

TAGORE DENTAL COLLEGE & HOSPITAL

**The HOD meeting was conducted on 23.01.2018
at 10.30 A.M. at the Principals Chamber.**

1. Request all departments to kindly not send patients to Principals room for treatment concessions. Monitor regularly and see that patients do not wait for a long time.
2. To Prepare a list of Emergency drugs that has be purchased and send them to Pharmacy. To check for expiry dates of all drugs regularly.
3. Many departments have not sent in their students research work for grant approval. Requested them to send them at the earliest.
4. Discussed the usage of cell phone by students to call for patients. The students should all the patients in front of the staff in the department and not in the corridor.
5. Students performances, attendance and internal assessment marks were discussed and advised on the students who are eligible for University Exams.
6. The member of working hours in the clinic by the students was less than prescribed norms of Dental Council of India. It was agreed that the number of theory classes per week to be altered as follows the speciality of Orthodontia, Pedodontia, Oral Medicine and Public Health Dentistry will have one hour of theory per week and the specialities of Periodontia, Prosthodontia, Oral Surgery and Conservative Dentistry to have 2 hrs of theory per week. There will be extended OP hours on Tuesday, Thursday and Friday till 3 P.M.
7. The conference incentives of the various staff members were discussed. The Academic Council has approved the incentives of Dr. S. Jimson – Rs. 10,000/- , Dr. C.J. Venkata Krishnan – Rs.7,500/- Dr. Bhuvaneshwari and Dr. Juala Catherine Rs.7,500/- each and Dr. Delfine Lovelina only Rs. 10,000/- (as it was not a specialty conference conducted by an organization of repute)
8. Some of the staff were attending college for 5 days a week and hence their member of leave days will be proportionately reduced.

9. Chairperson had mooted the idea of conducting sports and cultural Inter Dental Meet. Since the college does not have a big auditorium it was decided that only sport competitions could be conducted. The Physical Director Mr. Natarajan was requested to send a proposal to conduct on sports meet in the beginning of March.
10. The Preclinical skills competition for this year was discussed and suggested March 8th OR 9th for the competition was planned to conduct quiz competition and paper and poster presentation along with Preclinical skills competition. Each department had been allotted work, which will be discussed further.
11. The students who work late in the departments must get a note of permission from the concerned staff of the department if they are late for the next class.

23/1
THE HOD MEETING WAS CONDUCTED ON
23.01.2018. THE MEETING WAS CHAIRED BY THE
PRINCIPAL DR. CHETRAA R CHANDRAN AND WAS
ATTENDED BY THE FOLLOWING STAFF MEMBERS.

1. DR. CHETRAA R CHANDRAN
PRINCIPAL
2. DR. S. BALAGOPAL
H.O.D. CONSERVATIVE DENTISTRY
3. DR. C. J. VENKATA KRISHNAN
H.O.D. PROSTHODONTICS
4. DR. S. JIMSON
H.O.D. ORAL MAXILLOFACIAL SURGERY
5. DR. P. SAI KRISHNA
H.O.D. ORAL PATHOLOGY
6. DR. ARUNA SHARMA
H.O.D. PEDODONTICS
7. DR. K. BALAJI
H.O.D. ORTHODONTICS
8. DR. G. S. ASOKAN
H.O.D. ORAL MEDICINE
9. DR. M. DIVESH DHAMODHAR.
PUBLIC HEALTH DENTISTRY

23/1/18
23/1/18
23/1/18
23/1/18
23/1/18
23/1/18
23/1/18
23/1/18

MINUTIES OF THE MEETING

The Academic council meeting was held on 12th Feb 2018 at the Principals office at 10.30.am. The main agenda was planning for Gitanjali-2018 on academic and sports inter collegiate competition. The Chairperson suggestion to conduct inters collegiate sports and academic competition was discussed. It was decided as follows.

1. The academic competitions comprising of preclinical skills development competitions (Teeth setting, tooth carving, cavity preparation), paper and poster presentation and quiz are to be conducted on 6th April.
2. The sports competition comprising of indoor games of chess, carrom table tennis for both boys and girls and outdoor games of cricket, football and volley ball for boys, throw ball and kho kho for girls was decided to be held apart from 100m, 400m, 100x4 relay, javelin and shot put among the track & field events were planned to be conducted on April 7 & 8th 2018.
3. The registration fee is fixed as Rs.500/- with only packed lunch for the participants on all 3 days.
4. Stalls for food court to be finalized. The number of stalls and charges are yet to be finalized.
5. Sponsors to be got from all the students @ 50,000/- per batch.
6. The work was distributed to different departments as follows
 - a. Registration - Perio department
 - b. Designing posters, invitation, ID, banners – Pedo Dept
 - c. Distribution to colleges and stage preparation and MC for inauguration & valedictory - PHD Dept
 - d. Trophy medals, certificates, shamiana, stage, photographer, chief guest by - conservative Dentistry dept.
 - e. Paper & Poster presentation – Oral Surgery Dept
 - f. Sports – Dr.Natrarajan, Dr. Jayaprakash, Dr.Thomson
 - g. Food committee – Prosthodontics Dept
 - h. Volunteers, prize winner – data collection – Oral Medicine Dept
 - i. First Aid, Water, Pharmacy, Restroom – Oral Pathology

j. Sponsorship – Ortho Dept

7. Volunteers to given bright orange T-shirt for identification
8. Extra security for crowd management
9. Release the 10th yr magazine during the inauguration function.
10. The next meeting would be on 15th Feb Thursday.

12/2 THE H.O.D MEETING WAS CONDUCTED ON
12.02.2018. THE MEETING WAS CHAIRED BY THE
PRINCIPAL DR. CHITRAA R CHANDRAN AND WAS ATTENDED
BY THE FOLLOWING STAFF MEMBERS.

	Th
1. Dr. CHITRAA R. CHANDRAN PRINCIPAL	0.am.
2. Dr. S. BALAGOPAL H.O.D. CONSERVATIVE	petitic
3. Dr. C. S. VENKATAKRISHNAN H.O.D. PROSTHODONTICS	petitic
4. Dr. S. SIMSON H.O.D. ORAL SURGERY	1.
5. Dr. P. SAI KRISHNA H.O.D. ORAL PATHOLOGY	2.
6. Dr. ARUNA SHARMA H.O.D. PEDODONTICS	3.
7. Dr. K. BALASI H.O.D. ORTHODONTICS	4.
8. Dr. G. S. ASOKAN H.O.D. ORAL MEDICINE	5.
9. Dr. F. DELFIN LOUGLINA PUBLIC HEALTH DENTISTRY	6.

[Signatures and dates are present next to each staff member's name, including dates like 12/2/18, 12/2/18, 12/2/18, 12/2/18, 12/2/18, 12/2/18, 12/2/18, 12/2/18, 12/2/18.]

TAGORE DENTAL COLLEGE & HOSPITAL

**The HOD meeting was conducted on 10th April 2018
at the Principals Chamber.**

The following decisions taken

1. As per advice of the Chairperson, guest lecturers should be conducted in all departments by external staff on the regular academic topics.
2. Each department has to prepare staff work audit, where each staff should fill in the details of work done every day. Model format prepared.
3. All departments should send the report of attendance of all failed students in their OP postings.
4. List of students who have attendance Less than 70 % are collected and individual letters would be signed by the mentors and sent to the parents.
5. It was decided to have uniforms for PG students. It would be light teal color with their names & department embroidered.
6. Students publication has reduced. Dr. Jimson has agreed to divide the third year BDS students into various groups for each department to guide for publications. Publications should be made compulsory for all students from the present 3rd BDS to get completion certificate.
7. The students eligible for Pierre Fanchard Academy was discussed Mr. Akash Britto, Mr. Silambarasan were the top contestants and all unanimously agreed on Mr. Silambarasan name to be recommended.
8. CRRI's were insisting to conduct cultural and sports competitions. It was decided to conduct sports and cultural competition after the next batch joins in the 2nd or 3rd week of October.
9. 10th year college magazine to be released during the Induction Day celebration in September.
10. CSM programs to be conducted more regularly and also record the attendance of all the programs.
11. BLS course for 3rd year students to be conducted on 24,25th April 2018.
12. Gender Harassment committee is planning to conduct a one hour lecture from a representative of Red Elephant organization on 21st April 2018.

TAGORE DENTAL COLLEGE & HOSPITAL

The Academic Council meeting was conducted on Tuesday, 12th June 2018 at 10.30 A.M. at the Principals Chamber.

Agenda for the Meeting were

1. Exam Preparedness
2. PG Inspection requirements & preparedness
3. Oral Hygiene Day
4. Guest Lectures
5. Fresher's Induction and Orientation Programs
6. MIDAS 25th, 26th October 2018
7. Oral Surgery – Preconference Course, Conference & Marathon

For the University exams of August 2018, the preparedness of the students and departments were discussed. All departments had completed their theory classes but the students had not completed their clinical work. The performance of the students was also discussed and most staff said that the student performance was below par.

The 2nd year renewal inspection for PG departments to be held in August/September. The departments were asked for equipment requirements and consumables to be stocked. They were asked to update the publications list of staff members to be added to the affidavits. The HOD's were advised to prepare the department and staff for Inspection.

Oral Hygiene day celebration on August 1st 2018 was decided to be celebrated at Kayaru village school and public awareness camp. All departments were advised to conduct guest lecturer and those departments who have not done to done it to conduct them in the near future.

The Fresher's induction program and the one week Orientation program was charted out. The orientation program would include Ant ragging, Gender Harassment awareness, Blood Tests, Hepatitis B Vaccination, Introduction of subjects of BDS, the staff and to be taken around the campus – both Dental & Medical, Self Introduction, Just a minute programs to be arranged to humor the students. The responsibility of the staff members were charted out and the overall incharge was given to Dr. Venkatakrishnan.

It was informed that Academic Competitions of MIDAS 2018 was allotted to our college. Dr. Venkatakrishnan was given the charge of working arrangements and negotiate with the IDA Madras branch members.

Dr. Jimson announced that the Oral Surgery conference at Chennai in October, a Marathon had been planned to increase the awareness of Oral Surgery. Our student participation for the program was discussed. Also be informed that Preconference course on Maxillofacial trauma frication was allotted to our college and he was asked to provide a list of expenditure that the college needs to handle.

mlb

THE HOD MEETING WAS CONDUCTED ON

12-06-2018. THE MEETING WAS CHAIRED BY THE

PRINCIPAL DR. CHITRAA R CHANDRAN AND WAS ATTENDED

BY THE FOLLOWING STAFF MEMBERS

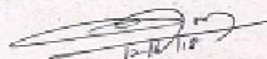
1. Dr. CHITRAA R CHANDRAN

PRINCIPAL

mlb
12/6/18

2. Dr. S. BALAGOPAL

HOD CONSERVATIVE DENTISTRY


12/6/18

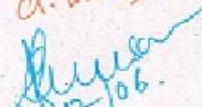
3. Dr. C. J. VENKATAKRISHNAN

HOD PROSTHODONTICS

Ch. Venk
12/6/18

4. Dr. S. JIMSON

HOD ORAL SURGERY


12/6/18

5. Dr. P. SAI KRISHNA

HOD ORAL PATHOLOGY

P. Sai Krishna
12/6/18

6. Dr. ARUNA SHARMA

HOD PEDODONTICS

Aruna
12/6/18

7. Dr. K. BALAJI

HOD ORTHODONTICS

K. Balaji
12/6/18

8. Dr. G. S. ASOKAN

HOD ORAL MEDICINE

G. S. Asokan
12/6/18

9. Dr. F. DELFIN LOVELINA

PHD

F. Delfin
12/6/18