



TAGORE DENTAL COLLEGE & HOSPITAL
Rathinamangalam, Melakkottaiyur Post, Chennai -600 127, Ph: 30102222
Recognized by The Dental Council of India, New Delhi
Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

DISCIPLINARY COMMITTEE

Email: disciplinarycommittee@tagoredch.in

COMMITTEE COMPOSITION & RESPONSIBILITIES

The committee comprises members of the faculty and students. Each of them has a specific role to play and follow a set of guidelines for efficient functioning of the committee that enables overall wellbeing of the students and faculty of the institution.

S.No	Designation	Roles & Responsibilities
1	Convener	<ul style="list-style-type: none">▪ The Committee Convener selects appropriate members to adjudicate individual cases.▪ Primary responsibility of the convener is to serve as the organizer and administrator, oversee whether all the members are carrying out their responsibilities properly and thereby ensure the smooth functioning of the committee.

Dr. Jacob M Philip
Convener

Dr. Vaishnavi
Member Secretary

Dr. Tamizhesai
Member

Dr. Jones.J
Member



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2	Member Secretary	<ul style="list-style-type: none">▪ Organize regular meetings (once in 3 months). Prepare an agenda for each meeting and convey it to members.▪ Prepare a set of goals for your committee for the calendar year in order to accomplish the work that needs to be done.▪ If there are regular duties to be performed, prepare a time line so that everyone will know what is due when.▪ Take notes of the minutes of each meeting & compile.▪ Prepare an annual report of the committee's work for the year and send a copy to the Internal Quality Assurance Cell of the Institution.▪ Create and keep an up to date archive containing copies of the circulars, agendas and minutes of each meeting, plus other materials, such as
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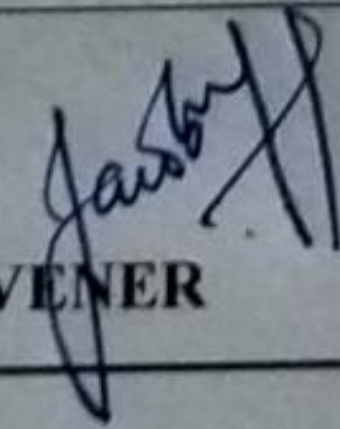
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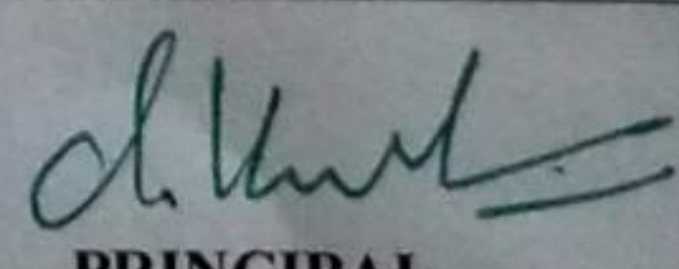
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		important announcements, details of events, annual reports such for future reference.
3	Staff Member	<ul style="list-style-type: none">Monitoring in campus conduct of faculty and promoting maintenance of professionalism in & around institutional premises.Reporting incident of misconduct (by faculty or students), if any and help in proceedings of the committee on a regular basis.
4.	Student Member	<ul style="list-style-type: none">Monitoring in campus conduct of students and promoting maintenance of professionalism in & around institutional premises.Reporting incident of misconduct (by students), if any and help in proceedings of the committee on a regular basis


CONVENER


PRINCIPAL

Dr. Jacob M Philip
Convener

Dr. Vaishnavi
Member Secretary

Dr. Tamizhesai
Member

Dr. Jones.J
Member