

List of Statutory and Non-statutory Committees/Cells



ARMY COLLEGE OF DENTAL SCIENCES

Chennapur –CRPF Road, Jai Jawahar Nagar Post, Secunderabad – 500 087, Telangana

Ph: +914029708384, 9347411942

Website: www.acds.co.in Email: army_c@rediffmail.com

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The institute follows a three-tier management system which is as follows:

- a. Board of Governors (BoG) and its Executive Committee (EC).
- b. Board of Administration (BoA).
- c. Institute Management Committee (IMC) at Institute/College level and as per the requirement of the University/Regulatory Body [DCI].

The IMC helps in assessing the direction, strategy, and development of the Institution. The chairman oversees and guides the Institutional policy decisions which are formulated and executed by the Principal who is assisted by the Registrar along with the various committees formulated to ensure smooth functioning of the Institution. Various non-statutory committees have been formed like

- ❖ Academic monitoring committee
- ❖ Academic cell
- ❖ Examination cell
- ❖ Scientific academic forum
- ❖ Research cell
- ❖ Feedback cell
- ❖ Career & guidance cell
- ❖ Hospital Management Committee
- ❖ Registration, Documents, Patient Census & Feedback and Finance Committee
- ❖ Dental Material/ Equipment Committee
- ❖ Sterilization & Hospital Cleanliness Committee
- ❖ Clinics Management Committee including Comprehensive Holiday/ Emergency Clinic
- ❖ Satellite Clinics
- ❖ Dental Campus
- ❖ Hostel and Mess Committee
- ❖ Extracurricular committee
 - Sports & cultural committee
 - Alumni & staff get-together committee
- ❖ Campus Development Committee
- ❖ Anti-Ragging Committee
- ❖ Disciplinary & Grievance Committee
- ❖ Accreditation Committee
 - NAAC steering committee
 - ISO committee
- ❖ POSH Committee
- ❖ Library Committee
- ❖ Journal Committee
- ❖ Student council

Each of which is headed by a senior faculty and is well represented by faculty members, non-teaching staff, and student representatives. These committees monitor day to day activities of



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the Institution, hold regular meetings to discuss and review the policies. These committees form a core part of the Institution and perform various duties such as managing the course (UG/PG) schedules, conducting university theory and practical examinations, coordinating NIRF, DCI, KNRUHS inspections, faculty, and student development and welfare programs, career guidance for the students, supervise patient-related services and OPD data, maintaining the sterilization protocol and waste management, handling of the security agency, hostel and mess, procurement of consumables and maintenance of equipment, addressing the grievances and conducting extracurricular and co-curricular activities and many more.

The decision-making process passes through various levels of governance which are assessed, evaluated, and implemented, the outcome of which is reviewed at frequent intervals.

At the department level, Professors, Readers, Lecturers, and tutors of all the departments ensure the implementation of the academic, research, and clinical activities for undergraduate and postgraduate students in their respective departments.

The department support staffs like technicians, dental hygienists, nurses, and other staff actively contribute to the seamless functioning of the departments. These are further monitored by the respective Heads of the departments.

The Administrative staff comprising of Superintendent, Adm. Supervisor, P.A. to the Principal, Accountant, receptionist, clerks, and other staff competently assist the Principal and Registrar in daily operations and undertakings of the Institution. Maintenance support staff meticulously perform their respective duties.

This cumulative contribution of decentralized and active participatory management has allowed for the Institution's planned targets and outcomes to be achieved.



PRINCIPAL
Army College of Dental Sciences
Secunderabad-500 087.


Principal



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List of Statutory and Non Statutory Committees at ACDS:

The statutory committees are as follows:

1. Board of Administration (BoA)
2. Institute Management Committee (IMC)

The non-statutory committees are as follows:

1. Academic monitoring committee
2. Academic cell
3. Examination cell
4. Scientific academic forum
5. Research cell
6. Feedback cell
7. Career & guidance cell
8. Hospital Management Committee
9. Registration, Documents, Patient Census & Feedback and Finance Committee
10. Dental Material/ Equipment Committee



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11. Sterilization & Hospital Cleanliness Committee
12. Clinics Management Committee including Comprehensive Holiday/ Emergency Clinic
13. Satellite Clinics
14. Dental Campus
15. Hostel and Mess Committee
16. Extracurricular committee
 - a. Sports & cultural committee
 - b. Alumni & staff get-together committee
17. Campus Development Committee
18. Anti-Ragging Committee
19. Disciplinary & Grievance Committee
20. Accreditation Committee
 - a. NAAC steering committee
 - b. ISO committee
21. POSH Committee
22. Library Committee
23. Journal Committee
24. Student council



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**CONSTITUTION OF
NON-STATUTORY COMMITTEE
AY 2020-2021**



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1. Academic Monitoring Committee:

Sl. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Prasad Chitra	Chairman	1. Monitor Academic Cell, Exam Cell, research Cell, Feedback Cell & Carrer Guidance Cell 2. Suggest methods to improve academic performance. 3. Advise on research activities 4. Plan career guidance and monitor the activities 5. Inform Principal regularly on the progress of the academic in the college
2.	Dr Mamta Kaushik	Member	
3.	Dr Sanjay Vasudevan	Member	

2. Academic Cell:

Sl. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Harshvardhan S Jois	Chairman	1. Preparation of yearly training program/ weekly program and preparation of Master time tables. 2. Allotment of teaching staff and lecture halls. 3. Preparation of training material & lesson plans 4. Coord with MH and other agencies 5. Clinical postings of PG's/ Interns/BDS-Issue schedule
2.	Dr Neha Mehra	Member	
3.	Dr Shubnita Verma	Member	
4.	Dr Saigeeta K	Member	
5.	J. Ramesh kumar		



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3. Examination Cell:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr V Krishna Priya	Chairman	<p>1.Prepare relevant time tables of the Institute based on the Examination Time Table.</p> <p>2.Prepare and display an overall Supervision Duty List.</p> <p>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.</p> <p>4.Committee collects list of examiners for assessment and moderation of each subject from respective HODs.</p> <p>5.Ensures that the evaluation and moderation process is completed on time</p> <p>6.Prepare smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.</p> <p>7.Ensures that the entire exam related documents reach the university in time.</p>
2.	Dr V Vaishnavi	Member	
3.	Dr Pradeep Raj	Member	
4.	J. Ramesh kumar	Member	



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4. Research Cell:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Prasad Chitra	Chairman	Identifying the funding agencies
2.	Dr Mamta Kaushik	Member	2.Finalize thrust areas for institutional R&D projects
3.	Dr E Soujanya	Member	3. Identifying the Research projects
4.	Dr G Madhusudhana Rao	Member	4.Review the progress of the research projects
5.	Dr G Venu Madhav		5.Review of new/ existing Center for Excellence in the Institute 6.Efforts looking for additional resources for research infrastructure 7.Contributing towards the development of curriculum. Recognizing recent trends in science and technology 8. Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.



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5. Feedback Cell:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Lokesh Sunkala	Chairman	1. Issue feedback forum to students, parents and other stake holder.
2.	Dr Alvin George	Member	2. Analysing feedback forum.
3.	Dr Mrunalini Koneru	Member	3. Info academic committee on suggestions.
4.	Dr Monika Rana	Member	4. Meet once in a month to assess progress
5.	Ranjitha menon	Member	
6.	Mrthuza	Member	

6. Institution Scientific forum Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Sukhvinder Bindra	Chairman	1.Coordination with all Depts regarding conduct of all scientific activity to include CDE programme, workshops, hands on work and inform.
2.	Dr Kiran Rathore	Member	2. Work out budget for the events and seek approach from Head of the Institution.
3.	Dr. S Niharika	Member	3. Assist Dept in org the event, CDE program, Workshops.



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7. Career & Guidance Cell:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Madhusudhan Reddy	Chairman	1.Collects and Maintains the student's database for the purpose of T&P activities. 2. Does the training need analysis for all third-year students. Basing on the same, plans for imparting the necessary skills such as soft skills, hard skills and technical skills.
2.	Dr CH Santosh Kumar	Member	3.Responsible for identifying placement opportunities across reputed organizations.
3.	Dr Priyanka Rai	Member	4.Arrange for interaction with industry and bridge the gap between Institute and industry. 5.Arranges for better conduct of industry – specific Training programmes. 6.Assists companies in the recruitment process by conducting interviews, group discussions, written tests etc. in the Campus. 7.Arrange the special sessions for providing the contemporary trends and development in the technologies and tools to the students. 8.The Training and placement Cell conducts lectures on personality development communication skills and conduct mock sessions for improving presentation skills. 9.Plan, designs, and imparts Soft skills to the students.



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8. Hospital Management Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Mamata Kaushik	Chairman	1. Ensure good patient care.
2.	Dr G Ajay Kumar	Member	2. Monitor registration/document, committee, dental Material/ecpt committee, sterilisation & hospital cleanliness committee and outreach program committee.
3.	Dr Seema A Bhogte	Member	3. Suggest improvement in patient care.
4.	Hon Lt Shiv Shankar Prusty	Member	4. Meet once in a quarter
			5. Info/advise Principal/Management for better patient care.

9. Registration, Documents, Patient Census & Feedback and Finance Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Seema A Bhogte	Chairman	1. Ensure smooth functioning of Reception.
2.	Dr G Madhusudhana Rao	Member	2. Ensure Documentation papers are stored correctly, both soft & hard copies.
3.	Dr Kiran Rathore	Member	3. Monitor cash collected every day and ensure it is submitted to Accts Section/Bank.
4.	G. Latha	Member	4. Monitor ECHS Reception and the bills forwarded for payment.
5.	Shankar Majhi	Member	5. Monitor patient census.
			6. On daily, weekly & monthly basis obtain feedback from patients, analyse feedback and intimate Hospital Management Committee.



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10. Dental Material/Equipment Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Alankrita Verma	Chairman	1. Compile Demands from Depts of Dental Material/eqpt reqd 2. Process procurement of Dental Material/ eqpt 3. Issue Dental Material to Dept. 4. Monitor expenditure and wastage of Dental Material in Depts. 5. Repair/Maintenance of Dental eqpt. 6. Report on expenditure to Hospital management Committee every month.
2.	Sub RDS Yadav (Retd)	Member	
3.	Mr. Santosh Amanchi	Member	

11. Sterilization & Hospital Cleanliness Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Jyoti Arya	Chairman	1. Ensure all Dental Eqpt in sterilised daily and issue eqpt Depts after sterilisation. 2. Maintenance in Record of sterilisation carried out. 3. Ensure cleanliness of Hospital Area including clinics. 4. Report to Hospital Management Committee once a week.
2.	Mrs. Daura Priscilla	Member	
3.	Hon Lt Shiv Shankar Prusty	Member	



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12. Clinics Management Committee including Comprehensive Holiday/ Emergency Clinic:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr. G Venu Madhav	Chairman	1. Ensure all clinics are ready for patient care in consultation with HoDs 2. Monitor comprehensive, Holiday/Emergency clinics by detailing doctor and staff. 3. Report to Hospital Management Committee on improvement required.
2.	Dr. Alvin George	Member	
3.	Dr. Navneet Kaur	Member	

13. Satellite Clinics:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr. Abhinav	Chairman	1. Ensure Doctors/Staff are detailed for Satellite Clinic. 2. Monitor treatment of the patient at Satellite Clinic. 3. Collate data on patients treated at Satellite Clinic. 4. Ensure bills forwarded to ECHS Reception to claim. 5. Obtain feedback from the patient. 6. Report to Hospital Management Committee on problem/suggestion.
2.	Dr. Bahnuchander	Member	
3.	Dr. Anusha	Member	



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14. Dental Campus:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr. V Pratima	Chairman	1. Plant, org, get approvals and conduct Dental Camps in Rural Areas.
2.	Dr. Pooja Chauhan	Member	2. Train students, and assist in research activities of students during camp.
3.	Dr. Avadesh Kumar	Member	3. Publicise the planned Dental Camps. 4. Refer patients to ACDS for further treatment. 5. Obtain and analyze feedback read from patients. 6. Inform Hospital Management Committee.

15. Hostel & Mess Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr. Madhusudhan Reddy	Chairman	1. Oversee the functioning of Hostels. 2. Daily report to Registrar of correctness.
2.	Dr. Mrunalini Koneru	Member	3. Repairs, Maintenance and Upkeep of Hostels.
3.	Dr. Alankrita Verma	Member	4. Allotment of Hostel Rooms.
4.	Dr. Avadesh Kumar	Member	5. Cleanliness of Hostels.
5.	Surya Teja	Member	
6.	Sagar	Member	



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16. Extra-Curricular Committee:

A) Sports & Cultural Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr. Chandrakant M	Chairman	1. To plan, conduct all sports in the college including competitions
2.	Dr. Vaishnavi V	Member	2. Train students for inter-college and inter-university, state and national level competitions
3.	Dr. Navaljeet Kaur	Member	3. Monitor and Maintenance of discipline of student players
4.	Dr. Monika	Member	3. For up keeping of all playgrounds, and sports equipment. 4. For scheduling all the related activities without affecting the class/Lab work, examination schedules. 5. To give System of development of sports and extra-curricular activities. 6. To plan for all the infrastructural facilities required as per norms through Professor In charge resources 7. To plan and monitor the Maintenance of all the infrastructural facilities related to sports and games. 8. To Organize competitions of Intramural, Republic Day Cup, Freshers Day Cup, Independence Day cup etc.,.



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B) Alumni & Staff Get-together Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr David Tyro	Chairman	<p>1. Responsible for the registration of all the outgoing students as alumni members and Maintenance of the database.</p> <p>2. Collects and compiles information of the distinguished alumni, viz., their achievements, progress and successful careers.</p> <p>3. Maintain continuous interaction with the alumni and plans for utilizing their services for the benefit of present students and the institute.</p> <p>4. Establishes the network of the alumni and present students through seminars, guest lectures, workshops etc.</p> <p>5. Responsible for establishing alumni chapters and conducting their annual meets frequently.</p> <p>6. Host the alumni details on the Institute Website interacting with individual HOD's through Institute Automation and update the same regularly.</p> <p>7. Circulates the details of alumni to the present students for their benefit.</p>



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17. Campus Development Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Col P G Krishna	Chairman	1.To estimate the future requirement of the infrastructural facilities, human resources and to plan future course of action.
2.	Dr. Prashant Shalom	Member	
3.	Mrs. Sangeeta	Member	2.To propose new programs & courses, increase in intake and plan for accreditation by various agencies.
4.	Mr. J.S. Rao	Member	

18. Anti-Ragging Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Bhanuchander	Chairman	1.Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities.
2.	Dr Chandrakant M	Member	
3.	Dr Sudhir	Member	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.
4.	Dr Avdesh Kumar	Member	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.
5.	Dr Shefali	Member	4.Arranges counselling and guidance programs arranged for the fresher's and parents regarding ragging.
6.	Mrs. Sangeeta	Member	5.Takes affidavits from the students and parents regarding Ragging during the Admission.
7.	Mr. J S Rao	Member	6.Provides helpline details inside and outside college premises.



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19. Disciplinary & Grievance Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Sanjay Vasudevan	Chairman	1.All the grievances of the students/staff which could not be settled in the routine process should be referred to this committee. 2. Committee tries to settle the issues amicably in a time bound manner. 3. Introduces a reasonable and reliable solution for grievances of various issues received from students/parents 4.Ensures that the grievances are resolved on time impartially and confidentially
2.	Dr Sukhvinder Bindra	Member	
3.	Dr Pradeep Raj	Member	
4.	Dr Jyothi Arya	Member	
5.	P. Ravi	Member	
6.	Pooja Chauhan	Member	

20. Library Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Prasad Chitra	Chairman	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. 2. Planning and implementing the library automation, procedures, digital library development and usage. 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. 4. Conducting annual stock verification
2.	Dr P. Ajay Reddy	Member	
3.	Dr Alvin George	Member	
4.	Mr. D. Venkatramana	Member	
5.	Gursher Singh	Member	
6.	Gorthy Savithri	Member	



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21. Journal Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Mamata Kaushik	Chairman	1.Reviews the faculty publications.
2.	Dr E Soujanya	Member	2.Recommends the incentives for all those papers published in the peer reviewed journals. 3.Suggests the faculty for further patent work.

22. POSH Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Mamata Kaushik	Chairman	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.
2.	Dr Prasad Chitra	Member	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.
3.	Dr V Krishna Priya	Member	3.However, in case of receipt of a complaint, an urgent meeting will be called within 24-48hrs.
4.	Dr Sukhvinder Bindra	Member	4.Meeting the complainant and initiating and conducting inquiry as per the established procedure under the act.
5.	Dr P Ajay Reddy	Member	
6.	Ms. Kondaveeti Satyavathi	Member	
7.	Dr. Sai Vaishnavi	Member	
8.	Dr. Surabhi	Member	



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23. Accreditation Committee:

(A) NAAC Steering Committee

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Ajay Kumar	Chairman	1. Development of quality parameters for various academic and administrative activities of the institution.
2.	Dr Harshavardhan S Jois	Member	2. Checking and Disseminating information on various quality parameters of higher education.
3.	Dr Sukhvinder Bindra	Member	3. Documentation of the various programs / activities leading to quality improvement in the institution
4.	Dr Pratima	Member	4. Coordinate the quality-related activities of the institution
5.	Dr Seema A Bhogte	Member	5. Coordinate and prepare of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
6.	Dr Poornima	Member	6. Timely and efficient execution of the decisions of IQAC committee.
7.	Dr Soujanya E	Member	
8.	Dr Vaishnavi V	Member	
9.	K V Guru Charan Karthik	Member	
10.	Dr Sai Geeta K	Member	



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B) ISO Committee:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Krishna Priya	Chairman	1.Maintenance of Charter of duties of all the department up to date.
2.	Dr Madhusudhan Rao	Member	2.Preparation of documents as per the procedure and format.
3.	Dr G Venu Madhav	Member	3.Maintenance of inspection correspondence.



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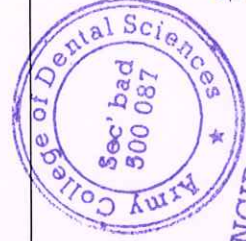
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NAAC Accredited 'A' & Certified ISO 9001: 2015 & ISO 14001: 2015

24. STUDENT COUNCIL:

Sr. No.	Name of the Faculty	Designation	Duties and responsibilities
1.	Dr Ch Santosh Kumar, Reader, Pedodontics	Chairman	<ol style="list-style-type: none"> 1. Represent the student body at college district and civic events and other meetings. 2. Supervise the functioning of the elected student body officers. 3. Develop the agenda for and preside over the meetings of Student Council. 4. Coordinate the work of committees. 5. Prepare financial reports for meetings of Student Council. 6. Gather materials in preparation for the Student Council Scrapbook. 7. Coordinate work on other historical presentations (i.e., slide shows, video). 8. Inform officers of progress and problems which arise. 9. Delegate tasks of committee and follow up with members to be sure plans are completed. 10. Communicate ideas from the student body to the Council.
2.	Dr Madhusudhan Reddy, Reader, Oral Pathology	Member	
3.	Dr Shagun, PG Student	Member	
4.	Dr Anjana, PG Student	Member	
5.	Dr Ravinder, PG Student	Member	
6.	Dr Anjali Pattak, Intern	Member	
7.	Krishnendu, 1st Yr Student	Member	
8.	Pawan Chaudhary, 2 nd Yr Student	Member	
9.	Thota Likhitha, 3 rd Yr Student	Member	
10.	Garima, 4 th Yr Student	Member	
11.	Hny Capt A Eshwar Rao, Office Suprdntd	Member	
12.	Mr J Ramesh Kumar, UDC, Academics	Member	



(Signature)
Principal

PRINCIPAL
Army College of Dental Sciences
Secunderabad-500 087.