



QCD

QUETTA COLLEGE OF DENTISTRY

ACADEMIC COUNCIL COMMITTEE

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Composition

The structure of all committee would have following bearers:

1. Chairperson: Principal of the college
2. Vice Chairperson: Vice Principal/Comdt
3. General Secretary: Director DDE
4. Members: All HODs and DDE faculty

Responsibilities

1. Determine the requirements of the Dental education, evaluation and research in the light of rules and regulations of Pakistan Medical & Dental Council.
2. Set standard and targets for Dental education and research for each department. (The council will try to do the necessary capacity building in each department to achieve the desired targets).
3. Lay down policy and procedures for academic and clinical governance and support to students including students' career counselling.
4. Facilitate the development of the college learning resources including a rich library and strong IT support.
5. Responsible for maintaining discipline in the college premises.
6. Prepare and submit an annual performance report about the college at the end of each academic year.

Standard Operating Procedures for Academic Council Committee

Chairperson shall preside all committee meetings.

- Chairperson shall make sure to discuss all points with the members before final approval.
- In case of equal number of votes in any matter chairperson vote will be equal to two votes.
- Chairman shall also follow the decision made in the meeting for implementation.

- The Vice-Chairperson shall perform the duties and functions of the Chairperson in case of the absence, disability, death or resignation of Chairperson. He shall perform functions that may be assigned to him by Chairperson.
- The Secretary shall hold the meeting mentioned in letter of constitution of the committee or any time upon the direction of the Principal.
- The Secretary shall distribute the agenda, venue and time with consent of the members at least 3 days before the meeting, except for the emergent meetings called by Principal.
- The Secretary shall get attendance of all members before start proceeding of the meeting.
- Take down minutes of the meetings of the committee and send them to all members for approval.
- Any member who does not attend 3 consecutive meetings without any approved leave shall automatically be de-notified.
- In case of resignation or de-notification from membership or faculty, Chairman shall get the notification for replacement of member.
- The quorum of the meeting shall complete with 75% of total nominated members of the committee.
- Questions arising shall be decided by a majority of votes.

QCD/DDE/Academics/ date: 1st,Oct, 2024

Brig. Muzammil Jamil Ahmed Rana
Dean/ Comdt QCD