken in the previous meeting.
- 3.3.4 Review the past programs conducted, changes to be made in the way of conduction, resources to be added.
- 3.3.5 Promote maximum student involvement.
- 3.3.6 To inculcate a feeling of social responsibility in the students
- 3.3.7 To promote innovations in areas of outreach.
- 3.3.8 To collaborate and work with schools, colleges other governmental/non-governmental agencies.

3.4 Convenor prepares the minutes of the meeting as per the C-EXT -02 and circulates to all the members with a coy to Principal's office



  
 Dr. Anil [Signature], MDS  
 Maha Institute of Dental Sciences & Hospital  
 Chalakara, P.O. Palloor, Mahe - 673310  
 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- EXTENSION AND OUTREACH ACTIVITIES &amp; SOCIAL RESPONSIBILITY</b>			
<b>DOC. CODE: C-EXT</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

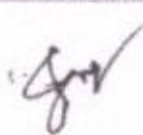


**4.0 Process Outputs**

- 4.1 Number of outreach activities conducted.
- 4.2 Number of participants in each outreach activity.
- 4.3 Number of new events included in outreach activities.

**5.0 RECORDS**


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-EXT-01	Notice cum Agenda for conduct of extension and outreach activities & social responsibility Committee meeting	Extension and outreach activities & social responsibility Committee Convenor	6Years	Shredding
2	C-EXT-02	Minutes of meeting- extension and outreach activities & social responsibility Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR-EXTENSION AND OUTREACH ACTIVITIES & SOCIAL RESPONSIBILITY COMMITTEE MEETING	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

  
Dr. Anil Meeth, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pallor, Mahe -673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: INSTITUTIONAL DISCIPLINARY COUNCIL</b>			
<b>DOC. CODE: C-IDC</b>	<b>REV. NO.: 0</b>	<b>DATE: 2004.2021</b>	<b>PAGE 1 OF 4</b>

**1.0 Purpose and Scope**

**1.1 Institutional Disciplinary Council:**

- 1.1.1 To maintain balance between students demands, problems and feasibility of solutions provided by the authorities.
- 1.1.2 To develop unity and integrity among students.
- 1.1.3 To maintain discipline in the campus, class and in hospital wherever the students are posted.
- 1.1.4 To uplift potential of students and to make them balanced citizens in society.
- 1.1.5 To prevent and to scrutinise in disciplinary activities (lack of attendance, unpunctual activities, misbehaving with staffs, patients or colleagues, damaging hospital and college properties) and riots.
- 1.1.6 To impart peaceful, safe and friendly environment in institute.
- 1.1.7 To monitor and control the discipline of students of institution.
- 1.1.8 To provide a congenial work environment to all employees- teaching and non-teaching.
- 1.1.9 This is applicable to all teaching, non-teaching faculty, administrative and HR department staffs, UG&PG students. All complaints from them in this institution are addressed to the Institutional Disciplinary Council for redressal.

**1.2 Anti-Ragging Committee**

- 1.2.1 To ensure strict abstinence from Ragging and to provide a ragging free campus.
- 1.2.2 To help the fresher students to undertake stress free education during the course duration.

**2.0 Inputs required:**

**2.1 Institutional Disciplinary Council**

- 2.1.1 All faculty (teaching or non-teaching) and students are required to report discipline cases of serious nature to Disciplinary council immediately on occurrence followed by conducting an in-depth inquiry.
- 2.1.2 Complainant must file a written complaint directly or forwarded through the student cell to the chairperson or the convener C-IDC-01.
- 2.1.3 Complainant must have direct knowledge of the alleged misconduct and must be willing to appear for the committee hearing if necessary.
- 2.1.4 Any case reported by the faculty/official as regards misconduct should be addressed through principal/ Vice-principal to the Disciplinary council.

**2.2 Anti-Ragging Committee**

- 2.2.1 Grievances regarding ragging to be submitted in writing by the complainant to the convener of the committee.

**3.0 Processing of inputs**

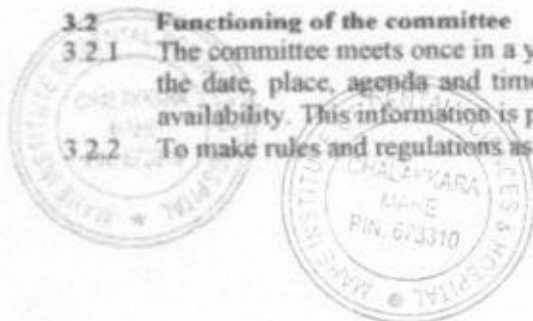
- a) Notice in writing will be forwarded to the involved parties by the student cell and parents and students will be informed. In case of faculty of the institution, a notice will be issued to the Institute head.
- b) Disciplinary council will start its hearing after notification of complaint.
- c) If a student withdraws the complaint, the hearing will be conducted in the absence of the student (if offender student is found responsible for violation of conduct of code), the council may impose the required disciplinary actions.
- d) The council is bound by the rules of evidence and natural justice.

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convener and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in a year and as and when required. The convener intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-IDC-02 at least 2 to 3 days in advance.
- 3.2.2 To make rules and regulations as per disciplinary requirement.



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 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: INSTITUTIONAL DISCIPLINARY COUNCIL</b>			
<b>DOC. CODE: C-IDC</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 2 OF 4</b>

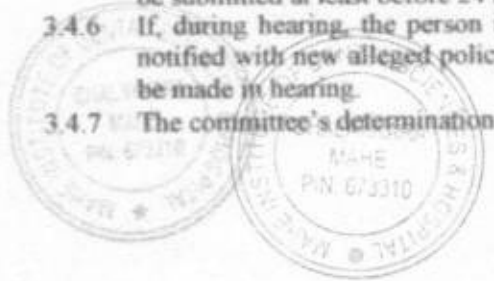
- 3.2.3 To make students aware on the disciplinary rules and ensure their compliance.
- 3.2.4 Provide terms of engagement of teaching and non-teaching staff of the institution to ensure every staff member complies with the rules and regulations of institution.
- 3.2.5 Encourage students to be responsible for their learning activities and ensure their good behaviour.
- 3.2.6 Aid them in becoming responsible citizens of nation.
- 3.2.7 To build a positive mutual and healthy relation of support and respect between the staffs, students and parents.
- 3.2.8 To take required action against any act of misconduct.
- 3.2.9 To stop acts of ragging and to strictly abstain all students in taking part of such activities.
- 3.2.10 Conduction of meeting as and when required, on issues when they are reported.
- 3.2.11 To co-ordinate the legal cell of MINDS in case of report of any in-disciplinary activities.
- 3.2.12 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Time schedule:**

- 3.3.1 All in-disciplinary actions shall be reported to the Principal/Vice principal verbally or telephonically within 12 hours followed by incident / occurrence report within 24 hours as deemed appropriate to the Principal/ Vice-Principal.
- 3.3.2 Cases involving students/ faculty invariably be reported to the Disciplinary council and an Inquiry committee meeting ordered within 24hours.
- 3.3.3 The complaint and documents submitted by complainant will be collected by the convenor and the agenda will be prepared for the next meeting.
- 3.3.4 The convenor will call for meeting through DC-01 / email/ whatsapp and meeting will be called within 24 hours.

**3.4 Proceedings of the council:**

- 3.4.1 The student will be provided with the written copy of the alleged violations of provisions of Students' code of conduct before the meeting. The notice will also include the date and time of hearing, not less than 3 days or more than 7days. Maximum time limits for hearing schedule are within the discretion of Principal/ Chairperson.
- 3.4.2 Following guidelines will be followed on hearing:
  - 3.4.2.1 All questions are subject to final decision of Principal/ designee.
  - 3.4.2.2 Meeting will be conducted in private. Admission to any person is at the discretion of Principal. Personal safety, wellbeing, fears of confronting the reporting party, accused person, witness of incident, promising telephonic participation or other means will all be concerned and are sole discretion of Principal.
- 3.4.3 Hearings will be chaired by Principal/ designee and will be proceeded as follows:
  - 3.4.3.1 Reading of the written charges.
  - 3.4.3.2 Statement of accused/ witness.
  - 3.4.3.3 Findings of event.
  - 3.4.3.4 Recommendations.
- 3.4.4 The accused person may call witness, present while giving testimony. Accused person must present a witness list and purpose of statements to the chair at least 24 hours before hearing. The chair may exclude any witness from attending any hearing if found duplicate or irrelevant.
- 3.4.5 Records and written statements may be accepted as information for consideration. They must be submitted at least before 24 hours of hearing.
- 3.4.6 If, during hearing, the person is found to have violated additional policies, accused will be notified with new alleged policy violations and will be granted additional time. A record will be made in hearing.
- 3.4.7 The committee's determination will be based on the code of conduct.



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 Maho Institute of Health Sciences Hospital  
 Chalakkara, P.O. Paluvu, Mahe - 673310  
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MINDS- STANDARD OPERATING PROCEDURE			
TITLE: INSTITUTIONAL DISCIPLINARY COUNCIL			
DOC. CODE: C-IDC	REV. NO.: 0	DATE: 01.08.2020	PAGE 3 OF 4

- 3.4.8 On proof of allegations, the principal will notify in writing of the council's decision.
- 3.4.9 If the accused person is absent for the hearing, the decision will be made from the available evidence. On genuine basis, if the person is absent, new date may be set for meeting.

### 3.5 Sanctions:

- 3.5.1 If there appears a ground for believing breach in code of conduct of student, faculty, teaching / supporting staff, the council will carry full investigation and sanction its decision as C-IDC-03.
- 3.5.2 Oral warning: if a student or a faculty is found at fault with a minor incident, council may issue an oral warning to the defaulter.
- 3.5.3 Formal warning: if the fault is proven to be sufficiently serious after investigation to justify formal warning, it will be issued. A letter confirming the council's decision will be sent to defaulter stating the improvements required in conduct, the time limit for implementation of improved conduct, if defaulter commits further misconduct acts, may lead to next stage of actions like suspension, dismissal or other penalties.
- 3.5.4 Review : periodic monitoring and review by the council. No further account will be taken on oral or formal warning after lapse of one year of its issue.
- 3.5.5 Further offence after formal warning: if the defaulter has committed further offence/ act of misconduct, if standards of conduct don't improve to required levels, the council will investigate and inquire.
- 3.6 **Appeal process:** On feeling unfair treatment in disciplinary process, the person may submit a written appeal to head of institution, in written format within 7days of issue of council's decision. Following criteria must be addressed:
- 3.6.1 The basis for the belief of unfair nature of treatment and relevant supporting documents.
- 3.6.2 New information that was not present at the time of earlier hearing which would impact the decision.
- 3.6.3 Procedural irregularity of proceedings, that was substantially enough to undermine the person's ability to present defence. Specific investigatory and hearing procedure that was not followed must be addressed.
- 3.7 Convenor prepares the minutes of the meetings as per DC-04 and circulates to all the members with a copy to Principal's office.

### 4.0 Process Outputs

- 4.1 Number of complaints received and disposed within specific time-students.
- 4.2 Number of complaints received and disposed within specific time-staffs.
- 4.3 Number of complaints referred to legal cell- students and staffs.

### 5.0 RECORDS




Sl No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-IDC-01	Complaint in written format	Institutional Disciplinary Council Convenor	1 year after student/ faculty/ any person who served the sanction leaves the institution.	Shredding
2	C-IDC-02	Notice cum Agenda for conduct of Institutional Disciplinary Committee meeting			
3	C-IDC-03	Sanction if approved			
4	C-IDC-04	Minutes of meeting			



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 Mahatma Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Palloor, Mabe - 673310  
 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: INSTITUTIONAL DISCIPLINARY COUNCIL</b>			
<b>DOC. CODE: C-IDC</b>	<b>REV. NO.: 0</b>	<b>DATE: 01.08.2020</b>	<b>PAGE 4 OF 4</b>


**6.0 AUTHENTICATION**

<b>PARTICULARS</b>	<b>DESIGNATION</b>	<b>SIGNATURE</b>
<b>PREPARED BY</b>	<b>CO-ORDINATOR OF INSTITUTIONAL DISCIPLINARY COUNCIL</b>	
<b>REVIEWED BY</b>	<b>PRINCIPAL</b>	
<b>APPROVED BY</b>	<b>PRINCIPAL</b>	



  
Principal  
Maha Institute of Dental Sciences & Hospital  
Mahe



  
**Dr. Anil Melath, MDS**  
Principal  
Maha Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

# MINDS- STANDARD OPERATING PROCEDURE

## TITLE: COMMITTEE- MENTOR

DOC. CODE: C-MEN    REV. NO.: 0    DATE: 29.04.2021    PAGE 1 OF 2

### 1.0 Purpose and Scope

- 1.1 This SOP enables in establishing the Mentor committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable to mentoring program conducted in the college to ensure every student gets appropriate attention to enable optimum performance.

### 2.0 Inputs required:

- a) Student list
- b) List of faculty members
- c) Communication from Principal regarding personnel forming a part of the committee
- d) Mentor-mentee meeting report.

### 3.0 Processing of inputs

#### 3.1 Constituting the Committee

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convener and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

#### 3.2 Functioning of the committee

- 3.2.1 The committee meets once in 6 months. The convener intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-MEN-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to facilitate smooth functioning of mentoring in the college, selecting mentors and distributing mentees to mentors at the start of academic year. Mentors should guide students, monitor the students' academic performance, regularity and discipline. Provide counselling to students to solve their problems.
- 3.2.3 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

#### 3.3 Agenda of each committee meeting: The agenda points are as under:

- 3.3.1 Review of the decisions taken in the previous meeting.
- 3.3.2 Formation of subcommittees for execution of mentoring
  - 3.3.2.1 Mentors will be selected from teaching faculty.
  - 3.3.2.2 Mentors will be allotted students(mentees) at the beginning of the academic year.
    - a. Mentor-mentee meeting has to be conducted at the allocated place in college during working hours.
    - b. For first year students' mentor-mentee meeting should be conducted once in every week
    - c. For second year students' mentor-mentee meeting should be conducted twice in a month.
    - d. For third- and fourth-year students' mentor-mentee meeting should be conducted once in a month.
    - e. Mentee's signature is taken in the report, after conduct of the meeting as per the established frequency.
    - f. In case of emergencies, mentees can contact their mentor any time.
    - g. Details of the mentee should be filled by mentee in the form provided and should be verified and kept with the mentor during the first mentor-mentee meeting.
  - b) Report of mentor-mentee meeting has to be submitted to mentors committee in the prescribed format.
  - c) During mentor-mentee meeting any issues related to academics, hostel, mess etc raised should be addressed to respective committee by the mentor or through mentors committee.
  - d) Others if any



Dr. Anil Melath, nos  
Principal  
Make Institute of Mental Sciences & Hospital,  
Chalakkara, P.O. Pailan, Mahé, 673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- MENTOR</b>			
<b>DOC. CODE: C-MEN</b>	<b>REV. NO.: 0</b>	<b>DATE:</b>	<b>PAGE 2 OF 2</b>

3.4 Convener prepares the minutes of the meetings as per C-MEN-02 and circulates to all the members with a copy to Principal's office.




**4.0 Process Outputs**

4.1 Decisions taken and executed (Minutes of meeting)

**5.0 RECORDS**


SL No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-MEN-01	Notice cum Agenda for conduct of Mentors Committee meeting	Mentors Committee	6 Years	Shredding
2	C-MEN-02	Minutes of meeting-Mentors Committee	Convenor		

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER MENTORS COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

  
**Dr. Anil Meloth, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pulloor, Mahe - 573310  
UT of Puducherry



<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- PROGRAMME( CELEBRATIONS)</b>			
<b>DOC. CODE: C-PRG</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables establishing the programme committee and provides a guideline for the functioning of the committee
- 1.2 This is applicable to covering all the programmes offered by the college.

**2.0 Inputs required:**

- a) Student list
- b) List of faculty members
- c) Communication from Principal regarding personnel forming a part of the committee
- d) Calendar of events.

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. The validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets as and when the programme is scheduled. The convenor intimates about the date, place, agenda and timing of the meeting as C-PRG-01 to the members after ensuring everyone's availability. This information is provided atleast 2 or 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure tolerance and harmony towards cultural, regional linguistic communal socio economic and other diversities.
- 3.2.3 The committee also ensures celebrating national and international commemorative days and events and festivals
- 3.2.4 Quorum: Two- thirds of the committee members should be present for any meetings.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting
- b) To coordinate any special programmes that are of interest to college
- c) Finalizing the dates with the management regarding conductance of the programme
- d) Review of the suggestions received from the teaching faculties and finalization of the same
- e) Feedback from students and teaching faculty.
- f) Others if any

- 3.4 Convenor prepares the minutes of the meeting as per C-PRG-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)



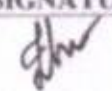


  
 Principal  
 Mahe Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Palloor, Mahe - 673310  
 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- PROGRAMME( CELEBRATIONS)</b>			
<b>DOC. CODE: C-PRG</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>


### 5.0 RECORDS


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-PRG-01	Notice cum Agenda for conduct of Programme Committee meeting	Programme Committee meeting Convenor	6 Years	Shredding
2	C-PRG-02	Minutes of meeting- Programme Committee meeting			
3	NIL	Photos and other records reflecting the various cultural programmes and celebrations at MINDS			

### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENORPROGRAMME COMMITTEE MEETING	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

  
**Dr. Anil Melath, MDS**  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe - 673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- ACADEMIC</b>			
<b>DOC. CODE: C-ACA</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 3</b>

**1.0 Purpose and Scope**

**1.1 U.G. Academic program**

1.1.1 This SOP enables the institution to keep the curriculum standards of the Undergraduate program at par with international standards by accounting the regular feedbacks from teaching faculty.

1.1.2 This SOP also helps Institution to implement the abided standards in the form of academic timetable, annual calendar for the entire teaching program and evaluation process of the Undergraduate program.

**1.2 P.G. Academic program**

1.2.1 This SOP enables the institution to keep the curriculum standards of the Undergraduate program at par with international standards by accounting the regular feedbacks from teaching faculty.

1.2.2 This SOP also helps Institution to implement the abided standards in the form of academic timetable, annual calendar for the entire teaching program and evaluation process of the Undergraduate program.

**1.3 Curriculum enrichment program**

1.3.1 Additional academic program: This SOP enables in establishing the additional academic programs and provides a guideline for the effective functioning of the committee. This SOP enables the institution to enable the students to perform at international standards.

1.3.2 Programs for value-based learning and personality development.

**2.0 Inputs required:**

**2.1 U.G. Academic program**

2.1.1 DCI / University Syllabus of U.G.

2.1.2 Annual academic and exam schedules of the University.

2.1.3 U.G students list

**2.2 P.G. Academic program**

2.2.1 DCI / University Syllabus of U.G.

2.2.2 Annual academic and exam schedules of the University.

2.2.3 PG students list

**2.3 Curriculum enrichment program**

2.3.1 Student list

2.3.2 Academic calendar

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committees. Thus, the validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee as it is the discretion of Principal.

**3.2 Functioning of the committee**

3.3 The committees meet once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-ACA-A-01 for at least 2 to 3 days in advance.

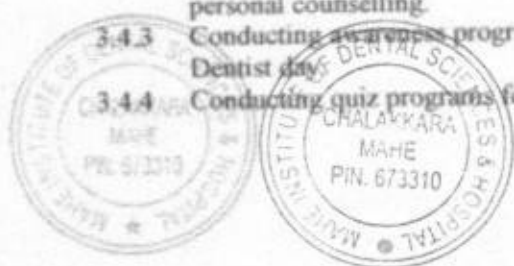
3.4 The value based activities like following are performed:

3.4.1 To propose and organize valuable bridge courses for the interns.

3.4.2 Organizing programs for career counselling, guidance for competitive examination and personal counselling.

3.4.3 Conducting awareness programs and rally on occasion of specific days eg No- tobacco day, Dentist day.

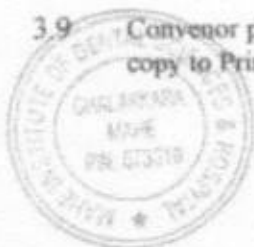
3.4.4 Conducting quiz programs for students and staffs with reference to the same.



Dr. A.P. Balath, MDS  
 Mahe Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Repur, Mahe - 673310  
 UT of Puducherry

MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- ACADEMIC			
DOC. CODE: C-ACA	REV. NO.: 0	DATE: 29.04.2021	PAGE 2 OF 3

- 3.4.5 Organizing classes for yoga and meditation.
- 3.4.6 To work on providing merit-based scholarships to the outstanding students
- 3.4.7 To provide government scholarships to students based on caste.
- 3.4.8 To prepare a record reflecting the programmes conducted with timeframe of each programme.
- 3.5 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.
- 3.6 **Agenda of each committee meeting:**
- 3.7 **U.G academic program**
- 3.7.1 Review of the decisions taken in the previous meeting
- 3.7.2 Evaluations of previous year's academic calendars and prepare it with inputs from University.
- 3.7.3 To plan periodic assessment examinations, its evaluation and announcement of results.
- 3.7.4 Finalising the midterm holidays.
- 3.7.5 Review of outcome of changes implemented to improvise academic standards.
- 3.7.6 Others if any
- 3.8 **P.G. academic program**
- 3.8.1 Review of the decisions taken in the previous meeting
- 3.8.2 To finalise on the dates of the presentation for ethical clearance.
- 3.8.3 To finalise on the dates for submission of library dissertations of Pgs.
- 3.8.4 For implementation of basic science classes for Pgs.
- 3.8.5 Regular check on the quotas for the students for clinical case, presentation in conferences and conventions.
- 3.8.6 Conduction of mock examinations for students.
- 3.8.7 Assess the quality of their teaching by the theory classes allotted for them.
- 3.8.8 Others if any
- 3.8.9 **Curriculum enrichment program**
- 3.8.9.1 **Additional academic program:**
- 3.8.9.1.1 Propose the new academic programs as per the current and new concepts in dentistry and clinical practices.
- 3.8.9.1.2 Formulate the curriculum for the academic program as modules or courses.
- 3.8.9.1.3 Help the involving departments to conduct program in a flawless manner and co-ordinate the program.
- 3.8.9.2 **Value based learning and personality**
- 3.8.9.2.1 To propose and organize valuable bridge courses for the interns.
- 3.8.9.2.2 Organizing programs for career counselling, guidance for competitive examination and personal counselling.
- 3.8.9.2.3 Conducting awareness programs and rally on occasion of specific days eg No- tobacco day, Dentist day.
- 3.8.9.2.4 Conducting quiz programs for students and staffs with reference to the same.
- 3.8.9.2.5 Organizing classes for yoga and meditation.
- 3.8.9.2.6 To work on providing merit-based scholarships to the outstanding students
- 3.8.9.2.7 To provide government scholarships to students based on caste.
- 3.8.9.2.8 To prepare a record reflecting the programmes conducted with timeframe of each programme.
- 3.8.9.2.9 Others if any
- 3.9 Convenor prepares the minutes of the meeting per as per C-ACA-02 to all the members with a copy to Principal's office.



Dr. Anil Meethal, MDS Hospital  
 Mahatma Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Palloor, Mahe -673310  
 UT of Puducherry

MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- ACADEMIC			
DOC. CODE: C-ACA	REV. NO.: 0	DATE: 29.04.2021	PAGE 3 OF 3




#### 4.0 Process Outputs

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of proposals to BoS from the institution.
- 4.3 Number of assessments and evaluation done for U.G students.
- 4.4 Number of PG students presentations in conferences and conventions
- 4.5 Number of awards procured by students.
- 4.6 Number of additional and value based programs proposed.
- 4.7 Number of additional and value based programs conducted.


#### 5.0 RECORDS


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-ACA-01	Notice cum Agenda for conduct of Academic Committee meeting	Convenor Academic committee	5 Years	Shredding
2	C-ACA-02	Minutes of meeting- Academic Committee			

#### 6.0 AUTHENTICATION

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENER - ACADEMIC COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

  
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Palloor, Mahe -673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- WOMEN EMPOWERMENT</b>			
<b>DOC. CODE: C-WOM</b>	<b>REV. NO.: 2</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables to establish and maintain equal status and equal opportunities for women and men, and thus promote gender equality in all spheres of the society. All individuals shall have equal opportunities to benefit from their own enterprise and to develop their skills irrespective of gender.
- 1.2 This is applicable to all the female staffs and students in the college.

**2.0 Inputs required:**

- a) Communication from Principal regarding personnel forming a part of the committee
- b) List of women employees
- c) Female Student list
- d) List of women faculty members

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the senior most lady staff to be the Chairperson, and others as convenor and members of the committee. Thus, the validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee as it is the discretion of Principal.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 2 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-WOM-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee is to ensure that the rights of the female students, faculty and staff members are safeguarded.
- 3.2.3 To equip the female students, faculty and staff members with the knowledge of other legal rights.
- 3.2.4 To give effect to certain provisions of the Convention on the Elimination of All Forms of Discrimination against Women.
- 3.2.5 To eliminate, so far as is possible, discrimination against persons on the ground of sex, marital status, pregnancy or potential pregnancy in the areas of work, accommodation, education.
- 3.2.6 To eliminate, so far as possible, discrimination involving dismissal of employees on the ground of family responsibilities; and
- 3.2.7 To eliminate, so far as is possible, discrimination involving sexual harassment in the workplace, in educational institutions and
- 3.2.8 To promote recognition and acceptance within the community of the principle of the equality of men and women.
- 3.2.9 Maintain minutes of meeting, photographs related and circulars
- 3.2.10 Quorum: Two- thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:**

- a) Review of the decisions taken in the previous meeting
- b) Gender mainstreaming in all spheres of the society.
- c) Working on the equal influence of women and men in decision-making and policy-making in the society,
- d) Enabling both women and men to reconcile their occupational and family obligations,
- e) Improving especially the status of women and increasing their opportunities in the society.
- f) Increasing education in matters of equality,
- g) Analysing statistics according to sex.
- h) Increasing research in gender studies.
- i) Others if any



  
 Dr. Anil Mathan, MSc  
 Principal  
 Maba Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Palloor, Mahe -673310  
 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- WOMEN EMPOWERMENT</b>			
<b>DOC. CODE: C-WOM</b>	<b>REV. NO.: 2</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>

3.4 Convenor prepares the minutes of the meeting as per C-WOM-02 and circulates to all the members with a copy to Principal's office.

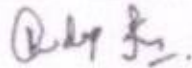


**4.0 Process Outputs**

4.1 Decisions taken and executed (Minutes of meeting)

**5.0 RECORDS**


Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-WOM-01	Notice cum Agenda for conduct of women empowerment Committee meeting	Women Empowerment Committee Convenor	5 Years	Shredding
2	C-WOM-02	Minutes of meeting-women empowerment Committee			

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR-WOMEN EMPOWERMENT COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Mahe Institute of Dental Sciences & Hospital  
MAHE

  
Dr. Anil Melath, MDS  
Principal  
Mahe Institute of Dental Sciences & Hospital  
Chalakkara, v.O Palloor, Mahe -673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- COMPLAINT AND GREIVANCE REDRESSAL COMMITTEE</b>			
<b>DOC. CODE: C-CGR</b>	<b>REV. NO.: 1</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the internal complaint committee and provides a guideline for the effective functioning of the committee.
- 1.2 This is applicable to all the students and employees employed by the college.

**2.0 Inputs required:**

- a) Student list  
b) List of faculty members- women  
c) List of non-teaching staff- women

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Principal at the beginning of the academic year identifies the person to be the Chairperson, convenor and members of the committee. Thus, the validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee as it is the discretion of Principal.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 3 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-CGR-01 at least 2 to 3 days in advance.
- 3.2.2 This committee is committed to providing and promoting a safe, healthy and congenial atmosphere irrespective of gender, caste, creed or social class of the employees. In its endeavor to provide a safe and healthy work environment for all its employees and to develop a policy to ensure zero tolerance towards verbal, physical, psychological conduct of a sexual nature by any employee or stakeholder that directly or indirectly harasses, disrupts or interferes with another's work performance or creates an intimidating, offensive or hostile environment such that each employee can realize his / her maximum potential.
- 3.2.3 Quorum: At least 3 members of the committee or 50% of the total members of the committee (whichever is higher) should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:**

- a) Review of the decisions taken in the previous meeting
- b) Every complaint received in writing is analyzed by the members. The parties concerned are called for a face to face discussion to ensure transparency and fairness. After listening to both the parties, the committee members discuss the pros and cons among themselves and then, provide their conclusion to the concerned parties. If it is felt that legal opinion is required, then the same is referred to the legal experts with information to both the parties.
- c) All complaints received by the committee either verbally/ written or through any other mode will be entered in log register maintained by the committee and an Unique I.D. number will be allotted to the complaint and acknowledgement taken from the complainant to indicate that he/she is agreeing to the narration of the complaint noted.
- d) Sensitization programs / workshops would be organized, meetings would be convened for all employees as well as special meetings to be conducted with only the women employees by the committee on a regular basis
- e) The Committee would also assist Complainants if required to file a Complaint
- f) Maintain records of all sexual harassment cases and findings
- g) Others if any



  
 Dr. Anil Kishan, JUS  
 Principal  
 Mahe Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Palloor, Mahe - 673310  
 UT of Puducherry



MINDS- STANDARD OPERATING PROCEDURE			
TITLE: COMMITTEE- COMPLAINT AND GREIVANCE REDRESSAL COMMITTEE			
DOC. CODE: C-CGR	REV. NO.: 1	DATE: 29.04.2021	PAGE 2 OF 2

3.4 Convenor prepares the minutes of the meetings per C-CGR-02 and circulates to all the members with a copy to Principal's office.




**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)
- 4.2 Number of Complaints filed
- 4.3 Number of Complaints redressed
- 4.4 Number of complaints pending
- 4.5 Number of sensitization programs conducted with number of participants

**5.0 RECORDS**

Sl No	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-CGR-01	Notice cum Agenda for conduct of Complaint And GreivanceRedressalCommiteemeeting	Complaint And Greivance Redressal Committee	5 Years	Shredding
2	C-CGR-02	Minutes of meeting-Complaint And GreivanceRedressalCommittee	Complaint And Greivance Redressal Committee Convenor		

**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR- COMPLAINT AND GREIVANCE REDRESSAL COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	





Principal  
Maha Institute of Dental Sciences & Hospital  
MAHE

  
Dr. Anil Anand, MDS  
Principal

Maha Institute of Dental Sciences & Hospital  
Chalakkara, P.O. Pulloor, Mabe -673310  
UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- BUDGET ALLOCATION</b>			
<b>DOC. CODE: C-BUD</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 1 OF 2</b>

**1.0 Purpose and Scope**

- 1.1 This SOP enables in establishing the Budget Allocation committee and provides a guideline for the functioning of the committee.
- 1.2 This is applicable to all departments covering all the programs offered by the college.

**2.0 Inputs required:**

- a) Budget from all Departments  
 b) Students fee details  
 c) List of staff members  
 d) Communication from Chairman regarding personnel forming a part of the committee

**3.0 Processing of inputs**

**3.1 Constituting the Committee**

- 3.1.1 Chairman at the beginning of the financial year, identifies the person to be the Chairperson, convenor and members of the committee. Thus, the validity of the committee constitution is for one year. There is no limitation on the number of times a person can be in the committee as it is the discretion of Chairman.

**3.2 Functioning of the committee**

- 3.2.1 The committee meets once in 6 months. The convenor intimates about the date, place, agenda and time of the meeting to the members after ensuring everyone's availability. This information is provided as per C-BUD-01 at least 2 to 3 days in advance.
- 3.2.2 The purpose of this committee involves planning forecasting, implementing, monitoring & controlling and finally evaluating performance of budgeting.
- 3.2.3 Quorum: Two-thirds of the committee members should be present for any meeting. In addition to this, special invitees can be there.

**3.3 Agenda of each committee meeting:** The agenda points are as under:

- a) Review of the decisions taken in the previous meeting  
 b) Preparing base for budget accounting  
 c) Receives and review the individual budget estimates from different departments  
 d) Preparing revenue and expenditure budgets and evaluating with previous budget.  
 e) Incorporating department budgets.  
 f) It receives instruction from the Budget Committee Chairman and gives instruction to concerned department authorities.  
 g) Gives suggestions to improve efficiency to achieve budgetary goals and co-ordinates the budgetary control programmes.  
 h) Others if any

- 3.4 Convenor prepares the minutes of the meetings as per C-BUD-02 and circulates to all the members with a copy to Principal's office.

**4.0 Process Outputs**

- 4.1 Decisions taken and executed (Minutes of meeting)




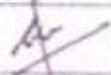

  
 Principal  
 Mahe Institute of Dental Sciences & Hospital  
 MAHE  
 Dr. Anil Mathew, D.D.S.  
 Mahe Institute of Dental Sciences & Hospital  
 Chalakkara, P.O. Falloor, Mahe - 673310  
 UT of Puducherry

<b>MINDS- STANDARD OPERATING PROCEDURE</b>			
<b>TITLE: COMMITTEE- BUDGET ALLOCATION</b>			
<b>DOC. CODE: C-BUD</b>	<b>REV. NO.: 0</b>	<b>DATE: 29.04.2021</b>	<b>PAGE 2 OF 2</b>


**5.0 RECORDS**

Sl. No.	Doc. Code of Format	Title of Record	Retained		Mode of Disposal
			With	For	
1	C-BUD-01	Notice cum Agenda for conduct of Budget Allocation Committee meeting	Budget Allocation Committee Convenor	5 Years	Shredding
2	C-BUD-02	Minutes of meeting-Budget Allocation Committee			
3	NIL	Budget for the academic year			


**6.0 AUTHENTICATION**

PARTICULARS	DESIGNATION	SIGNATURE
PREPARED BY	CONVENOR BUDGET ALLOCATION COMMITTEE	
REVIEWED BY	VICE PRINCIPAL	
APPROVED BY	PRINCIPAL	



  
Principal  
Maha Institute of Dental Sciences & Hospital  
MAHE



  
Dr. Anil Melath, MDS  
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Maha Institute of Dental Sciences & Hospital  
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UT of Puducherry