

List of Statutory and Non-statutory Committees/Cells







ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana


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Issue No : 301/Est/		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD					
Issue Date : 21 Aug 2023		MANUAL OF ACDS			Dept : Admin		
Review On :					Page No : 1		
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Committee Member	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
1.0.	Academic Monitoring Committee	Dr Prasad Chitra, Prof & HOD Orthodontics Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr Sanjay Vasudevan, Prof & HOD Periodontics Dr KV Guru Charan Karthik Sr Lecturer, Dept of Prosthodontics Dr HarshaVardhan, Postgraduate Student Dept of Prosthodontics Amab Saha Intern	1.1 Monitor Academic Cell, Exam Cell, research Cell, Feedback Cell & Career Guidance Cell 1.2. Suggest methods to improve academic performance. 1.3. Advise on research activities 1.4. Plan career guidance and monitor the activities 1.5. Inform Principal regularly on the progress of the academic in the college.	21 Aug 2023	Once in Quarter	Quarterly	
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
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2.0.	Academic Cell, ACDS	Dr Harshvardhan S Jols, Prof & HOD, Oral Pathology Dr Neha Mehra, Reader, Conservative Dentistry Dr Shubnita Verma, Sr Lecturer, Orthodontics Dr Sai Geeta K, Sr Lecturer, Pedodontics & Dento Facial Dr Prinyanka Rai, Sr Lecturer, Prosthodontics Dr Treyi Bartarya, Postgraduate Student, Pediatric Dentistry Aishani Kuanr, Intern Mr. J. Ramesh Kumar, UDC, Academics	2.1. Prep of yearly training programme / weekly programme and preparation of Master Time tables. 2.2. Allotment of teaching staff and lecture halls. 2.3. Prep of training material & lesson plans 2.4. Co-ordinate with MH and other agencies 2.5. Clinical postings of PG's/ Interns/BDS-Issue schedule	21 Aug 2023	Once in Quarter	Quarterly	

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


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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Committee Member	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
3.0.	Examination Cell Committee	Dr V Krishna Priya Prof & HOD Pedodontics Dr Jayakrishna Babu Prof & HOD Prosthodontics Dr Anahita Punj, Sr Lecturer, Periodontology & Oral Implantology Dr Neha Verma, Sr Lecturer, Conservative Dentistry Dr BVH Rai Teja Sr Lecturer, Prosthodontics Dr Agarwal Namrata, Postgraduate Student Conservative Dentistry Laxmi Gupta, Intern Mr. J. Ramesh Kumar, UDC Academics	3.1. Prepares relevant time tables of the Institute based on the Examination Time Table. 3.2. Prepares and display an overall Supervision Duty List. 3.3. The Exam Committee shall hold a pre-exam meeting to brief the members of faculty with regard to the examination procedures and the role and responsibilities of A report of same shall be submitted to the Principal. 3.4. Committee collects list of examiners for assessment and moderation of each subject from respective HODs. 3.5. Ensures that the evaluation and moderation process is completed on time 3.6. Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. 3.7. Ensures that the entire exam related documents reach the university in time.	21 Aug 2023	Once in Quarter	Quarterly	
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

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Title : <u>INTERNAL COMMITTEES</u>							
Ser No	Name of Committee	Committee Member	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
4.0.	Feedback Cell committee	Dr Lokesh, Reader, Prosthodontics Dr Mrunalini Koneru, Lecturer Public Health Dentistry Dr Navaljeet Kaur Sr Lecturer Oral & Maxillofacial Surgery and Oral Implantology Dr Deepanshi Sharma, Postgraduate Student, Pediatric Dentistry Ashwani Kumar, Intern Mrs Ranjitha Menon, LDC	4.1. Issue feedback forum to students, parents and other stake holder. 4.2. Analyzing feedback forum. 4.3. Info academic committee on suggestions. 4.4. Meet once in a month to assess progress	21 Aug 2023	Once in Quarter	Quarterly	
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

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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Committee Member	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
5.0.	Research Cell	Dr Prasad Chitra, Prof & HOD Orthodontics Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr E Soujanya, Reader, Conservative Dentistry Dr Jangam Sowmya Reader, Orthodontics Dento-Facial Orthopedics & Dr Madhusudhan Reddy Reader, Oral pathology Dr Gazal Saxena, Postgraduate Student Prosthodontics Bindu Rani, Intern	5.1. Identifying the funding agencies 5.2. Finalize thrust areas for institutional R&D projects 5.3. Identifying the Research projects 5.4. Review the progress of the research projects 5.5. Review of new/ existing Center for Excellence in the Institute 5.6. Efforts looking for additional resources for research infrastructure 5.7. Contributing towards the development of curriculum. Recognizing recent trends in science and technology 5.8. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.	21 Aug 2023	Once in Quarter	Quarterly	
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6.0	Institution Scientific Forum Committee	Dr Mayun Ganesh, Reader, Pedodontics Dr Kiran Rathore, Sr Lecturer, Prosthodontics Dr Gyanda Mishra, Sr Lecturer Orthodontics Dr Niharika S, Sr Lecturer Pedodontics Dr Tanya Singh, Postgraduate Student Oral Surgery Monica Singh Intern	6.1. Coord with all Depts regarding conduct of all scientific activity to incl CDE pgme, wksp, hands on work and inform. 6.2. Work out budget for the events and seek approach from Head of the Institution. 6.3. Assist Dept in org the event, CDE program, Workshops.	21 Aug 2023	Once in Quarter	Quarterly	

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ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
8.0.	Hospital Management Committee	Dr Mamta Kaushik, Prof & HOD Conservative Dentistry Dr Seema Ashwin Bhogte Reader, Oral Medicine Dr A Vani Anusha Sr Lecturer, Oral Medicine Dr Shivangni Sarin, Sr Lecturer, Oral & Maxillofacial Surgery Dr Kiran Rathore Sr Lecturer Prosthodontics Dr Swati Sharma, Postgraduate Student Oral Surgery Neha Dagar Intern Hony Capt (Retd) Shiv Shankar Prusty	8.1. Ensure good patient care. 8.2. Monitor registration/document, committee, dental mtrl/eqpt committee, sterilisation & hospital cleanliness committee and outreach pgme committee. 8.3. Suggest improvement in patient care. 8.4. Meet once in a quarter 8.5. Info/advise Principal/Management for better patient care.	21 Aug 2023	Once in Quarter	Quarterly	
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		MANUAL OF ACDS					
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
9.0.	Registration, Documents, Patient Census & Feedback and Finance Committee	Dr Seema Ashwin Bhogte Reader, Oral Meidicine Dr Jangam Sowmya Reader, Orthodontics & Dento-Facial Orthopedics Dr Kiran Rathore Sr Lecturer, Prosthodontics Dr A Vani Anusha Sr Lecturer, Oral Medicine Dr Gaurav Sharma, Postgraduate Student Conservative Dentistry Pattan Vipin Begum Intern Mrs. G Latha, Receptionist Hav Sankar Kumar Majhi (Retd), UDC, Accounts	9.1. Ensure smooth functioning of Reception. 9.2. Ensure Documentation papers are stored correctly, both soft & hard copies. 9.3. Monitor cash collected every day and ensure it is submitted to Accts Section/Bank. 9.4. Monitor ECHS Reception and the bills forwarded for payment. 9.5. Monitor patient census. 9.6. On daily, weekly & monthly basis obtain feedback from patients, analyse feedback and intimate Hospital Management Committee.	21 Aug 2023	Once in Monthly	Monthly	
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
10.0	Dental Material/ Equipment Committee	Dr Mrunalini Koneru OIC CSS Dr Anushka Patnaik, Lecturer, Oral Medicine & Radiology Dr Madhu Sharma, Postgraduate Student Prosthodontics Appani Sahithi Intern Sub RDS Yadav (Retd) I/C CSS Mr A Santosh Amanchi Store Holder	10.1. Compile Demands from Depts of Dental Mtrl/ eqpt reqd 10.2. Process procurement of Dental Mtrl/ eqpt 10.3. Issue Dental Mtrl to Dept. 10.4. Monitor expdr and wastage of Dental Mtrl in Depts. 10.5. Repair/Maint of Dental eqpt. 10.6. Report on expdr to Hsop Mgt Committee every month.	21 Aug 2023	Once in Monthly	Monthly	
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
11.0	Sterilization & Hospital Cleanliness Committee	Dr Bhanu Chander, Reader, Prosthodontics Dr Shivangni Sarin, Oral & Maxillofacial Surgery and Oral Implantology Dr Chittarukuyal Sai Priya Postgraduate Student Periodontology Pooja giri Intern Mrs Daura Priscilla Hony Capt Shiv Shankar Prusty	11.1. Ensure all Dental Eqpt in sterilised daily and issue eqpt Depts after sterilisation. 11.2. Maint Record of stielisation carried out. 11.3. Ensure cleanliness of Hospital Area including clinics. 11.4. Report to Hospital Management Committee once in a week.	21 Aug 2023	Once in Monthly	Monthly	
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


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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
12.0.	Clinics Management Committee including Comprehensive Holiday/ Emergency Clinic	Dr P Ajay Reddy Reader, periodontics Dr KV Guru Charan Karthik Sr Lecturer, Prosthodontics Dr Ajita Rathi, Sr Lecturer, Conservative Dentistry Dr Chittarakuyal Sai Priya Postgraduate Student Periodontology Priyanka Yadav Intern	12.1. Ensure all clinics are redy for patient care in consultation with HoDs 12.2. Monitor comprehensive, Holiday/Emergency clinics by detailing doctor and staff. 12.3. Report to Hospital Management Committee on improvement required.	21 Aug 2023	Once in Quarter	Quarterly	
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

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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Dutes and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
13.0.	Satellite Clinics	Dr. V Prathima Reader, Public Health Dentistry Dr. Lokesh Sunkala, Reader, Prosthodontics Dr. Yesha Yadav, Sr Lecturer Conservative Dentistry Dr Deepanshi Sharma Postgraduate Student Pediatric Dentistry Sugam Rohilla Intern	13.1. Ensure Doctors/Staff detailed for Satellite Clinic. 13.2. Monitor treatment of patient at Satellite Clinic. 13.3. Collate data on patients treated at Satellite Clinic. 13.4. Ensure bills fwd to ECHS Reception to claim. 13.5. Obtain feedback from patient. 13.6. Report to Hospital Management Committee on problem/suggestion.	21 Aug 2023	Once in Monthly	Monthly	
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


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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
14.0	Dental Camps	Dr V Pratima, Reader & HoD, Public Health Dentistry Dr Mrunalini Koneru Lecturer, Dept of Public Health Dentistry Dr Saheli Paul Postgraduate Student Periodontology Priya Singh Intern	14.1. Plant, org, get approvals and conduct Dental Camps in Rural Areas. 14.2. Train students, assist in research activities of students during camp. 14.3. Publicise the planned Dental Camps. 14.4. Refer patients to ACDS for further treatment. 14.5. Obtain and analyse feedback recd from patient. 14.6. Inform Hospital Management Committee.	21 Aug 2023	Once in Quarter	Quarterly	
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15.0	Hostel & Mess Committee	Dr Sanjay Vasudevan Prof & HOD Periodontology Dr Mamta Kaushik Prof & HOD Conservative Dentistry Dr Pradeep Raj Reader, Dept of Orthodontics Dr VVN Sunil Dept of Oral Pathology, Dr Neha Verma, Sr Lecturer Conservative Dentistry Sachin Intern Hav Janapareddy Sanyasi Rao (Retd) Mrs Sangita Jana Singh	15.1. Oversee functioning of Hostels. 15.2. Daily report to Registrar of correctness. 15.3. Repairs, Maintenance & Upkeep of Hostels. 15.4. Allotment of Hostel Rooms. 15.5. Cleanliness of Hostels.	21 Aug 2023	Once in a Month	Monthly	

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


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16.0	Sports & Cultural Committee	Dr Achuta Abhinav, Reader, Periodontics Dr Ajita Rathi, Sr Lecturer, Conservative Dentistry Dr Navaljeet, Sr Lecturer, Oral Surgery Dr BVH Ravi Teja Sr Lecturer, Prosthodontics Dr Sumit Singh Postgraduate Student Conservative Dentistry Suraj Kumar, Intern Sneha Bintajruba, Intern	16.1. To plan, conduct all sports in the college including competitions 16.2. Train students for inter college and inter university, state and national level competitions 16.3. Monitor and maintain the discipline in student players 16.4. For up keep of all play grounds, sports equipment. 16.5. For scheduling all the related activities without effecting the class/Lab work, examination schedules 16.6. To give System of development of sports and extra-curricular activities. 16.7. To plan for all the infrastructural facilities required as per norms through Professor In charge resources 16.8. To plan and monitor the maintenance of all the infrastructural facilities related to sports and games. 16.9. To Organize competitions of Intramural, Republic Day Cup, Freshers Day Cup, Independence Day cup etc.,	21 Aug 2023	Once in a Month	Monthly	
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

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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
17.0	Campus Development Committee	Col Retd P G Krishna, Registrar, ACDS Dr Alvin George, Sr Lecturer, Conservative Dentistry Dr Derine Rosalia Raj Postgraduate Student Orthodontics Prashant Singh Intern Hony Capt Shiv Shankar Prusty Mrs. J.Sangeeta, Warden Girls Hostel Mr. J.S. Rao, Warden, Boys Hostel	17.1. To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action. 17.2. To plan and monitor the maintenance of all the infrastructural facilities related to the campus and check its upkeep. 17.3 To propose new programs & courses, increase in intake and plan for accreditation by various agencies.	21 Aug 2023	Once in a Month	Monthly	
Prepared By : OS Admin Signature :		Checked By : Registrar Signature : 		Approved By : Principal Signature : 			




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

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Issue No : 301/Est/ Issue Date : 21 Aug 2023 Review On :		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD MANUAL OF ACDS			 Dept : Admin Page No :18		
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
18.0	Alumni & Staff Get-together Committee	Dr David Tyro, Sr Lecturer, Oral Surgery Dr Mayuri Ganesh, Reader, Pedodontics Dr Lolesh Sunkala, Reader Prosthodontics Dr Gyanda Mishra, Sr Lecturer Orthodontics Dr Neha Verma, Sr Lecturer, Conservative Dentistry Dr Neeraj Kumar Dudy Postgraduate Student Orthodontics Ravi Kumar Yadav Intern	18.1. Responsible for the registration of all the outgoing students as alumni members and maintenance of the database. 18.2. Collects and compiles information of the distinguished alumni, viz , their achievements, progress and successful careers. 18.3. Maintains continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the Institute. 18.4. Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc. 18.5. Responsible for establishing alumni chapters and conducting their annual meets frequently. 18.6. Identifies and forwards the information to main Chapter at VNRVJIET regarding the Alumni occupying good positions in Industry / R&D / Academics / Business etc. 18.7. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly. 18.8. Circulates the details of alumni to the present students for their benefit.	21 Aug 2023	Once in a Month	Monthly	
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19.0	Disciplinary & Grievance Committee	Dr Sanjay Vasudevan, Prof & HOD, Periodontology, Dr Pradeep Raj , Reader, Orthodontics Dr Bhanu Chander, Reader Prosthodontics Dr Mrunalini Koneru Lecturer, Dept of Public Health Dentistry Dr Surabhi Bhadauriya, Postgraduate Student Periodontology Sri Nandini Narayan Intern	19.1. All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. 19.2. Committee tries to settle the issues amicably in a time bound manner. 19.3. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents 19.4. Ensures that the grievances are resolved on time impartially and confidentially	21 Aug 2023	Once in a Month	Monthly	

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


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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
20.0	Library Committee	Dr. Prasad Chitra, Prof & HOD, Orthodontics Dr P Ajay Reddy, Reader, Periodontics Dr Alvin George, Sr Lecturer, Conservative Dentistry Mr. Venkataramana, Librarian Dr Bernisha, Postgraduate Student Orthodontics Gagan Intern	20.1. Collecting the requirements of the text books, reference books, journals and ensuring adequate number of copies are made available in the library as per norms. 20.2. Planning and implementing the library automation, procedures, digital library development and usage. 20.3. Finalizing the list of books, journals, magazines and equipment to the institute as well as department libraries and propose budgetary estimates to the administration. 20.4. Conducting annual stock verification	21 Aug 2023	Once in Quarter	Quarterly	
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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
21.0.	Anti-Ragging Committee	Dr Bhanu Chander, Reader, Prosthodontics DrX Nagamaheshwari, Reader, Conservative, Endodontics & Aesthetic Dentistry Dr Shubnitha Verma, Sr Lecturer, Orthodontics Dr Niharika, Sr Lecturer, Pedodontics Dr Pooja Chauhan Postgraduate Student Prosthodontics Uttam Intern Mrs Sangeeta Jena Singh, GH Warden Hav J S Rao (Retd), BH, Warden	21.1. Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. 21.2. Takes precautions to avoid ragging activities at other locations like bus stops and gives instructions to the student volunteers and secret informers at various boarding points. 21.3. Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. 21.4. Arranges counselling and guidance programs arranged for the fresher's and parents regarding ragging. 21.5. Takes affidavits from the students and parents regarding Ragging during the Admission. 21.6. Provides helpline details inside and outside college premises.	21 Aug 2023	Once in Quarter	Quarterly	

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


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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
22.0	Journal Committee	Dr Mamta Kaushik, Prof & HOD, Conservative Dentistry - (Editor in Chief) Dr Neha Mehra, Reader, Conservative Dentistry Dr Mayuri Ganesh, Reader, Pedodontics Dr VVN Sunil, Sr Lecturer, Oral Pathology Dr Shubnita Verma, Sr Lecturer, Orthodontics Dr Simran Kaur, Postgraduate Student Conservative Dentistry Harnoor Dhillon Intern	22.1. Reviews the faculty publications. 22.2. Recommends the incentives for all those papers published in the peer reviewed journals. 22.3. Suggests the faculty for further patent work.	21 Aug 2023	Once in Month	Monthly	
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

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Review On :							
Title : <u>INTERNAL COMMITTEES</u>							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
23.0	POSH Committee	Dr Mamta Kaushik, Prof & HOD, Conservative Dentistry Dr Prasad Chitra, Prof & HOD, Orthodontics Dr V Krishna Priya, Prof & HOD, Pedodontics Dr P Ajay Reddy, Reader, Periodontics Dr David Tyro, Reader, Oral & Maxillofacial Surgery and Oral Implantology Dr Mrunalini Koneru Public Health Dentistry Ms. Kondaveeti Satyavati, External Member Dr Tripti Rathore, Postgraduate Student Conservative Dentistry Katkari Kirti Santhosh Intern	23.1. Receiving complaints of sexual harassment at ACDS and ensuring that all such complaints are thoroughly and expeditiously enquired in accordance with the Act investigated in a just and fair manner. 23.2. To assemble periodically once a month at place and time to be decided by the chairperson. To assemble periodically as and when required at place and time & through such technical medium such as zoom meeting etc to be decided by the chairperson. However, in case of receipt of a complaint, an urgent meeting will be called immediately. 23.3. However, in case of receipt of a complaint, an urgent meeting will be called within 24-48hrs. 23.4. Meeting the complainant and initiating and conducting inquiry as per the established procedure under the act.	21 Aug 2023	Once in a Month	Monthly	
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

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Issue Date : 21 Aug 2023		MANUAL OF ACDS		Dept : Admin			
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
24.0	Accreditation Committee: NAAC Committee	1. Dr Subramanya Sharma, Principal, ACDS (Chairman) 2. Col (Retd) P.G Krishna Registrar, ACDS (Senior Administrative Officer) 3. Col Trg I.V. Anand, Telangana Andhra Sub Area, Management Member 4. Dr Harshvardhan S Jais, Prof & HOD, Oral Pathology (IQAC Coordinator) 5. Mrs Krishnaveni, (Local Society Representative) 6. Dr David Tyro, Reader, Oral Surgery, (Alumni Member) 7. Dr Pradeep Raj, Reader, Orthodontics 8. Dr Spujanya, Reader, Conservative Dentistry 9. Dr Salgeeta, Sr Lecturer, Paediatric Dentistry 10. Dr Gitika Singh Postgraduate Student Pediatric Dentistry 11. Shreya Shukla, Intern	24.1. Development of quality parameters for various academic and administrative activities of the institution. 24.2. Checking and Disseminating information on various quality parameters of higher education. 24.3. Documentation of the various programs / activities leading to quality improvement in the institution 24.4. Coordinate the quality-related activities of the institution 24.5. Coordinate and prepare of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. 24.6. Timely and efficient execution of the decisions of IQAC committee.	21 Aug 2023	Once in a Month	Monthly	
Prepared By : OS Admin		Checked By : Registrar		Approved By : Principal			
Signature : 		Signature : 		Signature : 			




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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
25.0	ISO Committee	Dr Krishna priya, Prof & HOD, Pedodontics Dr Lokesh Sunkala, Reader, Prosthodontics Dr X Nagameshwari, Sr Lecturer, Conservative Dentistry Dr Alvin George, Sr Lecturer, Conservative, Endodontics & Aesthetic Dentistry Dr Kanchan Kumari, Postgraduate Student Pediatric Dentistry Pinkesh Kumari Intern	25.1. Maintenance of Charter of duties of all the department up to date. 25.2. Preparation of documents as per the procedure and format. 25.3. Maintenance of inspection correspondence.	21 Aug 2023	Once in Quarter	Quarterly	
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

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Issue Date : 21 Aug 2023		MANUAL OF ACDS		 Dept : Admin Page No :26			
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
26.0	Student Council	1. Dr Pooja Chauhan, PG Student. (President) 2. Arnab Saha, Intern (Secretary) 3. Sneha Bin tajruba, Intern (Cultural Head) 4. Suraj Kumar. Intern (Sports Head) 5. Pattan Vipin Begum, Intern (Literary Head) Deva Nanda Panda, Intern (Technical Secretary) 6. Prashant Singh, Intern (Boys Hostel Secretary) 7. Bindu Rani, Intern. (Girls Hostel Secretary) 8. Sachin, Intern (Mess Secretary) 9. Dr Ajay Reddy, Reader, Periodontics, (Faculty Mentor) 10. Dr Ajitha Rathi, Sr Lecturer, Conservative Dentistry, (Faculty Mentor)	26.1. Represent the student body at College district and civic events and other meetings. 26.2. Supervise the functioning of the elected student body officers. 26.3. Develop the agenda for and preside over the meetings of Student Council. 26.4. Coordinate the work of committees. 26.5. Prepare financial reports for meetings of Student Council. 26.6. Gather materials in preparation for the Student Council Scrapbook. 26.7. Coordinate work on other historical presentations (i.e., slide shows, video). 26.8. Inform officers of progress and problems which arise. 26.9. Delegate tasks of committee and follow up with members to be sure plans are completed. 26.10. Communicate ideas from the student body to the Council.	21 Aug 2023	Onco in Quarter	Quarterly	
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
27.0	National Service Scheme Committee (NSS)	Dr V.V.N Sunil, Sr lecturer, Oral pathology Dr Yesha Yadav, Sr Lecturer, Conservative Dentistry Lalitha Chandrahas, Dental Hygienist Ambika, Nurse Dr Malreddy Surya, Postgraduate Student Oral Surgery Dinu Rathore Intern	27.1 Development of personality of students through Community service 27.2 To work with / among people 27.3 To engage in creative and constructive social action 27.4 To enhance his/her knowledge of himself/herself and the community. 27.5 To put his/her scholarship to practical use in mitigating at least some of problems 27.6 To gain skill in exercise of democratic leadership 27.7 To gain skills in program development to enable him/her for self-employment 27.7 To promote the will to serve the weaker section of community 27.8 To reach out to the public to provide them the best health awareness and benefits . 27.8 To organise public health camps for better delivery of health benefits.	21 Aug 2023	Once in Quarter	Quarterly	
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Issue Date : 21 Aug 2023		MANUAL OF ACDS		 Dept : Admin Page No :28			
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Oftr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
28.0	Remedial classes Committee	Dr Jangam Sowmya, Reader, Orthodontics & Dento-Facial Orthopedics Dr X Nagamaheswari, Reader, Conservative, Endodontics & Aesthetic Dentistry Dr. Shivangni Sarin, Sr Lecturer, Oral Surgery Dr KV Guru Charan Karthik, Sr Lecturer, Prosthodontics Dr Rajat Kanta Satapathy, Postgraduate Student Orthodontics Manimala Chetiapally Intern	28.1. To ensure categorization of students based on academic performance 28.2. To maintain an SOP and Schedules for Remedial measures followed 28.3. To ensure that remedial measures are implemented and documentation maintained at departmental level & Committee level 28.4. To conduct personalised counselling sessions to boost morale. 28.5. To conduct separate examinations for slow learners 28.6. To analyse the Outcome and progress of all the Measures followed	21 Aug 2023	Once in Quarter	Quarterly	
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Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
29.0	Website Committee	Dr Atchuta Abhinav, Reader, Periodontics Dr BVH Ravi Teja, Sr Lecturer, Prosthodontics Dr Alvin George, Sr Lecturer, Conservative Dentistry Dr Madhu Sharma, PG Student Dr Sai Snigdha Postgraduate Student Periodontology C Pranathi Intern	29.1 To disseminate the efforts and the achievements of the College, Students, Staff to the outer world through Website updates. 29.2 Website updates to be sent to the following mail id : teamspringroots@gmail.com 29.3 To identify to update academic, administrative and auxiliary functions. 29.4 To disseminate invaluable marketing and promotions across their professional networks Alumni creates a network which is beneficial are more likely to the engaged graduates. 29.5 To identify to enhance for all Programme offered by the institution are stated and displayed on website. 29.6 To identify strategic initiatives for the website and present it to governing body for review and updating. 29.7. To display core values, Vision & Mission Program outcomes, Program specific outcomes and course outcomes. 29.8. To supervise all aspects of the website committee including updating content, training users, and troubleshooting technical issues for the organization website. 29.9 To allocate the list of faculties & Students to make and utilize their knowledge and support to involve in Website Maintenance & Development Committee. 29.10 To coordinate with website committee faculty members, Technical Member to conduct the meetings, discussing about	21 Aug 2023	Once in a Month	Monthly	




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


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Issue No : 301/Est/ Issue Date : 21 Aug 2023 Review On :		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD MANUAL OF ACDS		 Dept : Admin Page No :30			
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
30.0	Dental Education Unit	1. Dr V Krishna Priya, HOD, Pedodontics 2. Dr Jayakrishna Babu, Professor & HOD, Prosthodontics 3. Dr Santhosh Kumar CH, Reader, Pediatric Dentistry 4. Dr Madhusudan Reddy, Reader, oral pathology 5. Dr Neha Mehra, Reader, Conservative, Endodontics & Aesthetic Dentistry 6. Dr Gyanda Mishra, Sr Lecturer, Orthodontics 7. Dr Anahita Punj, Sr Lecturer, Periodontology 8. Dr Sai Geeta K, Sr Lecturer, Pediatric Dentistry 9. Dr Shagun Gupta Postgraduate Student Prosthodontics 10. Darapu Likitha, Intern	30.1. To ensure for a continuous improvement in quality of teaching and learning skills. 30.2. To strive for a continuous improvement in assessment methods of professional education. 30.3. To promote and facilitate educational research activities. 30.4. To update the knowledge of faculty for current trends in dental education by conducting workshops and conferences. 30.5. To update the knowledge of faculty for advancements in dental practice. 30.6. To promote and facilitate contribution towards institutional activities of feedback system, communication skills, human values and Professional ethics.	21 Aug 2023	Once in a Quarter	Quarterly	
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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
31.0	Professional Institutional Development Team (PIDT)	Dr Jayakrishna Babu, Professor & HOD, Prosthodontics Dr Seema Ashwin Bhogte, Reader, Oral Medicine & Radiology Dr Niharika S Se, Lecturer, Pedodontics & Preventive Dentistry Dr Abhishek Sharma Postgraduate Student Prosthodontics Thota Likhitha Navya Intern	31. 1. Ensure that planning of QMS (Quality Management System) activities is designed to support the Institution's policies. 31.2. Define and communicate responsibilities and authorities to facilitate effective QMS organizing Internal Audits and Ensuring the QMS is established, implemented, maintained and continually improved. 31.3. Maintaining control on documented information. 31.4. Ensure compliance to standard requirements. 31.5. To determine criteria and methods needed to ensure both the operation and control of the QMS. 31.6. To develop career progression structure for the employees at all levels. 31.7. Liaison with external agencies on matters relating to QMS. 31.8. Organising Management Review and providing feedback to top management on the performance and effective functioning of the QMS. 31.9. To establish various forms of reward and recognition to ensure participation of all employees in QMS practices.	21 Aug 2023	Once in a Quarter	Quarterly	
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


ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road , Jai Jawaharnagar Post, Secunderabad – 500 087, Telangana


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Issue No : 301/Est/ Issue Date : 21 Aug 2023 Review On :		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD				 Dept : Admin Page No : 32	
Title : EXTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
32.0	Institutional Ethics Committee (IEC)	1. Dr Mamta Kaushik, HOD, Conservative Dentistry 2. Dr Sandhya Kiran Koppula, Pharmacology 3. Mr. Raghava Reddy, LLB 4. Mr. Veerendar Goud, Organic chemistry 5. Mr. Vidhya Bhushan, CAIIB 6. Dr V Krishna Priya, HOD, Pedodontics 7. Dr E Soujanya, Reader, Conservative Dentistry 8. Dr Krishna Prabha Postgraduate Student Oral Surgery 9. Dr Anahita Puri, Periodontics 10. Yellaturu Nityanjali, Intern	32.1. It is the responsibility of the Head of Institution, Chairperson, Secretary and all members of EC, that the committee follows the SOP for its efficient functioning. 32.2. ACDS IEC for BHR shall oversee the biomedical and health research/ academic clinical studies (investigator-initiated studies, student thesis work, etc.) conducted at ACDS. 32.3. To provide an independent competent and timely review of the ethics of proposed research studies undertaken by researchers/clinicians as per the National Ethical Guidelines for Biomedical & Health Research Involving Human Participants issued by ICMR. 32.4 To scrutinize and decide upon any ethical issue(s) relating to the research study. 32.5 ACDS IEC for CT shall oversee the Clinical Trials and Bioavailability& Bioequivalence studies conducted at ACDS. 32.6 To provide an independent competent and timely review of the ethics of proposed research studies undertaken by researchers/ clinicians as per applications regulation such as New Drugs & Clinical Trials, Rules 2019; Medical Devices Rules, 2017 and any other. 32.7 To scrutinize and decide upon any ethical issue(s) relating to the research study.	21 Aug 2023	Once in a year	Annually	
Prepared By : OS Admin Signature : 		Checked By : Registrar Signature : 		Approved By: Principal Signature: 			




Principal
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

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Issue No : 301/Est/		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD				 Dept : Admin Page No : 33	
Issue Date :21 Aug 2023		MANUAL OF ACDS					
Review On :							
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
33.0	Anti-drug committee	Dr Jayakrishna Babu, HOD Dr CH Santhosh Kumar, Reader Mrs Mrudula Akki, Psychological Counsellor Dr A Vani Anusha, Sr Lecturer Dr Sadhna Majhi Postgraduate Student Conservative Dentistry Vineeta Intern	33.1. Carrying out regular as well as surprise visits in Hostels and other places. 33.2 Organizing various awareness programs to educate the students about the ill effects of the use of drugs as well as the penalties for violation of the laws. 33.3. Displaying Anti-Drug posters at prominent places for awareness of the students. 33.4 Organizing a session in the Induction Program against the use and possession of drugs/alcohol. 33.5 Obtaining undertaking from the students against the use and possession of drugs/alcohol.	21 Aug 2023	Once in Quarter	Quarterly	
Prepared By : OS Admin		Checked By : Registrar		Approved By: Principal			
Signature : 		Signature : 		Signature: 			




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


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Issue No : 301/Est/ Issue Date : 21 Aug 2023 Review On :		ARMY COLLEGE OF DENTAL SCIENCES, SECUNDERABAD				 Dept : Admin Page No : 34	
Title : INTERNAL COMMITTEES							
Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
34.0	Cyber Security Structure	1. Dr Harshvardhan S Jais, Prof & HOD, Oral Pathology 2. Dr Atchuta Abhinav, Reader, Periodontics <u>Members</u> 1. Dr Shivangni Sarin, Sr Lecturer, Oral Surgery 2. Dr Anuradha Singh Postgraduate Student Periodontology 3. Deva Nanda Panda Intern 4. Non Faculty Member (Handling IT Assets) (a) Ms Sree Priya, Programmer (b) Mrs Sree Vidhya Vjayan, Data Entry Operator	34.1. As per requirement, establish/maintain and exclusive local Area Network(LAN). 34.2 Management of Internet connectivity and ensure security over the same within the institute. 34.3. Implementation of cyber policies on Information System and IT. 34.4 Coordination of information management issues within the institution. 34.5 Operate/maintain all applications (Websites,SMS,LMS etc) at the institute.	21 Aug 2023	Once in Quarter	Quarterly	
Prepared By : OS Admin Signature : 		Checked By : Registrar Signature : 		Approved By: Principal Signature: 			




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Ser No	Name of Committee	Presiding Offr	Duties and Responsibilities	Committee ordered on	Committee meet	Feedback Report	Remarks
35.0	STUDENT GRIEVANCE REDRESSAL COMMITTEE	Chairperson Dr Mamta Kaushik, Prof & HOD, Conservative Dentistry Members 1. Dr Harshvardhan S Jais, Prof & HOD, Oral Pathology 2. Dr Seema Ashwin Bhogte, Reader, Oral Medicine & Radiology 3. Dr CH Santhosh Challa, Reader, Pedodontics 4. Dr E Soujanya, Reader, Conservative Dentistry 5. Dr Tripti Rathore Postgraduate Student Conservative Dentistry 6. Simran Arun Chatoli Intern	FUNCTION OF OMBUDSPERSON 35.1. The ombudsperson shall hear appeals from an aggrieved student, only after the student has availed all other remedies provided under these regulations. 35.2 While issue of malpractices in the conduct of examination or in process of evaluation may be referred to the ombudsperson, no appeal or application for reevaluation or re-totalling of answer sheets from an examinations shall be entertained by the ombudsperson unless specific irregularity materially affecting the outcome or specific instance of discrimination indicated. 35.3. The ombudsperson may avail assistance of any person, as amicus, for hearing complaints of alleged discrimination. 35.4 The ombudsperson shall make all efforts to resolve the grievances within a period of 30 days of receiving the appeal from the aggrieved students.	21 Aug 2023	Once in Quarter	Quarterly	

Prepared By : OS Admin
Signature : *[Signature]*

Checked By : Registrar
Signature : *[Signature]*

Approved By: Principal
Signature: *[Signature]*



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