

# **CURRICULUM MONITORING COMMITTEE:**

## **POLICY DOCUMENT**

This document will provide **guidelines to ensure international quality in overall academic curriculum of the institution.**

**Course Description:** The standards and quality of education in Govt. Dental College, Kottayam is governed by the principles and policies of the KUHS as well as regulations of DCI. This includes BDS, MDS and Ph.D. in selected specialty.

### **1. OBJECTIVES OF THE COMMITTEE**

The objectives of the committee are

- To ensure that all departments are following the curriculum implemented by Dental Council of India.
- To be a center of excellence in dental education, research and oral healthcare, training its students to be professionally competent and compassionate health care providers
- To impart cognitive, emotional and physical development of the student with an emphasis on social responsibility.
- To focus on Innovation in oral health care education and research.
- Training for dental and public health practices of the highest standard with a passion to care for the underserved.
- To ensure that effective teaching – learning is taking place throughout the academic year.
- To ensure that effective continuous assessment and evaluation is taking place to support teaching – learning

### **2. STRUCTURE OF CURRICULUM MONITORING COMMITTEE (CMC)**

#### **2.1 Constitution of CMC:**

Curriculum monitoring committee constitutes a convenor along with academic coordinators of each Department as well as student coordinators as members. All members of the committee shall be involved in policy making process, designing of schedules and formats,

customising the formats for their respective departments, monitoring of academic processes defined. All heads of departments should support the committee members in implementation of policy. All faculty members, class teachers and mentors shall be the pillars of the committee in achieving quality academics.

## **2.2 Roles and Responsibilities of Committee Members**

### **2.2.1. Coordinator of Committee:**

- Preparation of SOP of curriculum monitoring committee as per the guidelines of KUHS & DCI.
- Conducting meetings regularly with all members to plan and monitor the curriculum related activities based on the prepared SOP.
- Timely release of common formats for master plan, unit plan and lesson plan at least one week prior to start of academic year.
- Continuous monitoring of curriculum related activities.
- Informing non-conformities to heads of departments and principal regularly.
- Proposing corrective measures.
- Preparation of minutes of meeting and circulating to respective members.

### **2.2.2 Members:**

- Attending meetings conducted by the co-coordinator of the committee.
- Assisting the coordinator of the committee in preparation of SOP of curriculum monitoring committee as per the guidelines of KUHS & DCI.
- Reporting the monitoring status to coordinator of the committee.
- Customizing the common formats of master plan, unit plan and lesson plan to the respective department and should be submitted to the coordinator of the committee at least one week prior to start of academic year.
- Periodic monitoring of attendance of students of all classes and reporting to the coordinator after discussion with head of the department.

## **3. FUNCTIONING OF CURRICULUM MONITORING COMMITTEE**

The Institution ensures effective curriculum planning, delivery and evaluation through a well-defined process as prescribed by the respective regulatory councils and the affiliating University.

### **3.1. Rules and guidelines**

- It is mandatory to attend the meetings conducted by coordinator by all committee members.
- It is expected that no member schedule any other activity during meeting hours.
- First meeting to be conducted 15 days before the start of academic year to discuss the planning of academic activities.
- Conduction of meetings at regular intervals throughout the academic year for planning and monitoring activities.
- Conveying the monitoring schedules to departments well in advance to enable the departments to be ready with their preparations.
- Timely release of all formats to departments
- Following the hierarchy of the committee while communicating the messages within and outside the committee.
- In absence of coordinator of committee, the next senior faculty of the committee will take care of activities of academic planning and monitoring committee.
- Monitoring the curriculum as per the schedules conveyed to departments at various stages of the academic year
- Proper maintenance of all records.
- Regular class visits to ensure attendance of students / conduction of lecture / practical as per schedule.

### **3.2 Periodic Meeting of the curriculum monitoring Committee**

- The committee will meet periodically to plan and monitor the curriculum
- An objective assessment of the ongoing academic programs from all the Departments will be made.
- Each Head of the Department must ensure that the academic programs are planned, implemented and documented in a manner envisaged in the regulations and syllabus of KUHS&DCI.
- Appropriate steps will be taken to rectify the defects and inadequacies if any.
- The minutes of the meeting will be prepared and circulated among the HODS.

## **4. CURRICULUM PLANNING, DESIGN AND DEVELOPMENT**

#### **4.1. Curriculum Planning:**

- Innovation in oral healthcare education and research is reflected in various innovative teaching methodologies like vertical integration of Under-Graduate (UG) and Post-Graduate (PG) programs
- Monthly lesson plans are designed by individual departments. After consultations within the faculty, the topics to be delivered along with lesson plans are displayed in the notice boards of respective Departments.
- The involvement in Public Oral Health is made sure through Community Outreach Oral Health Programs by conducting regular dental health checkup and treatment camps in the region as well as through its five Satellite centers.
- Workshop on Research Methodology and Bio-Statistics shall be conducted regularly every year for first year postgraduate students to encourage research aptitude and to design minor research projects and enhance the quality of selection in dissertation topics. Undergraduate and Postgraduate Students shall be encouraged to attend Conferences and Workshops and present scientific papers, posters and table clinics.
- Postgraduate students shall be encouraged to publish research in journals of repute; e-library facility is provided in the college central library for the students. Besides, the institution shall organizes programs and reinforces issues like gender sensitization, environment sustainability, human values and professional ethics by organizing guest lectures and other programs periodically.

#### **4.2 Curriculum Design and development**

- The institution follows a systematic process in the design, development and revision of the curriculum under the guidance of Kerala University of Health Science (KUHS) and under the framework of Dental Council of India's (DCI) guidelines.
- The institution recognizes the importance of achieving global competencies in fulfilling oral healthcare needs of our society. This is possible through regular curricular modifications and enrichment.
- The faculty of various specialties are rotational members of the undergraduate and post graduate board of studies at the KUHS and participate in their respective meetings. The institution gives its suggestions to the university and the DCI on the revision of the

curriculum from time to time. Based on need assessment to expose/educate the students on comprehensive patient care who manage the oral health care needs of the patients.

- Student performance and student feedback at the end of each marker point in addition to feedback from the faculty are used for further curricular revision. The feedback obtained from national and international faculty participating in guest lectures, workshops, conferences and seminars are also analysed and used for curricular revision.
- The 3rd, 4th BDS and Internship curriculum includes training in rural/urban areas/ satellite centers and school dental camps, palliative care which help the student to identify and address the oral health care needs of the community, in addition to training the school teachers and parents, to spread the message of proper maintenance of oral health.
- During the compulsory rotating internship the students enhance their clinical skills. There is a structured program in communication skills, practice management and ethical practices. CDE, workshops, webinars, hands-on, visit to prominent dental clinics and dental laboratory to be exposed to the high end practices and practice management are held to enhance the competency of the student before graduating to treat a patient independently after graduation.
- The institution is actively involved in curriculum development based on the feedback system in which regular feedback on curriculum is taken from the students, faculty, educationists, community, dental personnels and other stakeholders. which is regularly analyzed by the head of the departments and suggestions put forth to the IQAC of the institution. The IQAC after in-depth consideration of the feasibility and the possible benefits of the proposed changes forwards it to the university through the institution head.
- Lectures on communication, doctor patient relationship, code of ethics, confidentiality, common malpractices, research ethics, patient record maintenance and sterilization prior to their entry into clinics at the 3rd BDS level are conducted.

#### **4.3 Curriculum Enrichment methods:**

- **Innovation** • Various innovative steps in the areas of curriculum enrichment and patient care have been initiated by integrated seminars involving presentations on different aspects of a topic by undergraduate and post graduate students. An evidence based approach is adopted to discuss the latest scientific information on the subject, which forms the basis for group discussions/Journal reviews and common seminars.
- **Employability** • The institution regularly organizes lectures, CDE programs and hands on courses/ workshops on clinical topics, career guidance, entrepreneurship and practice

management. These programs upgrade the knowledge and skills of the students to enhance self-employability, job opportunities and promote group practice employment avenues.

- **Professional skills and competencies** - The continuing dental education programs which includes seminars, symposia, guest lectures, webinars, workshops and comprehensive oral healthcare program help to enhance professional skills and competencies. The hands-on training, with didactic lectures, seminars, micro and macro-teaching and extensive clinical training with problem based learning, case discussions and clinical mentoring enhances the skills, making them competent.
- **Behavioral & Social Science:** An annual discourse by spiritual teachers, at the beginning of every year is held on campus. Institution has identified a psychologist for psychological management and counselling of students. At regular intervals lectures are held for the students on stress management so as to overcome the stress in day to day life. The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum as prescribed by the University / respective regulative councils.
- **Medical Ethics / Bio Ethics** • An Institutional Ethics Review Committee (IERC) has been formed as per the guidelines of ICMR to grant permission to all research projects after diligent consideration. The IERC also monitors and oversees all institutional research projects in addition to the Institutional Research Recognition Committee.
- Ethics and human values are important dimensions of dental profession. The code of ethics prescribed by the regulatory bodies as well as professional association serves as a guiding spirit in distinguishing between right and wrong.
- The students also participate in tree plantation and are given orientation about the topics on environment sustainability like preservation of water and rational use of environment resources.
- The college identifies crosscutting issues and incorporates one or more standalone programs. The college promotes gender equity in curriculum and in extracurricular activities for both staff and students
- The college strictly follows government rules for disposal of biomedical wastes. Colour coding is available for segregation before disposal.

## 5. CONCLUSION

Excellence in Dental Education is achieved through a well-designed student and faculty feedback, integration of outreach public health dentistry programs into mainstream academics, regular Continuing Dental Education (CDE) programs. Research in the field of dental health care is given utmost importance by dissertation projects undertaken by all post graduate students under faculty guidance and submitted to the university before qualifying examination. Small research projects are assigned to under graduate and post graduate students.

### Members of Curriculum Monitoring committee:

Sl.No	Members
1.	Dr Jeeva P P, Asso. Professor, Dept. Of Pedodontics (Convenor)
2.	Dr. Elbe Peter, Asso. Professor, Dept. Of Orthodontics
3.	Dr Baiju R M, Asso. Professor Dept. Of Periodontics
4.	Dr Sheena P P, Asso, Professor, Dept. Of CD
5.	Dr Twinkle S Prasad, Associate Professor, Dept. Of OMR
6.	Dr Antony P G, Asst Professor, Dept. Of OMFS
7.	Dr Rajesh C, Asst Professor, Dept. Of Prosthodontics
8.	Dr Sabu Paul, Asst Professor, Dept. Of Oral Pathology
9.	Dr Mary Shimi S Gomez, Asst Professor, Dept. Of PHD
10.	Mr. Alen Siby, Student representative