

THE AGENDA FOR THE STAFF MEETING HELD ON 07.05.2019 IS AS FOLLOWS:

To discuss the suggested given by governing council members.

- 1.** One pub med Publication per year
- 2.** One conference presentation per year
- 3.** 8- 10 students guidance for paper or poster publications per year
- 4.** One student publication per year
- 5.** One research per year- either with student or without
- 6.** Students centric teaching. Student should recommend other to join our college
- 7.** Submit the list of your pub med publications only
- 8.** If a study is done in college, and college name is mentioned in the publication on your work place, than the article has to be wetted by the research committee for plagiarism before being published. If not sevier action will be taken against the staff. Even a student article has to go through the research committee.
- 9.** Staff increments will be based on performance (publication, conference presentation, student guidance, administrative performance) of staff
- 10.** Teacher training program is mandatory for any new senior lecturer joining the college
- 11.** Every new staff should attend lecture classes of other staffs of the same departments and different departments to improve their individual presentation skills (2 from same specialty and 2 of other specialties)
- 12.** PPT of all staff should have the same content but the manner of presentation can be different as per the their imagination
- 13.** Members and clear communication should to be as to which portion of topic should be covered by each department so as not to confused the students
- 14.** Create videos of all demonstration and play them repeatedly and load it on the website so as the students can view these whenever they want
- 15.** Blood donation volunteers data base to be created & maintained.

STAFF MEETING- MINUTES OF MEETING 2019

Minutes of the staff meeting held on **7th May 2019** at college Auditorium from 10am culminated at 12.30 pm.

The Principal addressed the gathering and discussed about the agenda of what had been Suggested at the Governing council held on 29th April 2019. Apart from the agenda, it was decided to streamline the mentorship procedure.

Dr. Balagopal advised on how he had been doing for his group. Each mentor had a small note book recording the meeting with his mentees (at least 3 per month). Also he had a tabular column which he had prepared each mentee with just the positive and negative points and action taken. The students participation in academic, curricular and co curricular and extracurricular activities were asked to be recorded in their progress reports. Also the mentors need to know when the mentees go on leave and they should sign the leave form before forwarding to the Principal. Moreover Dr Balgopal suggested that Dr Asokan and Dr Makesh Raj could be made student counselors as they are very popular with the students.

Staff should be centric and make the students to understand the reason why they are doing The treatment and do not feel stressed during their course. Make the students feel free to approach the Staff for their academic requirements so that they can recommend the college attention to students during step by step chair side procedure in clinical posting. The staffs should also try to motivate the students to do scientific presentation in conferences, if they feel lack of confidence make them to present in our college Clinical Society Meeting to get exposure.

The camp at Yelagiri was appreciated (Health hazards of tobacco consumption among tribal population) which helped to enter our college name in LIMCA book of record, and also suggested to conduct an award ceremony for the students who took part in the camp on that note we can provide certificates and even this would be an alumni meet as well. Dr Delfin Lovelina was asked to organized the Alumni meet.

Dr. Venkatakrishnan mentioned that the students were finding it difficult to finish their Quota completion and students were standing on the road and near canteen begging the patients to get themselves treated. This could be solved by increasing the patient flow and patients satisfaction was needed to increase the patients attending college. The staff were advised to provide personal care and timely treatment without delay to the patient, if students not performing well in chair side viva don't cancel the appointment, allow them to finish the patient work and make them read and understand before the next appointment to avoid delay of patient work and saving their time. Also see to it patients are attended that day itself and provide some treatment else give appointments without making them wait.

Dr Venkatakrishnan also mentioned that the previous year the BDS seats did not get filled and it necessary to promote college among common people using social media such as facebook. All the programs organized by the college and awards won by students should be updated regularly to increase student admission.

Dr. Nivedha was asked to take care of updating the social media with the aim of promoting of college.

Dr. Jimson suggested to do away with the quota system that could reduce the stress on the students. Making the students understand the necessity of doing the work will make the students perform better and with conviction rather than enforcing the quota.

Dr. Jai santhosh was updating the college website and any awards won by students could be given in a separate soft copy rather than in the word document as that could reduce the quality of the photos. All programs should be documented properly.

Regarding improvements in patient flow to the college, major difficulty for geriatric, Pediatric and physically challenged patients are the distance from main road to college, to address this issue kindly arrange transport preferably Van for every 30 minutes once from main road to college and vice versa was suggested by Dr Asokan.

Dr. Vandhana gave suggested to organize inter college cultural programs, so that many students can come to know about Tagore dental college it will be helpful in promoting

the college name among other colleges. Also motivate the students to participate in extracurricular activities such as sports and cultural so that they can manage stress.

Dr. Nithiyarajan requested to organize programs for staff from experts to provide Knowledge and insights research writing and publishing research papers in PubMed. Dr Delfin requested that programs could be organized to advise the staff on writing proposals for obtaining grant for other agencies. Dr. Jimson announced that a program on statistic software “EPI” is to be conducted in June and there are plans for programs on scientific writing for publishing and grant.

The details of Summer vacation was announced- for first year and second year students and only OP for third year and final year students from 19-05-19 to 02-06-19

Stress management is necessary for the students and suggestion was given to have Stress management session for the final year students with our alumni staff's **Dr. Nivedha, Dr. Meron Sherif, Dr. Deepika.**