

Tagore Dental College & Hospital

Agenda for teaching staff meeting conducted on 05.10.2017.

1. NAAC books / Records
2. Mentorship
3. PTA
4. Dress code
5. Rules of departments
6. Re-registration
7. Quality research by staff
8. CDE Programs
9. Staff responsibility.

NAAC books have to be updated. The staffs responsible for the compilation should start their work for compilation and collect information for the staff in charge of from the various departments and complete the work for the academic year. The feedback forms from students and peers, HODs and patients should be completed by the departments.

Fresh students have joined and new mentors have been given mentorship. The mentorship system was explained and the mentor heads were instructed to follow it closely.

The terminal exams will be conducted in November and the reports of attendance and marks should be prepared. The Parents Teachers meeting will be held in December and the reports have to be given to them. The mentors also should prepare a report for the parents and get their feedback.

The dress code of staffs is not being followed and also the student's dress code is not insisted. The staffs will be sent back if they do not follow the dress code. Students dress and their presentation should be monitored closely and advised suitably.

Every department should formulate their own rules and Standard operating procedures and should be informed to all the staffs and students to work as per the department rules. Every staff should cooperate to follow the rules and smooth functioning of the departments.

Every student should re- register every year while joining for the next academic year. The students have to pay the full fees for registration. The mentors kindly inform the parents.

The research proposals brought by staffs are very basic with no actual research. The staffs are requested to produce quality research so that they can obtain grant for research activities.

All staffs are requested to attend conferences and CDE programs in their respective or allied specialties.

Every department is requested to chart out all the activities of the department, and assign specific activities to each staff specifying their responsibility and duties. The performance of the staff will be reported by a confidential report about the staff by the HODs.

