



PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL

**(Approved by Govt. of India & DCI New Delhi &
Affiliated to The Tamilnadu Dr.MGR Medical
University, Chennai - 32)**

FACULTY HAND BOOK INDIRA GROUP OF EDUCATION

Handwritten signature in blue ink
**PRINCIPAL
PRIYADARSHINI DENTAL COLLEGE & HOSPITAL
PANDUR - 631 203.
THIRUVALLUR TK & DIST. TAMIL NADU**

Priyadarshini Dental College & Hospital

Principal Dr. B. Sivapathasundharam

E-mail id: pdch.office@indiraeducational.org

Indira Medical College & Hospital

Dean Dr. P. Vasantha Mani

E-mail id: dean.imch@indiraeducational.org

Indira College of Nursing

Principal Dr. M. Kavitha

E-mail id: icon.office@indiraeducational.org

Indhira College of Education

Principal Dr. Regina Joel

E-mail id: indhiraeducation@gmail.com

Indira College of Engineering & Technology


Principal Dr. N. Velvizhi

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PANDUR - 631 203.
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ADMINISTRATION



Chairman
Thiru V. G. Raajendran



Managing Director
Thirumathi. Indira Raajendran



Principal
Dr. B. Sivapathasundharam



Vice Principal
Dr. R. Veerakumar


Chief Executive Officer: Mr. Angayarkannan

#s.s.p.#s
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About us. . .

Priyadarshini Dental College and Hospital (PDCH) was established in 2007 by Thiru. V. G. Raajendran, a social activist and MLA, Thiruvallur district. Priyadarshini Dental College began its journey with a motto of offering high quality and affordable health care and dental care to the people of Thiruvallur. It is owned and operated by Indira Educational and charitable trust. The college aims in providing excellent education, research facilities, patient care and community services.

Priyadarshini Dental College & Hospital is affiliated to The Tamil Nadu Dr. M.G.R. Medical University and approved by Dental Council of India. The college trains the students not just to apply science to practice, but also to employ compassion in the treatment of human illness. An outstanding team of dentists who are also an excellent teachers, are the faculties in the college to train the undergraduates in the field of Oral and Maxillofacial Surgery, Periodontology, Conservative Dentistry & Endodontics, Oral Pathology & Microbiology, Orthodontics & Dentofacial Orthopedics, Prosthodontics and Crown & Bridge, Dental Implantology, Pedodontics & Preventive Dentistry, Public Health Dentistry and Oral Medicine & Radiology.



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“Arise, awake and stop not till the goal is reached” -Swami Vivekananda

From the Chairman's desk

It gives me immense pleasure and a great sense of pride in witnessing. Our institution develops into an ultramodern and state of the art dental institution that has become a trailblazer in the field of Dental Education. One of the primary objective of the trust is to offer high quality and affordable health and dental care to the people of Thiruvallur, one of the backward districts of Tamil Nadu. Being a motivated social activist, I was aggrieved to see the widespread prevalence of oral diseases and lack of oral hygiene and awareness amongst the largely backward population of the Thiruvallur District of Tamil Nadu. Realizing the need for immediate action, I decided to establish a world-class dental college at Thiruvallur District that will be owned and operated by Indira Educational and charitable trust at Pandur, Thiruvallur.



Teaching effectiveness is greatly linked with human touch and approach. Hence the personality and knowledge of the teaching faculty in an Institution plays a vital role and become an extremely important factor in disseminating knowledge and developing the personality of students. We have a well-conceived plan and an effective mechanism to recruit highly qualified and dedicated faculty. This ensures that every student gets the finest quality of education. We believe that in addition to space, premises and infrastructure which are indispensable, an ideal ambience is the sum total of the utility of space, structure and equipment, learning resources, educational aids, information stock and other knowledge sharing devices. We have taken every effort and will continue to strive towards providing such an ambience.

Mr. V. G. Raajendran

Chairman

An official stamp in blue ink. The text reads: "PRINCIPAL PRIYADARSHINI DENTAL COLLEGE & HOSPITAL PANDUR - 631 203. THIRUVALLUR TK & DIST. TAMIL NADU". There is a handwritten signature in blue ink above the stamp.

Managing Director's Message



From the bottom of my heart, I thrive for the institution to reach its rightful place in the educational landscape of the country. As the part of management and administration of the institution, I would like to emphasize on an education system that would instill the right kind of values in the students.

The institution is quick to abandon outmoded teaching methods to embrace newer ideologies and practices. I believe that the lessons learnt at the institution should be for life, and not just a means to earn a living.

It is important to keep the communication channels open for the students and faculty. I am always here to instruct, inspire and indulge the students for all curricular, Co-curricular and extra-curricular activities. I also believe in the conviction that when my students leave the campus, the world would welcome them with open arms.



Mrs. Indira Raajendran

Managing Director


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Principal's Message

Greetings.

It gives me immense pleasure in welcoming you to the Priyadarshini Dental College and Hospital in serving the community and the profession of dentistry, with discipline, diligence, dignity and dedication.



Our Institution and its hospital is well equipped with all the nine specialty departments and over 300 sophisticated dental chairs, ICT enabled state of the art lecture theatres and laboratories that help to develop skills in treating the dental patients. Objective of the Priyadarshini Dental College is not only to teach dentistry but also to provide the man making education as defined by Swami Vivekananda. Accordingly students of Priyadarshini Dental College along with learning dentistry transform in a wholesome manner into responsible citizens replete with ethical values to meet the diverse societal needs of our nation. The moral and ethical values are inculcated as part of the curriculum enrichment.

The central library is well furnished, Wi-Fi enabled, fully automated with adequate number of textbooks, reference volumes, Journals, DVDs, e-learning contents and the like for the benefit of the students and faculty members. The facilities for both curricular and extracurricular activities are ample and our students have consistently proved their excellence in all intercollegiate, scientific programs, sports and cultural meets. We are today an institution, envied for our success and spirit and we intend to continue this legacy into the future. To this end, we truly value your feedback which will be acted upon without fail.



Dr. B. Sivapathasundharam, MDS

Principal



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VISION

To evolve as a world class dental college in providing knowledge with excellent learning environment in dentistry, which will enable students to provide oral health care for the betterment of the society.

MISSION

To provide high quality dental education on par with international standards and to instill moral and ethical values among students

COURSE OFFERED

BDS - Bachelor of Dental Surgery


The Bachelor of Dental Surgery (BDS) is a five year course approved by Dental Council of India, New Delhi and affiliated to The Tamil Nadu Dr MGR Medical University Chennai. The course duration is 5 years, *i.e.*, 4 years of Study Course plus one year of Compulsory Rotatory Internship (CRI).

MDS - Bachelor of Dental Surgery

The Master of Dental Surgery (MDS) is a three-year course approved by Dental Council of India, New Delhi and affiliated to The Tamil Nadu Dr. MGR Medical University Chennai. The specialty branches available are Oral & Maxillofacial Surgery, Conservative Dentistry & Endodontics, Periodontics & Implantology, Prosthodontics, Pedodontics & Orthodontics.

PDCH GOVERNING COUNCIL

Chairperson	: Dr. B. Sivapathasundharam
Vice Chairperson	: Dr. R. Veerakumar
Secretary	: Dr. M. R. C. Rajeswari
Joint Secretary	: Dr. A. Jayasenthil
Members	: Dr. K. Murugesan Dr. R. Ganesh Dr. I. Paavai Dr. T. Sridhar Dr. C. Vijay Adhith
Student Member	: Mr. Jagathguru
Alumini Member	: Dr. Lingesh Kumar Dr. D. Rupak Kumar Dr. G. Vijayalakshmi
Management Nominee	: Mr. Saravanan
University Nominee (tnmgrmu)	: -
External Expert	: Dr.Regina, Principal, Indira College of Education
Advisors	: Thiru. V.G.Raajendran Thirumathi. Indira Raajendran


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INTERNAL QUALITY ASSURANCE CELL (IQAC)

UGC in the XI Plan made a policy decision that all higher educational institutes may establish Internal Quality Assurance Cell (IQAC) to maintain the momentum of quality consequences. IQAC was conceived as a mechanism to build and ensure a quality culture at the institutional level. The IQAC is meant for planning, guiding and maintaining Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution.

PDCH strives to provide quality education by providing best possible resources to the students. Apart from academics, quality is also focused in various aspects like research, administration, sports and cultural activities.

COMPOSITION OF IQAC

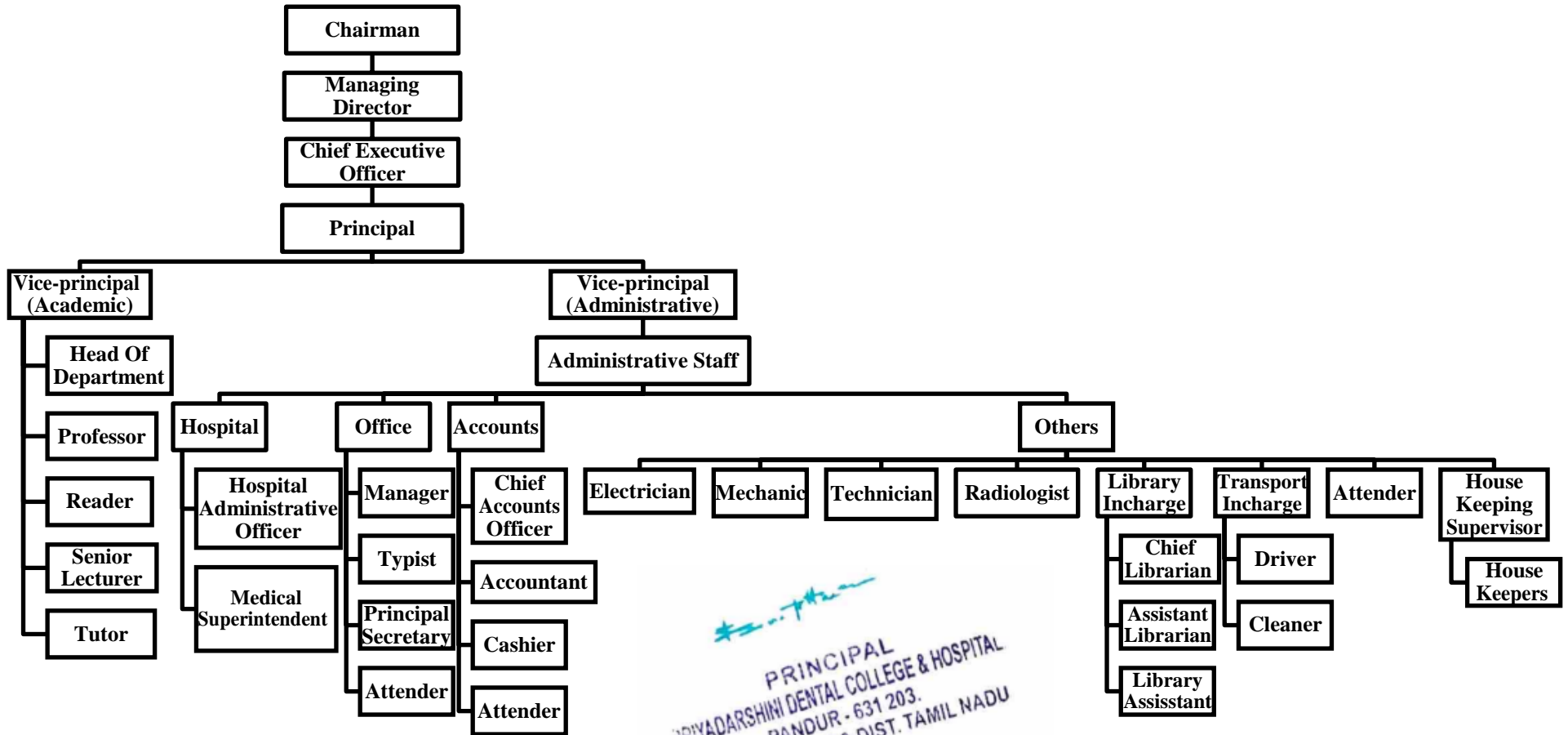
Chairperson	: Dr. B. Sivapathasundharam
IQAC Co-Ordinator	: Dr. R. Ganesh
Members	: Dr. R. Veera Kumar Dr. M. R. C. Rajeswari Dr. C. Vijay Adith Dr. I. Paavai Dr. T. Sridhar Dr. Saneem Ahamed. A Dr. K. Murugesan Dr. A. Jayasenthil
Chief Executive Officer	: Mr. K. Angayarkannan
Member From Management	: Mr. Saravanan
Member From Local Society	: Mr. Sarathy
Student Member	: Miss. V. S. Annapoorani
Alumni Member	: Dr. R. Yamini


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Priyadarshini Dental College and Hospital Official Functions
Induction Day
Orientation Program for CRI
Culturals
Sports Day
College Day
Pongal – Ethnic Day
Graduation Day
Fresher's Day
Farewell Day


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INSTITUTIONAL ORGANOGRAM




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PRIYADARSHINI DENTAL COLLEGE AND HOSPITAL

LIST OF TEACHING STAFF MEMBERS

S.No	DEPARTMENT	NAME	DESIGNATION
		Dr. B. Sivapathasundharam	Principal
		Dr. R. Veerakumar	Vice Principal
1.	Prosthodontics	Dr. K. Murugesan	Professor & HOD
2.		Dr. D. Rajesh	Professor
3.		Dr. C. Sameer Kumar Reddy	Reader
4.		Dr. K. Sheela Kumari	Reader
5.		Dr. T. Anjan Kumar	Reader
6.		Dr. Naveen Kumar Srikakula	Reader
7.		Dr. Doody Lokanathan Balaji	Senior Lecturer
8.		Dr. Manimegalai	Senior Lecturer
9.		Dr. Surabhi Halder	Senior Lecturer
10.		Dr. Arun Kumar. P	Senior Lecturer
11.		Dr. Bharatheesh. S	Senior Lecturer
12.		Dr. Revanth. C	Senior Lecturer
13.	Conservative Dentistry	Dr. A. Jayasenthil	Professor & HOD
14.		Dr. Mohan Kumar. R. S	Professor
15.		Dr. M. Purushotham	Reader
16.		Dr. Anjana Rajendran	Reader
17.		Dr. Sree Vidya. G	Senior Lecturer
18.		Dr. Reeja	Senior Lecturer
19.		Dr. Santhosh. K	Senior Lecturer
20.		Dr. Laksmisree. A. G	Senior Lecturer
21.		Dr. Sophreniaa. W	Senior Lecturer
22.		Dr. Yogapadma. A	Senior Lecturer

23.	Oral Pathology	Dr. M.R.C.Rajeswari	Professor & HOD
24.		Dr. B. Sivapathasundharam	Professor
25.		Dr. B. Prem Karthick	Professor
26.		Dr. K. Nivethitha	Senior Lecturer
27.		Dr. K. Gnanambigai	Senior Lecturer
28.	Oral Surgery	Dr. A. Saneem Ahamed	Professor & HOD
29.		Dr. Balaji Srikanth. R	Reader
30.		Dr. Venkata Mahadheer. A	Reader
		Dr. G. Sree Ram Subba	
31.		Reddy	Reader
32.		Dr. Vijaya lakshmi G	Senior Lecturer
33.		Dr. Chandoorya. C	Senior Lecturer
34.		Dr. Kapil Dev Kumar	Senior Lecturer
35.		Dr. Nithin. V. M	Senior Lecturer
36.		Dr. Sibasish. K	Senior Lecturer
37.	Periodontics	Dr. I. Paavai	Professor & HOD
38.		Dr. Vasanth Ayswarya. V	Reader
39.		Dr. M. Vijayalakshmi	Reader
40.		Dr. Rahul Visvanathan	Reader
41.		Dr. Gomathi. G. D	Senior Lecturer
42.		Dr. Ashmi. A. J	Senior Lecturer
43.		Dr. Saishruthi. S	Senior Lecturer
44.	Orthodontics	Dr. C. Vijayadhith	Professor & HOD
45.		Dr. F. Cathrine Sunitha	Reader
46.		Dr. Ashok Pothuri	Reader
47.		Dr. Lingesh Kumar. N	Senior Lecturer
48.		Dr. Syed Aafaque. J	Senior Lecturer
49.		Dr. Mohana Krishnan P. J	Senior Lecturer

50.		Dr. N. Mothi Krishna	Senior Lecturer
51.	Pedodontics	Dr. R. Veerakumar	Professor & HOD
52.		Dr. J. Pavithraa	Reader
53.		Dr. D. Rupak Kumar	Reader
54.		Dr. G. Gayathri	Senior Lecturer
55.		Dr. Tinesh Raja	Senior Lecturer
56.		Dr. Manoj K	Senior Lecturer
57.	Oral Medicine & Radiology	Dr. T. Sridhar	Professor & HOD
58.		Dr. M. Pavani	Reader
59.		Dr. M. Dhanvanth	Senior Lecturer
60.	Public Health Dentistry	Dr. R. Ganesh	Professor & HOD
61.		Dr. V. Indra Priyadarshni	Professor
62.		Dr. Selvamani. B	Senior Lecturer
63.		Dr. Sasikala. M	Senior Lecturer
64.	Tutors	Dr. T. P. Pragathi	
65.		Dr. P. Anitha	
66.		Dr. V. Hemamalini	
67.		Dr. R Divya	
68.		Dr. R. Yamini	
69.		Dr. Lekha Priyadarshini	
70.		Dr. P. Divya	
71.		Dr. K Shalini	
72.		Dr. C. Hemaprabha	
73.		Dr. V. Sabitha	
74.		Dr. M. Kishor	
75.		Dr. E. Elakeya	


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LIST OF NON-TEACHING STAFF MEMBERS

	Name	Designation
1.	Mr. M. R. Jayandhan	Admin staff
2.	Mrs. V. Meenakshi	Admin staff
3.	Mr. S. Ravi	Lab Technician
4.	Mr. Sivanandham Govindhasamy	X-Ray Technician
5.	Mrs. Malini. S	OPD Receptionist
6.	Mrs. V. Indhumathi	OPD Receptionist
7.	Ms. S. Mythili Nisha	Pharmacist
8.	Mr. Sugumaran	Senior Chair Technician
9.	Mrs. Mageswari	Attender
10.	Mrs. Isaivani	Attender
11.	Mrs. Violet Mary	Attender
12.	Mrs. V. Malathi	Attender
13.	Mrs. Shobana Sundhari. R	Attender
14.	Mr. Kattaiyan	Lift Operator
15.	Ms. Sarulatha. P	Admin assistant
16.	Mrs. Kamala	House-keeping in charge
17.	Mr. Vasu	Chief Librarian
18.	Mrs. Sasikala	Attender
19.	Mrs. V. Sarojini	Clerk cum typist


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TIME TABLE

FIRST YEAR B.D.S. TIME TABLE							
DAY / TIME	8.30am to 9.30am	9.30am to 10.40am	10.40am to 11.00am	11.00am to 12 noon	12 noon to 1.00pm	1.00pm to 1.30pm	1.30pm to 3.30pm
MONDAY	PHYSIOLOGY/BIOCHEMISTRY LAB		BREAK	ANATOMY LECTURE	ANATOMY LAB	LUNCH HOUR	ANATOMY LECTURE
TUESDAY	PHYSIOLOGY LECTURE	BIOCHEMISTRY LECTURE		ANATOMY LECTURE	ANATOMY PRACTICALS		ANATOMY DISSECTION
WEDNESDAY	PHYSIOLOGY/BIOCHEMISTRY LAB			DENTAL MATERIALS	BIOCHEMISTRY LECTURE		DENTAL MATERIALS - B PROSTHODONTICS / CONSERVATIVE - A
THURSDAY	ORAL HISTOLOGY LECTURE	TOOTH MORPHOLOGY LECTURE		TOOTHMORPHOLOGY LAB			ORAL HISTOLOGY LAB
FRIDAY	ORAL HISTOLOGY LECTURE	TOOTH MORPHOLOGY LECTURE		ORAL HISTOLOGY LAB			BIOCHEMISTRY LECTURE TUTORIAL/SDL
SATURDAY	PHYSIOLOGY LECTURE I	PHYSIOLOGY LECTURE II		DENTAL MATERIALS	PRE CLINICAL PROSTHODONTICS LAB (BATCH - A)/ CONSERVATIVE LAB (BATCH - B)		TEST/TUTORIAL/VIVA


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SECOND YEAR B.D.S. TIME TABLE

DAY / TIME	8.30am to 9.30am	9.30am to 10.40am	10.40am to 11.00am	11.00am to 12 noon	12 noon to 1.00pm	1.00pm to 1.30pm	1.30pm to 3.30pm
MONDAY	I & II WEEK- CONSERVATIVE III & IV WEEK- PROSTHO BY ROTATION	BREAK	DENTAL MATERIALS PROSTHODONTICS - A /CONSERVATIVE - B	MICRO BIOLOGY LECTURE	ORAL PATHOLOGY LECTURE	LUNCH HOUR	DENTAL MATERIALS - PROSTHO - B DENTAL MATERIALS - CONSERVATIVE - A
TUESDAY	PRE CLINICAL PROSTHODONTICS LAB - B PRECLINICAL CONSERVATIVE LAB - A		DENTAL MATERIALS CONSERVATIVE (BATCH -B) PROSTHODONTICS (BATCH - A)	MICRO BIOLOGY LECTURE	PRE CLINICAL PROSTHODONTICS LAB - B PRECLINICAL CONSERVATIVE LAB - A		MICRO BIOLOGY PRACTICAL
WEDNESDAY	DENTAL MATERIALS LECTURE		DENTAL MATERIALS PROSTHODONTICS - A /CONSERVATIVE - B	PRE CLINICAL PROSTHODONTICS LAB - A PRECLINICAL CONSERVATIVE LAB - B	PATHOLOGY LECTURE		PRE CLINICAL PROSTHODONTICS LAB - B PRECLINICAL CONSERVATIVE LAB - A
THURSDAY	PHARMACOLOGY LECTURE I		PHARMACOLOGY LECTURE II	PATHOLOGY PRACTICAL			PHARMACOLOGY LAB (BATCH - A)/ PRE CLINICAL PROSTHODONTICS LAB - B
FRIDAY	PRECLINICAL PROSTHODONTICS - B / DENTAL MATERIALS CONSERVATIVE - A		PRECLINICAL PROSTHODONTICS - B / DENTAL MATERIALS CONSERVATIVE - A	MICRO BIOLOGY LECTURE	PATHOLOGY LECTURE		PRE CLINICAL PROSTHODONTICS LAB - A PRECLINICAL CONSERVATIVE LAB - B
SATURDAY	PHARMACOLOGY LECTURE I		PHARMACOLOGY LECTURE II	PHARMACOLOGY LAB (BATCH - B)/ PRE CLINICAL PROSTHODONTICS LAB - A			MICRO BIOLOGY PRACTICAL


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THIRD YEAR B.D.S. TIME TABLE					
DAY / TIME	8.30am to 11.30am	11.30am to 12.30pm	12.30pm to 1.30pm	1.30pm to 2.00pm	2.00pm to 3.30pm
MONDAY	GENERAL MEDICINE OPD (BATCH ONE) GENERAL SURGERY OPD (BATCH TWO)	GENERAL MEDICINE LECTURE	GENERAL SURGERY LECTURE	LUNCH HOUR	ORAL PATHOLOGY LAB
TUESDAY	GENERAL MEDICINE OPD (BATCH TWO) GENERAL SURGERY OPD (BATCH ONE)	GENERAL SURGERY LECTURE	GENERAL MEDICINE LECTURE		ORTHODONTICS LAB
WEDNESDAY	DENTAL OPD	PEDODONTICS / ORTHODONTICS LAB / LECTURE	PERIODONTICS LECTURE		PEDODONTICS LAB
THURSDAY	DENTAL OPD	ORAL PATHOLOGY LECTURE	ORAL PATH OLOGY PRACTICALS		ORAL SURGERY / ORAL MEDICINE
FRIDAY	DENTAL OPD	CONSERVATIVE LAB / LECTURE	PROSTHODONTICS LAB / LECTURE		ORAL PATHOLOGY LAB
SATURDAY	ORAL PATH LAB	DENTAL OPD			HERBAL GARDEN

FINAL YEAR B.D.S. TIME TABLE					
DAY / TIME	8.30am to 9.30am	9.30am to 10.30am	10.30am to 1.30am	1.30pm to 2.00pm	2.00pm to 3.30pm
MONDAY	PROSTHODONTICS LECTURE	PERIODONTICS LECTURE	DENTAL O.P.D	LUNCH HOUR	DENTAL O.P.D
TUESDAY	ORTHODONTICS LECTURE	CONSERVATIVE LECTURE	DENTAL O.P.D		DENTAL O.P.D
WEDNESDAY	ORAL MEDICINE LECTURE	PROSTHODONTICS LECTURE	DENTAL O.P.D		ORTHODONTICS LECTURE
THURSDAY	PEDODONTICS LECTURE	PERIODONTICS LECTURE	DENTAL O.P.D		DENTAL O.P.D
FRIDAY	ORAL SURGERY LECTURE	CONSERVATIVE LECTURE	DENTAL O.P.D		DENTAL O.P.D
SATURDAY	PUBLIC HEALTH LECTURE	ORAL SURGERY LECTURE	DENTAL O.P.D		TEST/VIVA


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FIRST YEAR MDS. TIME TABLE

DAY / TIME	8 . 30am to 10.00am	10;00am to 1 . 30am	1 . 30pm to 2 . 00pm	2 . 00pm to 3 . 30pm
MONDAY	JOURNAL CLUB	OP / PRECLINICAL LAB	LUNCH HOUR	GEN.PATHOLOGY
TUESDAY	RESEARCH METHODOLOGY	OP / PRECLINICAL LAB		PHARM
WEDNESDAY	JOURNAL CLUB	ANATOMY(11.30-12.30) CLINICAL/PRECLINICAL LAB(10.00-11.30, 12.30-1.00)		MICROBIOLOGY
THURSDAY	BIOCHEM	OP / PRECLINICAL LAB		SEMINAR
FRIDAY	BIOSTATISTICS	OP / PRECLINICAL LAB		SEMINAR
SATURDAY	DENTAL MATERALS ENDO/ORTHO/PROSTHO	OP / PRECLINICAL LAB		PHYSIOLOGY


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CODE OF CONDUCT FOR TEACHING FACULTY

1. Faculty should report to duty at proper timings and should wear college ID card within the campus.
2. Biometric attendance on arrival and departure is mandatory.
3. All faculty members are expected to follow proper dress code inside the college campus.
4. Faculty should attend their lecture classes, clinics and laboratories on time.
5. No classes to be left unattended in their absence. In case emergency, a substitute staff may be arranged to take care of the class, with permission of HOD.
6. All patients, should be attended with guidance of respective dept. staff members and the filled in case sheets should be countersigned by the staff members.
7. No patients shall be made to wait for long time.
8. Faculty should not use cell phone in the OP clinics, lecture classes or in the laboratories.
9. Faculty are expected to give prior intimation, to get permission from their higher authorities before taking leave. Proper leave form should be submitted.
10. Physical absence from college campus during the working hours without a valid permission is not entertained.
11. Unauthorised usage of collage property, facilities, equipment, materials, vehicles or other resources is not entertained.
12. Working under the influence of alcohol or other addictive substances is a punishable offence.
13. Tampering college records related to attendance, salary is strictly prohibited.
14. Unlawful harassment or discrimination community and racial discrimination of against students or other staff members are strictly prohibited and viewed seriously.
15. Faculty are expected to be cordial with colleagues, patients, students, parents and other non-teaching faculty and treat them with due respect.

DRESS CODE FOR MALE STAFF

Formal full trousers and collared formal shirts tucked in, black or brown shoes and socks with clean white over coat. Hair must be neatly cut and combed. Should present themselves with neatly shaven face.

DRESS CODE FOR FEMALE STAFF

Formal wears like saree with sleeved blouse, Salwar Kameez, churidor, leggings with long kurtis or non slit tops, with dupattas. Formal shirt with full trousers, formal foot wear, with neat white over coat. Hair should be tied up or put inside the coats.

CODE OF CONDUCT FOR NON-TEACHING FACULTY

1. Non-teaching staff members should report to duty on their working time.
2. Biometric attendance and signing in attendance register on arrival and departure are compulsory.
3. ID cards must be worn by all staffs.
4. The non-teaching staff members expected to be courteous and well behaved with all faculties, parents and students.
5. Staff members should see to that parents or visitors are not made to wait unnecessarily for long time and purpose and purpose of their visit is fulfilled.
6. They should follow proper dress code inside the college campus.
7. Non-teaching staffs are expected to follow highest level of professional, personal and business ethics within the college.
8. Cleanliness of college and hostel campus should be maintained at all times. Littering inside the campus is strictly prohibited and if so it should be immediately cleared.

9. Working under the influence of alcohol or any sale, use of alcohol or illegal drugs inside the college or hostel campus are strictly prohibited.
10. Personal usage of college equipment, material, vehicle should be avoided.
11. Any unlawful harassment or discrimination against students or other staff members is strictly prohibited and also is punishable.
12. Fighting, talking in loud voice, threatening, or causing harm to others, in the work place is totally discouraged.
13. Smoking inside the campus is strictly not allowed.
14. Staffs are expected to get prior permission from their respective higher authorities and proper leave form to be submitted before taking leave.
15. Physical absence from college premises during the working hours without a valid permission is not allowed.
16. Unauthorised disclosure of confidential information about other staff students is not entertained.
17. Safety and health rules should not be violated.

DRESS CODE FOR MALE STAFF

Formal full trousers with collared shirts, black or brown shoes and socks. The attenders, peons and all other class IV staffs should be in their designated uniforms. Hair must be neatly cut and combed and face neatly shaven.

DRESS CODE FOR FEMALE STAFF

Formal wear like saree with sleeved blouse, Salwar Kameez, Churidor, leggings with long kurti or nonslit tops and formal foot wear. Staff nurses, attenders, aayammas should be dressed neatly in their uniforms. Hair must be neatly combed and tied up.

PDCH CURRICULUM COMMITTEE

Curriculum committee facilitates the development of the curriculum by interacting as much as possible with faculty members during the development of curriculum proposals. The Curriculum Committee's principal objective is to review and evaluate the general education curriculum and the curricula of majors, minors and other academic programs to ensure that they carry out the stated mission of the college.


Chairperson	: Dr. B. Sivapathasundharam
Co-Chairperson	: Dr. R. Veerakumar
Members	: Dr. Jayasenthil. A Dr. T. Sridhar Reddy Dr. M. R. C. Rajeswari Dr. Vijay Adhith. C Dr. Murugesan. K Dr. A. Saneem Ahamed Dr. Paavai. I Dr. Ganesh. R Dr. Gayathri Dr. Jacob Varghese Dr. Ajay Dr. Gopinath Dr. Shankar Dr. Ashok Pothuri Mr. Jayanthan
External Expert	: Dr. Regina Joel
Student	: Ms. Vasantha Priya
Alumini	: Dr. Evats Paul


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PLANNING AND MONITORY COMMITTEE

The main function of the planning and monitory committee is to review the academic, infrastructural and other related activities of the college. It reviews the students and faculty development program, infrastructure augmentation updating the library, budgeting and visualize and formulate perspective plans for the development and growth of the college.


Chairman : Mr. V. G. Raajendran
Vice-Chairman : Mr. Ravi
Secretary : Dr. B. Sivapathasundharam
Joint Secretary : Dr. R. Veerakumar
Members : Dr. A. Jayasenthil
Dr. T. Sridhar Reddy
Dr. M. R. C. Rajeswari
Dr. C. Vijay Adhith
Dr. Murugesan. K
Dr. A. Saneem Ahamed
Dr. I. Paavai
Dr. R. Ganesh


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FINANCE COMMITTEE

The finance committee has been constituted under the guidelines of PDCH Governing Council, to look after the accounts and finance matters of PDCH. It is responsible for the budgeting and preparing the income and expense statement for the particular financial year. It suggests the governing council and other committees regarding the fund/ resource mobilization and financial status.


Chairman	: Mr. Parameshwaran
Vice-Chairman	: Dr. B. Sivapathasundharam
Members	: Dr. Jayasenthil Dr. T. Sridhar Dr. Veerakumar. R Dr. M. R. C. Rajeswari Dr. Vijay Adhith. C Dr. Murugesan. K Dr. A. Saneem Ahamed Dr. Paavai. I Dr. Ganesh. R
External expert	: Dr. Regina Joel
Advisors	: Thiru. V. G. Raajendran Thirumathi. Indira Raajendran


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ANTI-RAGGING COMMITTEE

As per UGC regulation, and other statutory bodies an Anti-Ragging Committee and Anti-Ragging Squad have been constituted in PRIYADARSHINI DENTAL COLLEGE & HOSPITAL for helping and guiding the students to eradicate the Ragging in any form in the college campus including Hostel premises. Anti-ragging awareness boards are placed at 3 places in the campus, along with contact numbers to help students attend to any ragging issues promptly. A complaint box is also placed where student can put forward any ragging issues happening in the campus. The address and communication number of the anti-Ragging Committee members and Squad members are furnished below for immediate complaint by the students.

Name	Designation	Mobile No	
Dr. B. Sivapathasundharam	Principal	Chairman	9444074934
Dr. R. Veerakumar	Vice Principal	Member	9843290444
Dr. M. R. C.Rajeswari	Professor & HOD	Member	9894758681
Dr. C. VijayAdhith	Professor & HOD	Member	9894758681
Dr. Paavai. I	Professor & HOD	Member	9003091193
Dr. R. Ganesh	Professor & HOD	Member	9543709304
Dr. B. Raghu	Professor	Member	9940253521
Mrs. Kezia D Richardson	Girls Hostel Warden	Member	7639886822
Mr. Balaji	Boys Hostel Warden	Member	8220499710
Mr. Rajesh	Accounts Manager	Member	8072128267
Mr. Jayanthan	PA to Principal	Nodal Officer	9952595151


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INTERNAL COMPLAINTS COMMITTEE

Priyadarshini Dental College and Hospital believes in gender sensitivity and equity to ensure people rely less on assumptions about gender discriminations. To benefit both men and women by giving them wider choice and opportunities equally without any discrimination, Internal Complaints Committee (ICC) was established in the year 2012. ICC has its policy to cover the teaching, non-teaching, administrative and supportive staff working in Priyadarshini Dental College and Hospital and whoever visits the Priyadarshini Dental College and hospital.

The committee organizes training and awareness programs or workshops for the officers, functionaries, faculty and students to sensitize them and ensure knowledge and awareness of the rights, entitlements and responsibilities. The committee is committed to create a campus free from discrimination, harassment, retaliation or sexual assault at all levels. It displays the penalty and consequences of sexual harassment in notice boards and make all the sections of the institutional community aware of the information for redressal of complaints pertaining to sexual harassment, contact details of the members of ICC, complaints procedure and actions. It informs students and employees of the recourse available to them if they are victims of sexual harassment and the issue will be dealt confidential.

It informs students and employees of the recourse available to them if they are victims of sexual harassment and the issue will be dealt with confidentiality. It organizes regular orientation or training programs for the members of the ICC to deal with complaints, steer the process of settlement or conciliation, etc., with sensitivity. Based on the severity or degree of the issue, disciplinary action shall be taken at different levels of appropriate authority. If the issue is too serious, the accused person shall be suspended, dismissed and the complaint shall be referred to police / appropriate legal authorities.


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ICC

Email	: pdch.icc@indiraeducational.org
Contact no	9841697982
Chairperson	: Dr. I. Paavai, Professor & Head, Department of Periodontics, PDCH
Co-Chairperson	: Dr. V. Vasanth Ayswarya, Reader, Department of Periodontics, PDCH

Members:

1. Mr. K. Angayarkannan, Indira group of Institutions, Chief Executive Officer
2. Dr. K. Murugesan, Professor & Head, Department of Prosthodontics and Crown and Bridges, PDCH
3. Dr. Gayathri, Asst. Professor, Department of Physiology, IMCH
4. Dr. K. Sheela Kumari, Reader, Department of Prosthodontics and Crown and Bridges, PDCH
5. Dr. P. Anitha, Tutor, Department of Conservative Dentistry and Endodontics, PDCH

Clerical Staff	: Mrs. Indumathy
Attender	: Mrs. Isai
Non – Teaching Staff (Admin)	: Mr. Jayanthan
Non- Teaching Staff (Technician)	: Mr. Sugumar
House-keeping	: Mrs. Kamala
House-keeping	: Mrs. Senthamarai
Students	: 1. Shakira CRI 2. Akshaya IV BDS 3. Karunya III BDS


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RESEARCH COMMITTEE

Priyadarshini Dental College and Hospital has an eminent Research Committee that exposes students to various research activity and also guides them to pursue all kinds of research. The main objective is to make students familiarize with role of research, help them guide and motivate to pursue for the same. The committee meets periodically once in every three months. They conduct workshop, seminar, guest lectures to create knowledge and awareness of research in the students. They motivate students to implement novel ideas in the form of research, educate on applying for grants and inspire to do publications. They discuss the thrust areas of research enabling them to channelize their interest of research in future.

Chairperson : Dr. Paavai Ilango, Professor & Head, Department of Periodontics

Co-Chairperson : Dr. Ganesh. R, Professor & Head, Department of Public Health Dentistry

Members:

Dr. Jayasenthil. A, Professor & Head, Department Of Conservative Dentistry & Endodontics

Dr. T. Sridhar, Professor & Head, Department Of Oral Medicine

Dr. R. Veerakumar, Professor & Head, Department of Pedodontics

Dr. M. R. C. Rajeswari, Professor & Head, Department Of Oral Pathology

Dr. C. Vijay Adhith, Professor & Head, Department Of Orthodontics


Dr. Murugesan. K, Professor & Head, Department Of Prosthodontics

Dr. B. Prem Karthik, Reader, Department Of Oral Pathology

Dr. V. Vasanth Ayswarya, Reader, Department of Periodontology & Implantology

Dr. R. Ganesh, Reader, Department of Public Health Dentistry

Dr. Anjana Rajendran, Reader, Department of Conservative Dentistry & Endodontics


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DENTAL EDUCATION UNIT

The DEU acts as a platform for faculties of all the departments to develop their skills in teaching. The objective of DEU is not only teaching but also mentoring, assessment systems, curriculum designing etc. Apart from training faculty DEU also involves organising CDE programmes, faculty development programmes and various scientific and research activities. It helps in implementation of curriculum activities in different phases of teaching learning activities of the institution. The DEU keeps track on teaching learning process of the institution such as preparation of lesson plan, assessment & evaluation with importance given to students feedback in response to various teaching program delivered by various departments.

Chairperson : Dr. A. Jayasenthil, HOD & Professor, Department of conservative dentistry.

Member secretary : Dr. B. Prem Karthick, Reader, Department of Oral Pathology.

Members:

Dr. B. Sivapathasundharam, Principal.

Dr. R. Veerakumar, Vice principal, HOD & Professor, Department of Pedodontics.

Dr. A. Saneem Ahamed , HOD & Professor, Department of Oral & Maxillofacial Surgery.

Dr. Murugesan, HOD & Professor, Department of Prosthodontics and Crown and Bridges.

Dr. I. Paavai, HOD & Professor, Department of Periodontics.

Dr. C. Vijayadhith, HOD & Professor, Department of Orthodontics.

Dr. M.R.C. Rajeswari, HOD & Professor, Department of Oral Pathology.

Dr. T.Sridhar, HOD & Professor, Department of Oral Medicine.

Dr. R.Ganesh, HOD & Reader, Department of Public Health Dentistry.

Mr. Govindaraj ,HOD &Professor, Department of Anatomy.

Dr. Gayathri,Reader, Department of Physiology.

Dr. Bama, Reader, Department of Physiology.

Dr. S. Selvaraj, Reader, Department of Biochemistry.

Dr. Jacob, HOD & Professor, Department of Pharmacology.


Dr. Ramya, Reader, Department of General Pathology.

Dr. Gopikrishnan, Reader, Department of Microbiology.

Dr. Lingesh, Senior Lecturer, Department of Orthodontics.

External Expert:

Dr. N. Bharath, Professor, Department of conservative dentistry, Adhiparasakthi dental college and Hospital.


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INSTITUTIONAL GREEN COMMITTEE (IGC)

Environmental consciousness of PDCH is unveiled by the creation of Institutional Green committee (IGC), with an exclusive aim to implement various forms of energy conservation, usage of renewable sources and to create as well as maintain natural habitat to its best. Fossil free vehicle like bicycles and battery operated vehicles are only allowed inside the campus. IGC was established with the aim of creating a pollution free atmosphere and to create awareness for healthy environment. IGC works towards establishing an eco-friendly campus by motivating the young minds to create green community and address the ever rising global warming. It emphasizes on incorporating advanced technology for minimal loss of natural resources. PDCH has a well maintained rain water harvesting system in the campus. The college also has an inbuilt solar panel to support the major electricity used within the campus. With the objective of conserving energy, campus is majorly supported with LED lights.

Director Infrastructure: Dr. R. Veerakumar

Chairman : Dr. D. Rupak Kumar

Secretary : Dr. Saravanan

Members : Dr. V. Hemamalini


: Dr. R. Divya

: Dr. D. L. Balaji

: Dr. M.Pavani

Student Coordinators : Ms. T. Prathoshini, CRI


Mr. N. Vignesh, CRI


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STUDENT COUNCIL

PDCH has a well-functioning Student Council to look into the matters of students' welfare, curricular and extra-curricular activities. Student body is formed and represented with supervision and guidance from staff advisor/ student council coordinator.

President	: K. B. Jagathguru (CRI)
Vice president	: S. Subashree (IV BDS)
General Secretary	: T. Hiranmayi (CRI)
Joint secretary	: E. Tamilarasu (IV BDS)
Treasurer	: N. Reguram (III BDS)
EC members	: Md. Shakira (CRI)
	K. Sangunathan (1 BDS)
	R. Sethupathi (II BDS)
	P. Parthasarathi (III BDS)
	A. Thasleem (III BDS)
	S. Pavithra (III BDS)
	C. Vishnuvardhan (IV BDS)
	N. Sriaravindha (IV BDS)
	D. Sneka (IV BDS)
Staff Co-Ordinator	: Dr. Vijay Adhith. C
	Dr. Ashok Pothuri
	Dr. Lingesh Kumar



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HOSTEL COUNCIL

PDCH has a hostel council to represent and address the hostel-related needs and grievances for comfortable and healthy living of the hostelites.

Hostel Committee(Girls)	First Year	Second Year	Third Year	Final Year	CRI
Study Committee	Ms. Yesumani	Ms. Yuthika	Ms. Saranya	Ms. Saranya	Ms. Ashwitha
Health Committee	Ms. Lingadharanika	Ms. Thenmozhi	Ms. Swetha Raj	Ms. Pavithra	Ms. Harini
Food Committee	Ms. Srinidhi	Ms. Sharmi	Ms. Shekina	Ms. Aishwarya	Ms. Jagadeeshwari
Maintenance	Ms. Yugamathi	Ms. Kiran Ritika	Ms. Roshma	Ms. Harini	Ms. Neethra
Cleanliness	Ms. Dhanusha	Ms. Jenita	Ms. Karunya Aga	Ms. Grace	Ms. Nirupama
Culturals	Ms. Dharshni	Ms. Aniaina	Ms. Dhatchayani	Ms. Swetha Mary	Ms. Preethi
Sports	Ms. Shobika	Ms. Jayashri	Ms. Nethra	Ms. Janani	Ms. Sandhya Priya
Representative	Ms. Agalya	Ms. Madhubala	Ms. Teena	Ms. Pavithra	Ms. Sandhya Priya
		Ms. Sreeja	Ms. Karunya	Ms. Shwetha	Ms. Saranya
		Ms. Srinithi			

Hostel Committee (Boys)	
Study Committee	Dillibabu (CRI)
Health Committee	Dinesh (CRI)
Food Committee	Anstulin (CRI)
Maintenance	Louis Cecil (CRI)
Culturals	Magesh (IV BDS)
Sports	Sanjeev (CRI)
Representative	
First Year	Bharath (I BDS)
Second Year	Bilal (II BDS)
Third Year	Parthasarathy (III BDS)
Final Year	Gokul Jeyanth (IV BDS)
CRI	Vishnuvardhan (CRI)


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YOUTH RED CROSS (YRC)

PDCH has a functioning YRC, where the Young volunteers make a significant contribution to meeting the needs of the most vulnerable people within their local communities through Red Cross youth program. The objectives of the program is to enhance the understanding about the Red Cross Red Crescent Movement & its Fundamental Principles and promote peace and harmony among the youth and the selected communities to strengthen the capacity of the YRC in the area of Hygiene Promotion, Household Water Treatment, Basic First Aid, blood donation and Promoting Peace and harmony. The YRC unit and NSS unit of PDCH collaborates with The Tamilnadu Dr. M. G. R. Medical University, Chennai to conduct voluntary blood donation camps in our institution.

Program Officer	: Dr. R. Ganesh
Student YRC Secretary	: Ms. Wafa Abdul Malik
Student YRC Joint Secretary	: Mr. Gurucharan. R.

Members:

1. Dr. B. Selvamani
2. Mr. Bharath
3. Mr. Kamalesh
4. Mr. Vijay
5. Ms. Meenakshi
6. Ms. Early Star
7. Ms. Priya
8. Ms. Bagyalakshmi
9. Ms. Lakshmipriya
10. Mr. Saran


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NATIONAL SERVICE SCHEME (NSS)


NSS is a voluntary and value- based student youth program, is one of the major youth schemes being operated in the Ministry of Youth Affairs & Sports. The Scheme was launched with the primary objective of developing the personality and character of the student youth through voluntary community service. It was launched on 24th September 1969, during the birth centenary celebration of our father of our nation, Mahatma Gandhi. The NSS unit of PDCH along with YRC unit collaborates with The Tamilnadu Dr. M. G. R. Medical University, Chennai to conduct voluntary blood donation camps in our institution. It also celebrates various commemorative days like World environment day, World no tobacco day, World cancer day, etc., to spread awareness in the society.

NSS PROGRAM OFFICERS:

1. Dr. Ganesh .R
2. Dr. Selvamani .B

MEMBERS

1. Pavithra. N (III BDS)
2. Vishnuvardhan. C (III BDS)
3. Ubayana. U (III BDS)
4. Viveka. K (III BDS)
5. Atzoya Hariny (III BDS)
6. Lavanya. S (III BDS)
7. Nivetha.I (III BDS)
8. Ilakkiya .R (III BDS)
9. Bhuvana. R (III BDS)
- 10.Sowmiya Varsha. T (III BDS)


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RED RIBBON CLUB

Red Ribbon Club (RRC) is a voluntary program for students in our educational institutions. RRC is a platform where skill and knowledge building sessions are conducted for the youth population. Through RRC, youth are encouraged to learn about safe and healthy lifestyles. The strategy is to promote health seeking behavior as well as enable them to become change agents in HIV and AIDS prevention programs in the college.

Program Officer : Dr. M. Sasikala
Student Secretary : Ms. Sarvika S
Joint Secretary : Ms. Singamaneni Susmitha
Members : 1. Mr. Yasar Arafath
2. Mr. Dhanush Kumar
3. Mr. Sujish Devakumar
4. Mr. Santhosh Krishna
5. Ms. Tamilarasi
6. Ms. Harshavardhini
7. Ms. Mubeena Syed
8. Ms. Sruthi
9. Ms. Krithiga Thirumoorthy
10. Mr. Jagathguru


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BLOOD DONORS CLUB


PDCH has the blood donor club with the main objective to create awareness and motivate people for Blood Donation and also to co-ordinate and facilitate the relationships between voluntary blood donors and blood donor organizations. Blood Donor Club organizes blood donation camps and also create awareness on safe blood. The YRC unit and NSS unit of PDCH collaborates with The Tamil Nadu Dr. M. G. R. Medical University, Chennai to conduct voluntary blood donation camps in our institution. Blood donor club of PDCH maintains a register of all the donors including alumni with the contact details, so they can be accessed easily without any delay in case of service needed.

Program Officer : Dr. M. Sasikala

Student Secretary : Ms. Preethi. D

Joint Secretary : Ms. Nivedha. D

Members : Mr. Mugilarasan. M
Mr. Ananthan.V. V
Ms. Dhanalakshmi. K
Ms. Subhasree
Ms. Vaishnavi
Mr. Sangunathan. K
Ms. Asmitha
Mr. Thansurya. T
Mr. Mohammad Zaidh
Ms. Akshaya C
Ms. Srimathi


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PRIYADARSHINI DENTAL COLLEGE & HOSPITAL ALUMNI ASSOCIATION


Priyadarshini Dental College and Hospital (PDCH) desires to stay connected with its former students, since it strongly believes, learning is a lifelong process and it never ends with the college. PDCH strives to educate its students even beyond its boundaries and helps in updating their knowledge and skill. Further it likes to utilise the professional experience gained by their alumni for the betterment of the students who are studying in the college presently. Since a successful alumnus is an asset to the institution, PDCH likes to transfer their academic resources, professional experience to the present students who would benefit more from the alumni for their future endeavours. With the above aim and objectives, Priyadarshini Dental College Alumni Association was established in the year 2012.

Office Members

President	: Dr. N. Lingesh Kumar
Vice president	: Dr. G. Vijayalakshmi
Secretary	: Dr. H. P. Evats Paul
Joint secretary	: Dr. R. Yamini
Treasurer	: Dr T. Pragathi
Joint treasurer	: Dr. S. Bharateesh

Executive Committee members

1. Dr. Lekha Priyadarshini.S
2. Dr. G. Anbuselvan
3. Dr. Shamili
4. Dr. Samuel Santhakumar
5. Dr. H. Chandru
6. Dr. S. Tinesh Raja
7. Dr. V. Sabitha
8. Dr. E. Elakkeya


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PARENT TEACHER ASSOCIATION (PTA)

Responsibilities of students after the parents majorly lies on the teachers. PDCH has PTA that meets twice in a year. Teachers analyse and discuss the progress and other activities of the students. In case of slow learners, specific attention and ways to improve their performance is updated to the parents.

Secretary	: Dr. <u>Vijayadhith. C</u>	Parents:
Joint Secretary	: Dr. <u>Veerakumar. R</u>	Ms. <u>Vijaya M/O Dr. Shobana</u> – PG
Asst. Secretary	: Dr. <u>Rajeswari M.R.C</u>	Mr. <u>Devdas F/O Ms. Sneha</u> CRRI
Member	Dr. <u>Paavai. I</u>	Mr. <u>Ravichandran F/O Ms. Thenmozhi</u> - CRRI
	Dr. Ganesh. R	Mr. <u>Jeyaraj.D F/O Mr. Rithish Raj</u> - IV BDS
	Dr. Sridhar. T	Mrs. Sony M/O Ms. <u>Sasmitha</u> - III BDS
	Dr. Abby Abraham	Mrs. Lakshmi. H M/O Ms. <u>Sirisha I</u> BDS
	Dr. <u>Jayasenthil. A</u>	Mr. <u>Reuban F/O Mr. Judson Samuel</u> (IBDS)
	Dr. <u>Saneem Ahamed</u>	

Parents are instructed to submit and update their profile or data card details regularly. Communications from the college shall be done through digitally registered phone number, WhatsApp and email, so parents are requested to constantly check WhatsApp and email for any updates from the college.

To ensure safety for faculty and students in all situations, they are instructed to download the **Kaavalan SOS** application in their mobile phones, provided by the Tamil Nadu Police for any kind of emergency and assistance.


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MENTORSHIP COMMITTEE

The committee is to help, guide, motivate and provide emotional support and to be a role model to the mentees in all academic and co-curricular activities. To develop mutual trust, respect and maintain confidentiality between mentor and mentee.

Procedure

1. A student joining Priyadarshini Dental College and hospital will be assigned a mentor from the beginning of the first year (who will be a teaching faculty).
2. Each mentor will be allotted 15 to 20 students (mentee).
3. The duties and responsibilities of the mentors and mentee are listed as below

Responsibilities of mentors:

- To interact with the mentee at least once a month.
- To monitor the college attendance of mentees.
- To monitor the academic progress of the mentee by going through the marks of the class tests and other exams.
- To liaise with the parents/ guardian in academic and other personal matters.
- To respond to the email/SMS or WhatsApp message of the mentee or their parents.
- Be available, as and when needed by the mentee.

Responsibilities of mentees:

- To be courteous and respectful to their mentors.
- To maintain contact with their mentors and benefit from their mentors knowledge and experience.
- To attend the meeting regularly when called upon by the mentor.
- To provide contact information of self and parents/ guardian to the mentor.
- To report the hardship faced in the college and hostel premises.
- Share ideas, concerns and professional goals.
- Workup with the mentor to find out the learning resources and other information that will be helpful in achieving the goal.
- To complete the feedback survey given by the mentor at the end of the session.

S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

Handwritten signature in blue ink
PRINCIPAL
PRIYADARSHINI DENTAL COLLEGE & HOSPITAL
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S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

S.NO	DATE	STUDENT NAME	YEAR	COMMENT	SIGN

ACADEMIC ACTIVITIES

MENTORSHIP PROGRAM

The PDCH mentorship committee, framed a special program called “**Ignite the Inspired**” exclusively for interns with the following objectives,

- To guide and train interns in all discipline.
- To empower them with knowledge and soft skill.
- To transform them into a holistic health care provider.

“Education is not the learning of facts but the training of the mind to think”. The aim is to perpetuate education in a holistic approach. This mentorship program will enhance the quality of education to impact students to learn proper social and emotional development to shine in the present scenario after the BDS course. This program orients around the Interns to support them and train them on life skills like clinical management, communication skills, personality development, career guidance, options after BDS, etc. It is conducted on 4th Friday of every month. 10 to 12 meetings are held in a year. Experts from different fields, outside the college are invited as resource person to enlighten and broaden the knowledge to students on inclining the life skills after internship.

Chairperson : Dr. Ashok Pothuri, Reader, Department of Orthodontics
and dentofacial orthopedics

Co-Chairperson : Dr. G. Vijayalakshmi, Senior lecturer, Department of Oral &
Maxillofacial Surgery

Members:

1. Dr. C. Vijay Adhith, Professor & Head, Department of Orthodontics and dentofacial orthopedics
2. Dr .B. Prem Karthik, Professor, Department of Oral Pathology & Microbiology
3. Dr. D. Rupak, Reader, Department of Pedodontics and preventive dentistry
4. Dr. P. Anitha, Tutor, Dept. of Conservative Dentistry & Endodontics

CLINICAL SOCIETY

The Clinical Society Meeting is an interdisciplinary forum to showcase the clinical cases and/or preliminary research activities of the institution. It provides an opportunity for the staff/student to present interesting and rare case reports, short researches, pilot study, *etc* that is later open for a critical acclaim and cumulative discussion among various departments. In the clinical society meeting, minimum of three to four presentations shall be made with relevant clinical case pictures or research methodologies. The scientific presentation is done by the staff and intern students. Clinical students, Interns and Faculty attend the meeting. It is conducted on 3rd Friday of every month. 10 to 12 clinical society meetings are held in a year, presented by each department every month.

Chairperson : Dr . I. Paavai, Professor & Head, Department of
Periodontology & Implantology

Co-Chairperson : Dr. B. Prem Karthick, Professor Department of Oral
Pathology& Microbiology

Members:

1. Dr. Vasanth Ayswarya .V, Reader, Department of Periodontology & Implantology
2. Dr. G. Sree Vidya, Senior lecturer, Department of conservative dentistry & Endodontics
3. Dr. Balaji Loganathan, Senior lecturer, Department of Prosthodontics and Crown and Bridges
4. Dr. Gomathi. G. D, Senior lecturer, Department of Periodontology & Implantology
5. Dr. Surabi Halder, Senior lecturer, Department of Prosthodontics and Crown and Bridges

INSTITUTIONAL ETHICAL COMMITTEE

Ethics is a branch of philosophy that "involves systematizing, defending, and recommending concepts of right and wrong. Research ethics are relevant to any field of study that conducts experiments on humans or animals, such as the social sciences and medicine. The committee analyses the various research proposals, and their ethical issues and then approves for the further proceeding of the research. Annually four meetings will be conducted.

Chairperson : Dr. T. Radhika Sasikumar

Secretary : Dr. M. R. C. Rajeswari

Members: : Dr. Lakshminarayanan

Dr. Ajay.Thangaraj

Mr. Sarathi.T.R

Ms. Nirumala.V.V

Mr. Jayanthan.M.R

Dr. Gopinath

Dr. B. Prem Karthick

Dr .Lavanya N Hariharan

Dr. Gayathri

Dr. I. Paavai

Dr. C. Vijayadhith

Dr. R.Ganesh

Dr. S. Selvaraj

Dr. Jacob

Mr. Parthasarathy

***e*-CONTENT COMMITTEE**


The committee is formed to encourage teachers in the institution in content development and multimedia production to develop educational content in electronic format, suitable for use in various teaching and learning programs.

Chairperson	: D r. K. Murugesan
Co-chairperson	: Dr. M. Pavani
Members	: Dr. B. Selvamani
	Dr. K. Gnanambigai
	Dr. Sree Vidya, G
	Dr. Gayathri. G
	Dr. Dhanvanth. M
	Dr. Lingesh Kumar. N
	Dr. Saneem Ahamed. A
	Dr. Ashmi. A. J
	Dr. Surabhi Halder

DISCIPLINARY COMMITTEE

The committee is in charge of maintaining morality, directing moral conduct, and making sure that the learning environment is conducive to success.

Chairperson	: Dr. B. Sivapathasundharam
Vice chairman	: Dr. Rajeswari. M. R. C
Secretary	: Dr. Ganesh. R
Joint secretary	: Dr. A. Saneem Ahamed
Members	: Dr .R. Veerakumar
	Dr. T. Sridhar Reddy
	Dr. C. VijayAdhith
	Dr. Paavai. I
	Dr. A. Jayasenthil
	Dr. Kapil dev kumar


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PDCH LIBRARY COMMITTEE

The library committee plays a vital role in ensuring that the college library is well-maintained, well-stocked, and well-used by the college community. It helps to ensure that the library is providing the resources and services that students, faculty, and staff need to succeed in their academic pursuits.

1. The committee reviews requests for new books, journals, and other materials and makes recommendations to the college administration for acquiring them.
2. It is responsible for maintaining and updating the library's collections to ensure that they remain relevant and useful to the college community.
3. It regularly evaluates the quality of library services and makes recommendations for improvement to ensure that the library is meeting the needs of the college community.
4. The committee promotes the use of the library and its resources, and encouraging students, faculty, and staff to make full use of the library's services.

Chairperson : Dr. R. Veerakumar
Co-chairperson : Dr. D. Rupak Kumar
Members : Mr. K. Angayarkannan
Dr. Rajeswari. M. R. C
Dr. Murugesan. K
Dr .I. Paavai
Dr. C. Vijayadhith
Dr. T. Sridhar Reddy
Dr .R. Ganesh
Dr. Saneem Ahamed. A

PDCH PLACEMENT GUIDANCE CELL

This cell outlines the steps and procedures to support students in their career placement efforts. The policy may include the following elements:

1. Career counselling and guidance: The placement cell may provide individual career counselling sessions to help students identify their interests, skills, and career goals, and develop a job search plan.
2. Job search assistance: The cell may provide students with information on job opportunities, resume writing tips, and interview preparation. They may also assist with the application process and connect students with potential employers.
3. Collaboration with employers: The placement cell may work with employers to identify their hiring needs and match them with suitable students from the college.

Coordinator : Mr. K. Angayarkannan, CEO,
Chairperson : Dr. B. Sivapathasundharam
Co-Chairperson : Dr. Vijay Adhith. C
Members : Dr. Ashok Pothuri
Dr. Prem Karthick. B
Mr. Jayanthan. M.R
Mrs. Meenakshi. V


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ACADEMIC INTEGRITY PANEL

This committee is formed to ensure that the academic institution denies and prevent the act of plagiarism in accordance with the research work carried out by the students and faculty of PDCH. The main aim of academic integrity panel is to create awareness about the righteous manner in conduct of research, and publication, to promote academic integrity and prevent the plagiarism in any form of academic writing and to form protocols to identify and prevent plagiarism and punish the misconduct performed either by student or faculty in both scientific and non-scientific publications.

Chairperson : Dr. B. Sivapathasundharam
Co-chairperson : Dr. M. R. C. Rajeswari
Members : Dr. I. Paavai
Dr. A. Jayasenthil
Dr. Ashok Pothuri

PUBLICATION COMMITTEE

Publication committee of PDCH is responsible for overseeing the production and dissemination of various publications, such as newsletters, magazines, and yearbooks. This committee typically consists of students and faculty members who work together to ensure that the publications accurately represent the college and its values. They may also be responsible for soliciting submissions from the college community, editing content, and determining the overall layout and design of the publications. The committee's goal is to produce high - quality, engaging publications that inform and entertain the college community and beyond.

Chairperson : Dr. B. Sivapathasundharam
Co-chairperson : Dr. Paavai. I
Members : Dr. R. Ganesh
Dr. V. Vasanth Ayswarya
Dr. Gnanambigai. K

INNOVATION CELL

The primary goal of this cell is to inspire, encourage and nurture the young students for different activities involved in pre-incubation, incubation, encourage them for innovations and making a successful startup.

Chairperson : Dr. B. Sivapathasundharam

Co-chairperson : Dr. Paavai. I

Members : Dr. A. Jayasenthil

Dr. R. Ganesh

Dr. C. Vijay Adhith

Dr. M.R.C.Rajeswari

WOMEN EMPOWERMENT CELL

The committee stands for the rights of women and protects them from any disharmony in the campus. The empowerment not only furnishes equality but also shield the women employees, students, teaching and non-teaching faculty, patients and contract laborers within the campus of Priyadarshini Dental College & Hospital from harassment.

Chairperson : Dr. Paavai. I

Co-chairperson : Dr. Rajeswari. M. R. C

Members : Dr. V. Vasanth Ayswarya

Dr. Anjana Rajendran

Dr. Pavani. M

Mrs. Indumathy

Ms. Sarulatha

EXTRA-CURRICULAR ACTIVITIES

PDCH encourages not only academic activities but also extra - curricular activities through various clubs for the students to explore their passion and excel in it.

Humour club:

As popularly known, “Laughter is the best medicine,” humour club gives students an opportunity to take time off their otherwise monotonous schedules and divulge in various activities that help them laugh and relax. Relaxation reduces stress and the symptoms of mental health conditions like depression & anxiety. The club activities include a weekly ice-breaker sessions which makes this the most sought-after activity among the students.

Fit-right club:

As per the wise words of Swami Vivekananda “Only with a strong mind and body you’ll be able to cross the ocean of life” The best investment one can ever make is in one’s own health. This is something Fit-right club strongly believes and instigates wellness of students with gym and sports activities to keep the body fit with strong values of perseverance and consistency. The body achieves what the mind believes in after all.

Shito – Ryu Karate Club:

KARATE is a sport, game and self defense activity but its importance is still not understood. Knowing karate could help us during threat/ emergencies. PDCH Karate club trains its students and faculty members, the art and importance of karate and also promote their safety and self esteem.

Music & Dance club:

Being creative requires thinking above, beyond and around the “norms” in order to exceed expectations and excite the senses. To ignite new passion and to grow has been the club’s motto. The club gives students a chance to explore their creative side and helps in pursuing their passion without having to give

up on their professional aspirations. It encourages students to enhance their skills of music, dance, etc, and excel in their passion. Our college has its very own yearly cultural extravaganza “XTASY” - a grand annual sport and cultural fest conducted every year during the month of May. Our college students have been active participants of various other cultural programs of esteemed colleges and have always brought laurels and bagged trophies every year.

Literary club:

Beyond the pages and into a new world has been this club’s motto. This club aims to enhance students’ linguistic and writing skills. The club involves in literary activities of different language and communication, gives them a chance to analyse the fine nuances of various facets of Literature. It familiarizes students for various languages and explore them to learn other languages and also improvises writing and communicating skills. Various essay writing competitions are being held time to time that help students in honing their literary skills.

Fine arts club:

The club encourages the fine artistic talents of handwork of the students. Painting, drawing, crafts, clay modelling, pottery making, carving and all forms of fine arts. Aiding students to excel in their external skills has been the club’s motto and rightly so, many students have participated and brought laurels in various competitions held in many colleges and Universities.

Movie club:

This club is specially designed for students who are interested in learning more about the various aspects of theatre. The club identifies, gives opportunities, encourage young students with acting skills, makeup skills, photography, videography, sound design, film appreciation, other visual communication arts and talents. Theatre workshops are conducted in order to explore the possibilities for interdisciplinary linkages between different forms of performing arts.

ACADEMIC CALENDAR


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December 2023							February 2024						
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January 2024						
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21	22	23	24	25	26	27
28	29	30	31			

Events/Activity/Target:

Date	Activity
02.01.2024	Intern Mentorship Program
04.01.2024	Academic Integrity Council Meeting /Curriculum Committee Meeting
05.01.2024	E- Content Committee Meeting
08.01.2024	Model /Internal Assessment examination for I, II, III-year break batch
11.01.2024	Green Committee Meeting / Library Committee Meeting
22.01.2024	World Prosthodontist Day
27.01.2024	Clinical Society Meeting
30.01.2024	Staff meeting / Student Committee Meeting

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Holidays: Jan 01 New Year's Day Jan 15 Pongal Jan 16 Thiruvallur Day Jan 17 Uzhavar Thirunal Jan 26 Republic Day		

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January 2024							March 2024						
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February 2024						
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Events/Activity/Target:

Date	Activity
01.02.2024	University Theory Examination – Break batch (Feb batch I, II, III, IV)
04.02.2024	World Cancer Day
06.02.2024	Intern Mentorship Program
16.02.2024	Research Committee Meeting / Publication Committee Meeting
23.02.2024	Clinical Society Meeting National Periodontist Day
25.02.2024	Oral Pathology Day
27.02.2024	Staff meeting /Student Committee Meeting

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February 2024							April 2024						
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March 2024						
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Events/Activity/Target:

Date	Activity
02.03.2024	Internal Complaint Cell Meeting
05.03.2024	Intern Mentorship Program Conse- Endo Day
06.03.2024	Institutional Ethical Committee Meeting National Dentist Day
08.03.2024	Women's Day
13.03.2024	Institution Innovation Cell Meeting / 2 nd Placement Guidance Cell Meeting
15.03.2024	College day Graduation Day
20.03.2024	World Oral Health Day
26.03.2024	Staff meeting / Student Committee Meeting

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<u>Holidays:</u>	30.03.2024	Clinical Society Meeting
Mar 29 Good Friday		


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March 2024							May 2024						
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April 2024						
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Events/Activity/Target:

Date	Activity
01.04.2024	Cultural and Sports Week /Anti Ragging Committee Meeting
02.04.2024	Intern Mentorship Program
07.04.2024	World Health Day
08.04.2024	1 st Internal Assessment for break batch 2 nd Internal Assessment for regular batch
24.04.2024	National Oral Medicine Day
26.04.2024	Clinical Society Meeting

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Holidays:

Apr 11 Ramzan

Apr 14 Tamil New Year

30.04.2024

Staff Meeting /Student Committee Meeting


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April 2024							June 2024						
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Events/Activity/Target:

Date	Activity
03.05.2024	E- Content Committee Meeting / Planning and Monitoring Committee Meeting
07.05.2024	Intern Mentorship Program
15.05.2024	Summer Vacation begins for Preclinical Students World Orthodontic Health Day
28.05.2024	Staff meeting / student committee meeting
31.05.2024	World No Tobacco Day Clinical Society Meeting

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Holidays:	May 01 Labors Day	

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May 2024							July 2024						
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June 2024						
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Events/Activity/Target:

Date	Activity
04.06.2024	Intern Mentorship Program
05.06.2024	World Environment Day
07.06.2024	World Blood Donor Day Institutional Governance Council / PDCH Alumni Association Meeting
14.06.2024	Model / 3 rd Internal Assessment Examination begins – Regular batch (Aug batch I, II, III, IV)
19.06.2024	National Public Health Dentistry Day
21.06.2024	World Yoga Day research committee meeting / publication committee meeting Parent Teacher Meeting

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	25.06.2024	Staff Meeting /Student Committee Meeting
	26.06.2024	International Day Against Drug Abuse and Illicit Trafficking
	28.06.2024	12th Clinical Society Meeting


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June 2024							August 2024						
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July 2024						
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Events/Activity/Target:

Date	Activity
01.07.2024	National Doctor's Day 2 nd Internal Assessment for break batch Model/ 3 rd Internal Assessment Examination – Regular batch (Aug batch I, II, III yr.)
02.07.2024	Intern Mentorship Program
03.07.2024	Institutional Ethical Committee Meeting
04.07.2024	Academic Integrity Council Meeting / Curriculum Committee Meeting
06.07.2024	Internal Complaint Cell Meeting
11.07.2024	Green Committee Meeting / Library Committee Meeting
26.07.2024	Clinical Society Meeting

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	30.07.2023	Staff meeting / Student Committee Meeting


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July 2024							September 2024							
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August 2024						
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Events/Activity/Target:

Date	Activity
01.08.2024	University Theory Examination – Regular batch (Aug batch I, II, III, IV) National Oral Hygiene Day
06.08.2024	Intern Mentorship Program
27.08.2024	Staff Meeting / Student Committee Meeting
30.08.2024	Clinical Society Meeting

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Holidays:		
	Aug 15	Independence Day


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August 2024							October 2024						
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September 2024						
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Events/Activity/Target:

Date	Activity
02.09.2024	Intern Mentorship Program
04.09.2024	1 st Institutional Innovation Cell Meeting
05.09.2024	Teachers' day
06.09.2024	E- Content Committee Meeting / Placement Guidance Cell Meeting
27.09.2024	Clinical Society Meeting
24.09.2024	Staff meeting / Student Committee Meeting

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Holidays:		
Sep 07 Vinayagar Chadurthi		

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September 2024							November 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7						1	2
8	9	10	11	12	13	14	3	4	5	6	7	8	9
15	16	17	18	19	20	21	10	11	12	13	14	15	16
22	23	24	25	26	27	28	17	18	19	20	21	22	23
29	30						24	25	26	27	28	29	30

October 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Events/Activity/Target	
Date	Activity
01.10.2024	Intern Mentorship Program
07.10.2024	Anti Ragging Committee Meeting
11.10.2024	1 st BDS Induction Day
18.10.2024	Research Committee Meeting / Publication Committee Meeting
25.10.2024	Clinical Society Meeting
29.10.2024	Staff Meeting /Student Committee Meeting

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Holidays: Oct 02 Gandhi Jayanti Oct 12 Ayudha Pooja Oct 31 Diwali 		


#3...7#2022
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October 2024							December 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	1	2	3	4	5	6	7
6	7	8	9	10	11	12	8	9	10	11	12	13	14
13	14	15	16	17	18	19	15	16	17	18	19	20	21
20	21	22	23	24	25	26	22	23	24	25	26	27	28
27	28	29	30	31			29	30	31				


November 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Events/Activity/Target:

Date	Activity
02.11.2014	Internal Complaint Cell Meeting /Planning and Monitoring Committee Meeting
05.11.2024	Intern Mentorship Program
06.11.2024	Institutional Ethical Committee Meeting
08.11.2024	International Radiology Day
13.11.2024	Oral and Maxillofacial Surgeons Day
14.11.2024	Children's day Pedodontist Day
26.11.2024	National Constitution Day Staff meeting /Student Committee Meeting


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	29.11.2024	Clinical Society Meeting


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November 2024							January 2025						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2				1	2	3	4
3	4	5	6	7	8	9	5	6	7	8	9	10	11
10	11	12	13	14	15	16	12	13	14	15	16	17	18
17	18	19	20	21	22	23	19	20	21	22	23	24	25
24	25	26	27	28	29	30	26	27	28	29	30	31	

December 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Events/Activity/Target:

Date	Activity
01.12.2024	World AIDS Day
03.12.2024	Intern Mentorship Program
06.12.2024	Gender Sensitization and Equity Program Governance Council Meeting
09.12.2024	1 st Internal Assessment for regular batch Model / 3 rd Internal Assessment examination for IV-year break batch
10.12.2024	Human Rights Day
13.12.2024	Parent teachers meeting
27.12.2024	Clinical Society Meeting

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<u>Holidays:</u> Dec 25 Christmas Day 	31.12.2024	Staff Meeting / Student Committee Meeting

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LIST OF HOLIDAYS

01.01.2024	New year
14.01.2024	Pongal
15.01.2024	Mattu pongal
16.01.2024	Thiruvalluvar day
26.01.2024	Republic day
29.03.2024	Good Friday
09.04.2024	Easter
22.03.2024	Telugu New year
14.04.2024	Tamil New year
07.04.2024	Good Friday
22.04.2024	Ramzan
01.05.2024	Labour's day
15.08.2024	Independence Day
20.08.2024	Vinayaka Chathurthi
06.09.2024	Krishna Jayanthi
28.09.2024	Milad-un-nabi
02.10.2024	Gandhi Jayanthi
23.10.2024	Ayudha pooja
24.10.2024	Vijayadasami
12.11.2024	Diwali
25.12.2024	Christmas

COMMEMORATIVE DAYS

Jan 30 th	Martyr's Day
Feb 4 th	World Cancer Day
Mar 6 th	National Dentist Day
Mar 8 th	International Women's Day
Mar 20 th	World Oral Health Day
Mar 24 th	World Tuberculosis Day
Apr 7 th	World Health Day
Apr 17 th	World Haemophilia Day
Apr 22 nd	World Earth Day
May 8 th	World Thalassaemia Day
May 31 st	World No Tobacco Day
Jun 5 th	World Environment Day
Jun 14 th	World Blood Donor Day
Jun 21 st	World Yoga Day
July 1 st	National Doctor's Day
Aug 1 st	Oral Hygiene Day
Sept 5 th	Teacher's Day
Nov 10 th	World Immunization Day
Nov 14 th	Children's Day
Dec 1 st	World AIDS Day


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FACULTY LEAVE POLICY

1. LEAVE POLICY

Though leave cannot be claimed as a matter of right yet the management understands that employees do require to be on time off from work for various reasons like rest & recuperation and also to fill personal & social obligation.

1.1 Scope: All regular Employees including Trainees.

1.2 Authority/Responsibility:-

Recommending authority – Respective immediate superior
Sanctioning authority – Respective Head of the Institution

1.3 Leave Provision/Facility:

1.3.1 All permanent Employees are eligible for Casual leave.

1.3.2 Leave on Sick grounds (SL) to cover illness.

1.4 Casual Leave (CL):

1.4.1 Employees are provided Casual Leave of not exceeding 12 days with pay in a Calendar year. Casual leave will be limited to a maximum of 4 days at a time.

1.4.2 Casual leave will be credited to your leave balance month on month.

1.4.3 Casual Leave cannot be carried forward to the next year.

1.5 Sick Leave (SL):

- 1.5.1** Every employee on completion of 1 year of service is eligible for sick leave.
- 1.5.2** Every permanent employee will be provided leave on sick grounds not exceeding 6 days of sick leave in a calendar year.
- 1.5.3** Sick leave will be credited to your leave balance month on month.
- 1.5.4** No Encashment of Sick Leaves is permitted
- 1.5.5** Sick Leave cannot be carried forward to the next year.
- 1.5.6** An employee who is compelled to avail SL for more than 3 days at a stretch need to submit Medical Certificate from a recognized Medical Practitioner certifying the illness. Any sick leave beyond 6 days, the concerned employee has to get a medical certificate from a registered medical practitioner along with the fitness certificate at the time of re-joining.

1.6 Leave while on probation:

- 1.6.1** Employees while on probation will be permitted to avail based on need, one (1) day of Casual leave in a month. No other leave is permitted during probation.

1.7 Leave facilities for IMCH & PDCH Teaching staff:

- 1.7.1** Weekly 5-6 working days teaching staff are eligible for a total 18 days of leave per annum (Casual Leave 12 days, Sick Leave 6 days) which shall not be eligible to be carried forward.
- 1.7.2** Weekly below 4 working days teaching staff are eligible for a total 12 days of Casual leave per annum which shall not be eligible to be carried forward.


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1.8 Availing of leave Procedure

- 1.8.1** The employee shall apply for casual leave through prescribed application form.
- 1.8.2** For purpose of computation of leave, the calendar year shall be the leave year.
- 1.8.3** Managerial staff / Doctors who proceed on leave to any out station should intimate their outstation contact address with telephone number to the H.R Department.

1.9 Extension of Leave:

- 1.9.1** Employees granted leave of absence of any kind, are permitted to extend leave after approval of Head of the Institution for the following: -
- 1.9.2** 1 day extension of CL.
- 1.9.3** Any further extension of leave will be with approval of HRD after consulting with the respective Head of the Institution.

1.10 Maternity Leave:

- 1.10.1** Women Employee should complete at least 5 years of service in the organization.
- 1.10.2** Eligible female employees are entitled to a total of 3 months of maternity leave including weekly offs and holidays of which not more than 6 weeks shall precede the date of her expected date of delivery.
- 1.10.3** In case of medical termination of pregnancy for any reason, the number of days i.e., 3 months would be limited to 6 weeks from such termination.
- 1.10.4** If an employee who has been granted Maternity leave is found working for any other establishment during leave period, she shall for either claim for Maternity leave and warrant disciplinary action.
- 1.10.5** Fully paid maternity leave for the 2 months and half pay leave for another one month.

1.11 Study leave

Faculty who are intent to pursuit higher studies/training can avail study leave on loss of pay with the undertaking that they will not leave the institution for three years after rejoining.

1.12 Public and restricted holidays:

List of public holidays will be declared during the month of December for every subsequent calendar year according to management approval.

2. PERMISSIONPOLICY

2.1 Purpose:

- To enable all the staff to understand and follow the laid down procedure on obtaining permission to leave the place of duty on personal work.

2.2 Applicability: Applicable to all full time/ part time staff of the organization.

2.3 Grace Time:

- Every employee is allowed a 10 minutes grace time as per his /her shift for late coming twice in a month. For a shift of 8.30/9.00 am to 3.30pm /4.30pm.

2.4 Process:

- The employee is permitted to take one hour permission two times in a month to attend to any of his/her personal related works during his duty hours. The following procedure should be strictly adhered in all cases where permission to report late/ leave early/ going out in between duty hours is required.

2.5 Policy:

2.5.1 Prior written permission of Head of the Institution on the permission slip to be obtained and forwarded to HR department failing which the period will be considered as absence.

2.5.2 Permission shall not be a valid for more than 2 times in a month.


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2.5.3 Permission of more than 2 hours in a month is subject to deduction of half day Leave/ Salary as per procedure.

2.5.4 The individual has to enter the same in the Movement Register which will be subject to verification by HR with the permission of the Head of the Institution.

3. ON-DUTYPOLICY


3.1 Purpose:

- On certain Occasions, Employees who are required to work outside their designated office (Jurisdiction) or Place of work or to attend scientific conferences and the like and go as external examiners/inspectors. Whenever on such outdoor duty employee is required to notify the HRD through the irrespective Head of the Institution and regularize their attendance with proper supportive documents.

3.2 Scope: All employees including the trainee staff.

3.3 Policy:

- Every employee who is required to go outside his/her designated place of work, he/ she needs to submit the on-duty form, duly signed by the HOD& Head of the Institution of the designated place of work, at least 1 day prior to travel. In case of any emergency, the concerned staff may regularize the attendance by submitting their on-duty form, duly signed by the HOD, to the HRD immediately after their arrival/return.


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4. TRANSFERPOLICY:-

4.1 In the interest of the college /hospital's effective functioning, any employee shall be liable to be transferred at the discretion of the management from one job to another or from one department / section to another or from one unit or hospital of the trust to another.

4.2 The employee will be governed by the terms and conditions of service applicable to his cadre or grade at the department, section, unit or office, college or Hospital to which he/ she is transferred.

5. Loss of Pay:

5.1 Executive (HR) to identify 'No Pay Days' from the Leave Register/Biometric reports for employees who have exceeded leave against the leave entitlement for the year. The same shall be informed to Manager (HR) and shall not be considered for payroll processing.

5.2 In case of employees late coming/Early going exceeds two days in a month is marked as Leave/LOP as per the below norm:

No. of Late	Leave/ LOP Days
First 2 days	No LOP
Each subsequent days	0.5 day LOP

6. Compensatory off Policy:

6.1 Compensatory off for working on public holiday or weekly off: Upon request by the Head of the Institution/supervisor, an employee may work on public holidays or on week off. In such a case the employee will be entitled to compensatory off in lieu of working on a holiday. This will be governed by the following policies:

- Compensatory off can be availed only when the supervisor at his/her discretion requests the employee to work on holiday/ weekend. The employee cannot decide to work on a holiday and then seek compensatory off.
- Supervisor/HOD requires to intimate an employee and mark a copy to payroll@indiraeducational.org if any employee needs to work on public holiday or weekly off in advance offering his approval for the same with a short justification.

- HR shall verify employee's presence on said days by the biometric system/ attendance. The supervisor will also be held accountable in case records show that an employee who was expected to turn up on a holiday did not turn up for work. Supervisors are advised to use their discretion and minimize instances of Compensatory off requirements. This is to enable employees to have rest every week from work. If an employee is working during weekly off or public holiday, he needs to work:
- Validity of a compensatory off will be 30 days after which they will expire.
- A maximum of 4 compensatory offs can be availed in a month by an employee.

7. Bio metric

Bio metric is mandatory for attendance maintenance and payroll process. Every employee should mark attendance through biometric device. If anyone is failing to punch in to bio metric they should produce the proper supporting documents with approval from Head of the Institution otherwise it could be counted as Leave.

8. Clubbing of leaves

Leave of different types can be clubbed, subjected to the eligible days and approved by the Head of the department and the Head of the Institution.

All the employees shall furnish leave forms for availing any type of leave. In planned leave the leave form should be submitted in advance. In case of emergency, leave form can be submitted during rejoining, however HOD should be informed over phone or SMS / WhatsApp. Otherwise, it will be considered as unauthorized absence and is liable for disciplinary action.

9. Recalling

In an extraordinary or emergency situation if the administration require the presence of the employee who is on casual leave can be recalled and the leave cancelled can be availed at a later date.

THE REVISED HIPPOCRATIC OATH

"I swear to fulfill, to the best of my ability and judgment, this covenant:

I will respect the hard-won scientific gains of those physicians in whose steps I walk, and gladly share such knowledge as is mine with those who are to follow.

I will apply, for the benefit of the sick, all measures [that] are required, avoiding those twin traps of overtreatment and therapeutic nihilism.

I will remember that there is art to medicine as well as science, and that warmth, sympathy, and understanding may outweigh the surgeon's knife or the chemist's drug.

I will not be ashamed to say "I know not," nor will I fail to call in my colleagues when the skills of another are needed for a patient's recovery.

I will respect the privacy of my patients, for their problems are not disclosed to me that the world may know.

Most especially must I tread with care in matters of life and death. If it is given me to save a life, all thanks. But it may also be within my power to take a life; this awesome responsibility must be faced with great humbleness and awareness of my own frailty.

Above all, I must not play at God.

I will remember that I do not treat a fever chart, a cancerous growth, but a sick human being, whose illness may affect the person's family and economic stability. My responsibility includes these related problems, if I am to care adequately for the sick.

I will prevent disease whenever I can, for prevention is preferable to cure.

I will remember that I remain a member of society, with special obligations to all my fellow human beings, those sound of mind and body as well as the infirm.

If I do not violate this oath, may I enjoy life and art, respected while I live and remembered with affection thereafter.

May I always act so as to preserve the finest traditions of my calling and may I long experience the joy of healing those who seek my help."


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Emergency helpline numbers

Police	:100
Fire	:101
Ambulance	:102 or 108
Traffic police	:103
Women helpline	:1091
Disaster helpline	:1070 or 1077
Student and exam helpline	:14417
Covid-19 helpline	: 1075
Emergency contact in college	: 044 27650401 04427650402
Website	: www.pdch.in
Email	: pdch.office@indiraeducational.org
Facebook	: Priyadarshini Dental
Instagram	: pdch.official
Twitter	: Priyadarshini Dental College and Hospital

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