



### CONTINUING DENTAL EDUCATION COMMITTEE

The Dental education unit of the institution is active and formulates the teaching and learning pattern, evaluate staff, methods of evaluation of students, formulate the academic calendar for examination and holidays, plan for the academic activities of the college like CDE programs, competitions, student and staff enrichment programs and training of teaching and non-teaching staff members.

The curriculum committee plans the course outcomes of the course, departments and oversees the lesson plans and subject outcomes. They discuss the newer methods of teaching and evaluation, new and latest advancements to be added in the curriculum to give more exposure to the students and make them competent to face the world and start practice.

#### MISSION:

To promote the science and art of dentistry for the betterment of the oral health, to enhance the knowledge and skills of the students, faculty and practitioners by providing the intellectual stimulation that comes from well-developed education programme and encourage dental research.

#### VISION:

- To design, develop and deliver exceptional, innovative and evidence based programme.
- To improve and enhance participants knowledge and skills.
- To help elevate participants impact on the dental profession.

#### AIM:

- 1} To improve the knowledge, skills and ability of individual to deliver the highest quality of service to the public and profession
- 2} To incorporate current knowledge, refining existing knowledge and skills into the practice of dentistry.

#### OBJECTIVES:

1. It is an important segment of the college which works for the continuous enhancement of the proficiencies of the teachers and the betterment of the learning experience for the students.
2. Helps wherever possible in the educational processes of the various departments of the college.
3. Help wherever possible to improve upon the skill development training given to the students in the various departments of the college.
4. Monitor and ensure the quality of dental education and strategies introduced in the various departments of the college in improving teaching learning methods and assessments
5. To explore and implement strategies that will continuously improve the professionalism and excellence amongst the clinical students.



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6. The committee shall also be responsible for the conduct of faculty skill enhancement workshops on a frequency dictated by need base.
7. The committee work to educate the faculty and students on newer concepts in educational technology and training them to utilize these to give better learning experience.
8. The committee ensures the development of a Standard Operating Procedures (SOP) for every department for the better understanding of the protocols of the department for the students and staff.
9. Promote understanding of safe practices and best practices in dental education, training and treatments.
10. Ensure conduct of regular clinical society meetings and CDE programs and workshops for the benefit of the students and faculties.
11. Encourage publishing of Research finding, Clinical materials etc.

**STANDARD OPERATING PROCEDURES FOR CONTINUING DENTAL EDUCATION COMMITTEE**

GENERAL:

Committee composition:

Sr. no.	Name of the staff member	Role	Name of Department
1.	Dr. Alok Patel	Chairperson	Pediatric And Preventive Dentistry
2.	Dr. Shweta Jajoo	Co-ordinator	Pediatric And Preventive Dentistry
3.	Dr. Shweta Chaudhary	member	Pediatric And Preventive Dentistry
4.	Dr. Smita Patil	Member	Pediatric And Preventive Dentistry
5.	Dr. Rucha Davalbhakta	Member	Pediatric And Preventive Dentistry
6.	Dr. Neelam Gavali	Representative	Periodontology
7.	Dr. Bhagyashree Kalsekar	Representative	Prosthodontics and Crown and Bridge
8.	Dr. RuchiraBhamre	Representative	Conservative Dentistry and Endodontics
9.	Dr. Gauri Bhoite	Representative	Basics Science
10.	Dr. Harshal Patil	Representative	Orthodontics and Dentofacial Orthopedics
11.	Dr. Kaustubh Kulkarni	Representative	Oral and Maxillofacial Surgery
12.	Dr. Priya Deo	Representative	Oral Pathology and Microbiology
13.	Dr. Rashmi Sane	Representative	Oral Medicine and Radiology
14.	Dr. Yashodhara Shah	Representative	Public Health Dentistry

  
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The following members did not attend:

1.	
2.	
3.	

Meeting agenda:

1.	
2.	
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5.	

After the discussion on the agenda items, the following recommendations were made:

1.	Item:	
	Recommendation:	
2.	Item:	
	Recommendation:	
3.	Item:	
	Recommendation:	
4.	Item:	
	Recommendation:	

Page 1 of 2

**Form 1: Committee Meeting Minutes: Academic Year 2022-23**

5.	Item:	
	Recommendation:	

The meeting was concluded and minutes signed on by the members present.

\_\_\_\_\_  
Signature  
Committee Chairperson

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Signatures of committee members:

#	Name	Signature
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**SCOPE OF THE COMMITTEE:**

Responsibilities of the CDE committee members:

1. To organise the CDE programme allotted by the principal and vice principal for the college. Following activities should be undertaken:
  - a. Allotment of work to CDE members
  - b. Contacting the resource person for the available date and cv.
  - c. Notice/brochure for CDE programme should be prepared and forwarded to the participants signed by the Principal 15 days prior to the programme.
  - d. Registering the participants with their phone numbers and email id for further communication.
  - e. Preparation of venue, appropriate audio-visual aids, inauguration and felicitation ceremony.
  - f. Reports, geotag photographs and documents should be maintained in the given fixed format.
  - g. Getting the standardized feedback forms filled from the participants.
  - h. Preparing and maintaining the brief report of the CDE programme and forwarding it to the website committee.
  
2. CDE programme organised by specific department:
  - i. The representative from the concerned department should maintain the programme records in above format and submit it to the CDE committee within a week.

  
PRINCIPAL

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Pune-Satara Road, Pune-411 043



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**Form: Matters Referred to Committee by the Principal: Academic Year 2022-23**

Ref. No.:

Date:

The following matters are referred to:

No.	Matter	Comments
1.		
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Matter related documents attached? (Yes/No)	
Mention Matter No/s that need to be taken up by calling a meeting immediately:	
Mention Matter No/s that need to be taken up by at the next scheduled meeting:	

\_\_\_\_\_  
Signature  
Principal

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

*Attachments:*

1.





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**ANNUAL REPORT:**

The annual reports shall be maintained in this format and will be forwarded to the Principal for approval.

**A. Committee Information:**

Committee Title:			
Committee Chairperson:			
Committee members:	1.		
	2.		
	3.		
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Number of meetings required during the Academic Year (as per Committee's SOP):			Number of meetings actually held during the Academic Year:
Meeting No.	Meeting date		
1			
2			
3			
4			





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Comments, if less number of meetings held in the Academic Year:

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**B. Duties, responsibilities and Performance Indicators developed by the Committee and approved by the Principal:**

Committee's duties and responsibilities( <i>as per Committee's SOP</i> )		Accomplished (Y/N)	Comments
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Comments, if less number of meetings held in the Academic Year:		

**B. Duties, responsibilities and Performance Indicators developed by the Committee and approved by the Principal:**

Committee's duties and responsibilities( <i>as per Committee's SOP</i> )		Accomplished (Y/N)	Comments
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Committee's Performance Indicators( <i>More PIs may be added by the committee based on its scope.</i> )		Accomplished (Y/N)	Comments
1.	Held the required number of meetings		
2.	Meeting notices containing location, day, date, time and agenda sent for all meetings.		
3.	Signed minutes of all the meetings on file		
4.	75% of committee members attended all meetings		
5.	100% of members assigned task/s		
6.	100% completion of the tasks planned for the AY		
7.	Satisfaction Survey of the committee's beneficiaries carried out		
8.			
9.			
Impediments that faced the committee during the performance of duties:			

Most notable result of the committee's work:
Committee's vision in order to improve its performance for the next year:

\_\_\_\_\_  
Signature  
Committee Chairperson

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

Signatures of committee members:



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#	Name	Signature
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