



St. JOSEPH DENTAL COLLEGE

(A Post Graduate Dental Institute)


Duggirala, ELURU - 534 003, Eluru Dt., A.P., INDIA

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ROLES & RESPONSIBILITIES OF PG CELL

- Ensure that the curriculum is up-to-date, relevant, and aligns with the latest advancements in dental education.
- Organize and manage the academic schedule, including lectures, practical's, and examinations.
- Oversee the admission process for postgraduate students, including eligibility criteria, entrance exams, and interviews.
- Monitor the academic performance, attendance and progress of postgraduate students, including assessing their research work and clinical skills.
- Provide academic and career guidance to students, addressing any issues or concerns they might have.
- Ensure that qualified faculty members are assigned to teach and mentor postgraduate students.
- Organize training and professional development for faculty to stay updated with educational techniques and research methodologies.
- Plan and oversee the examination process, including setting question papers, organizing evaluation, and declaring results.
- Promote research activities among postgraduate students, including guiding them in research proposal development and publication.
- Assist in securing funding or grants for research projects.
- Ensure that the postgraduate programs meet the accreditation standards set by relevant dental education bodies.
- Implement feedback mechanisms and regularly review and update the programs to maintain high educational standards.
- Coordinate with other departments and administrative units to facilitate smooth functioning of the PG programs.
- Manage relationships with external bodies such as dental councils, professional organizations, and other educational institutions.




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