

# **TAGORE DENTAL COLLEGE & HOSPITAL**

**The HOD meeting on 03.01.2017 at 10.30 A.M  
at the Principals Chamber.**

**The agenda of the Meeting was as follows.**

1. Students performance, attendance, internal assessment marks for the students of all department
  2. Discuss the preparedness of exams
  3. Terminal exam for Regular batch students & Parents Teachers meeting.
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1. The students appearing in individual departments were discussed. Students lacking attendance in the theory and OP and those students who have not finished their quota of work were discussed and finalized as to the candidates to be detained and not sent for exam.
  2. The requirements of the departments for exams was discussed and the patients selection was identified. It was decided to conduct screening camp at St. Joseph School at Kandigai to identify possible patients for practical exams.
  3. The terminal exams for the regular batch starts in February 6<sup>th</sup> 2017 and since the Parents Teachers meeting to be held in December has cancelled due to cyclone, it was decided to be held on two weekends 3<sup>rd</sup> & 4<sup>th</sup> and 17<sup>th</sup> & 18<sup>th</sup> March 2017.

31/12  
THE HOD MEETING WAS CONDUCTED

ON 03.01.2017 ~~2017~~. 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  
H.O.D. CONSERVATIVE

*B. Balagopal*  
for HOD

3. DR. C. J. VENKATA KRISHNAN  
H.O.D. PROSTHODONTICS

*C. J. Venkata Krishnan*  
31/12

4. DR. S. JIMSON  
H.O.D. ORAL SURGERY

*S. Jimson*  
03/01

5. DR. P. SAI KRISHNA  
H.O.D. ORAL PATHOLOGY

*P. Sai Krishna*

6. DR. ARUNA SHARMA  
H.O.D. PAEDODONTICS

*Aruna Sharma*

7. DR. K. BALAJI  
H.O.D. ORTHODONTICS

*K. Balaji*

8. DR. G. S. ASOKAN  
H.O.D. ORAL MEDICINE

*G. S. Asokan*

9. DR. DELFIN LOVELINA  
P.H.D

*Delfin Lovelina*

# **TAGORE DENTAL COLLEGE & HOSPITAL**

**The HOD meeting on 10.02.2017 at 10.30 AM  
at the Principals Chamber.**

**The agenda of the Meeting was as follows.**

1. Journal Publication points of Professor, Reader and Senior Lecturer for starting P.G Courses.
  2. Pre – Clinical skill assessment competition & competition for CRRI students.
  3. Mentorship Program.
  4. College Face book account
  5. Evaluation & feedback of all staff, Library, hostel, Transport
  6. Staff evaluation of HOD
  7. Journal down loads
  8. Staff Breakfast
  9. NAAC
  10. Internal Examiners
  11. Log book updation.
- 
1. The HOD's were asked to submit the journal publication points of all their MDS staff in their departments. Based on this the departments to start MDS has to be decided to enable shifting of the chairs to the new enclosures.
  2. Pre-Clinical skills assessment program which is being held for the past 3 years is planned to be held on 25<sup>th</sup> March 2017. It was planned to have a Quiz and JAM competition for the CRRI students also. Quiz based on all 4 years of study and JAM on final year topic. 5 students from each college for the pre-clinical competition and should participate in all the 3 competition and 2 students for JAM and Quiz.

Oral pathology and Orthodontia were entrusted with brochure printing, Oral surgery, Pedodontia and Conservative departments will be in charge of distribution, Periodontia & Oral Medicine for the certificates and Mementoes, Prosthodontia & PCD for Lunch and Snacks.

3. Mentors should meet their mentees 2 – 3 times per month and record their meetings in a book with signature. In future all leave letters should be signed by the mentors before presenting to Dr. S. Jimson or Principal . Mentor head should check weekly the progress of mentors and give a monthly report to the Principal. The list of mentors and mentees to be submitted to the Principal.
4. There are many face book accounts of Tagore and it was discussed and one account has to be finalized and recorded as official account of the college and regular updates has to be posted.
5. This year evaluation forms of Teachers, Library, Hostel, Transport has to be done.
6. HOD evaluation of staff to be completed by HOD.
7. Since the 2016 Journals have not been down loaded all the departments are requested to download their Journals and submit them to the library.
8. I request the staff not to go as a group for breakfast only 2 at a time and return quickly.
9. NAAC applications have to done gain and hence all the staff should update their data, along with the mentees and departments.
10. The University circular had specified the change in internal examiners for the additional batch. So the HOD's will be the internal examiner for the regular batch and the next Senior person for the additional batch.
11. All the staff should update their log book every day and the HOD should countersign every week.

THE HOD MEETING WAS CONDUCTED ON  
10.02.2017. 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  
H.O.D. CONSERVATIVE  
DR. B. HEMASATHYA

B. Hemasathya  
10/2/17

3. DR. C. J. VENKATAKRISHNAN  
H.O.D. PROSTHODONTICS

C. J. Venkatakrishnan  
10/2/17

4. DR. S. JIMSON  
H.O.D. ORAL SURGERY

S. Jimson  
10/2/17

5. DR. P. SAI KRISHNA  
H.O.D. ORAL PATHOLOGY

P. Sai Krishna  
10/2/17

6. DR. ARUNA SHARMA  
H.O.D. PAEDODONTICS

Aruna Sharma  
10/2/17

7. DR. K. BALAJI  
H.O.D. ORTHODONTICS

K. Balaji  
10/2/17

8. DR. A. S. ASOKAN  
H.O.D. ORAL MEDICINE

A. S. Asokan  
10/2/17

9. DR. DELFIN LOVELINA  
P.H.D.

Dr. Delfin  
10/2/17

# **TAGORE DENTAL COLLEGE & HOSPITAL**

**The HOD meeting was be conducted on 18.04.2017 at 10.30 A.M  
at the Principals Chamber.**

**The agenda of the Meeting was as follows.**

1. To obtain University Rank
2. To formulate committee to oversee graduate Day function
3. Purchase of equipments for inspection
4. Purchase of furniture for the department improvement
5. Any other immediate requirement
6. Present Time table
7. NAAC

**The Minutes of the meeting**

1. Since we have got only 2 University ranks, it was discussed on how to get more marks, other colleges were giving 95 – 99 in practical exams. Hence it was decided that 5 students in each batch in every department would be selected and guided for better performance and also give more internal assessment marks and more marks in viva and practical's, to boost our chances to get University Rank.
2. The graduation day committee was finalized consisting of
3. The periodic inspection of DCI expected, and all departments were asked to get ready for the inspection and sent in their requirements regarding equipments & instruments
4. The newly shifted departments requirements of furniture like desks, tables, fans, qurtains Air-conditions it are to be submitted.
5. The onset of summer and the frequent power cuts, there is are requirements of UPS for projector & systems in every class room.
6. The present final year table has test every Monday which does not has the desired effect. Hence it was reverted back to the old time table.
7. With NAAC accreditation still pending the departments are requested to update their databases on students, staff performance and department activities.



THE HOD MEETING WAS CONDUCTED ON

18-04-2017. 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  
H.O.D. CONSERVATIVE

3. DR. C.J. VENKATAKRISHNAN  
H.O.D. PROSTHODONTICS

4. DR. S. SIMSON  
H.O.D. ORAL SURGERY

5. DR. P. SAIKRISHNA  
H.O.D. ORAL PATHOLOGY

6. DR. ARUNA SHARMA  
H.O.D. PEDODONTICS

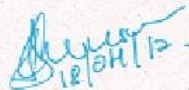
7. DR. K. BALASI  
H.O.D. ORTHODONTICS

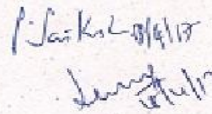
8. DR. G.S. ASOKAN.  
H.O.D. ORAL MEDICINE

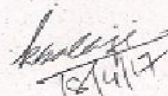
DR. DELFIN LOVELINA  
PAB

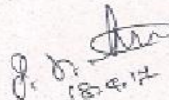


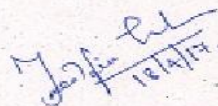
  
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### Members attended:

1. Dr. Chitra R Chandran
  2. Dr. S. Balagopal
  3. Dr. C.J. Venkatakrishnan
  4. Dr. Jimson
  5. Dr. Sai Krishna
  6. Dr. Aruna Sharma
  7. Dr. Balaji
  8. Dr. Asokan
  9. Dr. Delfin L Frances
- 

### **Agenda:**

#### **1. Matters Regarding Curriculum**

- a. It was decided to introduce at least one exercise of Compulsory comprehensive treatment for each CRRI during their posting in Public Health dentistry/Oral Medicine.
- b. There shall be at least One Publication from students in a reputed journal during their III year to CRRI. The III Year and Final Year students shall be distributed to the nine departments from immediate effect.
- c. It was proposed to have an additional exam paper (the title of the paper will be given later by Dr. Jimson) for the III year students in the subjects of local anesthesia, exodontia, medical emergencies in the dental practice. This exam will be held during the period between med year and University exam.

#### **2. Matters Regarding time allotment for each department**

- a. For the matters regarding students arrival by 8.45. It was decided to supervise and fine students who are arriving late and also inform their parents/guardians.
- b. For the problem of current failure, it was decided to provide one UPS for 2 class rooms. One in the ground floor and one in the first floor. This will utilized for the computers and the projectors only.



### **3. Matters regarding University question paper ambiguity.**

a. It was decided that one senior staff will stay for at least 30 minutes after the start of the university exam to convey any ambiguity clarified by the university.

### **4. Matters Regarding Teaching Learning Methods Adopted**

a. Any action that will make teaching learning interesting is welcome.

b. Before taking a class on any chapter the frequently asked question during the university exams and likely questions in future are to be mentioned in the beginning. Also how to approach answering those questions should be discussed at the end of the class followed by tests.

### **5. Matters Regarding students Exchange/Observation Program**

a. It was decided to explore the possibilities of students exchange programs with university abroad. Countries such as Taiwan, Dubai, Malaysia and any other countries where it will be safe and meaningful will be studied by the member.

### **6. Matters Regarding Nurturing of Advanced Learners.**

a. It was approved to identify a few CRRI 's who are good in subject and inclined to help advanced in their studies. This is with objective of helping the students to acquire university ranks. This will also be mutually beneficial. It was also decided to recognize and reward the mentioning CRRI along with the rank achievers.

### **7. Matters regarding special co-curricular activities at least one paper or poster as**

a. 90% attendance shall be made compulsory for appearing for exam even for beak batch students.

b. It was decided to counsel the students by the staff. Staff can get help for this from the student counselors from the Tagore medical college.

### **8. Matters regarding co-curricular activities**

a. It was decided that all students should present at least one paper or poster as the first author in one scientific program conducted outside this institution.

b. All faculty should guide at least 2 students per year in project and achieve at least one publication in journal and one presentation.

### **9. Incentives for faculty departments**

a. All faculty should make at least one presentation every year in minimum city level conference or be a faculty/resource person for a CDE program organized by Indian Dental Association or speciality association.

### **10. Incentives for better performing students**

a. It was agreed to appreciate institution of awards by faculty to achievers.

## **11. Faculty enhancement program**

a. This has been conducted every year and was decided that it should be continued.

b. It was also decided to organize programs on effective

i. journal writing

ii. Power point presentation

iii. Poster presentation

iv. Inter oral Photography

v. Use Photo-shop program

vi. Research proposal writing for funds etc..

## **12. Any other matter**

a. It was decided to have a Health Awareness program for boys TDC.

b. Principal encouraged the members to attend the University arranged international Holistic Medicine congress to be held during 18<sup>th</sup> and 19<sup>th</sup> August, 2017.

Draft Minute prepared by Dr. Balagopal

Academe Council  
THE BOB MEETING WAS CONDUCTED ON 20-04-2017.

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

20/4/17

2. Dr. S. BALAGOPAL  
H.O.D. CONSERVATIVE

3. Dr. C. J. VENKATAKRISHNAN  
H.O.D. PROSTHODONTICS

4. Dr. S. SIMSON  
H.O.D. ORAL SURGERY

5. Dr. A. SAIKRISHNA  
H.O.D. ORAL PATHOLOGY

6. Dr. ARUNA SHARMA  
H.O.D. PEDODONTICS

7. Dr. K. BALASI  
H.O.D. ORTHODONTICS

8. Dr. G. S. ASOKAN  
H.O.D. ORAL MEDICINE

9. Dr. DELFIN LOVELINA  
PHD

20/4/17

20/4/17

# **TAGORE DENTAL COLLEGE & HOSPITAL**

The HOD meeting was conducted on **06<sup>th</sup> June 2017** at the Principals chamber. All the departments presented their work done by them in the past 2 months and their future plans.

## **1. Oral Medicine**

Collections of April & May was Rs. 27,798 and Rs. 31,251 respectively. The number of students participation in 4 intercollegiate progress was 31 and no of awards was 5, and No of seminars presented in April, May were 16 and 7 by the students. Salivary Sialic Acid and Fucose as Tumor Markers in Potentially Malignant Disorders is the ongoing student research and 3 staff research projects are also ongoing. All the staff had participated in CDE programs of other colleges. There were 3 special cases of Acute Myeloid Leukemia, Carcinoma of Alveoplus, Speckled Leukoplakia in the department. Future proposals & projects – Proposal for study on Oral awareness among patients and student guidance for MOLARIS 2017.

## **2. Periodontics**

The Collections for April & May was Rs.15,506 and Rs. 28,870 respectively. There was 25 Major Surgeries in the department done by interns including PRF procurement, Esthetic crown lengthening, laser surgery, vestibuloplasty during the month of May. There was one publication in an International journal from the department. There are 6 ongoing research projects. There were 16 student participations in 3 intercollegiate programs with 4 awards. Dr. Juala Catharine attended a workshop on Biostatistics conducted an University. Future program include guest lecturer on Diagnosis for interns in July and planning for Oral hygiene awareness program for Oral Hygiene day on August 1<sup>st</sup> .

## **3. Oral & Maxillofacial Surgery**

The number of extractions done during April & May were 255 and 239 and Minor surgeries 29 & 34 respectively. There were 8 Major surgeries done under GA during the past 2 months with a collection of Rs. 57,653. There are 5 cases waiting to be operated under GA. The department had organized preconference course on Imaging in OMFS with hands an and also a marathon to create awareness. The department conducted a CDE program on Head & Neck cancer and signed an MOU with Gleneagles Global Institute of Oncology. BLS program was conducted for 3<sup>rd</sup> & 4<sup>th</sup> year students. Dr. S.

Jimson has participated in International Conference ICORS and presented a paper and poster. Casualty Postings for CRRI has been initiated and the students handled 33 patients in April and 120 in May. There were 14 Impactions done by CRRI in April and 11 in May. Scientific presentation in 4 intercollegiate programs were 12 and 2 awards were received. There are 8 ongoing and 10 completed studies and 9 published of them. All CRRI are guided by the staff for publication and 43 articles are expected to be published. Future programs of the department are Cancer awareness program at Nagallapuram, Lecture/Camp for orthognathic surgery in nearby colleges, Live Surgical Workshop in November, Training for research and ethics committee members.

#### **4. Public Health Dentistry**

Anti Tobacco Counseling is regularly done with 67 in April & 70 in May. Tobacco cessation training was attended by staff and students of the department. An international award was won from NIDA International forum by Dr. Delfin Lovelina for substance abuse awareness creation. 22 student participated in 4 intercollegiate competitions won 8 awards. If the various surveys done 2 has been published with students name and 3 waiting for publication. 2 more projects are yet to be finalized. There were 16 camps conducted during April & May. Programs conducted in the department includes world cancer day at college, world Health day celebrations at Oldage home, world No Tobacco day at Abirami Mega Mall and at Durgai Amman Temple. Future projects are camps at Police Academy & NSG and other factories. Full fledged Tobacco Cessation clinic with free Nicotine chewing gum from cipla to be started and Permanent Museum arrangement. The department is also Planning for a Tobacco Quit mobile app in Tamil.

#### **5. Oral Pathology**

Seminars presented by students were 8 in April & 7 in May, Biopsy 20 in April & 22 in May, Cytology 82 in April & 88 in May, Haematology 140 in April & 150 in May, ground sections 30 in April, 24 in May. No of OMFS cases reported were 4 in April, 5 in May, Tobacco associated lesions were 8 and 10 respectively. 27 students participated in 4 intercollegiate compititions 6 person were awarded. There were 7 interesting cases to diagnose like Mucormycosis, Fibrous dysplasia, Papillary Squamous cell carcinoma, Ameloblastoma, Peripheral ossifying fibroma and Leukoplakia. Department conducted Pre-Clinical skills competition in March and Dr. Makesh Raj attended a hands an course on Genetics at Shankara Netralaya in May. Future programs – Planning for CDE program with Oral Medicine in October / November and Intercollegiate competition for students.

## **6. Pedodontics**

There was an increase of patient flow about 35 – 40 patients per day. There were 19 papers and poster presented in 4 intercollegiate competitions with 7 prizes awarded. Specialty treatment including Habit breaking appliance, Preventive Orthodontic treatment, minor surgical procedure and Dental Management of medically compromised patient were done in the departments. There were 3 publications in our college journal JCDUR one by staff and 2 by students. Future projections – preconference course on Biodentine on 13<sup>th</sup> September 2017, CDE program also in September and school dental Health programs. Full month rehabilitation also planned under GA.

## **7. Orthodontics**

15 new cases were started in May with a collection of Rs. 81,400/-. Provided Multi-Disciplinary treatment and referred 2 cases to periodontics, 2 to Conservative Dentistry and 2 to Oral & Maxillofacial Surgery. New cases were given to CRRI for record writing and creation of case sheets with model analysis and Cephalometric tracing. Special case of congenitally missing lateral incisor where canine was converted to lateral by reshaping was done. Q-Jam - Clinical quiz and just a minute intercollegiate competition was conducted in March 2017. There were 5 student presentations and 2 prizes obtained in inter collegiate competitions. Future projections – set a target of Minimum Rs.80,000/-per month collection, fix more micro implants, planning for a CDE program along with IDA, Madras Branch in August. Dr. Job Jacob Anision is planning to attend CDE course on Biomedical waste management conducted by the University and Dr. Sunil is attending a Comprehensive Training on Contemporary Functional Appliance Mumbai in July. The department is planning to conduct awareness programs in Orthodontic treatment in the nearby colleges.

## **8. Conservative Dentistry**

The income generated in April was Rs.69,870/- and May was Rs.76,750/-. Four faculties from the department attended the International Conference in Endodontics in New Delhi and Dr. Balagopal chaired a Keynote address and 3 staff members presented papers with conference. 7 student presentations in 2 inter collegiate competition produced 4 prizes, 3 research works have been completed and awaiting for publication. Dr. Balagopal was a faculty in National meet at Bengaluru on 29 , 30<sup>th</sup> April and in Dubai in April 2017. Organized “ Predictable Endodontics” CDE program with Dr. Praveen Kumar and Sponsored by Coltene Whaledent. Future planning – Six research proposals are to be initiated in the department. Dr. Balagopal



plans to visit few dental schools in USA and also look for future collaborations. The department is planning to conduct a certified course in Basic & Advanced Endodontics for a fee in future.

## **9. Prosthodontics**

The total collection for April & May was Rs. 91,780/- and Rs. 1,14,000/- respectively and FPD done in the two months were 70 and 78. 12 students placed implants successfully in the basic Implant course. Dr. Venkatakrishnan was a faculty in the TNIPS conference conducted at SRM, Ramapuram and he along with Dr. Pradeep took a lecture on Comprehensive Review program at Vel Dental College. There was an article published by Dr. Jacob and 5 articles have been submitted for publication. Two obturator cases were done and student Mukilan fabricated denture in Neutral Zone. 6 Journal clubs were conducted and one survey is being done. 23 students presented papers and posters in 3 inter collegiate competition and 9 of them won prize. Future projections – Dr. Venkatakrishnan will be attending PG convention at Rishikesh. The department is planning a video on step by step CD preparation for the students. Preconference course in ISPRP is being planned in August.

### **The other subjects discussed were**

1. The HOD's were advised to check the sterilization protocol in their departments and intermittently asked to check if it is done properly.
2. The staff have been advised not to work in their laptops between 10.30 A.M – 1 P.M when the 3<sup>rd</sup> and 4<sup>th</sup> year students are present in the departments.
3. The CRRI can be relived for work in other department before 9.30 A.M and after 1 P.M.
4. 10 years of completion of starting the college is planned to be celebrated and a Magazine to be brought out. A Magazine committee is being formed for the same.
5. The VIP room is to be altered and refurbished and prepared for future use.

THE HOD MEETING WAS CONDUCTED ON  
06.06.2017. 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. VENKATAKRISHNAN  
HOD PROSTHODONTICS

4. DR. S. SIMSON  
HOD ORAL SURGERY

5. DR. P. SAI KRISHNA  
HOD PATHOLOGY

6. DR. ARUNA SHARMA  
HOD PEDODONTICS

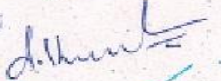
7. DR. K. BALASI  
HOD ORTHODONTICS

8. DR. G. S. ASOKAN  
HOD ORAL MEDICINE

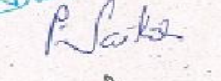
9. DR. DELFIN LOUGLINA  
PHD


6/6/17





















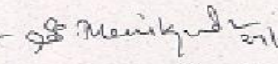
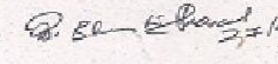


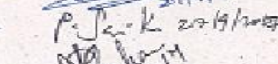
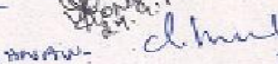



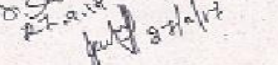





# **TAGORE DENTAL COLLEGE & HOSPITAL**

**The HOD meeting was be conducted on 27.09.2017 at 10 A.M.  
at the Principals Chamber.**

**The minutes of the meeting is as follows.**

1. The tentative details of Terminal Exams were discussed - November, February, May
2. The first, second and third year to have exams on alternative days. Timing 8.30 – 11.30 and classes there after
3. The Final year will have 4 exams per week from 8.30 – 11.30 and OP thereafter. With no exams on Wednesdays.
4. The different methods of teaching like Seminars, group discussion, vertical and Horizontal teaching , PBL, were discussed and to be included in Teaching.
5. The various methods of evaluation like MCQ's, open book test, picture or X-ray tests, OSCI, OSPI were discussed and ways to effectively use them were planned.
6. The possibility of using Google classroom for teaching, tests, article submission, feed backs were discussed.
7. LMS, and what to upload in website like course outcomes, question bank academic schedule were planned.
8. Feedback forms on curriculum from students and staff were finalized.

219 THE ACADEMIC COUNCIL MEETING WAS  
 CONDUCTED ON 27-09-2017. THE MEETING WAS  
 CHAIRED BY THE PRINCIPAL. DR. CHITRAA R CHANDRAN  
 AND WAS ATTENDED BY THE FOLLOWING STAFF MEMBERS

1. DR. CHITRAA R CHANDRAN - 
2. DR. S. MANIKANDAN -  27/9/17
3. DR. R. BHARATH PRASAD -  27/9/17
4. DR. V. KRISHNAN -  27/9/17
5. DR. B. MOONAKESHI -  27/9/17
6. DR. BALAGOPAL -  27/9/17
7. DR. SAI KRISHNA -  27/9/17
8. DR. SHANKAR -  27/9/17
9. DR. C.J. VENKATARAMAN -  27/9/17
10. DR. S. SIMON -  27/9/17
11. DR. F. Delfin -  27/9/17
12. DR. ANNE SHARMA -  27/9/17
13. DR. ASHOK -  27/9/17
14. DR. JESU -  27/9/17
15. DR. MANISHA -  27/9/17
- DR. DR. SURESH -  27/9/17

# **TAGORE DENTAL COLLEGE & HOSPITAL**

**The Academic Council meeting was conducted on 06.12.2017  
at 10.30 A.M. at the Principals Office.**

## **The Subjects discussed were**

1. Mentorship
2. Staff Performance
3. Patient census
4. Third year time table
5. Staff pattern of 4 PG departments
6. Publications of 4 PG departments
7. Promotion for Dr. Sunil Chandy Varghese & Dr. Vandana James
8. Equipments deficiency in the 4 PG departments
9. Masonry, partition, electrical
10. Answer pad



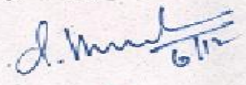
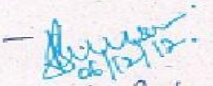
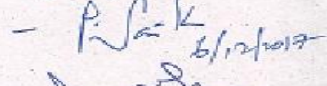
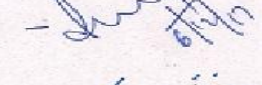

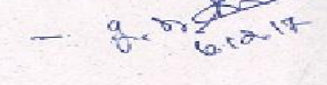
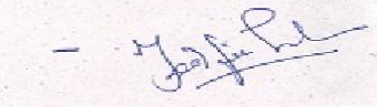
1. Since Dr. Shankar, Dr. T.R. Aravindhnan, Dr. S. Vijayashree Sakthi and Dr. P. Kavitha had left college the meentees were transferred to Dr. N. Vivek Rajasimhan and Dr. K. Bharathi, Dr. Thomson Mariadasan Dcruz and Dr. Omar Farooq respectively.
2. The staff performance sheet form to be filled for every year by all staff
3. Patient census is reducing and many patients were not happy about waiting for a long time and being asked to come repeatedly. Every department has been advised to have 2 trays, one for in tray for all patients reported and the other tray for patients who are being attended to by staff or students. Patients should not be made to wait for long.
4. As a follow up of this 3<sup>rd</sup> year time table was amended so as to have OP from 9.30 and have one theory class in the Morning and another in the afternoon.
5. Staff Pattern in the 4 PG going departments were discussed. New staff to be inducted in Conservative and Orthodontics departments.



6. Since the requirement of Readers were considered for Orthodontics and Conservative Dentistry the promotion of Dr. Sunil Chandy Varghese & Dr. Vandana James were considered. The Head of department of their respective departments agreed for the promotion.
7. The publication points for all the staffs of the 4 PG departments were calculated and found to be sufficient.
8. The equipments for the 4 PG going departments were discussed and the deficiency report was requested from the departments.
9. The civil work, partition work and electrical work of all the PG going departments were discussed and list requested.
10. Answer pad an app based student Evaluation software was discussed.

412

THE H.O.D MEETING WAS CONDUCTED  
ON 06/12/2017. 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 H.O.D. CONSERVATIVE DENTISTRY	-	 6/12/17
3. DR. C. J. VENKATAKRISHNAN H.O.D. PROSTHODONTICS	-	 6/12/17
4. DR. S. JIMSON H.O.D. ORAL SURGERY	-	 6/12/17
5. DR. P. SAI KRISHNA H.O.D. ORAL PATHOLOGY	-	 6/12/17
6. DR. ARUNA SHARMA H.O.D. PEDODONTICS	-	 6/12/17
7. DR. K. BALAJI H.O.D. ORTHODONTIA	-	 6/12/17
8. DR. G. S. ASOKAN H.O.D. ORAL MEDICINE	-	 6/12/17
9. DR. F. DELFIN LOVELINA PUBLIC HEALTH DENTISTRY	-	 6/12/17