



TAGORE DENTAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600 127. Ph : 044 - 3010 2222

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

S.No	Contents
1	Staff hand book
2	Student hand book


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

Code of Conduct additional information

S.No	Contents
1	Staff hand book
2	Student hand book



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

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Phone : 044 - 3010 2222



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

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 fulfils 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 harmonies 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 reshelve 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 :

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 assesses 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

Declartion 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