

## **Code of Conduct additional information**

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# **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam Melakkottaiyur (PO), Chennai - 600 127.



## **STAFF HAND BOOK**

# **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam, Melakkottaiyur, Chennai - 600 127.

Phone : 044 - 3010 2222



## **STAFF HAND BOOK**

Name : \_\_\_\_\_

Department : \_\_\_\_\_



## **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam, Melakkottaiyur, Chennai - 600 127.

Phone : 044 - 3010 2222



**Dr. Prof. M. MALA**, M.A., M.Phil.,  
CHAIRPERSON & MANAGING TRUSTEE  
TAGORE EDUCATIONAL TRUST

## **Quality policy**

The Management and academic leadership of the Institution do here by give performance assurance to all stakeholders viz, parents, students, employers and community our commitment and dedication to build into our policy of continual quality improvement by establishing and implementing mechanisms and modalities for ensuring accountability at all levels, transparency in procedures and access to information.

## **Goals & Objectives**

1. Create a supportive environment for the demanding and intellectually stimulating course.
2. Enable the students to cultivate the desire for lifelong learning and maximise their potential.
3. To equip the students to become decision makers, innovators in the globalised economy.
4. To inculcate a truthful, responsible attitude for patient and community care, with good soft skills.
5. To provide the state of the art infrastructure.
6. To offer quality health care services to all strata of society.
7. To contribute to social, economical and national development.
8. To felicitate research and share knowledge to the benefit of the society.
9. To establish a team of well equipped faculty to enable the institution to grow holistically and achieve the above objectives.

## **COURSE OUTCOMES**

Tagore dental college is a modern and rapidly developing institution which offers opportunities for undergraduate study in Dentistry, broadly called Bachelor of Dental Surgery and in 4 branches of Post graduation in Dentistry MDS degree. This degree is awarded after successful completion of (five years for BDS and 3 years for MDS) academic studies. The undergraduate and postgraduate program is judged as providing preparation for graduates to enter the profession and commence a professional career of dental practice. The curriculum consists of a set of required courses providing a core of knowledge in basic medical science and its application to dentistry. Later part of the course further develops the core abilities and provides the student, a set of broadly useful knowledge, practice and skills applicable to a variety of settings. In this part, many areas relevant to dental practice and surgery are contained within modules, while others require a sequence. In every case, the required content includes both generic information and dental service applications. The study and practice of dentistry are enhanced considerably by opportunities for observation and practice in a perfectly professional setting. This places the students in a hands-on situation.

### **BDS COURSE OUTCOME**

The Bachelor of Dental Surgery (BDS) at Tagore is designed to enable graduates to become outstanding dentists and leaders in their chosen profession. Students will graduate with advanced knowledge of all aspects of oral health care provision with advanced clinical skills. The graduate attributes have been developed and methodically designed to the intended learning outcomes of the subjects in the course (from the 1st year through to the final year) to meet the DCI norms. The BDS graduate attributes reflect the Tagore Dental college graduate attributes of academic excellence, knowledge of the discipline, ability to live and work competently with people from different cultures and be model citizens. Course learning outcomes are organized into the following 5 domains:

## **GENERIC SKILLS**

On completion of the BDS, students will be able to:

- ❖ Work as a member of a team;
- ❖ Design and conduct scientific investigations;
- ❖ Exhibit professional responsibility;
- ❖ Have an awareness of ethical, social and cultural issues and their importance in the exercise of professional skills and responsibilities.
- ❖ Value differences in health beliefs, lifestyles, ethnic and cultural background;
- ❖ Ensure safe and effective care for people of diverse backgrounds.

## **PROFESSIONALISM**

- ❖ The ability to apply practical skills and a recognition of their importance in health care;
- ❖ Have empathy, compassion, honesty, integrity, resilience and lifelong curiosity,
- ❖ Self-awareness, the ability to recognise when clinical problems exceed their knowledge and skill, and a willingness to seek help and/or to refer;
- ❖ The ability to identify and address their own learning needs;
- ❖ A thorough understanding of the ethical principles and legal responsibilities involved in the provision of dental care to individual patients;
- ❖ Skills to use contemporary information technology for documentation including,
- ❖ Patient records, communication, management of information and applications related to health care.

## SCIENTIFIC KNOWLEDGE

On graduation BDS graduates will have developed:

- ❖ Knowledge of the basic biological, medical, technical and clinical sciences in order to recognise the difference between normal and pathological conditions;
- ❖ Skills to analyse oral health as it relates to symptoms, signs and pathology;
- ❖ Skills required to prevent, diagnose and treat anomalies and illnesses of the teeth, and associated structures;
- ❖ Knowledge of the management and interaction (pharmacological, physical, nutritional, behavioural and psychological) of important oral and medically-related conditions;
- ❖ Skills to provide treatment options based on the best available information;
- ❖ Scientific principles of sterilisation, disinfection and antisepsis and infection control and waste disposal;
- ❖ Knowledge of the hazards of ionising radiations and their effects on biological tissues, together with the regulations.
- ❖ relating to their use, including radiation protection and dose reduction;
- ❖ Knowledge of research methods and their applications
- ❖ Knowledge of the moral and ethical responsibilities involved in the provision of care to individual patients, to populations and communities;
- ❖ Understand basic principles of practice administration, financial and personnel management to a dental practice.



## PATIENT CARE

On graduation, BDS graduates will have developed:

- ❖ The ability to communicate with patients including the ability to listen to, respond to, and provide appropriate information to patients;
- ❖ Respect for patients' values and their expressed needs;
- ❖ Skills to manage and the potential impact of chronic illness and disability on the patient's oral health;
- ❖ Appropriate skills to obtain a thorough dental, medical and social history and perform an accurate oral examination;
- ❖ The ability to integrate and interpret clinical findings and apply reasoning to arrive at an appropriate diagnosis or differential diagnosis;
- ❖ The ability to formulate an evidence-based and cost effective treatment plan in collaboration with the patient;
- ❖ The ability to perform appropriate dental procedures effectively and safely, with due regard for the patient's comfort including during emergency procedures;
- ❖ The ability to predict, prevent and correct deficiencies in patients' oral hygiene regimens and provide patients with strategies to control undesirable habits affecting the maintenance of oral and general health;
- ❖ Skills to alleviate pain and provide appropriate treatment outcomes.

## **DENTAL PROFESSION**

On graduation, BDS graduates will have developed:

- ❖ The ability to be an active participant in professional organisations, and an appreciation of the benefits of this participation.
- ❖ The ability to provide effective peer review in order to assist colleagues to improve their performance.
- ❖ Maturity and responsibility to maintain standards of dental practice at the highest level throughout a professional career;
- ❖ The philosophy of lifelong learning and accept that continuing professional development is required for professional growth.

## **THE SOCIETY**

On graduation, BDS graduates will have developed:

- ❖ The ability to contribute to their communities wherever they choose to live and work;
- ❖ Knowledge of the determinants of a 'healthy society' and the economic, political, psychological, social and cultural factors that contribute to the development and persistence of oral health and illness;
- ❖ Skills of oral health promotion including primary and secondary prevention and health education;
- ❖ Skills to identify the requirements of health care systems in a culturally diverse society;
- ❖ Respect community values, including an appreciation of a diversity of backgrounds and cultural values;
- ❖ Knowledge of the relationship between environmental issues and the oral health and health of local communities and society.

## MDS COURSE OUTCOME

### GOALS

The goals of the post-graduate training in various specialities is to train the graduate in Dental Surgery who will,

1. practice respective speciality efficiently and effectively, backed by scientific knowledge and skill;
2. Exercise empathy and a caring attitude and maintain high ethical standards;
3. continue to evince keen interest in professional education in the speciality and allied specialities whether in teaching or practice;
4. willing to share the knowledge and skills with any learner, junior or a colleague;
5. To develop the faculty for critical analysis and evaluation of various concepts and views and to adopt the most rational approach.

### OBJECTIVES

The objective of the post-graduate training is to train a student so as to ensure higher competence in both general and special area of interest and prepare him or her for a career in teaching, research and speciality practice. A student must achieve a high degree of clinical proficiency in the subject and develop competence in research and its methodology in the concerned field. The objectives to be achieved by the candidate on completion of the course may be classified as under:-

- (a) Knowledge (Cognitive domain)
- (b) Skills (Psycho motor domain).
- (c) Human values, ethical practice and communication abilities.

## **(a) KNOWLEDGE**

1. Demonstrate understanding of basic sciences relevant to speciality;
2. Describe etiology, pathophysiology, principles of diagnosis and management of common problems within the speciality in adults and children;
3. Identify social, economic, environmental and emotional determinants in a given case and take them into account for planned treatment;
4. Recognise conditions that may be outside the area of speciality or competence and to refer them to the concerned specialist;
5. Update knowledge by self study and by attending courses, conferences and seminars pertaining to speciality;
6. Undertake audit, use information technology and carry out research in both basic and clinical with the aim of publishing or presenting the work at various scientific gathering;

## **(b) SKILLS**

1. Take a proper clinical history, examine the patient, perform essential diagnostic procedures and order relevant tests and interpret them to come to a reasonable diagnosis about the condition;
2. Acquire adequate skills and competence in performing various procedures as required in the speciality.

**(c) HUMAN VALUES, ETHICAL PRACTICE AND COMMUNICATION ABILITIES.**

1. Adopt ethical principles in all aspects of practice;
2. Foster professional honesty and integrity;
3. Deliver patient care irrespective of social status, caste, creed, or religion of the patient;
4. Develop communication skills, to explain various options available and obtain a true informed consent from the patient;
5. Provide leadership and get the best out of his team in a congenial working atmosphere;
6. Apply high moral and ethical standards while carrying out human or animal.
8. Research;
9. Be humble and accept the limitations in his knowledge and skill and to ask for help from colleagues when needed;
10. Help from colleagues when needed;
11. Respect patient's rights and privileges including patient's right to information and right to seek a second opinion.

## CODE OF ETHICS FOR STAFF

### RESPECT

- ❖ The teachers should practice and demonstrate (role-model) interactions with patients that stress listening attentively, communicating clearly, understanding and solving patient problems, and always placing the welfare of the patient above personal interests.
- ❖ Should accept and embrace cultural diversity, beliefs, different ways of thinking, and others' priorities that are present among patients, faculty, staff, and other students.
- ❖ Should maintain and promote a safe environment that prevents harassment of any nature at all levels and never abuse authority.
- ❖ Should value other staff members and expect fellow faculty and students to treat them with respect and confidence as competent professionals.
- ❖ Should treat intellectual property appropriately.
- ❖ Should "treat" or "care for" patients-and never "work on" patients.

### TRUTH

- ❖ Be truthful in communications with patients about all aspects of dental care (diagnosis and treatment recommendations).
- ❖ Should demonstrate to students how to communicate with patients in a truthful manner.
- ❖ Should demonstrate to students how to describe clearly advantages and disadvantages of treatment alternatives to patients so that together can make the best possible decisions about their care.
- ❖ Assume a responsibility to maintain our own professional development and assure that teaching materials are accurate, up

to date, and appropriately credited. Practice evidence-based decision-making in both patient care and in the classroom.

- ❖ Should clearly demonstrate to students the importance of making decisions based on truth.
- ❖ Readily admit when things go wrong or mistakes are made and take responsibility to make things right as soon as possible.
- ❖ Always consistently act in good faith and work to build confidence in the credibility of TDC faculty.

### **RESPONSIBILITY**

- ❖ Acknowledge that you are ultimately responsible for the quality of patient care in treatment centres - it should be everyone's highest priority.
- ❖ Work with students to ensure that all patients under your supervision are treated well.
- ❖ Make sure that what you teach and what you do will give the highest priority to the welfare of the patient at the highest level.
- ❖ Enthusiastically encourage participation in community health care programs.
- ❖ Support an environment that proactively prevents wrongdoing. Identify and report wrongdoing in the appropriate manner and promote others to do the same without fear of retribution.
- ❖ Maintain confidentiality in all aspects of discussion about patients, students, and co-workers.
- ❖ Honour time commitments, being punctual for lectures, labs, clinic, and meetings, and be respectful of the time constraints of others.
- ❖ Understand that teaching and learning is an active participatory process and that, in a profession that requires life-long learning, should take a proactive responsibility for our role in learning.

## **FAIRNESS**

- ❖ Should be fair and equal treatment of patients.
- ❖ Understand their obligation to avoid bias when interacting with students.
- ❖ Strongly support policies that eliminate all forms of prejudicial treatment.
- ❖ Create an environment where everyone feels safe in expressing their opinions and concerns.
- ❖ Deal with wrongdoing (detecting and reporting) with no bias.
- ❖ Do not retaliate or allow others to retaliate for negative reports or evaluations.
- ❖ We apply the rules of professional conduct and standards for student evaluation fairly.

## **COMPASSION**

- ❖ Serve as role models for compassion in dealings with all patients.
- ❖ Remember what it was like being a dental student. Understand that the road toward competence and proficiency is a work in progress and strive to support students through their struggles.
- ❖ Work cooperatively with students to solve problems.
- ❖ Strive to understand all sides of a story.
- ❖ Understand that there may be external factors affecting the performance of others.
- ❖ Understand that being compassionate toward everyone creates a positive environment for all.



## **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES PROFESSOR AND HEAD OF THE DEPARTMENT**

### **ROLE DEFINITION**

To facilitate student learning in order to achieve the goals and objectives set forth in the curriculum and program as envisioned in the policies of the Institution and to guide students toward being self motivated learners and to participate in all curricular and extra-curricular activities of the college.

### **DUTIES AND RESPONSIBILITIES**

1. Degree of Independence and Innovation within the Academic Environment.
2. Report to Principal in executing responsibilities towards students, faculty colleagues, other functionaries in the college.
3. A continuous assessment of the existing standard of knowledge, requirements of students and the college's expectations is necessary in order that the program delivers as per set Goals and objectives.
4. Contacts / Impact of Interaction;
5. Interacts regularly with to ensure consistency in course structure and delivery, and to keep others informed of progress. Maintains an open door policy for students.
6. Ensure timely ordering of Departmental requirements of equipment and instructional materials;
7. Assume responsibility for supporting student-initiated activities as well as for organizing and administering student-counselling procedures;
8. Ensure proper appraisals and evaluation in department.

## **JOB REQUIREMENTS**

1. Post graduate degree from an accredited institution in a related discipline.
2. Demonstrated record of teaching effectiveness 3 years minimum at the professor and significant scholarly or creative achievements and professional service that will further the mission of the college.
3. Major publications or contributions of a professional nature.
4. Commitment to professional bodies as an active member.
5. Demonstration of a leadership role through a combination of innovative and effective teaching, scholarly or creative achievements that receive recognition from peers, and professional bodies.
6. Strong time management skills.
7. Ability to effectively work with and integrate into a large and diverse faculty group - teamwork ability.
8. Culturally sensitive, willing to adapt approach to meet the expectations of college Initiative and problem solving skills.
9. Communication / Interpersonal skills, Motivation and ability to motivate others.
10. Tolerance for ambiguity with flexibility and ability to adapt Creativity and Leadership skills.

## PROFESSOR

### ROLE & RESPONSIBILITIES

1. Provides effective instruction to students in line with course and program goals. Fulfills workload assignments for both classroom instruction and out-of-class responsibilities.
2. Performs procedures in the clinics, Teach the students in clinical training, guides them while perform routine procedures and case sheet recording demonstrate complex procedures, evaluate the students knowledge in the clinic by teaching them, conducting viva, tests with X Rays, pictures, etc.
3. Mentors students and follow up their attendance and performance, and report them to their parents.
4. Promotes and guides preparation of course materials and appropriate teaching techniques as well as new course and review existing courses.
5. Develops & utilises available learning resource facilities, using IT tolls Provides leadership in curricular development. Monitors and reviews textbooks and instructional materials in order to identify areas for improvement.
6. Contributes to planning of the future direction of the program.
7. Serves on department, college and University committees as needed Serves as a mentor to lower ranked faculty.
8. Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere, through student tutoring, and academic and career advisement.
9. Acts as a leader, teacher, advisor, and facilitator of learning.

10. Maintains professional skills and subject expertise through continual study, research and publishing in discipline, as well as through involvement in related professional organizations.
11. Develops a personal professional development plan.

### **JOB REQUIREMENTS**

1. Post graduate degree from an accredited institution in the related discipline.
2. Demonstrated record of teaching effectiveness (5 years minimum at the Reader level) and significant scholarly or creative achievements and professional service that will further the mission of the institution.
3. Research and publication in the concerned discipline.
4. Proficiency with computers IT tools and their use in Academic arena.
5. Commitment as a professional active member of the academic community.
6. Community service related to the discipline preferred.
7. Promise of advancing the mission of the institution through scholarly or creative achievements.
8. Ability to effectively work with and integrate into a large and diverse faculty group - teamwork ability.
9. Culturally sensitive, willing to adapt approach to meet the expectations of society.
10. Communication / interpersonal skills.
11. Motivation and ability to motivate others for enhancing team outputs.

## READER

### ROLE DEFINITION

1. Provides effective instruction to students in line with course and program goals. Fulfills workload assignments for both classroom instruction, Clinical, Laboratory and out-of-class responsibilities.
2. Performs procedures in the clinics, Teach the students in clinical training, guides them while perform routine procedures and case sheet recording demonstrate complex procedures, evaluate the students knowledge in the clinic by teaching them, conducting viva, tests with X Rays, pictures, etc.
3. Mentors students and follow up their attendance and performance, and report them to their parents.
4. Prepares course materials using appropriate teaching techniques and performs other activities related to the requirements of the curriculum.
5. Develops and utilizes available learning resource facilities, using IT Tools.
6. Provides leadership in curricular development in the department or appropriate area.
7. Provides leadership for co-curricular activities.
8. Serves on department and college committees as needed to assist in development of matters benefiting the Institution.
9. Monitors and reviews student attendance and exam results.
10. Is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere in the institution.
11. Maintains office hours and is available for student tutoring, and academic and career advisement.

12. Conducts evaluations of student performance and assigns grades on the basis of such evaluations.
13. Updates professional skills and subject expertise through continual study, research and publishing in discipline.
14. Keeps up professional responsibilities through active participation in professional bodies.
15. Develops a personal professional development plan.

### **JOB REQUIREMENTS**

1. Post graduate degree in a related discipline from an accredited institution.
2. Demonstrated record of 4 years and above of teaching effectiveness in previous appointments.
3. Proficiency with computer and technology use in the classroom an asset.
4. Commitment to professional service as an active member of the academic community.
5. Strong time management skills.
6. Ability to conduct research or demonstrate creative achievements.
7. Initiative and problem solving skills.
8. Communication / interpersonal skills.
9. Motivation and ability to motivate others.
10. Organizing and planning ability.
11. Tolerance for ambiguity.
12. Flexibility and ability to adapt.
13. Creativity.

## LECTURER

### ROLE DEFINITION

1. Provides effective instruction to students and fulfills workload assignments for both classroom instruction, Clinical and Laboratory responsibilities.
2. Performs procedures in the clinics, Teach the students in clinical training, guides them while perform routine procedures and case sheet recording demonstrate complex procedures, evaluate the students knowledge in the clinic by teaching them, conducting viva, tests with X Rays, pictures, etc.
3. Mentors students and follow up their attendance and performance, and report them to their parents.
4. Prepares course materials and Laboratory Manuals and performs other activities which are related to and meet the requirements of the curriculum.;
5. Participates in the development, evaluation and refining of the curriculum, and assessment.
6. Monitors and reviews courses, textbooks and instructional materials in order to identify areas for improvement.
7. Participates in co-curricular activities. Serves on department committees as needed to assist in development of matters benefiting the institution.
8. Monitors and reviews student attendance and exam results is accessible to students to discuss and resolve issues or problems, to counsel if necessary and maintain an effective learning atmosphere in the Institution.
9. Maintains office hours and is available for student tutoring, and academic and career advertisement.

10. Acts as a teacher, advisor, and facilitator of learning Conducts evaluations of student performance and assigns grades on the basis of such evaluations.
11. Maintains records of student attendance and grades according to policy.
12. Maintains professional skills and subject expertise through continual study.
13. Develops a personal professional development plan.

### **JOB REQUIREMENT**

1. Masters degree from an accredited institution in a related discipline.
2. Teaching experience within the discipline at the tertiary level.
3. Proficiency with computers and their use in R & D and Educational Technology Strong time management skills and ability to work with and integrate into a faculty team.
4. Culturally sensitive, willing to adapt approach to meet the expectations of the society.
5. Demonstrated ability to work with diverse cultures and nationalities.
6. Communication / interpersonal skills.
7. Organizing and planning ability.
8. Flexibility and ability to adapt.
9. Creativity.



## **JOB RESPONSIBILITIES OF NON-TEACHING STAFF**

### **I. ADMINISTRATIVE OFFICER**

1. AO will be under the control of Principal and look after the administrative work and will function under the guidance of Principal.
2. He will be an entire charge of ministerial establishment including class IV employees attached to the Institute and he is responsible for proper working of the administration of the Institute.
3. He shall perform all such duties and powers delegated to him by the Principal as may be necessary for smooth and harmonious functions of the Institute.
4. He is responsible for upkeep and proper maintenance of records of the institute.
5. He is responsible for proper maintenance of service register, leave accounts.
6. Preparation of agendas, notes, proceedings of the meetings.

### **II. ACCOUNTS OFFICER**

1. The Accounts Officer would be under the control of Principal of the Institute.
2. He will assist the Principal in all financial matters.
3. He will be solely responsible for maintenance of accounts relating to cash transactions, ie. Cash books, permanent advance register, contingent register etc.
4. He is the disbursing officer and clears the pay bills and other bills of establishment of the Institute, teaching/non-teaching staff, nursing & Group D.
5. He is responsible for preparation of Annual Budget estimates to be placed before to the Finance Committee and Governing Council for approval as per the byelaws of the Institute.

6. He will advise the Principal on all matters concerning audit and accounts. He will be responsible to the Principal for the accuracy and completeness of the account of the institute and in accordance with byelaws of the Institute.
7. He shall be responsible for the custody of cash and valuable documents such as cheques book, security deposit, agreements, contracts, fixed deposit receipts, cash book etc.
8. He will exercise and check according to the purchase and financial rules on all purchases made in the institute and arrange payment of bills after the scrutiny and proper accounting in the stock register.
9. Follow Institute timings.

### **III. PHARMACIST**

1. He shall directly work under the control of Principal.
2. He shall ensure quality and quantity of drugs of hospital, storage condition of drugs as well as purchased from outside obviating the scarcity and financial loss.
3. He shall collect information on all drugs and pharmaceuticals used in the hospital and new products in the market and operating a drug information centre for the benefit of medical & para-medical staff.
4. He shall be advising the matters of planning pertaining to pharmacy to the head of the institution.
5. Should come to the Institute at 8.30 AM & leaving the institute by 3.30 PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **IV. STAFF NURSE**

1. Should get acquainted with work of various branches.
2. Should possess knowledge of all duties to be performed in the department.
3. Should be punctual in their duties and report  $\frac{1}{2}$  an hour early to the department, should leave the department only after closing.
4. Should be kind and soft spoken and have patience while conversing with patients/subordinates.
5. To assist and help in various teaching and hospital duties irrespective of holidays.
6. Responsible for overall cleanliness and hygiene of the department and undertake regular rounds of the department and labs, O.T. etc.,
7. Responsible for supervision of Linen and proper sterilization and proper disposal of waste.
8. Sterilization: should ensure that proper sterilization and aseptic techniques are followed assist staff members at chair side. While treating the patient by providing proper instruments, materials, etc.
9. To assist the teaching staff i.e. Lecturers and Asst. Prof.,
10. Maintaining the statistics and accounts in the department.
11. Taking stock of the material and instrument, timely maintenance and supply to the students and staff while working.
12. Keep stock of various medicines and emergency drugs in the department and maintaining it.
13. Patient counselling.
14. Supervises the safety and comfort of a patient.

15. Staff nurse posted in the department of Oral Surgery will have additional duties of Minor O.T., which involves fumigation pre and post operative preparation and care of patient, Autoclaving of Instruments, and all other clinical ward OT duty as assigned by the in charge of department.
16. Staff nurses should also participate in camps and other Oral Health Programs whenever they are posted.
17. Apart from above said duty, staff nurse should carry out official duty entrusted by the HOD.
18. Should wear their uniform and badge.
19. They should come to the Institute at 9AM & leaving the headquarter by 4PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **V. PERSONAL ASSISTANT (PA)**

1. To attend the duties as promptly as per instructions given from time to time by the Principal.
2. Any other duties that may be specified by the Administrative Officer from time to time.
3. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **VI. COMPUTER OPERATOR**

1. To attend the typing works and other works given to him as promptly as per instructions given from time to time by the higher officers.
2. They should come to the Institute at 8.30 AM & leaving the institute by 3.30 PM. If they go out of the institute/dept., their movements should be entered in the Movement Register.

## **VII. DRIVER**

1. He will ensure that the vehicles are in good condition & clean.
2. He will bring to the notice for prompt repairs and maintenance problems.
3. He will get the vehicles serviced from agencies, approved as per office orders and norms issued from time to time.
4. He will request for indent for petrol/diesel/lubricant as per mileage.
5. He will park the vehicle promptly in the garage.
6. He will attend the duties as promptly as per instructions given from time to time by the higher authorities.
7. Any other duties that may be specified by the higher officers from time to time.

## **VIII. GROUP 'D'**

1. He will be on duty half an hour before the working hours of the office in which he works and leave half an hour after the office hours.
2. He will attend to dusting of the tables and walls, and furniture in the area of the office allotted to him and see that the stationery items kept on the desk are always ready for use.
3. He will see that the sweeper allotted to the area cleans floors, walls, toilet, etc., daily before the office hours.
4. He will be on call during the allotted time.
5. He will announce the arrival of visitors to the officer concerned and help them to the officer concerned in an orderly manner.
6. He will attend to the telephone calls when the officer is not in his seat.

7. He will carry 'IN' correspondence and files from the main office to the officer's desk and carry the 'OUT' correspondence to the main office from the officer's desk.
8. He will run errands on official business within the college and outside, if necessary.
9. He will bring tea and other refreshments from the canteen to the officer concerned whenever required.
10. He will expeditiously deliver the outgoing mail to the addresses and post office and, bring the incoming mail from the post office and other officers.
11. He will assist in packing parcels, closing and stamping of letters.
12. He will do such other duties as may be allotted to him by the hospital authorities.
13. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **IX. X-RAY TECHNICIAN**

1. X-ray will be taken of OPD cases, with reference to the requisition of the hospital doctors.
2. It will be ensured that charges where leviable are paid first before X-ray are taken.
3. Types of X-rays taken in the OPD X - ray department will be prominently exhibited.
4. Should be helping the students in taking X Rays.
5. Be aware of radiation exposure and maintain a clean area of work.
6. Maintain records and prepare the daily statistics.

7. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **X. LAB TECHNICIAN**

1. The work of the department should be organized by appointment system and/or on 'first come, first served' basis. Laboratory investigations will be made only with reference to the prescriptions of the hospital dental doctors.
2. It will be ensured that charges were levied are paid first before investigations are done.
3. Types of investigations done in the OPD laboratory should be prominently exhibited.
4. Responsibility should be fixed for erroneous laboratory reports and remedial action taken.
5. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **XI. DENTAL HYGIENIST**

1. Responsibility to attend patients scaling and other procedures as advised by the teaching staff of the department.
2. Prepare the patient for surgery and lay the instruments for surgery as advised by the teaching staff.
3. Distribute instruments to the students and check them when returned.
4. See to the upkeep of the equipments and report to the staff about malfunction.
5. Maintain patient and student records.

6. Prepare indent for obtaining from the stores on the advice of the teaching staff and check on its receipt.
7. Maintain patient census and statistics,
8. Should wear their uniform and badges.
9. Responsible for clean environment in the clinic and for sterilization of instruments.
10. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

## **XII. DENTAL MECHANIC**

1. Prepare dentures, crowns and Cast partial dentures and FPDs on time for delivery.
2. Take a stock check every month and Prepare indent and procure the necessary materials on time.
3. Maintain the equipments and report on any malfunction to the staff members.
4. Keep the lab clean.
5. Should wear their uniform and badges.
6. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.



### **XIII. DENTAL TECHNICIAN**

1. Should service and repair all equipments in the college.
2. He should negotiate with the service personnel if the equipments which has to sent outside for repairs, and maintain records of sending the equipments and receiving them.
3. If the equipments can be serviced on site, he should coordinate with the service people and get it done as early as possible.
4. Should main stock of small parts which are replaced regularly.
5. Should wear their uniform and badges.
6. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

### **XIV. STORES IN CHARGE**

1. The stores personnel will be in charge to prepare the purchase order for the consumables and non consumables on the advice of the Principal.
2. Goods received should be checked and despatch to the concerned departments.
3. Stock registers maintained for consumables and non consumables.
4. Receive the consumables indent from the department and prepare a Consolidated list for purchase.
5. Prepare yearly requisition of stationary, electrical and plumbing items.
6. Stock checks every month to see the availability of materials for purchase.
7. Condemned and waste items should be disposed as advised by the higher authorities.
8. Arrange the stores properly and be accountable for all the items.
9. Follow the Pos given and see they are delivered on time.
10. Consumables supplied to the department should be properly accounted for;

11. Students purchase records should be properly maintained.
12. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **XV. ELECTRICIAN, PLUMBER, CARPENTER**

1. Should perform all the duties as instructed by the Principal or higher authorities.
2. Should maintain their equipments and safe guard them.
3. Should be honest of the materials purchased outside for emergency.
4. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute / dept., their movements should be entered in the Movement Register.

#### **XVI. ATTENDERS**

1. The attenders should maintain their area of responsibility clean and oversee the work of housekeeping to keep the area clean.
2. Should clean and sterilize the instruments as and when necessary.
3. Should procure the monthly indent from the stores, check and stock them in the cupboard.
4. Dispense instruments and check when the students return them.
5. Should wear their uniform and badges.
6. Do all the work instructed by the HOD or staff of the department.
7. Help in maintaining records and arranging the instruments and files.
8. Should come half an hour early to prepare the department for OP work.
9. They should come to the Institute at 8.30 AM & leaving the institute by 3.30PM. If they go out of the institute/dept., their movements should be entered in the Movement Register.

## **RULES AND REGULATIONS OF CENTRAL LIBRARY**

1. Barcode identity card is compulsory for getting access to the Library.
2. While entering the Library members should leave your personal belongings like overcoats, footwear etc., leave at Property Counter.
3. Bring only Pen and Paper inside the Library. Own books, printed materials, issued books and cell phones are not allowed to be taken inside the Library.
4. Register your name in Gate Register before entering the Library. Only Registered members are allowed to use the Library.
5. Strict silence should be observed inside the Library.
6. Library follows Open access system. Members are allowed to take the books from the shelves. But you are not allowed to reshelves the books. After getting access leave the books on the table itself.
7. Reference Books, Journals and Back volumes are not for issue.
8. Books will be issued on presentation of the ID card. Only one book is issued for the period of 7 days. Books can be renewed twice. Thereafter fine of Rs. 10/- per day will be levied. Subject toppers are issued two books.
9. Members are instructed to check the books while borrowing for any damage. Mutilated and damaged books should be replaced.
10. Loss of any Library book must be reported to the Librarian immediately. The member must replace the latest edition of the lost book along with overdue, barcode charges.
11. While leaving the Library, members are asked to register your out time on the Gate Register.

## **RULES & REGULATIONS OF TRANSPORT**

1. The student must be present at his designated stop on time.
2. At no instance, the student must contact the driver and ask to him to wait.
3. The student must behave well with other staff and students travelling in his bus.
4. The student must treat the driver properly.
5. The student must not damage any property within the bus.
6. The student must help to keep the bus clean.
7. The student must not get involved in any deleterious activity like ragging his juniors.
8. The student must maintain strict discipline during his journey.
9. The student must carry his ID card always.
10. The student must use only the assigned route, and if there is any change it should be brought to the notice of the transport in charge prior.
11. Ensure the proper seating arrangement in the bus. Few seats may be earmarked for the staff members who travel regularly. Standing if any may be informed.
12. Maintain strict discipline while traveling in the bus. Keep vigil over the senior students during the beginning of the year (after the first year classes are started) to prevent ragging in the bus. Any incident of ragging must be brought to the notice of concerned persons.



# **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam Melakkottaiyur (PO), Chennai - 600 127.



## **CALENDAR**

# HIPPOCRATIC OATH

I Swear that I will follow  
That System of regimen  
Which according to my ability and judgment,  
I Consider for the benefit of my patients,  
And abstain from whatever is deleterious and mischievous.

I will give no deadly medicine to anyone ever if asked  
Nor suggest any such counsel  
With purity and holiness,  
I will pass my life and practice my art  
Into whichever houses I enter,  
I will go into them for the benefit of the sick,  
And will abstain from every voluntary act of mischief and corruption,

And all action in connection with it.

What I see or hear in the life of men  
Which ought not to be spoken of abroad  
I will not divulge as reckoning that all such should be kept secret  
May it be granted to me, to enjoy life  
And the practice of the art respected by all men at all times.  
But should I trespass and violate this oath,  
May the reverse be my lot.

## PERSONAL DATA

1. Name :
2. Date of birth :
3. University Reg. No :
4. Year :
5. Year of admission :
6. Name of Father :
7. Name of guardian :
8. Current address :



***Photo***

9. Address for communication :

10. Telephone of Residence :

11. Telephone of father :

12. Mobile Nor of student :

13. Blood group :

14. HeighVWeight :

15. Identification marks :

16. In case of emergency Please Contact

Name :

Contact number :

Address :

## **COURSE OUTCOMES**

The Bachelor of Dental Surgery (BDS) at Tagore is designed to enable graduates to become outstanding dentists and leaders in their chosen profession. Students will graduate with advanced knowledge of all aspects of oral health care provision with advanced clinical skills.

The graduate attributes have been developed and methodically designed to the intended learning outcomes of the subjects in the course (from the 1st year through to the final year) to meet the DCI norms.

The BDS graduate attributes reflect the Tagore Dental college graduate attributes of academic excellence, knowledge of the discipline, ability to live and work competently with people from different cultures and be model citizens. Course learning outcomes is organized in to the following 5 domains:

### **GENERIC SKILLS**

On completion of the BDS, students will be able to:

1. Work as a member of a team;
2. Design and conduct scientific investigations;
3. Exhibit professional responsibility;
4. Have an awareness of ethical, social and cultural issues and their importance in the exercise of professional skills and responsibilities;
5. Value differences in health beliefs, lifestyles, ethnic and cultural background;
6. Ensure safe and effective care for people of diverse backgrounds.

### **PROFESSIONALISM**

1. The ability to apply practical skills and a recognition of their importance in health care;
2. Have empathy, compassion, honesty, integrity, resilience and lifelong curiosity.



3. Self-awareness, the ability to recognize when clinical problems exceed their knowledge and skill, and a willingness to seek help and/or to refer;
4. The ability to identify and address their own learning needs ;
5. A thorough understanding of the ethical principles and legal responsibilities involved in the provision of dental care to individual patients;
6. Skills to use contemporary information technology for documentation including patient records, communication, management of information and applications related to health care.

#### **SCIENTIFIC KNOWLEDGE:**

On graduation BDS graduates will have developed:

1. Knowledge of the basic biological, medical, technical and clinical sciences in order to recognize the difference between normal and pathological conditions;
2. Skills to analyze oral health as it relates to symptoms, signs and pathology;
3. Skills required to prevent, diagnose and treat anomalies and illnesses of the teeth, and associated structures;
4. Knowledge of the management and interaction (pharmacological, physical, nutritional, behavioral and psychological) of important oral and medically-related conditions;
5. Skills to provide treatment options based on the best available information;
6. Scientific principles of sterilization, disinfection and antiseptics and infection control and waste disposal;
7. Knowledge of the hazards of ionizing radiations and their effects on biological tissues, together with the regulations relating to their use, including radiation protection and dose reduction;

8. Knowledge of research methods and their applications
9. Knowledge of the moral and ethical responsibilities involved in the provision of care to individual patients, to populations and communities;
10. Understand basic principles of practice administration, financial and personnel management to a dental practice.

#### **PATIENT CARE:**

On graduation, BDS graduates will have developed:

1. The ability to communicate with patients including the ability to listen to, respond to, and provide appropriate information to patients;
2. Respect for patients' values and their expressed needs;
3. Skills to manage and the potential impact of chronic illness and disability on the patient's oral health;
4. Appropriate skills to obtain a thorough dental, medical and social history and perform an accurate oral examination;
5. The ability to integrate and interpret clinical findings and apply reasoning to arrive at an appropriate diagnosis or differential diagnosis;
6. The ability to formulate an evidence-based and cost effective treatment plan in collaboration with the patient;
7. The ability to perform appropriate dental procedures effectively and safely, with due regard for the patient's comfort including during emergency procedures;
8. The ability to predict, prevent and correct deficiencies in patients' oral hygiene regimens and provide patients with strategies to control undesirable habits affecting the maintenance of oral and general health;
9. Skills to alleviate pain and provide appropriate treatment outcomes;

## **DENTAL PROFESSION :**

On graduation, BDS graduates will have developed:

1. The ability to be an active participant in professional organizations, and an appreciation of the benefits of this participation
2. The ability to provide effective peer review in order to assist colleagues to improve their performance
3. Maturity and responsibility to maintain standards of dental practice at the highest level throughout a professional career;
4. The philosophy of lifelong learning and accept that continuing professional development is required for professional growth.

## **THE SOCIETY**

On graduation, BDS graduates will have developed:

1. The ability to contribute to their communities wherever they choose to live and work;
2. Knowledge of the determinants of a 'healthy society' and the economic, political, psychological, social and cultural factors that contribute to the development and persistence of oral health and illness;
3. Skills of oral health promotion including primary and secondary prevention and health education;
4. Skills to identify the requirements of health care systems in a culturally diverse society;
5. Respect community values, including an appreciation of a diversity of backgrounds and cultural values;
6. Knowledge of the relationship between environmental issues and the oral health and health of local communities and society.

# **TAGORE DENTAL COLLEGE & HOSPITAL**

## **Rules and regulations of the college**

1. Students should maintain strict discipline and follow all the rules and regulations of the college inside and outside the college premises.
2. Should be dressed in a neat, modest and befitting manner. Jeans and tight fitting dresses are not permitted. Salwar Kameez and Chudidhars are recommended for girls. Coat must be worn in clinical and practical classes.
3. Should attend classes/clinics/laboratory regularly. Students should be in time for lecture classes, labs, tests, exams and be regular in submitting records and assignments.
4. A minimum of 80% attendance is mandatory for each year of study, in order to appear for the university exam. Certified practical and clinical records should be submitted before the University Examinations.
5. Students should attend all Terminal exams and model exam which assess the students for their internal assessment marks. Abstaining from tests will be liable for punishment except in case of valid grounds. Students with poor performance in class tests or model examinations will have to take a retest. Those students whose performance has not improved will not be permitted to take the University examinations.
6. Students must maintain strict silence in the classes or laboratory.
7. Use of cell phone in the campus is banned.
8. Ragging in any form is strictly prohibited inside or outside the college premises. Students involved in ragging will be expelled from the college immediately and handed over to the police. Any complaints regarding ragging should be made to the Principal immediately. Eve teasing is strictly against the laws.
9. Students should behave well so as to uphold the reputation of the college. Should not misbehave with fellow students, staff or patients. Any reported or observed objectionable conduct of the student inside the college or outside the campus will invite disciplinary action.

10. Should respect all staff members and obey the teachers and their word is final
11. Absence without prior permission or leave letter is not allowed. Leave letter should be signed by parent/guardian. Medical leave can be availed on production of leave letter duly accompanied by medical certificate. Students who wish to leave the college during working hours should get permission from the college authorities.
12. No students should possess/traffic or consume any narcotic drugs/liquor in the college or attend college after consuming them. Smoking and Pan chewing is strictly prohibited in the college campus. Any student found violating this rule will be suspended immediately.
13. Gambling is strictly prohibited.
14. No one should convene or participate in any unauthorized meeting in the college campus or outside.
15. No student shall participate, resort to or instigate any protest, demonstration or abet any form of strike. A strike or threat of strike should not be used as means to achieve any of the demands of the students. In the interest of the college any problem should be resolved by discussion with the authorities.
16. Should not be instrumental in formation or join any association. Violation of this clause will lead to dismissal without any enquiry. Anyone found creating disciplinary problems and mobilizing the students for unlawful activities will be expelled from the college.
17. Any student indulging in activities related directly or indirectly to caste, creed and religion will be expelled from the college.
18. Damaging college property in any manner is prohibited and strict disciplinary action will be taken on those found guilty and the cost of damage will be recovered besides suspension.
19. They should keep their surroundings clean and tidy.
20. The students should switch off the lights and fans before leaving their rooms and observe strict economy measures in energy consumption.

21. The college is not responsible for the loss of personal belongings. The student is responsible for the safe keeping of their belongings.
22. Any complaints regarding amenities, discipline or any other inconveniences should be brought to the notice of the Principal immediately.
23. Any illness during the college hours should be brought to the notice of the college authorities immediately.
24. Student should be in possession of their identity cards on all occasions. The identity cards are valid for the entire course of study. College Identity card should not be misused for nefarious activities.
25. Any change in address or contact number should be informed to the college office immediately.
26. All students should pay their fees within 2 months of the start of their academic year. The hostel fees and transport fees should be paid in the beginning of the academic year.
27. Students should adhere to the rules and regulations of the college which may be amended from time to time. Ignorance of rules and regulations of the college will not be treated as an excuse.
28. The lecturers are empowered to mark a student absent for a particular class on account of his/her misbehavior during class hours.
29. The Principal reserves the right to suspend or even expel a student in the interest of the college if the situation warrants.
30. The Principal does have the authority to dispose of all matters related to discipline in the manner he/she deems fit in order to maintain proper academic atmosphere on the campus.

# **BDS Curriculum**

## **Subjects of study1**

### **1 Year BDS**

Paper I	Human Anatomy, Embryology and Histology
Paper II	Human Physiology and Bio-Chemistry
Paper III	Human Oral Anatomy, Physiology, and Histology and Tooth Morphology

### **II Year BDS**

Paper I	Materials used in Dentistry
Paper II	General Pathology and Microbiology
Paper III	General and Dental Pharmacology and Therapeutics Preclinical Practical- Preclinical Prosthodontics Preclinical Conservative Dentistry

### **III Year BDS**

Paper I	Oral Pathology and Oral Microbiology
Paper II	General Medicine
Paper III	General Surgery

### **IV BDS**

Paper I	Orthodontics and Dentofacial Orthopaedics
Paper II	Oral Medicine, Diagnosis and Radiology
Paper III	Paedodontics
Paper IV	Periodontics
Paper V	Conservative Dentistry and Endodontics
Paper VI	Oral Surgery
Paper VII	Prosthetics and Crown and Bridge
Paper VIII	Preventive and Community Dentistry

Any candidate who fails in one subject in an examination is permitted to go to the next higher class and appear for the subject and complete it successfully before he/she appear for the next higher examinations.

**Allocation of marks**

Theory	70	}	100
Internal Assessment	10		
Viva	20		
Practical exam			100

Practical and Viva Voce in preclinical subjects 100 marks

Preclinical Prosthodontics

Preclinical Conservative

Internal Assessment	20	}	100
Practical	60		
Viva Voce	20		

**Attendance requirement for admission to examination**

85% of attendance in both theory and practical/ clinical separately is necessary before admission to the examination. 85% attendance for the additional period is compulsory.

Biometric attendance is compulsory to be sent to the University.



## GOVERNMENT ORDER ON RAGGING

The Tamilnadu Government has passed an ACT No. 7 of 1997 in Legislative Assembly. The extract of the above act is as follows

### Extract of Act No.7 of 1997

#### 1. Prohibition of Ragging

Ragging within or outside any Educational Institution is prohibited.

#### 2. Penalty for Ragging

Whoever directly or indirectly commits, participate in, abets or propagates "Ragging" within or outside any Educational Institution, shall be punished with imprisonment for a term which may extend to two years and shall also be liable to a fine which may extend to ten thousand rupees.

#### 3. Dismissal of Students

Any student convicted on an offence under this section shall also be dismissed from the educational institution and such student shall not be admitted in any other educational institution. The Honorable Supreme Court of India in its order dated 16.5.2007 in SLP(C)No 24292/2004 has given specific directions in this regard which is as follows:

"If any incidents of ragging comes to the notice of the authority the concerned student shall be given liberty to explain and if his explanation is not found satisfactory, the authority would expel him from the institutions."

#### 4. Suspension of student

Without prejudice to the foregoing provisions, whenever any student complains of ragging to the head of an educational institution or to any other person responsible for management of the educational institution he/ she shall enquire into the same immediately and if found true shall suspend the student, who has committed the offence, from the educational institution.

# **TAGORE DENTAL COLLEGE & HOSPITAL**

## **Hostel Rules & Regulations**

1. A responsible person like parent/ guardian who will comply with the formalities and procedures of admitting / vacating the hostel, must accompany students seeking admission for hostel accommodation. No inmate will be allowed to vacate the hostel in the middle of the academic year or semester.
2. No student will be allowed to stay in the hostel without formal admission.
3. The inmates of the hostel should not stay in the hostel during college working hours. Prior permission should be obtained from the HOD/warden by inmates for absence from classes.
4. Inmates of the hostel are expected to be in the rooms before 9.00 pm. They will not be permitted to enter or leave after this time limit.
5. Week end/overnight stay will be permitted only if authorized Local Guardian/ Parent requests the warden concerned.
6. The names of such students will be struck off the hostel rolls, if they absent themselves for 15 consecutive days without prior permission. Leave/ absence will be generated only at the request of parent/guardian.
7. The inmates are expected not to damage any hostel property. The cost of damages caused in any room or in the premises will have to be borne by the inmates concerned.
8. Ragging in any form is strictly prohibited and severe action will be taken against those who indulge in such activities.
9. Inmates should not involve in any undesirable activities (such as smoking, drinking, gambling, writing on walls/doors etc.) within the campus.
10. Once the student joins the mess, he/she shall be deemed to have become a continuous member of the mess till she vacates the hostel.
11. Students who are absent on the reopening day will be deemed to have joined the mess on that day and will be charged accordingly.

# TAGORE DENTAL COLLEGE & HOSPITAL

## Declaration Form

I .....  
Son/daughter of ..... and a student  
of Tagore Dental college from the academic year ..... have read the rules and  
regulations of the institution thoroughly and am aware that I am liable for  
punishment or dismissal without any notice, or enquiry, if I am found guilty of  
violation of the rules.

I have read "THE ACT NO 7 OF 1997 TAMIL NADU GOVERNMENT  
GAZETTE EXTRA-ORDINARY- THE TAMIL NADU PROBITION OF RAGGING ACT  
1997". I am fully aware of the consequences and punishments that are stipulated  
in the above Act and promise not to indulge in any form of Ragging activity  
directly or indirectly within the campus or outside.

I also affirm I will not partake, instigate or be instrumental in formation of  
association, strikes or demonstration to the detrimental of the fair name of the  
institution.

I shall be punctual and regular to college and refrain from any unlawful  
activities and habits within the campus.

I shall be loyal to the management and teachers and carry out my studies  
with integrity, honesty and dedication.

I abide to undergo any punishment if found guilty of violation of the rules and  
regulations of the institutions.

Signature

Signature

Name of the parent

Name of the student

Place

Date

# **TAGORE DENTAL COLLEGE**

*Rathinamangalam, Vandalur post, Chennai 600127*  
*Phone 69904863, 27405233*

## **Student Leave Application Form**

Date

1. Name of the student :
2. Year of study :
3. Register No :
4. Period of leave :
5. No of days :
6. Reason :
7. Proof enclosed :
8. Any Test/Exam during the
9. Period of leave :

Signature of Parent/Guardian

Signature of Student

Principal's signature