



## **TAGORE DENTAL COLLEGE & HOSPITAL**

Rathinamangalam, Melakkottaiyur Post, Chennai - 600 127. Ph : 044 - 3010 2222  
E-mail : tagoredch@gmail.com / admin@tagoredch.in Website : www.tagoredentalcollege.com

Recognized by The Dental Council of India, New Delhi  
Affiliated to the Tamilnadu Dr. M.G.R. Medical University, Chennai.

**Dr. C. J. Venkatakrishnan., MDS., PhD.**

**PRINCIPAL**

### **TO WHOMSOEVER IT MAY CONCERN**

This is to certify that, our Institution has established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc. details are given:

**PRINCIPAL**

Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,  
PRINCIPAL  
TAGORE DENTAL COLLEGE & HOSPITAL  
Rathinamangalam, Vandalur Post,  
Melakkottaiyur, Chennai-600 127



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**ESTABLISHED SYSTEMS AND PROCEDURES FOR MAINTENANCE**

Stores, purchase and Maintenance committee meeting (2023 ):



Stores, purchase and Maintenance committee meeting (2023 ):



Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,

PRINCIPAL

TAGORE DENTAL COLLEGE & HOSPITAL

Trust office : No. 25, Mahalingam Street, Mahalingapuram, Nungambakkam, Chennai - 600 034. Ph : 044 - 2817 3772 / 2817 5144





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Stores, purchase and Maintenance committee meeting (2023):



Stores, purchase and Maintenance committee meeting (2023) :



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Principal,  
TAGORE DENTAL COLLEGE & HOSPITAL  
Rathinamangalam, Melakkottaiyur Post,  
Chennai-600 127





## TAGORE DENTAL COLLEGE & HOSPITAL

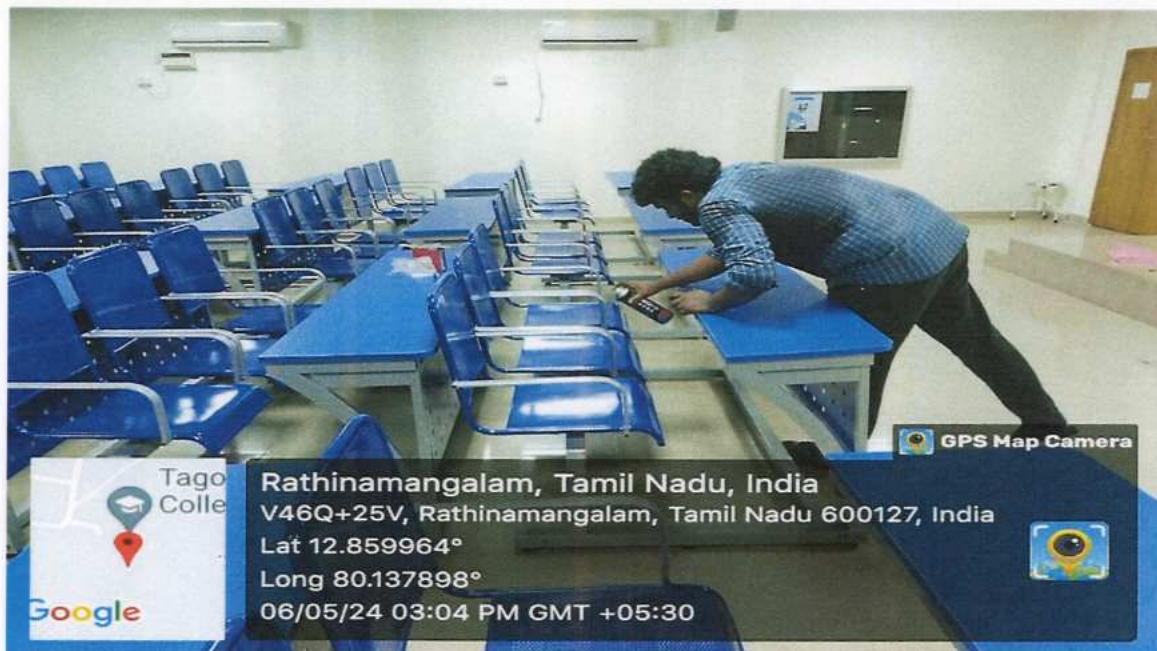
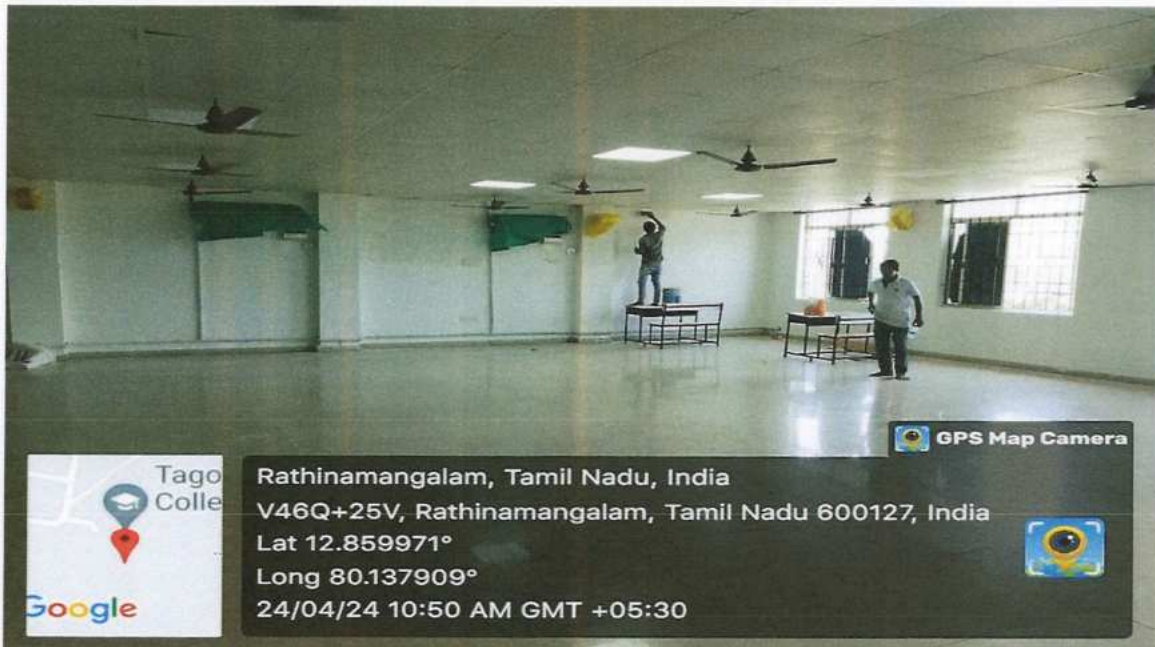
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Upgrading Lecture classrooms:



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Dr. G.J. VENKATA KRISHNAN, M.D.S., Ph.D.  
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## **TAGORE DENTAL COLLEGE & HOSPITAL**

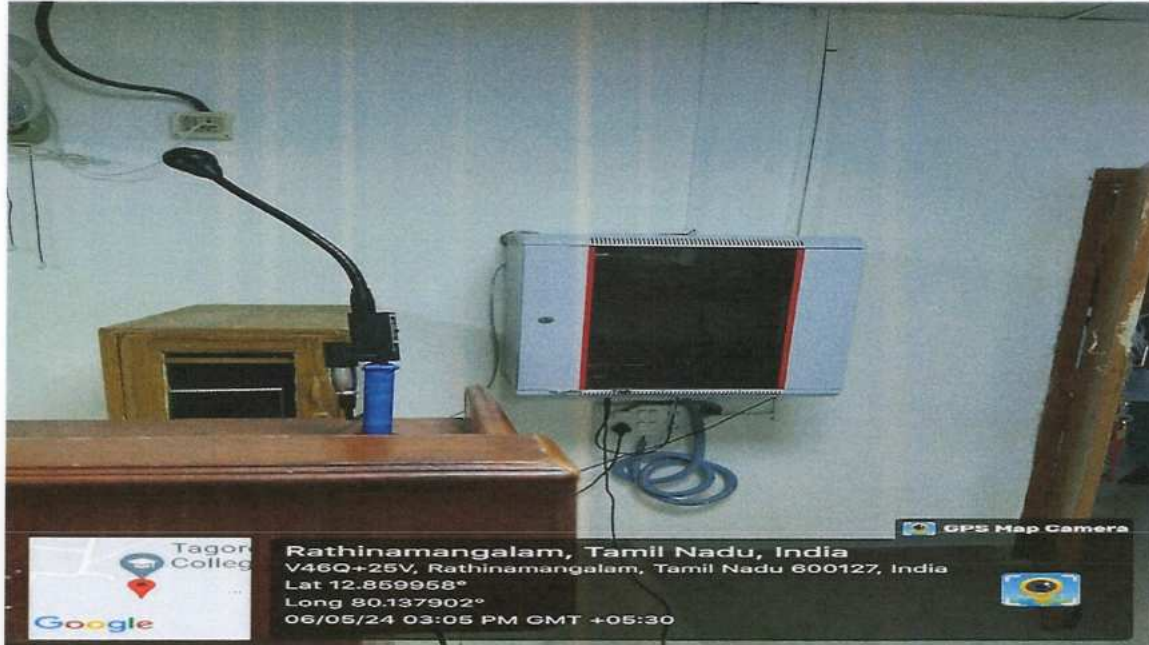
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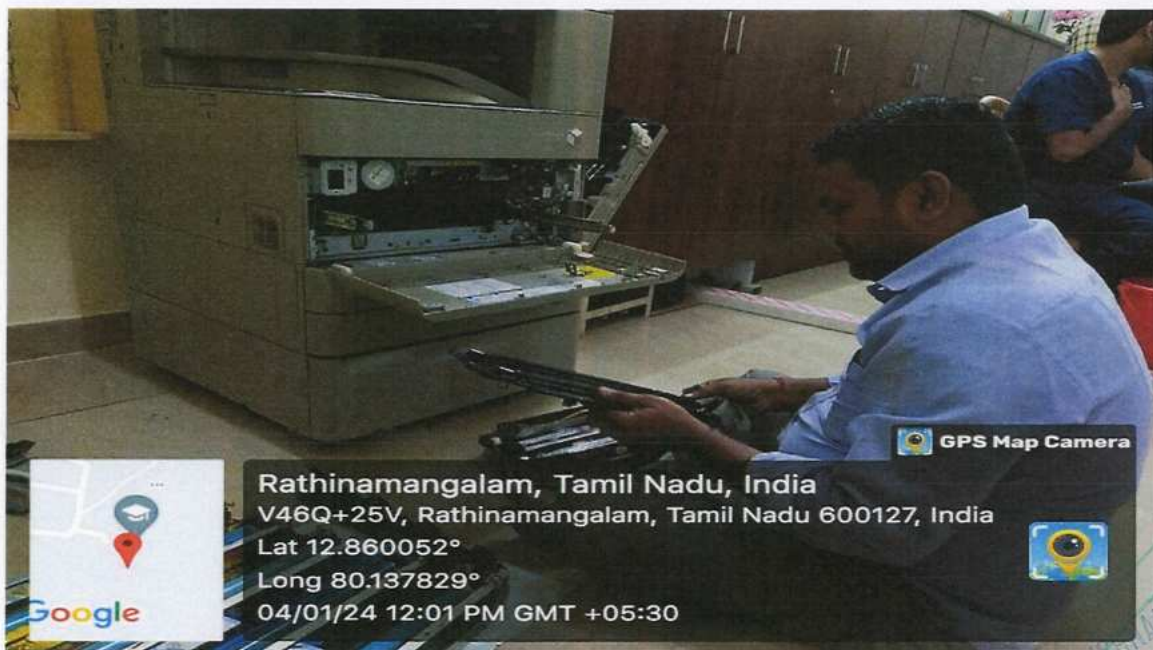
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**Audio -visual system Upgradation:**



**Annual Maintenance of Equipment's: As A part Of AMC**



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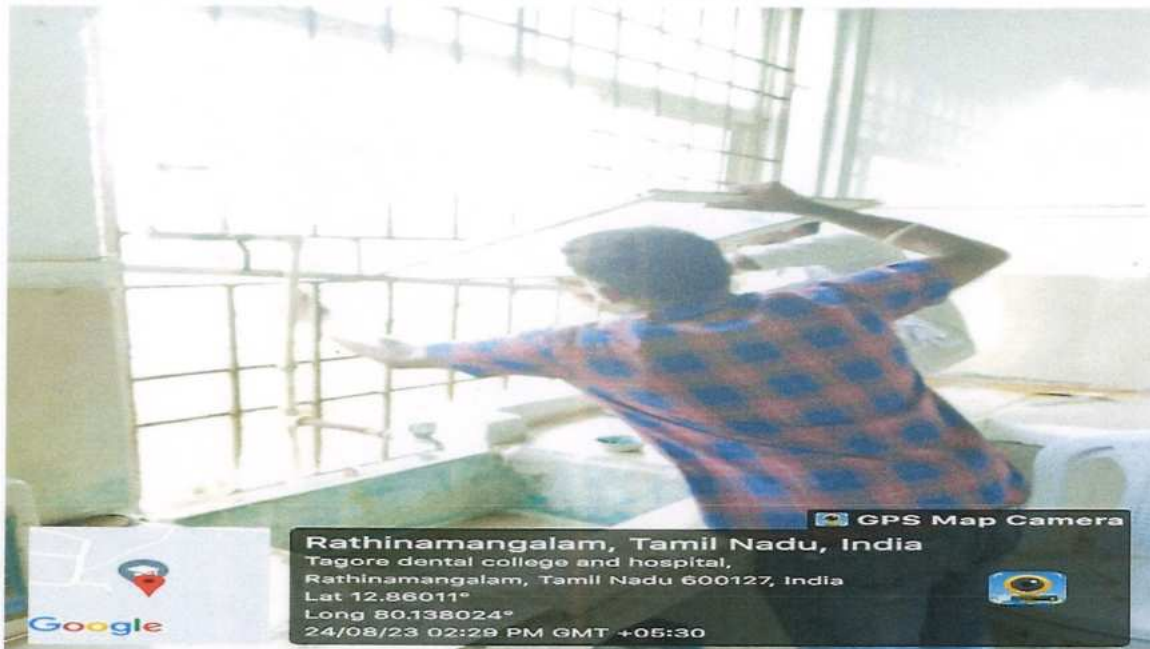
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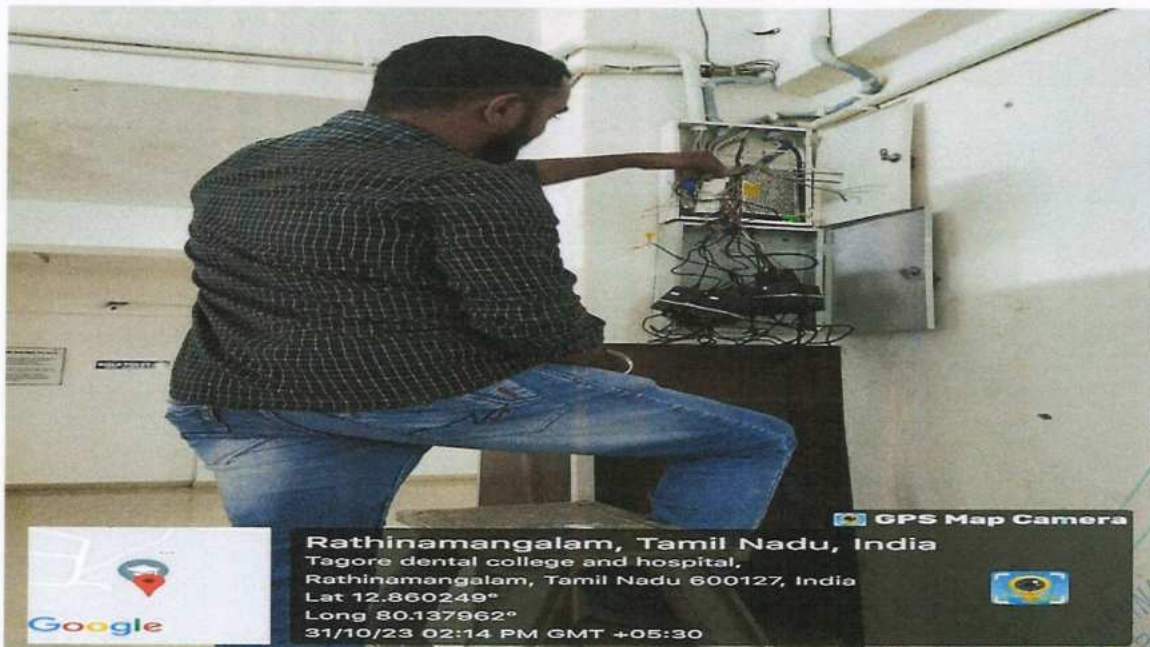
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**Institute wise Infrastructure related Overall maintenance: As A part Of AMC**



**Institute wise ICT Related Overall maintenance: As A part Of AMC:**



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C. J. VENKATARAMAN, M.D.S., Ph.D.,  
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Lift Maintenance : As A part Of AMC:



Fire safety maintenance: As A Part of AMC:







## TAGORE DENTAL COLLEGE & HOSPITAL

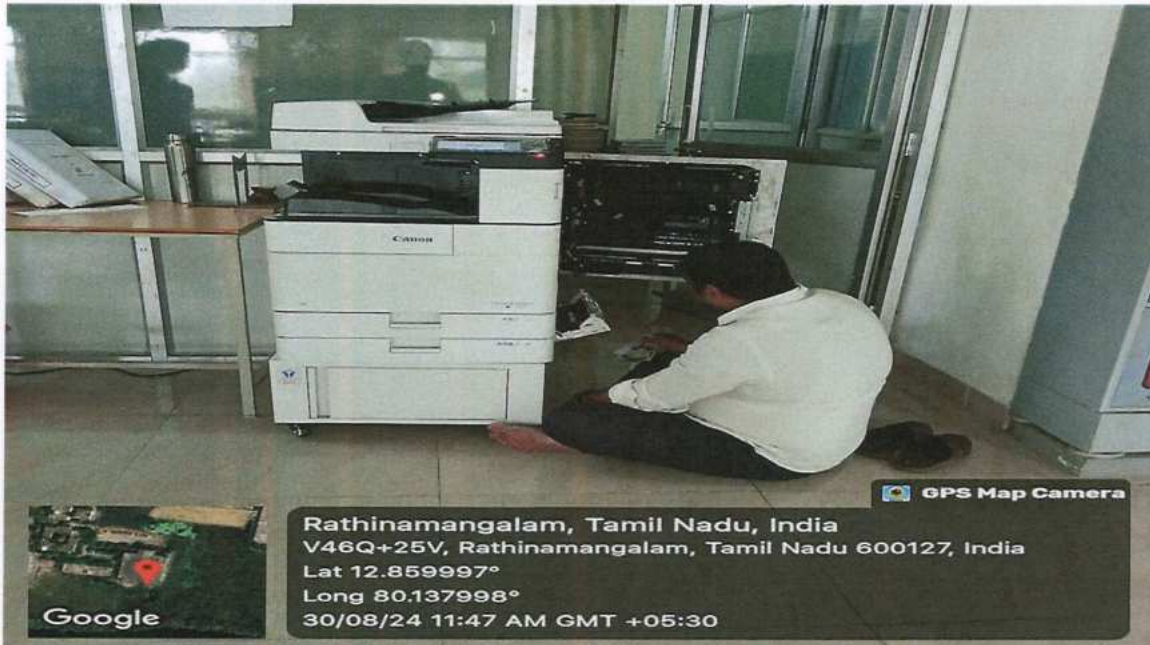
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As A Part of AMC: Equipments- Reprography - Library



Special Equipment maintenance : As A Part of AMC:







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Regular Out-door maintenance:



Regular In-door maintenance Reception area:



Dr. C.J. VENKATACHANDRAN, M.D.S., Ph.D.  
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**Regular In-door maintenance Classrooms:**



GPS Map Camera

**Rathinamangalam, Tamil Nadu, India**

Tagore dental college and hospital, Rathinamangalam, Tamil Nadu  
600127, India

Lat 12.860249°

Long 80.137962°

18/07/23 02:44 PM GMT +05:30



**Regular In-door maintenance Common area:**



GPS Map Camera

**Rathinamangalam, Tamil Nadu, India**

Tagore dental college and hospital, Rathinamangalam, Tamil Nadu  
600127, India

Lat 12.860249°

Long 80.137962°

05/07/23 08:36 AM GMT +05:30



Trust office : No. 25, Mahalingam Street, Mahalingapuram, Nungambakkam, Chennai - 600 034. Ph : 044 - 2817 3772 / 2817 5144

*Dr. J. Venkata Krishnan, M.D.S., Ph.D.*  
PRINCIPAL  
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Melakkottaiyur, Chennai-600 127



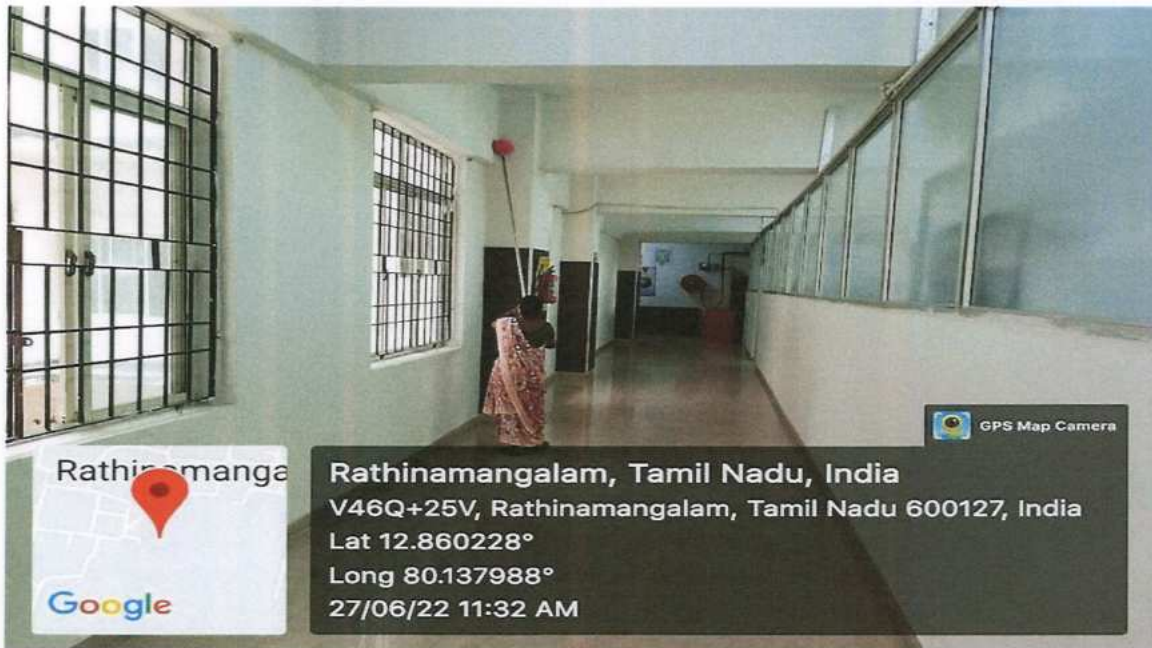


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Rathinamangalam, Tamil Nadu, India  
V46Q+25V, Rathinamangalam, Tamil Nadu 600127, India  
Lat 12.860228°  
Long 80.137988°  
27/06/22 11:32 AM



Rathinamangalam, Tamil Nadu, India  
Tagore dental college and hospital, Rathinamangalam, Tamil Nadu  
600127, India  
Lat 12.860249°  
Long 80.137962°  
10/07/23 09:03 AM GMT +05:30





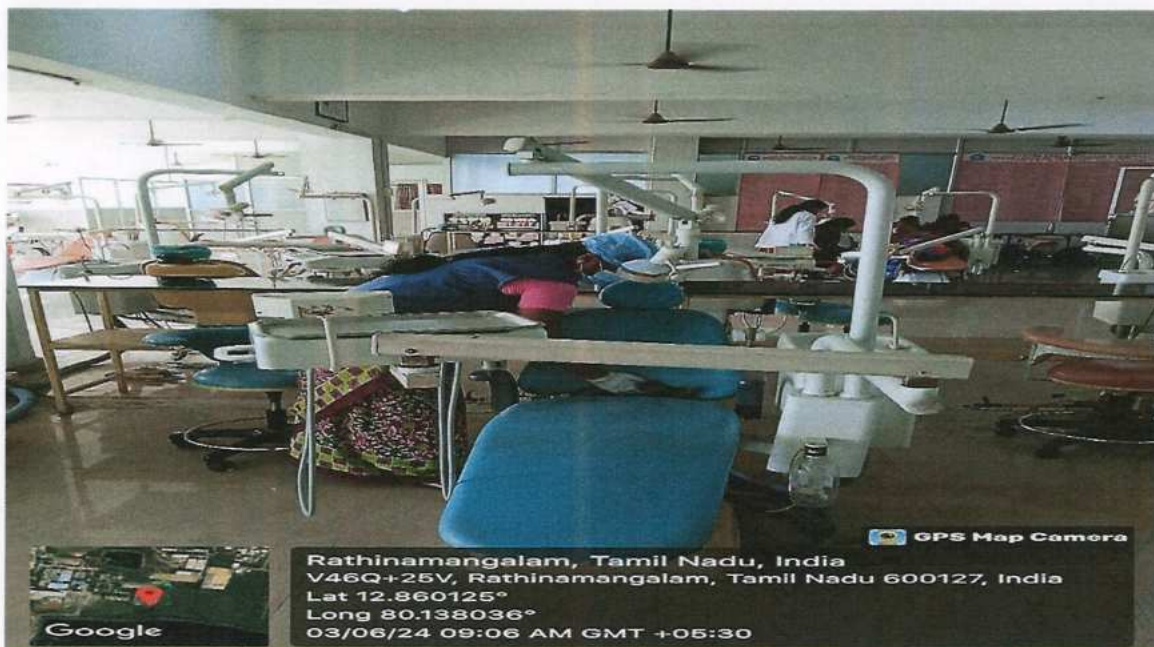
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### Regular In-door maintenance- Departments:



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Regular Maintenance in Central library:



Regular Maintenance in Central library:



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**INSTITUTIONAL INSPECTION : CONDEMNED NON-CONSUMABLES & EQUIPMENT  
AUDIT :**



Dr. C.J. VENKATA KISHNAN, M.D.S., Ph.D.  
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Rathinamangalam, Vandalur  
Chennai-600 127





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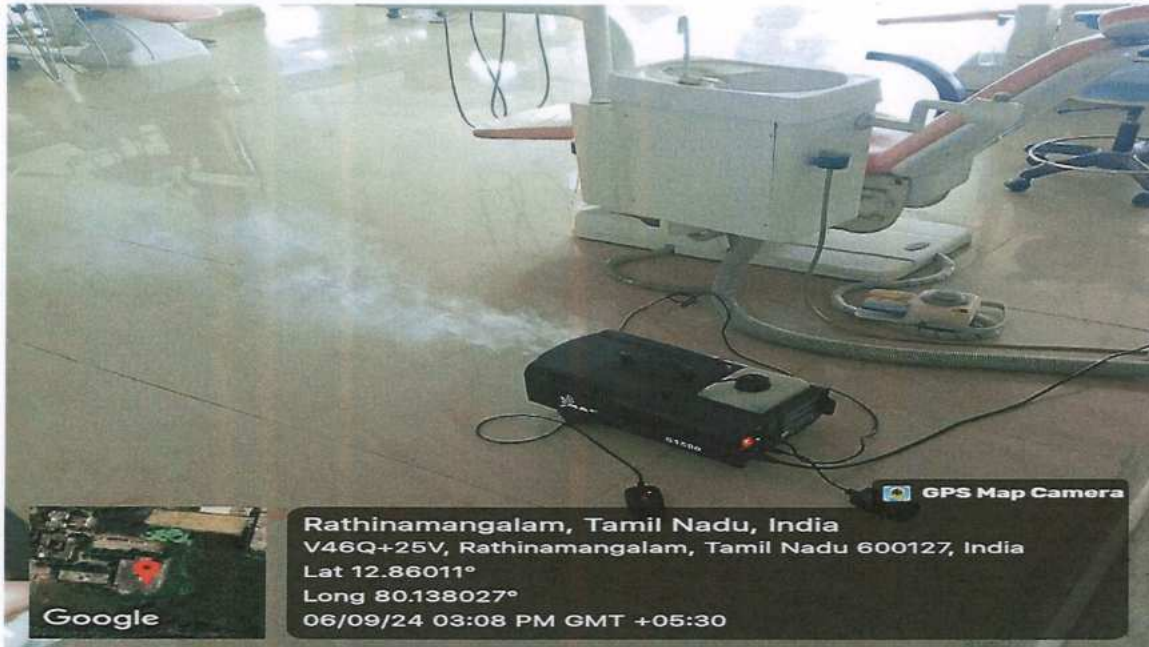
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### **Fumigation at Regular Intervals:**



### **Regular Sterilization – As a part of equipment Maintenance in Departments:**





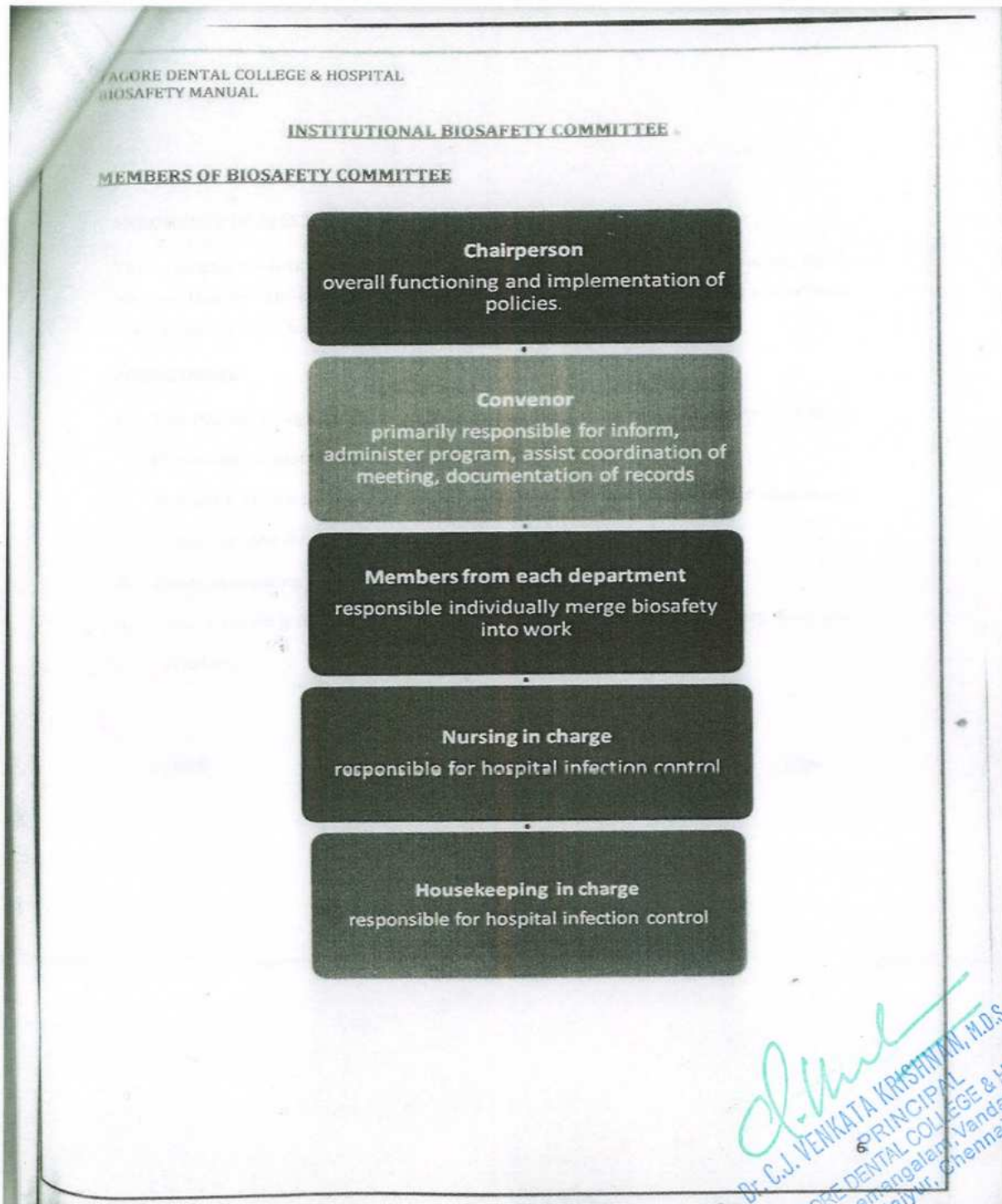


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### **TAGORE DENTAL COLLEGE & HOSPITAL BIOSAFETY MANUAL**

#### **FREQUENCY OF MEETING**

The committee meets once in every three months on a regular basis, January, April, July and October. Un-scheduled and emergency meetings are called for as and when a need arises by the Chairman/Convener.

#### **MONITORING**

1. The IBC on a regular basis undertake auditing to oversee the safety measures three times a year in the month of March, August and December.
2. Minimum of two members form an audit team. All procedures to be documented in appropriate forms.
3. Random auditing - as and when required basis.
4. Impart training on biosafety procedures three times a year - January, May and September.

*[Signature]*  
Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,  
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TAGORE DENTAL COLLEGE & HOSPITAL  
BIOSAFETY MANUAL

### **ENVIRONMENTAL INFECTION CONTROL**

#### **A. GENERAL RECOMMENDATIONS**

1. Follow the manufacturers' instructions for correct use of cleaning and hospital disinfecting products.
2. Do not use liquid chemical sterilants/high-level disinfectants for disinfection of environmental surfaces (clinical contact or housekeeping).
3. Use PPE, as appropriate, when cleaning and disinfecting environmental surfaces. Such equipment might include gloves (e.g., puncture- and chemical-resistant utility), protective clothing (e.g., gown, jacket, or lab coat), and protective eyewear/face shield, and mask.

#### **B. CLINICAL CONTACT SURFACES**

1. Use surface barriers to protect clinical contact surfaces, particularly those that are difficult to clean (e.g., switches on dental chairs) and change surface barriers between patients.
2. Clean and disinfect clinical contact surfaces that are not barrier-protected, by using an recommended disinfectant with a low- (i.e., HIV and HBV label claims) to intermediate level (i.e., tuberculocidal claim) activity after each patient. Use an intermediate-level disinfectant if visibly contaminated with blood (IB).

#### **C. HOUSEKEEPING SURFACES**

1. Clean housekeeping surfaces (e.g., floors, walls, and sinks) with a detergent and water or disinfectant/detergent on a routine basis, depending on the nature of the surface and type and degree of contamination, and as appropriate, based on the location in the facility, and when visibly soiled.
2. Clean mops and cloths after use and allowed to dry before reuse; or use single-use, disposable mop heads or cloths.
3. Prepare fresh disinfecting solutions daily and as instructed by the manufacture.
4. Clean walls, blinds, and window curtains in patient-care areas when they are visibly dusty or soiled.

#### **D. SPILLS OF BLOOD AND BODY SUBSTANCES**

1. Clean spills of blood or Other Potentially Infectious Materials and decontaminate surface with disinfectant with low- (i.e., HBV and HIV label claims) to intermediate-level (i.e., tuberculocidal claim) activity, depending on size of spill and surface porosity.

#### **E. CARPET AND CLOTH FURNISHINGS**

1. Avoid using carpeting and cloth-upholstered furnishings in dental operatories, laboratories, and instrument processing areas

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Tagore Dental College & Hospital  
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தமிழ்நாடு தமில்நாடு TAMILNADU

DL 63 1563

OM DURGADEVI FACILITY  
Chennai.

V. Manohari  
V. MANOHARI (S.V.),  
32, MUTHURANGAM ROAD,  
W. TAMBARAM, CHENNAI-45.  
No. 16558 / C / 89 DT. 4.12.89  
Cell: 90945 80908

This agreement made at Rathinamangalam on this **11th day of December 2022** Tagore Dental College & Hospital in Corporate under the Indian hospital Act 1956 and having its corporate office at Tagore Educational Trust No.25, Mahalingapuram Street, Mahalingapuram, Chennai-600073

On one part and **Mr. VIJL, Proprietor "OM DURGADEVI FACILITY"** caring on the business of preceding Housekeeping and having its office at New No 22, Annai Avenue Street, Rathinamangalam, Chennai-127, having after referred to as the contractor of the second part.

For OM DURGADEVI FACILITY

*E. L. S.*  
Proprietor

*Dr. C. J. Venkata Krishnan*  
Dr. C. J. VENKATA KRISHNAN, M.D.S., Ph.D.,  
PRINCIPAL  
TAGORE DENTAL COLLEGE & HOSPITAL  
Rathinamangalam, Vandalur Post,  
Melakottaiyur, Chennai-600 127



Whereas the hospital is having its located at Tagore Dental College & Hospital, Rathinamangalam, vandalur, Chennai-600127. And engaged the business of maintaining of neat and without dust. At the side address and is desirous of engaging a contractor to provide contract workers for Housekeeping at the above mentioned premises

Whereas the contractor is carrying on the business of presiding Housekeeping in Dental hospital establishment and for that purpose has at their disposal adequate facilities and staff the contractor has approached the hospital offering the provide contract worker in the Tagore Dental Hospital establishment of the Hospital at Rathinamangalam Village Chengalpet District

The Hospital having accepted the offer for the consideration and on the terms and conditions here in after contained with effect from **11.12.2022**

Now it is hereby agreed by and between the parties her to as follows.

1. The payment for the said contract is per head Rs.9000/-**(34-Manpower)**including service charges of 18%
2. The workers required for the above shall be engaged by you subject to maximum of 21 on any day
3. Provident fund and other statutory payments to government should be paid by the contractor.
4. Maintaining all registers and other thing as per the contract labour (regulation and abolition) Act 1970.
5. Your representatives shall always be available while cleaning of our premises and handling disposing of waste to take of the activities and work permit to be obtained before starting your activities.
6. You and the person engaged by you will be abide by all the instruction given by specified authority and for any violation of the terms of the contract, the losses to the company will be made good by you.
7. Payment for workers shall be made on or before 7<sup>th</sup> of next month during office hours in presence of management representative.
8. You shall be responsible for providing persons as per timing given my specified authority.

For OM DURGADEVI FACILITY

  
Elvina  
Provident



Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,  
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9. The hospital shall have the right to terminate the contract for any veiled reason by given on month's notice.
10. In case you want to withdraw your services; you shall do go by giving one month's notice.
11. In the event it is felt that your presence and / or that of the person engaged by you under this contract is detrimental to the interest of the hospital or its smooth working, this contract will be liable to termination with immediate effect
12. This contract is valid for the period of one year from **11.12.2022 to 08.08.2024**
13. In case of accident inside. The hospital to your employees the expenses towards medical and compensation under work men compensation act, if any with any one of the policies are enclosed.

- a. Anti Child labour Policy
- b. Anti harassment of Abuse Policy
- c. Anti Sexual harassment Policy
- d. Anti Discrimination policy
- e. Anti Forced labour Policy

## Policies

### ANTI CHILD LABOUR POLICY

We at Tagore Dont's employ people who ar below 18(Eighteen) years of age and HR department and Unit head are responsible for ensuring it. Towards achieving this goal, we ensureBy verifying the birth certificate /SSLC mark sheets/Transfer Certificate/Dentist Certificate

### ANTI HARRASMENT & ABUSE POLICY

We at Tagore don't entertained harassment based on caste, creed or sex nor abused employees will we at all levels be responsible and accountable for violation. At the same time it is also the duty of every employee to ensure that they also follow this policy consciously. If anybody is violating it can be immediately brought to the notice of the Management by intimating the same to the HR Department.

**For OM DURGADEVI FACILITY**



**Proprietor**



**Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.**  
**PRINCIPAL**  
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### **ANTI SEXUAL HARRASMENT POLICY**

We at Tagore don't's entertained sexual harassment or abuse employees. We at all levels will be responsible and accountable for violation. At the same time, it is also duty of every employee to ensure that they also follow this policy consciously. If anybody is violating it can be immediately brought to the notice of the Management by intimating the same to the HR Department.

### **ANTI DISCRIMINATION POLICY**

We at Tagore don't's discriminate people based on their caste, Creed or sex. We at all levels will be responsible and accountable for violation. At the same time, it is also duty of every employee to ensure that they also follow this policy consciously. If anybody is violate it can be immediately brought to the notice of the Management by intimating the same to the HR Department.

### **ANTI -FORCED LABOUR POLICY**

We at Tagore are committed to provide hassle free work environment across our factory we never entertain any kind of involuntary are forced labour, bonded or otherwise at any of our manufacturing process either directly or indirectly

**For OM DURGADEVI FACILITY**

  
Proprietor

  
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**PERFORMANCE GURANTEE**

We the agree that the guarantee here in contained shall remain in full force and effect during the period that would be taken for the performance as mentioned in the agreement and that it shall continue the Terms and Conditions. Under this guarantee is made on or before **11.12.2022 to 08.08.2024**

I Mr. VIJI, OM DURGADEVI FACILITY solemnly do hereby declare that Tagore Dental College & Hospital, Chennai will provide Housekeeping Service I, hereby, declare that the above information and documents provided by me are absolutely true, correct. In the event of any statement made in this declaration is found to be incorrect of false I fully understand that I am liable for any necessary action.

Date:

*M. Sub*

Signature of Proprietor

**For OM DURGADEVI FACILITY**

**Proprietor**

*d. Venk*

Dr. C.J. VENKATA KRISHNAN, M.D.S., Ph.D.,  
PRINCIPAL  
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Rathinamangalam, Vandalur Post,  
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