

**AGENDA FOR MEETING REGARDING :-**

DATE : 28.06.2021

TIME : 10 A.M.

1. Admission Committee
2. Planning Committee
3. Administration Committee
4. Governing council

**1. Admission Committee**

\* Review of BDS admissions

Total seats – 74

<u>Reservation Under</u>		<u>Scholarship</u>
SC/ST/SCA –	13	13
BC/BCM/MBC/DNC –	59	15
OBC –	2	0
First Graduate -		9
Minority Scholarship -		3
Total	- 74	Total - 40

Admission Committee to discuss counselling and allotment of seats Government of India (GOI) for MDS admission 2021 – 2022 for which NEET examination; results announced and rank list published on January 31, 2021 – yet to take up central counselling.

Whether letter to be drafted to GOI/DCI/Approach the codes of intervening and expediting the admission without wage the candidate stand the risk of losing one year academic career.

Admission process for PhD Program

- Lincoln University, Malaysia
- Tamilnadu Dr.M.G.R.Medical University

to be reviewed.

  
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## **2.Planning Committee**

\*Evaluation and discussion of annual budget department wise - administration wise - campus and general.

\*Renovation Projects of

- (i) Department of Oral Medicine and Radiology
- (ii) Department of Conservative Dentistry and Endodontics
- (iii) Department of Orthodontics and Dentofacial Orthopedics
- (iv) Department of Implantology
- (v) Department of Pedodontics and Preventive dentistry and PG Department

\*Completion of the Smart Lecture Hall III and IV

a) Renaming of Lecture Halls I to IV in the name of stalwarts in the proposed field of dentistry – suggestion of name

\*Proposed renovation of the canteen for more hygienic

## **3.Administration Committee**

\* Discussion regarding current contexts of second wave of pandemic

\* Vaccination of students requesting vaccination at G.H., Panagudi.

\* Reopening for college – Final BDS

- Third BDS

- Second BDS

- First BDS

\* Discussion of already reopened classes for PG and Interns

\* Distribution of tabs to I BDS students and distribution of SD cards for II BDS students ICT enable learning - streamlining

\* Discussion regarding distribution of Tea/Coffee/Snacks to staff (faculty and non teaching) on trolley basis by canteen staff to permit working tea breaks and saving of time

  
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\* Review of working arrangement of total number of working days for each cadre/designation

- Professor and HOD
- Professor
- Reader
- Senior Lecturer
- Full time

\* Distribution and delegation of duties to each staff member in the administrative/office setting as per Chairman request

\* Whether benefits of EPF/PPF/ESIC/Group Insurance/Gratuity could given for non teaching and teaching

\* Discussion on non permanent staff time duration to be fixed at one year, rule on probationary period - strictly on 3 months

#### **4.Governing council**

\* Weekly meetings on Monday to be reviewed cumulatively at the end of the month with a monthly report.

\* Academic activities calendar for each month to be reviewed in monthly meetings

\* Exam cell to evaluate results of end posting – monthly test- sessional exams/viva results and identify slow learners

\* Hostel maintenance meetings chaired by Director I.Packiaraj to be discussed

\* Promotion/Annual increments applications to be forwarded to Promotions Committee – progressive

\* Monthly programs/activities and forth coming activities to be reviewed and discussed

  
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**MINUTES OF ADMISSION / PLANNING / ADMINISTRATION / GOVERNING**

**COUNCIL COMMITTEE MEETING**

Date : 28.06.2021

Time : 10 A.M.

Venue : Director's Chamber

**1. Admission Committee**

- Admission Committee suggested to send a request letter to DME for MDS admission 2021 – 2022 for which NEET examination and results are published on January 31, 2021 – Selection Committee rank list and applications are not yet to displayed till date.
- Admission process for Ph.D Program Lincoln University, Malaysia is pending for Dr.Johnson Raja., M.D.S., Dr.Ramya., M.D.S., and Dr.Sabarinathan., M.D.S.

**2.Planning Committee**

**Renovation Projects of**

(i) Radiology department is being renovated and constructed new building behind of Existing building (Near by Library) and old Radiology rooms are modify to PG discussion purpose.

- Discussed Increase of seats 1 – 2 in Oral Medicine and Radiology Department.

(ii) Department of Conservative Dentistry and Endodontics sterilization Room is to be shifted to middle of the PG department.

(iii) We are planning for New PG seats in the Department of Pedodontics and Preventive dentistry.

- Expansion of PG Department.
- Meeting of Pedodontics Department HOD and staff with Civil Engineer Mr.R.Sivachanran to be planned.
- Smart Lecture Hall III and IV – Work Completion within a week.

➤ To suggested Renaming of Lecture Halls in the name of the following Founder Principal's.

- ❖ Dr.M.B.Hassan Ibrahim
- ❖ Dr.C.Thomas Thelly
- ❖ Dr.C.K.Sugathan
- ❖ Dr.D.Retnamma

**To suggested Two name boards are fixed in the Admin Block-**

- One is Principal's Name
- Second is Gold Medallist students name.

**Proposed renovation of the canteen for more hygiene:**

Fly catcher Machine, Wash Room Cleaning, Removed the Tiles and fix new one properly and should clean the Drainages.

### **3.Administration Committee**

**Discussion regarding current contexts of second wave of pandemic**

Pain, Swelling, Trauma and Follow up of Orthodontics or other PGs cases.

The normal Dental OP will reopens on 1<sup>st</sup> July, 2021

#### **Vaccination from PHC, Panagudi:**

- After scrutinizing the list, most of the Non-Teaching staff members have not taken the Covid-19 vaccination. They are should get the vaccination before 5<sup>th</sup> July, 2021 and submit the proof to the office.

All the students are instructed to the following :

- Vaccination from the nearest Primary Health Centres (PHC).
- RT-PCR test on the day before returning to the campus.

  
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- Consent Letter from their Parent/Guardian for Vaccination before entering the campus.

*All CRI's are Vaccinated on 26.08.2021(Saturday). The efforts taken by Mr.S.Muthu, PS to Chairman Felicitated.*

#### **Re-opening of College on probably date – Final BDS - 1st July, 2021**

Administration committee suggested to send a request letter to DME and University. First to Third year BDS Tentatively opened for 15<sup>th</sup> July, 2021.

\* After the working hours (after 4'o clock) Interns should sign and affix the biometrics immediately. Don't avoid crowd.

- TAB distributed has been completed for I BDS.
- Two TABs are returned and resent the concerned students addresses.
- Two TABs are planned to give II BDS coordinators and items time being available to Mr.M.Paramasivam, System Administrator.

- One canteen person should incharge and collect the orders individuals and distribute their department.
- Fixed of Visiting days for Visiting Professor and HOD's, Professors and Readers.

#### **The Committee Suggest**

- ❖ The Staff Welfare Scheme i.e. Group Insurance (LIC).
- ❖ 5 yrs completed Staff for gratuity.
- ❖ To remittance of EPF for Staff.

#### **4.Governing council**

- To conduct 2 pm on every Monday and submit the report prepared by Mrs.Deeba Suganya.
- Dr.Jeffrey Joel, MDS., Senior Lecturer, Conservative Dentistry is in addition to over all incharge of Dental Store and purchase

of equipments and consumable items/materials will develop monthly and annual budget.

- Mrs.M.Jothi, Librarian is one of the additional incharge of purchase of Books and Journals. Mrs.M.Jothi and committee members will draw up budget for Library.
- Renovation and Expansion works after getting prior permission from our Hon'ble Chairman. Annual budget will be drawn with Civil Engineer Mr.R.Sivachandran.

**Annual Budget development:**

- Materials and Equipments - Dr.Jeffrey Joel, MDS
  - Library Budget - Respective department  
Library committee and Mrs.M.Jothi
  - Renovation and Infrastructure - Directly from Chairman
- Exam Cell related documents are to be submitted on Tomorrow (29.06.2021) meeting.
  - Hostel maintenance details are to be submitted on Tomorrow (29.06.2021) meeting.
  - To be followed on the criteria for Promotion/Annual increments applications.
  - Monthly programs/activities and forth coming activities are to be prepared for last Friday of every month.

**Meeting attended by**

- 1.Dr.Alex Mathews Muruppel., MDS (Principal)
- 2.Dr.I.Packiaraj., MDS (Director)
- 3.Dr.S.Antony Selvi., M.Sc., Ph.D (Deputy Principal)
- 4.Dr.J.Johnson Raja., MDS (Vice Principal)
- 5.Mr.R.Subramoniam., M.Sc (Administrative Officer)
- 6.Mrs,A.Vimala Rani., MCA (Manager-HR)

  
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