



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

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

Chikkarayapuram, Near Mangadu, Chennai - 600069

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E-Mail : [smmchri2009@gmail.com](mailto:smmchri2009@gmail.com), [smmchri@yahoo.com](mailto:smmchri@yahoo.com)

Website : [www.smmchri.res.in](http://www.smmchri.res.in)

## COLLEGE COUNCIL

### Standard Operating Procedure

The College Council is formed as a statutory body of the College on all academic matters and was reconstituted on 07/11/2024 as it has completed the three years since the previous reconstitution.

#### **1.Goal:**

The goal of the college Council is to supervise and be responsible for the maintenance of standards of instructions, research, education, and examination within the College. It shall have the right to advise the Management of the College on all academic matters. Fostering 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 ways to articulate student's success that represent the diverse range of our students goals and retain strong academic integrity and 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.

#### **2. Composition of the college Council**

The composition of college council members is

- Chairperson (Dean)
- Council coordinator
- 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



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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.

## i. 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. Hence, council reconstituted on Dec 08,2021.

On completion of three years on Nov 07,2024 ,Council is reconstituted with the following members in superseding the previous College Council. (Ref: SMMCHRI/2023/COCO22)

S.NO	NAME	DEPARTMENT
1.	Dr.R.Jayanthi	Chairperson & Dean
2.	Dr.J.Nithyalakshmi	Coordinator
3.	Dr.Rameshkumar Subramanian	Anatomy
4.	Dr.Suzanne.M.D	Physiology
5.	Dr.P.Mohanalakshmi	Bio-Chemistry
6.	Dr.Timsi jain	Community Medicine
7.	Dr.Edwin Joe	Forensic Medicine
8.	Dr.M.Saraswathi	Pathology
9.	Dr.B.Kiran Madhusudhan	Microbiology
10.	Dr.D.Durairajan	Pharmacology
11.	DR.S.Sampath Kumari	OBG
12.	Dr.E.Reyasudeen	Anaesthesiology
13.	Dr.Radha raja prabha	Dermatology
14.	Dr.Hameed Fathima	Dental
15.	Dr.Sunitha	ENT
16.	Dr.Rajalakshmi	General Medicine
17.	Dr.P.Ramanujam	General Surgery
18.	Dr. N. Kirthiga Lakshmi	Pulmonology
19.	Dr.Maniramesh	Orthopaedics
20.	Dr.Lakshmiyani	EMS



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21.	Dr. R. Malarvizhi	Ophthalmology
22.	Dr. Muralidharan	Paediatrics
23.	Dr.T.V.Asokan	Psychiatry
24.	Dr. B. Karpagam	Radiology

## ii. Functions of the College Council:

(i) **Curriculum committee:** To exercise general supervision over the academic policies of the College and to ensure curriculum planning and timetable scheduling, implementation and monitoring of CBME curriculum as per NMC and TN Dr.MGR medical university recommendations 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 implement regulations related to academic functioning of the College, discipline, time-table, admissions, award of fellowships and scholarship, fee and other academic requirements as per TN Dr.MGR medical university recommendations .

(iv) To approve the new strategies/planning for the methodology, classes, practicals 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 other academic or student welfare matters referred to it and to framing rules and regulations of the College.



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(vii) Feedback committee: Ensure appropriate action taken on Feedback obtained for effective implementation of academic programs.

## 5. Procedures for Meetings

5.1 Consistent Gatherings: Regular meetings of the College Council must be held at prearranged intervals, ideally twice 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.

5.3 Documentation: Detailed minutes from every meeting must be kept on file. 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

**6. Activities:** Council meets twice a year to discuss matters pertaining to the academic mission of the college, specifically, the council is vested with the authority to:

1. Curriculum committee :Ensure curriculum planning and timetable scheduling, implementation and monitoring of CBME curriculum as per NMC and TN Dr.MGR medical university recommendations
2. Ensure Parent Teacher meeting,
3. Encourage students Participation in extracurricular and Co- curricular activities.
4. Approve -Work Shops and Training programme. such as Value-added course, Add on course, Capability enhancement program.



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5. Feedback committee : Ensure appropriate action taken on Feedback obtained 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.

## 8. Acceptance

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

  
IQAC COORDINATOR



  
DEAN  
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