



# TAGORE DENTAL COLLEGE & HOSPITAL

OFFICE ORDER NO/25/ADMIN/2019

Date: 08.04.2019

## CIRCULAR

The Governing Council meeting will be held on Monday 22<sup>nd</sup> April 2019 at 12.00

PM at the Conference hall. I request all the members to attend.

### Copy To:

- |                              |   |  |
|------------------------------|---|--|
| 1. Prof. Dr. M. Mala         | - | Managing Trustee, Tagore Educational Trust     |
| 2. Dr. Kandaswamy            | - | Past Principal, Sri Ramachandra Dental College |
| 3. Dr. Geethalakshmi         | - | Ex Vice Chancellor, TN.MGR. Medical University |
| 4. Mr. Ramesh                | - | External Accountant                            |
| 5. Mr. Selvakumar            | - | Internal Accountant                            |
| 6. Mr. Deivanandan           | - | Advocate                                       |
| 7. Dr. S. Balagopal          | - | Vice Principal( Academic)                      |
| 8. Dr. C. J. Venkatakrishnan | - | Vice Principal (Admin)                         |
| 9. Dr. S. Jimson             | - | Vice Principal (Research)                      |

  
8/4/19.  
PRINCIPAL

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## GOVERNING COUNCIL

The Governing Council of Tagore Dental Council was formulated with the advice of the Chairperson and Managing Partner of Tagore Educational Trust Dr M Mala. The Governing council was formulated with the following members

1	Dr. Chitraa R Chandran	Principal	Convenor
2	Dr. M. Mala	Chairperson	Chairman
3	Dr. S. Balagopal	Vice - Principal	Member
4	Dr.C.J. Venkatakrishnan	Vice - Principal	Member
5	Dr. S. Jimson	Vice - Principal	Member
6	Dr. S. Kandaswamy	HOD, Conservative Dentistry & Endodontics, Former Principal, Faculty of Dentistry, Sri Ramachandra Dental College	Member
7	Dr.S.Geethalakshmi., M.D.,Ph.D	Former Vice Chancellor. The TN Dr MGR Medical University	Member
8	Mr. Ramesh	External Accountant	Member
9	Mr. Selvakumar	Accountant	Member
10	Mr. Deivanandam	Lawyer	Member

### The Agenda of the First meeting held on 22<sup>nd</sup> April 2019 was as follows

1. Approval of staff appointments.
2. Audited accounts of the previous year and Budget allocation for the next financial year.
3. Approval of incentives to research and publication, conference presentations to staffs and students.
4. Presentation of students and patient feedback analysis, students admission and exam results analysis.
5. Presentation of the programs conducted during the past academic year plans for the next year.
6. Student's achievements in academics, cultural and sports.
7. Staff achievements.
8. Approval of the Academic Council decisions
9. Criteria for Promotion

THE GOVERNING COUNCIL

MEETING WAS CONDUCTED ON 22<sup>nd</sup> APRIL 2019

THE MEETING WAS CHAIRED BY THE CHAIRPERSON

Prof. M. MALA AND WAS ATTENDED BY THE FOLLOWING MEMBERS.


1. Prof. M. MALA  
CHAIRPERSON

hooe 22/4/19.

2. Dr. CHITRAA R. PHANDRAN  
PRINCIPAL

m 22/4/19

3. Dr. S. BALAGOPAL  
VICE PRINCIPAL

  
S. Balagopal

4. Dr. C. J. VENKATA KRISHNAN  
VICE PRINCIPAL

  
C. J. Venkata Krishnan

5. Dr. S. SIM SON  
VICE PRINCIPAL

6. Dr. S. KANDA SWAMY  
HOD, CONSERVATIVE PAST PRINCIPAL  
SRI RAMACHANDRA DENTAL COLLEGE

7. Dr. S. GEETHA LAKSHMI  
PAST VICE CHANCELLER

8. Mr. RAMESH  
EXTERNAL ACCOUNTANT



9. Mr. SELVA KUMAR  
ACCOUNTANT



10. Mr. DEIVANANDAN  
LAWYER





**MINUTES OF 1<sup>st</sup> GOVERNING COUNCIL MEETING HELD ON 22<sup>ND</sup> APRIL 2019**

The meeting started with the Principal welcoming the gathering and thanking the invitees for attending the program. She presented the activities of the institution, staff and students with a Power Point Presentation. The invitees advised and gave suggestions as the presentation was given. The suggestions were given as to inclusions in the presentation and also about the efforts and initiatives to be taken by the institution and also about the alterations and changes that have to be brought about in the institution.

**The suggestions to improve the college were**

1. The college management could approach council of other countries like Malaysia, Sri Lanka for recognizing BDS degree of students who have passed out from the college and the degree issued by The Dr MGR Medical University so as to attract overseas students and fill the NRI seats.
2. Consider the guidelines and approach The Dr MGR Medical University or any other university to recognize our experienced staffs as PhD guide.
3. Can approach the University to get recognition for a department or specialty for doing PhD
4. Minimum requirement of 1 PubMed or any Indexed publication every year by every staff.
5. If the staffs are not able to publish papers, a questionnaire could be formulated to find out the problems of staff in publications and see how it could be rectified.
6. Dedicated staff for research should be allotted to increase publication for each department and also constitute a team with research Mentors/ Ambassadors etc to help each other in publications.
7. Research committee should be responsible for plagiarism check and without approval of the Research committee no publication can be sent for publication in the name of the college. If the study was done in the college, the college name should be published and has to pass through the college Research committee for plagiarism.
8. Management should invest in the software for plagiarism check or find out whether MGR university has its own to utilize


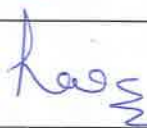


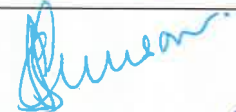




9. PG should complete their thesis publication before completion of course
10. Before implementing any new guidelines, make sure they are well planned and understood by the staff and students and should be placed in next governance meeting after that pass a circular to the staffs.
11. Board of studies can be one single meeting for under graduates and separate meetings of every Department for PG and should conduct once every 6 months
12. Same person should not be sent and sponsored from the college for international conference every year.
13. Staff those presented in the international conference should share their experience with other staff with a presentation to encourage other staffs for doing so.
14. Promotions could be based on DCI requirements as and when vacancy arises.
15. Increment should be based on the performance (publications, conference presentation, student guidance and administrative performance) of staff.
16. Teacher training program should be made mandatory for each MDS staff. Each new staff should attend lecture classes of other staffs of the same and different department to improve individual presentation skills (minimum 2 lecture from own specialty and 1 lecture from other specialty)
17. Auditor suggested outdoor program for staffs.
18. PPT used for lecture class should be unique for each staff, the presentation should meet the minimum required content and the presentation slides should be supervised by HOD
19. Common topics of multiple department should be discussed among themselves and clear demarcation should be made as to which portion of the topic should be covered by each department so as to not confuse the students.
20. To improve students understanding about procedures, it would be preferable to play the video of the procedure in the lab and also avail access to view the video (not give access to download) through intranet facility
21. Provide Wifi facility PG students
22. No of CDE programs conducted to be increased (at least one per month). There should not be a reduction in the number of programs from every year.
23. Create a team with 2 student member and young staffs for CDE program organizing



24. BLS training is given in the third year, and since it is valid for only 2 years, another training should be given during internship
25. Blood donation volunteers data base to be maintained.
26. Routine 6 month dental check up for students from 1st year onwards.
27. Soft skill training for students regarding CV writing and facing interview
28. Identify Source of funding from outside for research including The TN Dr MGR Medical university, with strong research proposals.
29. Form SAPIC (student academic performance improvement committee) which includes psychologist, counselor. Regular absentees should be asked to counseled.
30. College staffs and functioning should be student centric. Admissions would improve only through word of mouth. The students should be satisfied to recommend the college to others.
31. To improve student admission address parents and students separately (Setup a exhibition to give them clear understanding of dentistry and the facilities in college)
32. Every staff should attend National and International conferences and present papers atleast once a year.
33. The appointments MDS staffs as senior lecturers ( 14-MDS Staffs in 2017, 7 in 2018 & one in 2019 ) and one Reader in Periodontology in 2019 and Relieving orders of 3 seniors lecturers and 2 readers in 2017 and 3 senior lecturers in 2018 has been accepted and ratified.
34. Every three months student attendance feedback should to be sent to parents
35. To improve students' academic performance keep frequent test and if they fail to clear the test or absent in the exam give them imposition of test questions.
36. Advised to allocate observational hours for 1st year students and assistance hours for 2nd year students in clinical posting
37. Advised to allocate 2 hours for sports in a week for students
38. Frequency of conducting academic governance committee meeting based on the need, that has to decided by the management
39. The proposal of incentives for research and publication was approved.
40. Students and patients feedback analysis and students analysis were accepted and approved.

**Suggestions for improving the power point presentation were**

1. The number of students and staff present and student to staff ratio should be present.
2. Mention in the presentation about sponsorship from the college for conference and publication to staff and students.
3. Mention the number of times each of the speakers were invited
4. Mention the criteria and Outcome of academic audit and also specify the action taken such as re audit
5. Mention about the sponsorship given by the college for research and publications.
6. Mention about PG details ( Branch and no of seats) in the presentation

1	Dr. Chitraa R Chandran	
2	Dr. M. Mala	
3	Dr. S. Balagopal	
4	Dr.C.J. Venkatakrisnan	
5	Dr. S. Jimson	
6	Dr. S. Kandaswamy	
7	Dr.S.Geethalakshmi.,	
8	Mr. Ramesh	
9	Mr. Selvakumar	
10	Mr. Deivanandam	

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**ACTION TAKEN REPORT OF FIRST MEETING OF GOVERNING COUNCIL**

1. PUBMED or Indexed Publication has been made mandatory
2. Plagiarism check has been made available at Medical College at University as well.
3. New teachers were given training on PPT Presentation and Teaching and were asked to attend lectures of Senior Staffs.
4. Blood donors data base is maintained.
5. Frequent tests are given if needed imposition of test questions are given to improve student Performance.
6. Every 3 month Students marks & attendance feedback are sent to parents.





*Second Governing Council*

# TAGORE DENTAL COLLEGE & HOSPITAL

OFFICE ORDER NO/09/ADMIN/2020

Date: 19.02.2020

## CIRCULAR

The Governing Council meeting will be held on Monday 11<sup>th</sup> March 2020 at 12.00

PM at the Conference hall. I request all the members to attend.

### Copy To:

1. Prof. Dr. M. Mala - Managing Trustee, Tagore Educational Trust
2. Dr. Vivek Narayanan - External Member, Dean of SRM Dental College
3. Dr. Geethalakshmi - Ex Vice Chancellor, TN.MGR. Medical University
4. Mr. Ramesh - External Accountant
5. Mr. Selvakumar - Internal Accountant
6. Mr. Deivanandan - Advocate
7. Dr. S. Balagopal - Vice Principal( Academic)
8. Dr. C. J. Venkatakrishnan - Vice Principal (Admin)
9. Dr. S. Jimson - Vice Principal (Research)

*[Signature]*  
19/2/20  
PRINCIPAL

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### GOVERNING COUNCIL MEETING



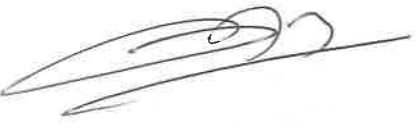






The Second Governing Council of Tagore Dental Council was formulated with the advice of their Chairperson and managing Partner of Tagore Educational trust Prof.Dr M Mala. The Governing council was formulated with the following member

1	Dr. Chitraa R Chandran	Principal	Covenor
2	Prof.Dr. M. Mala	Chairperson	Chairman
3	Dr. S. Balagopal	Vice Principal( Academic)	Member
4	Dr. C. J. Venkatakrishnan	Vice Principal (Admin)	Member
5	Dr. S. Jimson	Vice Principal (Research)	Member
6	Dr. Dr. Vivek Narayanan	External Member, Dean of SRM Dental College	Member
7	Dr. Geethalakshmi	Ex Vice Chancellor, TN.MGR. Medical University	Member
8	Mr. Ramesh	External Accountant	Member
9	Mr. Selvakumar	Internal Accountant	Member
10	Mr. Deivanandan	Advocate	Member

### Agenda for the second meeting of the governing Council of Tagore dental College

1. To Confirm the minutes of the second Governing Council Meeting held on 22<sup>nd</sup> April 2019.
2. To review the action taken on the decision of the second Governing Council meeting held on 22<sup>nd</sup> April 2019.
3. Presentation of the Annual report for the academic year 2019- 2020 for the information of the Council.
4. To ratify the minutes of the Academic Council Meeting.
5. The Regulations to pursue SWAYAM course of Health Research fundamentals and Introduction to research for Third year and Second year students respectively.
6. To Consider and approve interdisciplinary programs of the college.
7. Presentation of annual budget for information of the council and expenditure statement of FY 2018- 2019
8. To ratify the faculty appointments and faculty promotion during the academic year 2019- 20
9. To ratify the examination results of Feb 2018 and August 2019.
10. Presentation of future plans for the information of the council
11. Any other points with the permission of the Chair.

The 2nd Governing Council Meeting was conducted on 11th March 2020. The meeting was chaired by Prof Dr. G. Mula and was attended by the following members:

1. Prof - M. Mula  
Managing Trustee, Tagore Educational Trust 
2. Dr. Chitra R. Chandran  
Principal 
3. Dr. S. Balagopal  
Vice Principal, Academics 
4. Dr. C. J. Vankatakrishnan  
Vice Principal, Administration 
5. Dr. Jinson Samson  
Vice Principal, Research 
6. Dr. Virek Narayanan  
Dean, SRM (Kattambakattur) Dental College 
7. Dr. Geethalakshmi  
Ex Vice Chancellor, The TN Dr. JGR Medical University
8. Dr. Ramesh  
External Accountant, Auditor. 
9. Mr. Selvakumar  
Accountant 
10. Mr. Divandaran  
Advocate 



Minutes of 2<sup>nd</sup> governing council meeting held on 11<sup>th</sup> March 2020.

The meeting started with the Principal welcoming the gathering and thanking the invites for attending the meeting.

1. The minutes of the 1<sup>st</sup> Governing Council meeting was approved.
2. The review of the discussions on the 1<sup>st</sup> Governing council meeting was presented and accepted.
3. Annual Budget for the Academic year 2020- 2021 was accepted
4. The Annual report was presented the activities of the institution, staff and students with Power Point Presentation.
5. The minutes of meeting of Academic council was ratified.
6. The Faculty Promotions and Appointments was ratified.
7. The results of the examinations of August 2019 were ratified.
8. Students & Patients feedback analysis and action taken report accepted and approved.
9. The Consideration to start interdisciplinary programs in all departments accepted.
10. The future plans of the college presented.

The Recommendation of the committee were as follows.

1. To start Dental Mechanic, Dental Hygienist and Dental Assistant courses.
2. To do research with funding from external agencies.
3. More publications by students
4. Patent applications should be encouraged.
5. Peer feedback of teaching to be improved.
6. Staffs should be sponsored for conferences & Research.
7. Comprehensive multi disciplinary Teaching of common topics.
8. To increase MOU and Memorandum of Agreements of all departments.
9. All Staffs should present papers in conferences every year.

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**ACTION TAKEN REPORT OF SECOND MEETING OF GOVERNING COUNCIL**

Action taken report the Second meeting of Governing Council.

Due to the prevailing pandemic situation not much progress would be made an implementation of the recommendations of previous governing council meeting. The Following were implemented.

1. Peer feedback of teaching is being done.
2. Proposal for staff sponsoring for conference has been sent to the management.
3. MOU's are being made in different departments.
4. Paper Presentation of staffs have been mandatory and the number has improved.



*Third Governing Council*

# TAGORE DENTAL COLLEGE & HOSPITAL

OFFICE ORDER NO/09/ADMIN/2021

Date: 27.01.2021

## CIRCULAR

The Governing Council meeting will be held on Monday 8<sup>th</sup> February 2021 at 12.00 PM at the Conference hall. I request all the members to attend.

### Copy To:

1. Prof. Dr. M. Mala - Managing Trustee, Tagore Educational Trust
2. Dr. Gunasekaran - Dean- Tagore Medical College & Hospital
3. Dr. Kumudha Lingaraj - Medical Director- Tagore Medical College & Hospital
4. Dr. S. Balagopal - Vice Principal( Academic)
5. Dr. C. J. Venkatakrisnan - Vice Principal (Admin)
6. Dr. S. Jimson - Vice Principal (Research)
7. Dr. Vivek Narayanan - External Member, Dean of SRM Dental College
8. Dr. Geethalakshmi - Ex Vice Chancellor, TN.MGR. Medical University
9. Mr. Ramesh - External Accountant
10. Mr. Selvakumar - Internal Accountant
11. Mr. Deivanandan - Advocate

*[Signature]*  
PRINCIPAL

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The Third Governing Council meeting was conducted on 8<sup>th</sup> Feb 2021. The meeting was chaired by Prof. Dr. M. Mala and was attended by the following staff members.

1. Prof. Dr. M. Mala  
Managing trustee, Tagore educational trust

2. Dr. Chitraa R Chandran  
Principal

3. Dr. Kumudha Lingaraj  
(Medical Director, Tagore Medical college)

4. Dr. Gunasekaran  
(Dean, Tagore Medical College)

5. Dr. S. Balagopal  
(Vice-Principal (Academic))

6. Dr. C.J. Venkatakishnan  
(Vice-Principal (Administration))

7. Dr. S. Jimson  
(Vice-Principal (Research))

8. Dr. Vivek Narayanan  
(Dean, SRM Dental College)

9. Dr. Greethalakshmi  
(EX-Vice Chancellor, TN.M.G.R. Medical University)

10. Mr. Ramesh  
(External Accountant), Auditor.

11. Mr. Selvakumar  
(Accountant)

12. Mr. Deivanandan  
(Advocate).





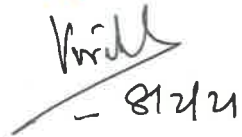


















### GOVERNING COUNCIL MEETING

The Third Governing Council of Tagore Dental Council was formulated with the advice of their Chairperson and managing Partner of Tagore Educational trust Prof. Dr M Mala. The Governing council was formulated with the following member

1	Dr. Chitraa R Chandran	Principal	Covenor
2	Prof.Dr. M. Mala	Chairperson	Chairman
3	Dr. Gunasekaran	Dean, Tagore Medical College & Hospital	Member
4	Dr. Kumudha Lingaraj	Medical Director, Tagore Medical College & Hospital	Member
5	Dr. Dr. Vivek Narayanan	External Member, Dean of SRM Dental College	Member
6	Dr. Geethalakshmi	Ex Vice Chancellor, TN.MGR. Medical University	Member
7	Mr. Ramesh	External Accountant	Member
8	Mr. Selvakumar	Internal Accountant	Member
9	Mr. Deivanandan	Advocate	Member
10	Dr. S. Balagopal	Vice Principal( Academic)	Member
11	Dr. C. J. Venkatakrisnan	Vice Principal (Admin)	Member
12	Dr. S. Jimson	Vice Principal (Research)	Member

#### Agenda for the Third Governing Council meeting held on 8<sup>th</sup> Feb 2021

Welcome and introductory remarks by the Member Secretary.

- To Confirm the minutes of the second governing Council Meeting held on 11<sup>th</sup> March 2020.
- To review the action taken on the decision of the second Governing council meeting held on 11<sup>th</sup> March 2020.
- Presentation of the Annual report for the academic year 2020- 2021 for the information of the Council.
- NAAC accreditation status for the information of the council.
- To ratify the minutes of the Academic Council Meeting.

- Presentation of annual budget for information of the council and expenditure statement of FY 2019- 2020
- To ratify the faculty appointments and faculty promotion during the academic year 2020- 21.
- To ratify the examination results of Feb 2020.
- Presentation of effective handling of online courses during COVID Lockdown including webinars organized for the information of the council.
- To consider and approve the proposal of introducing new programs to be offered for the academic year 2021-2022.
- Presentation of future plans for the information of the council.
- Any other points with the permission of the Chair.

**Date:** 08.02.2021

**Venue:** Seminar Hall- Department of Prosthodontic

Principal welcomed the invitees and thanked them for their presence in spite of prevailing pandemic situation.

**Minutes of the third Governing Council meeting:**

1. The MOM of the Second governing council was confirmed .
2. Action taken on decision of the second Governing Council Meeting was presented.
3. Principal, Dr. Chitraa R Chandran, presented the activities of the College for the year 2019-2020 which was followed by the following discussion among the members of Governing Council.
4. NAAC accreditation status was appraised.
5. MOM of Academic Council meetings were approved
6. The annual budget was presented.
7. Faculty appointments and faculty promotion were approved.
8. The examination results were ratified
9. The Online classes were presented
10. The Proposal for approving the new Programs were introduced.
11. Future plans were presented.



12. Current year admission report was presented. Only 67 of 100 seats have been filled for 1<sup>st</sup> year BDS admission 2021. Regular classes have started for them from Feb 8<sup>th</sup>, 2021.

**Recommendations of the members**

1. Preconference courses in international /National conferences have to be conducted by the college every year was advised by Dr. Kumudha Lingaraj
2. Advise on starting certificate/ diploma courses, in modules, for graduates was advised by Dr. Vivek Narayanan.
3. All departments should initiate memorandum of understanding with other institutions.
4. College to increase the number of funded research projects and patents for NAAC was advised by Dr. Vivek Narayanan.
5. Increase the number of publications in Scopus/ PUBMED Indexed journals was suggested by Dean Dr. Gunasekaran.
6. Provide staff incentives for original research publications and patents was suggested by Dr. Vivek Narayanan.
7. Include publications as part of requirements for CRRJ students was suggested by Dr. Vivek Narayanan.
8. Also PG dissertation to be sent for publication before completion of MDS Course was suggested by Dr. Vivek Narayanan.
9. Applications to start PG course in non- PG departments should be sent before 7<sup>th</sup> April, was reminded by Dr. Vivek Narayanan.
10. Self appraisal forms to be done by every staff every year was suggested by Dr. Vivek Narayanan.

The meeting ended by the Principal thanking all the members for attending the Governing Council meeting. She said that all the suggestions were noted and steps would be taken to implement them.