

Tagore Dental College & Hospital

The HOD Meeting was conducted on 06.01.2015 at the Principal Chamber from 10.30 Am.

The Agenda of the meeting was ,

1. Charting out CDE programs and awareness programs for the year
2. Teaching methodology
3. Staff dress code & Students dress code
4. Plan for Yoga classes for staff & students
5. 2nd Pre clinical competition
6. Additional batch student's performance
7. Appointment of in charges for feed backs.

The CDE programs to be conducted during the year were discussed. Orthodontia departments was asked to have a CDE program during March-April, Multi disciplinary program of esthetics in dental practice in April-May, Pedodontia in September and the annual Surgical workshop by Oral surgery department in November. Similarly awareness programs of World Cancer day, anti Tobacco day, World Health day, world Diabetic day, Oral Hygiene day were planned for the year with public awareness programs.

The usual methods of teaching of either black board or Power point used for teaching were not appreciated by many students. It was decided to change the methods by including seminars, videos, quiz, group discussion- big in the class room and small groups in outpatient department.

The Heads of departments should insist on staff wearing proper and decent clothing and wear an apron while treating patients. Men were advised not to wear jeans and slippers or sandals. Formal dress with shoes is ideal. Ladies staff should wear decent clothes and not tight or short dresses. Apron is a must while attending on patients or teaching students on the dental chair.

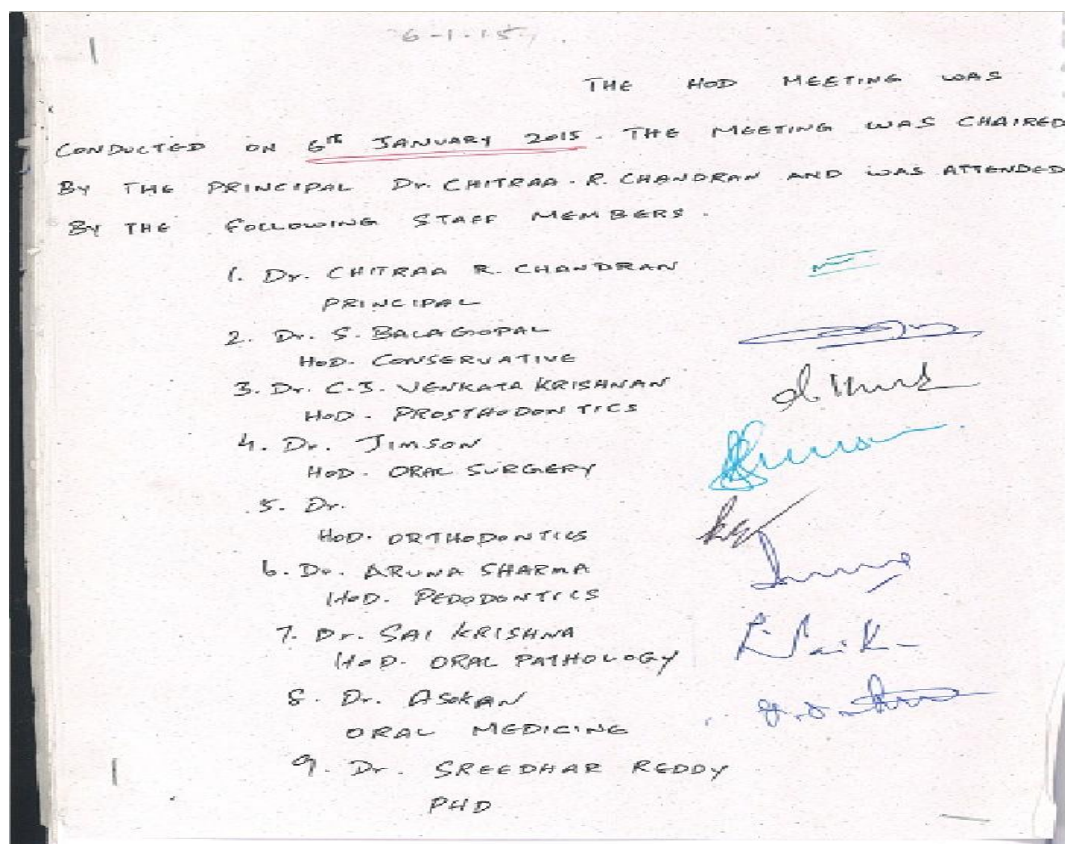
Students dress should also be monitored. Jeans and T shirts not allowed for boys and leggings and short tops not permitted for girl students. Boys should always be well shaved with trimmed hair and wear shoes. The students should be sent out of class or clinics if not properly dressed.

Staffs have asked for Yoga teaching in college and since it has also been asked for quality assessment it was decided to conduct Yoga classes for students and staffs. Vazgha Valamudan has offered their services to conduct one week program on YOGA.

Since the first pre clinical Skills assessment Competition was a success the competition could be an annual affair and the departments were asked to organize this year also.

The performance of students was assed. The additional batch student's attendance and internal assessment scores were discussed. The first terminal marks of regular batch were found to be very poor and the HODs were instructed to advise the students properly.

The feedback collection and analysis were discussed. Each department was asked to nominate one staff for patient feedback and one staff for student's feedback. The responsibility of overall analysis was given to Dr Prakash for patient analysis and Dr Aruna Sharma for student feedback. After collecting in the departments it is submitted to the in charges and they would prepare the report for every academic year.



TAGORE DENTAL COLLEGE & HOSPITAL

**The HOD meeting was be conducted on 09.06.2015 at 10.30 A.M
at the Principals Chamber.**

The agenda of the Meeting is as follows.

1. Discussion on the censuses and collections of departments
2. Interesting cases and surgeries of the departments
3. Students activities
4. Staff activities
5. Internal assessment marks & attendance of students appearing for University Examinations.
6. Campus and programs conducted by the departments.
7. SSR report discussion and finalization for printing
8. CDE program with IDA "Periodontics for Dental practioners discussion of arrangements.

The minutes of the meeting is as follows.

The census of all departments for the past 4 months were discussed. The collections of departments were observed and it was decided to increase the cost of treatment. Each department was asked to submit a proposal to increase the charges of the patients and rough estimate of how much increase in collections can be obtained

1. Oral medicine and oral pathology discussed on interesting case of lichen planes - Desquative lesson and Oral Surgery had a case of Hemimandibulectomy and Rehabilitation with graft.

2. Students academic performance of paper and poster presentation in MOKSHA, SANGAMAM & SCOPE were appreciated and it was discussed to increase student participation in sports and cultural.
3. Staff activities in publications, presentations and ways to increase staff participation in college work and academic work were discussed.
4. The attendance of the exam going students were viewed and the students with less than 70 % attendance were stopped from going for the exams. The Internal assessment marks of the student were discussed.
5. They department was advised to conduct camps and programs or workshops. Future programs of the departments were discussed.
6. SSR report for NAAC accreditation was finalized and corrections made before sending for printing.
7. The IDA madras branch had planned to conduct CDE program in periodontics in our college. The discussion on arrangements, flexibility were discussed.

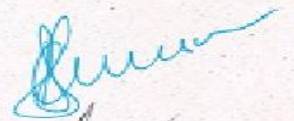
9-6-15

The HOD Meeting was conducted on 9th June 2015.
The Meeting was chaired by the PRINCIPAL Dr. CHITRAA
and was attended by the following staff members.

1. Dr. CHITRAA R. CHANDRAN
PRINCIPAL
2. Dr. S. BALAGOPAL
HOD. Conservative
3. Dr. C. S. VENKATA KRISHNAN
HOD. Prosthodontics
4. Dr. JIMSON
HOD. Oral Surgery
5. Dr.
HOD. Orthodontics
6. Dr. ARUNA SHARMA
HOD. Pedodontics
7. Dr. SAI KRISHNA
HOD. Oral Pathology
8. Dr. ASOKAN
Oral Medicine
9. Dr. SREEDHAR REDDY
PHD.















TAGORE DENTAL COLLEGE & HOSPITAL

**The HOD meeting was be conducted on 11.08.2015 at 10.30 A.M
at the Principals Chamber.**

The agenda of the Meeting was as follows.

1. Presentation of the department of the last 3 months
2. Preparations for University Practical Examinations
3. Review of mentors meeting
4. Camps & awareness program
5. Students exhibition to be conducted in October 2015
6. Department manual and NAAC related preparations
7. Smile Torch program discussion
8. Review PTA meeting
9. Program for CRRI. After BDS minutes of the meeting

The meeting was conducted at the Principals office, presided by the Principal and attended by Staff members. The meeting started at 10.43 A.M and lasted for one hour till 11.50 A.M.

The minutes of the meeting is as follows.

1. Each department present their high lights if the department for the past 3 months on census, interesting case, inter departmental meeting, student activities like survey, research, paper publication, poster / paper presentations. Staff activities of conference, CDE programs attended, publication, research.
2. Preparedness for University Practical exams discussed regarding materials, patients and student preparations.
3. Mentors meeting was reviewed.
4. Advised departments to conduct awareness programs and camps to improve their patient flow.
5. "Happy Teeth" school children exhibition to be held on October 5th and 6th were discussed. Dr. Aruna Sharma would be the overall incharge. Both the departments of Pedodontics and Public Health Dentistry will jointly organize it. All departments were asked to share their posters and models for the program. Students were assigned responsibilities for organizing with Ms. Divya Mehta a CRRI to be overall incharge of the program. The activities, like projection, Essay competition, drawing competition, museum, screening for the students were discussed.
6. NAAC preparations were discussed. All the departments have submitted their manuals except Oral Surgery, Conservative Dentistry and Public Health Dentistry, They were asked to submit within a week.
7. Smile torch program was to be conducted by the department of Orthodontia. The details of the program and the competitions to be

conducted were discussed. Tagore Engineering College students were to be invited for competitions in the program.

8. The June 2015 PTA meeting was revised. The response was poor, mentor were asked to speak to the parents. The next PTA meeting, the mentors should be advised to speak with the parents and make them attend.
9. Carrier guidance program is to be organized by Dr. Venkatakrishnan an what after BDS.
10. The back volumes which were allotted to the respective journals departments have not been submitted. The level of downloading and the time frame fixed for submitting the downloaded back volumes was fixed. The departments were advised to submit the soft copy by the end of March 2016.
11. The problem of failures in every year and resulting in more additional batch students were discussed. More concentration was needed for the slow learners and increased interaction of the mentors were discussed.
12. Select students who are capable of University mark should be encouraged from the first year itself to perform better and obtain few University marks.
13. The deficiencies of students going for the exams and the methods to overcome it were discussed. In particulars the ways to make the students attend college and OP were discussed. Again mentorship programs and the need for strengthening were insisted.
14. Plan for a TV in the reception. Each department could prepare a small video or presentation on patient education which could be displaced in the T.V

The meeting was adjourned and the next meeting would be in 3 months time.

11-8-15

THE HOD MEETING WAS CONDUCTED ON 11th AUGUST
2015. THE MEETING WAS CHAIRED BY THE PRINCIPAL
Dr. CHITRAA R. CHANDRAN AND WAS ATTENDED BY THE
FOLLOWING STAFF MEMBERS.

1. Dr. CHITRAA R. CHANDRAN
PRINCIPAL

2. Dr. S. BALAGOPAL
HOD. CONSERVATIVE

3. Dr. C.S. VENKATAREISHNAN
HOD. PROSTHODONTICS

4. Dr. SIMSON
HOD. ORAL SURGERY

5. Dr.
HOD. ORTHODONTICS

6. Dr. ARUNA SHARMA
HOD. PEDODONTICS

7. Dr. SAI KRISHNA
HOD. ORAL PATHOLOGY

8. Dr. ASOKAN
ORAL MEDICINE

9. Dr. SREEDHAR REDDY
PHD

