



D Y PATIL GROUP

D Y PATIL DENTAL SCHOOL

Affiliated to the Maharashtra University of Health Sciences, Nashik
Recognized by Dental Council of India

Ref No: DYPDS/454

Date: - 27/02/2018

COLLEGE COUNCIL

SOP

1. Objective

The College Council SOP aims to establish clear guidelines and procedures for the effective governance, oversight, and decision-making processes within the dental institution. It outlines the roles, responsibilities, and protocols to ensure transparent, efficient, and accountable governance.

2. Composition of the College Council

The College Council comprises key stakeholders responsible for providing strategic direction and oversight to the dental college. Members may include:

- Management representatives (appointed by the Management)
 - Chairperson (Dean of the Dental College)
 - Convenor (Senior faculty)
 - Faculty Representatives
 - Admin Representative

3. Roles and Responsibilities

3.1 Chairperson (Dean of the Dental College)

Serve as the chief executive officer of the dental college.

Implement policies and decisions approved by the College Council.

Provide regular updates and reports to the council on college activities and performance.

3.2 Convenor

Convenes meetings, coordinates and disseminates information among council members.
Prepares agenda and conducts meetings. Documents minutes of meetings.

3.3 Faculty Representatives

Represent the interests and concerns of the faculty members.

3.4 Admin Representative

Communicate council decisions and policies to the faculty.

4. Functions

- College Council makes all policy decisions (Admission Policy, Administration Policy, Finance Manual, Quality Policy, HR Policy, Alumni Manual, IT Policy, Faculty welfare policy, Research promotion policy, Policy for Financial support for faculty, etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non-academic activities, also it ensures that they are periodically updated
- Approves the curriculum as recommended by the Academic Council.
- Approves new programmes of study leading to degree.
- It administers the physical resources of the Institute.
- Ratifies and resolves the minutes of Academic Planning committee, Internal Audit Committee and IQAC
- Reviews to apply Accreditations of different regulatory bodies (DCI, NAAC, NIRF, UGC)
- Monitors the effective functioning of different non statutory committees of the college
- Encourages and gives directions to apply for funds from different funding agencies

5. Meeting Procedures

5.1 Regular Meetings

The College Council shall convene regular meetings at predetermined intervals, preferably monthly.

Meeting schedules and agendas shall be circulated in advance to all members.

5.2 Decision-Making

Decisions shall be made by consensus whenever possible.

In case of disagreements, voting procedures and quorum requirements shall be outlined in the bylaws.

Detailed minutes of each meeting shall be recorded and maintained.

Minutes shall include attendance, agenda items, discussions, decisions, and action items.

6. Strategic Planning and Oversight

6.1 Strategic Planning

Develop and periodically review the strategic plan for the dental college.

Set long-term goals and objectives aligned with the mission and vision of the institution.

6.2 Oversight

Monitor the implementation of strategic initiatives and performance indicators.

Evaluate progress towards goals and adjust as necessary.

7. Financial Oversight

7.1 Budget Approval

Review and approve the annual budget proposed by the Dean or Accountant.

Ensure alignment with strategic priorities and financial sustainability.

7.2 Financial Reporting

Receive regular financial reports and updates on the college's financial status.

Conduct audits and reviews to ensure compliance with financial policies and regulations.

8. Policy Development and Approval

8.1 Policy Formulation

Develop and review institutional policies and procedures as needed.

Ensure policies are consistent with legal requirements and best practices.

8.2 Policy Approval

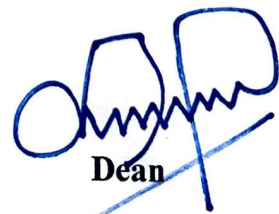
Policies shall be presented to the College Council for review and approval.

Approved policies shall be communicated to relevant stakeholders and implemented accordingly.

9. Review and Revision

Periodically review the SOP to ensure its relevance and effectiveness.

Revise the SOP as needed to accommodate changes in governance structures or institutional requirements.



Dean

D Y Patil Dental School, Pune.

