

General guidelines for course Establishment

- Course information.
 1. Course code
 2. Course Coordinator.
 3. Level:- Diploma /Certificate
 4. Type: - Distance Learning / online Course part-time / Fulltime Course.
 5. Eligibility :-
 - (a) Dental Undergraduate
 - (b) Dental Graduate
 - (c) Dental Post Graduate
 6. Duration of the Course.
 1. Course Description
 2. Course Fees.
- Learning Outcomes.
- Learning Resources.
 1. PPT'S
 2. E Books
 3. NOTES
 4. Online lecture Videos
- Assessment.
 1. MCQ' S
 2. Grading
- Discussion
- Student's Feedback.
- Certification & Accreditation.

SOP For Conduction of CDE /Workshop /Hanson /Conferee /Convention.

- Initial Approval for Conducting Program from DEU & Principal.



- Discussion & topic finalization In DEU meeting .



- Formation of Organizing Committee & work allotment.



- Selection of Speakers & any other Sectors for Collaboration



- Preparation of Program Schedule.



- Tentative Budget Preparation.



- Registration fees.



- Obtaining approval form MSDC for CDE points.



- Boucher Designing Certificates & Banner Printing.



- Conduction of Program as per the Protocol of the Institute.



- Feedback from the Participants.



- Final Report Submission to DEU with expenses file.

Sop for Meeting Conduction

❖ General Guidelines.

01. Minimum 3 Meetings to be held in a academic year preferably in the month of January, June and December.
02. The decision to call for meetings will be taken by chairman of the committee or the principal of the institute.

Calling for Meeting

By the permission of chairman DEU or principal of the institute.



Circular to all the Members prior to meeting mentioning the Agenda.



Members should do their homework on Agenda prior to meeting.



Agenda & important points should be discussed in meeting.



Minutes of meeting should be recorded by the clerk.



Signature of attendance.



Call of Meeting.

SOP for Report Generation by Organizing Committee

Introduction of the program.



List & no. of Participants.



Boucher including schedule, details of speaker & recitation feel.



Relevant documents on Collaboration if any.



Relevant documents on CDE points conversation.



Samples of Certificate



Attendance record of participants.



Audit of Expenses.



Photographs of the Program.

(Inauguration, Felicitation, Presentation, Audience, Certificate Distribution, Closing Ceremony, Geo Tagging.)



Analysis of feedbacks obtained.