

## **Tagore Dental College & Hospital**

### **Agenda for teaching staff meeting conducted on 11.02.2015.**

1. Log book updating
2. Dress code
3. Timings
4. Mentorship strengthening
5. Increase in working days for Senior lecturers
6. Research/ Publication
7. Absence/ leave
8. Stores/ Stock maintenance

All the staffs were asked to maintain their log books and see they are filled up regularly and updated on conference attendance and publication and CDE programs and oral presentations.

Dress code for staff and students should be insisted. The male staffs are wearing jeans and sandals which are not acceptable. Also they should come fully shaven and not with stubbles. Female staffs are requested not to wear short tops or leggings. Students should be asked to be sent out if they are not properly dressed. Only if the staffs are dressed properly can they expect the same from the students.

The timings were not followed by the students and staff. All staffs should sign before 8.45 am and the Professors before 9 am. Similarly evening timings were revised as 3 for BDS staffs, 2.30 for Readers and 2 for Professors. Any late will be converted as permission and with every 3 permissions taken, it will be considered as leave. Professors and Readers will get one day off.

The mentorship was not working sufficiently. There is not much contact between the staffs and students. The mentors and mentee should meet at least once a week and should be recorded. All activities of the student absence, sickness, marks, and paper and poster presentations, sports activities should be recorded. The mentors should also contact the mentees parents regularly and keep them updated about the mentees progress. The mentor heads should follow up regularly and see that the mentorship works efficiently. Senior Lecturers will be working 6 days a week from now on as per instructions of chairperson.

Every staff should have at least one research per year either alone or with other staffs or student. They also should also have one publication per year to be considered for promotion.

Staffs should inform their absence to the office by mail before 8.30 am. They should also inform their HOD and depute their work to other staff members.

All departments should maintain a proper non consumable and consumable stock register. The equipment invoice should be properly maintained. All departments should check their consumables stock every month before indenting for the next month. That should be mentioned in the stock register and indent book.

