



SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

Ph: 044 - 66344044, 66344000 Fax: 66344055, 66344050

E-Mail : smmchri2009@gmail.com, smmchri@yahoo.com

Website : www.smmchri.res.in

COLLEGE COUNCIL

STANDARD OPERATING PROCEDURE.

1.Goal:

The College Council supervises and be responsible for the maintenance of standards of instructions, research, education, and examination within the College. It has the right to advise the Management of the College on all academic matters. The council fosters students learning and success by providing excellence in instructional programmes, facilities and support the goals of students pursuing basic skill and career.

2.Objectives:

- Investigate and implement ways to articulate student's diverse career goals through establishing strong academic integrity with high academic standards.
- Provide essential support service through collaborative actions.
- Create a framework for faculty and student to learn and share ideas.
- Plan action strategies for student welfare.

3. Composition of the College Council:

The College Council is formed as a statutory body of the College governing all academic matters and was constituted on 08.05.2014

The composition of college council members is

- Chairperson (Dean)
- Professors & HOD of the Departments and the Associate Professors/Reader, if holding charge of the Head of the Departments. Provided that where there is no Professor or Associate Professor/Reader in the department, the teacher who acts as the Head of the Department shall be a member of the College Council.



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Committee constitution:

The committee will function for a period of three years. However, the Dean may decide on the tenure of the College Council, if required. With effect from December 4, 2016, Dean proposed to extend the period of council for 5 years, it has been unanimously accepted by the committee members.

S.No.	Name of the members	Designation and Department	Position held
1.	Dr.V.S.Dorairaj	Dean	Chairperson
2.	Dr.A.Manamalli	Professor & HOD, Biochemistry and Vice Principal	Co-Chairperson
3.	Dr Sambandam	MS, Professor & Head, Dept. of ENT	Member Secretary
4.	Dr.P.Durairajan	Professor & Head, Dept. of Pharmacology	Member
5.	Dr. Gnanam	RMO	Member
6.	Dr Ramanujam	Professor & Head, Dept. of General Surgery	Member
7.	Dr.M.D.Selvam	Professor & Head, Dept. of General Medicine	Member
8.	Dr.V.Ranganathan	Professor & Head, Dept. of Anaesthesia	Member
9.	Dr.G.Karunakaran	Professor & Head, Dept. of Paediatrics	Member
10.	Dr.K.Shankaralingam	Professor, Dept. of Orthopaedics	Member
11.	Dr.P. Kumaravel	Professor, Dept. of Ophthalmology	Member
12.	Dr. M.Saraswathi	Professor & Head, Dept. of Pathology	Member
13.	Dr. A. K. Rajendran	Professor & Head, Dept. of Community Medicine	Member
14.	Dr.K.Maheshwari	Professor & Head, Dept. of OBG	Member
15.	Dr.T.V.Asokan	Professor & Head, Dept.of psychiatry	Member



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List of updated members of College Council:

College council committee is reconstituted on December 8, 2021 with the members of the reconfigured Committee will be as follows, members who resign or retire will be replaced accordingly after approval from the Chairperson.

LIST OF UPDATED MEMBERS OF COLLEGE COUNCIL

S.NO.	Name of the members	Designation and Department	Position Held
1.	Dr.Kasinathan	Dean	Chairperson
2.	Dr. Mohanalakshmi	Professor in Biochemistry	Member Secretary
3.	Dr.J Nithyalakshmi	Professor in Microbiology	Coordinator
4.	Dr. Anandharajan B	Professor & HOD, Physiology	Member
5.	Dr. Durairajan	Professor in Pharmacology	Member
6.	Dr. Saraswathi	Professor in Pathology	Member
7.	Dr. A.K.Rajendran	Professor in Community Medicine	Member
8.	Dr. Radha Raja Prabha	Associate Professor in Dermatology	Member
9.	Dr. Karunakaran	Professor in Paediatrics	Member
10.	Dr. Asokan	Professor in Psychiatry	Member
11.	Dr. Ramanujam	Professor in General Surgery	Member
12.	Dr. Chandrasekar	Professor in Orthopaedics	Member
13.	Dr. Sunitha	Professor in ENT	Member
14.	Dr. Sampathkumari	Professor in OBG	Member
15.	Dr. Hammeed Fathima	Associate Professor in Dentistry	Member
16.	Dr. Gnanam	RMO	Member



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4. Functions of the College Council:

(i) To exercise general supervision over the academic policies of the College and to give directions regarding methods of instruction, evaluation, research and improvement in academic standards.

(ii) To consider matters of general academic interest either on its own initiative or on a reference from the Central/State Government, Council or University or the Board of Management and to take appropriate action thereon.

(iii) To frame regulations including academic functioning of the College, discipline, time-table, admissions, award of fellowships and scholarship, fee and other academic requirements.

(iv) To approve the new strategies/planning for the methodology, classes, practical and clinical, co-curricular activities, games and sports, cultural activities, educational tour and others.

(v) To take up the matters for periodical review of functioning and coordination between all the departments and recommend to the Management of College, the ways and means of improvement.

(vi) To consider the curriculum enhancement of students by conduct of additional academic and value-added courses for students to upgrade their knowledge and skills in medical and diverse fields.

5. Procedures for Meetings

5.1 Consistent Gatherings: Regular meetings of the College Council must be held at prearranged intervals, twice in a year. All members will get an advance copy of the agenda and schedule for the meetings.

5.2 Making Decisions: Consensus should be used wherever feasible to make decisions.



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5.3 Documentation: Detailed minutes from every meeting must be documented. Attendance, agenda items, debates, decisions, and action items must all be included in the minutes.

5.4: Approval of the resolutions shall be by simple majority of the Members present. One third members of the College Council shall form the quorum for a meeting.

Effective discussions require that appropriate documentation be sent out with the agenda or in advance. Decision-making operates on consensus. All decisions are documented by the meeting minutes. Decisions typically require a first and second reading. A decision can be reached at first reading if a rationale is presented and agreed upon by consensus and suspension of the rules, final decision will be taken by the chairperson, Dean.

6. Activities: Council meets at least four times in a year to discuss matters pertaining to the academic mission of the college, specifically, the council is vested with the authority to:

1. Ensure Parent Teacher meeting,
2. Encourage students Participation in extracurricular and Co- curricular activities.
3. Approve -Work Shops and Training programmes, Value-added course, Add on courses, Capability enhancement programs, NEET training and any other student academic related programmes.
4. Frame academic calendar
5. Ensure appropriate action taken on Feedback obtained from stakeholders for effective implementation of academic programs.

7.Examine and Edit:

Review the SOP on a regular basis to make sure it is still applicable and efficient. As college rules or stakeholder expectations change, the SOP should be revised to reflect these changes. Amendment: starting from academic year 2020-2021, it has been proposed to increase the number of value-added courses every year to address the need of the students.

8. Acceptance:

The Dean has accepted this SOP, which will be examined yearly or as needed.


IQAC COORDINATOR


DEAN

DEAN

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Chennai-600 069

