

**7.3.1- Portray the performance of the institution in
one area distinctive to its priority and thrust**



PRIYADARSHINI
DENTAL COLLEGE AND HOSPITAL

(Approved by Dental Council of India, New Delhi & Affiliated to The Tamilnadu Dr. M.G.R. Medical University, Chennai - 32.)

PDCH/Cir/ 110/ JUL-2022

Date: 17.07.2022

CIRCULAR

As decided in the second governing council meeting of the academic year 2021-22, a project called "Naan Mudhalvan" will be implemented from next month. This consist of posting Professor and HODs of all the departments as Principal in-charge for 3days, to empower them and expose to higher administrative functions of a Higher Educational Institution. A detailed notice with the duties to perform will be circulated shortly.



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PRINCIPAL

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**PRIYADARSHINI DENTAL COLLEGE & HOSPITAL,
PANDUR - 631 203,
THIRUVALLUR TK & DIST. TAMIL NADU**

Copy to:

1. Chairman office
2. M.D office
3. CEO office
4. All Departments
5. Notice board

[Handwritten Signature]

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Campus Off: No.1, V.G.R Gardens, V.G.R Nagar, Pandur - 631203. Thiruvallur.

Tel: 044-2765 0160 / 16 Mobile: 98417 35858. PDCH.IN



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[Approved by Dental Council of India, New Delhi & Affiliated to The Tamilnadu Dr. M.G.R Medical University, Chennai - 32.]

PDCH/Cir/127/Aug-2022

Date: 29.08.2022

Office Order

To decentralize the powers, to explore and improve the efficiency of Heads of Dental department and exposing them to other higher administrative responsibilities, the following is decided;

Each HOD will be posted as Principal in-charge for three consecutive days in a week.

During this period he/ she shall discharge the following duties:

1. Go rounds at-least twice in a day and check the smooth functioning of OPD with respect to patients' waiting time, patients' treatment time, cleanliness of the department, appointments given, patients' satisfaction with respect to the treatment provided and checking the OP census.
2. Get feedbacks from patients with regards to the experience in PDCH.
3. To check whether the lecture and practical classes are taken properly and on time.
4. Get feedbacks from students regarding the teaching and learning experience.
5. To check whether the students and faculty follow the PDCH's code of conduct with respect to the attire and professional presentation in outpatient department, lecture classes and lab.
6. Holding the scheduled meetings with respect to the clinical society, intern mentorship program, IEC, NAAC etc and recording, circulating the minutes of the meeting and create documentation. *Meeting conducted*
7. To visit canteen and mess premises during working hours to see whether the students are dining in unusual timing and also to verify the hygiene of the food prepared.
8. To sign the indent slip after verifying the stock position in the respective departments.
9. To levy fine for students who use mobile phones in college premises during college working hours and for those who do not follow PDCH's code of conduct.
10. Enforce and maintain strict discipline within the college campus, hostel and hospital premises.
- X 11. Hasten the collection of tuition and other fees from the defaulters.
12. To sign and approve the leave and permission letters from teaching and non-teaching faculty.
13. To sign and approve the leave letters and out-passes from the students and discourage them from taking the unnecessary leaves.
14. To go through and sign the letters received by the post in the name of the Principal and to take appropriate action.
15. To check the official e-mail accounts twice a day and reply appropriately.
16. Any other work as when required as listed above with the approval of the Principal.
- X 17. To take consent approval from the Principal for replying to The TN Dr.MGR medical university, Dental Council of India and other statutory bodies.

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NOTE:

To co-ordinate with the Vice-Principal whenever required to discharge the above mentioned duties.

Dr.Sivapathasundaram will be present on three days and help and guide the designated Principal incharge.

Avoid taking major policy decision without the consent of the Principal and the management .

Submit the written report at the end of third day to the Principal of Priyadarshini Dental College and Hospital.

Copy to

1. The chairman
2. MD Office
3. CEO
4. All HODs



A handwritten signature in black ink, appearing to be "Sivapathasundaram".

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A handwritten signature in green ink, appearing to be "Sivapathasundaram".

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PDCH/ Cir/ 127/ Aug - 2022

Date: 29.08.2022

S.NO	MONTH & DATE	PRINCIPAL INCHARGE
1.	September 7,8,9	Dr. R. Ganesh
2.	September 14,15,16	Dr. Abby Abraham
3.	September 21,22,23	Dr. I. Paavai
4.	September 28,29,30	Dr. S. Loganathan
5.	October 12,13,14	Dr. T. Sridhar
6.	October 17,18,19	Dr. R. Veerakumar
7.	October 20,21,22	Dr. A. Jayasenthil
8.	October 26,27,28	Dr. C. Vijay Adhith
9.	November 7, 8, 9	Dr. M. R. C. Rajeswari

Signature

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1.	September 7,8,9	Dr. R. Ganesh	
2.	September 14,15,16	Dr. Abby Abraham	
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6.	October 17,18,19	Dr. R. Veerakumar	
7.	October 20,21,22	Dr. A. Jayasenthil	
8.	October 26,27,28	Dr. C. Vijay Adithi	
9.	November 7, 8, 9	Dr. M. R. C. Rajeswari	

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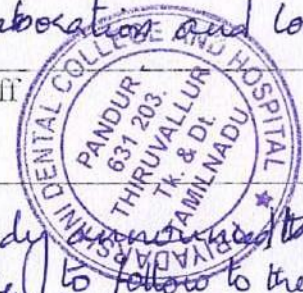
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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : *Dr. I. Paavai*
 Department: *Periodontics and*
 Date: *21/9/22-23/9/22.*

Designation: *Professor and Head.*

1.	Subordination by teaching and non-teaching faculty <i>I could sense that subordination had some negative impact on the overall work culture leading to reduced job satisfaction and commitment from both teaching and non-teaching staffs.</i>
2.	Faculty's adherence to PDCH code of conduct <i>Have to be insisted more, so that code of conduct is strictly adhered.</i>
3.	Students adherence to PDCH code of conduct <i>Prox Leave approval and cell phone usage need to be standardized</i>
4.	Action taken on who violated the code of conduct <i>Fine of Rs. 200/- was implemented.</i>
5.	Their response for the action taken <i>They started to abide to the code of conduct after fine.</i>
6.	Performance of office/clerical staff in day to day duties <i>Ineffective collaboration and communication.</i>
7.	Performance of class IV staff <i>Satisfactory.</i>
8.	Problems encountered <i>Since it was already announced that this incharge is only for 3 days. Staffs had resistance to follow to the principal incharge instructions</i>
9.	Overall experience. <i>and didn't follow any of those after my period. I am extremely grateful to Principal sir for believing us and giving us an opportunity to experience the duties and responsibilities held by principal. I feel it as a meaningful and prestigious project as it was a great motivation which gave me a pride and confidence.</i>
10.	Other remarks



- Paavai

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PDCH/Cir/129/Nov - 2022

Date: 10.11.2022

S.NO	MONTH & DATE	PRINCIPAL INCHARGE	SIGNATURE
1	12.11.22	Dr. R. Veerakumar	
2	27.12.22	Dr. Abby Abraham	
3	28.12.22	Dr. I. Paavai	
4	29.12.22	Dr. S. Loganathan	
5	30.12.22	Dr. T. Sridhar	
6	07.01.23	Dr. A. Jayasenthil	
7	14.01.23	Dr. R. Veerakumar	
8	12.01.23	Dr. C. Vijay Adhith	
9	25.01.23	Dr. M. R. C. Rajeswari	
10	09.02.23	Dr. R. Ganesh	
11	10.02.23	Dr. Abby Abraham	
12	25.02.23	Dr. I. Paavai	

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PDCH/Cir/103/Feb- 2023

Date: 24.02.2023

S.NO	MONTH & DATE	PRINCIPAL INCHARGE	SIGNATURE
1	11.03.23	Dr. T. Sridhar	
2	13.03.23	Dr. R. Veerakumar	
3	17.03.23	Dr. A. Jayasenthil	
4	25.03.23	Dr. C. Vijay Adhith	
5	01.04.23	Dr. M. R. C. Rajeswari	
6	11.04.23	Dr. R. Ganesh	
7	19.04.23	Dr. Abby Abraham	
8	29.04.23	Dr. I. Paavai	
9	05.05.23	Dr. T. Sridhar	
10	13.05.23	Dr. R. Veerakumar	
11	20.05.23	Dr. C. Vijay Adhith	
12	27.05.23	Dr. I. Paavai	

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PDCH/Cir/112/May – 2023

Date: 26.05.2023

S.NO	MONTH & DATE	PRINCIPAL INCHARGE	SIGNATURE
1	03.06.23	Dr. T. Sridhar	
2	10.06.23	Dr. A. Jayasenthil	
3	17.06.23	Dr. Abby Abraham	
4	24.06.23	Dr. R. Ganesh	
5	01.07.23	Dr. R. Veerakumar	
6	05.07.23	Dr. C. Vijay Adhith	
7	08.07.23	Dr. M. R. C. Rajeswari	
8	29.07.23	Dr. R. Ganesh	
9	10.08.23	Dr. Abby Abraham	
10	12.08.23	Dr. I. Paavai	
11	14.08.23	Dr. R. Veerakumar	
12	26.08.23	Dr. T. Sridhar	

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PDCH/Cir/128/Aug – 2023

Date: 28.08.2023

S.NO	MONTH & DATE	PRINCIPAL INCHARGE	SIGNATURE
1	09.09.23	Dr. A. Jayasenthil	
2	16.09.23	Dr. I. Paavai	
3	25.09.23	Dr. R. Ganesh	
4	26.09.23	Dr. R. Veerakumar	
5	14.10.23	Dr. R. Ganesh	
6	16.10.23	Dr. M. R. C. Rajeswari	
7	18.10.23	Dr. T. Sridhar	
8	21.10.23	Dr. C. Vijay Adhith	
9	28.10.23	Dr. A. Jayasenthil	
10	30.10.23	Dr. R. Ganesh	
11	04.11.23	Dr. T. Sridhar	
12	13.11.23	Dr. C. Vijay Adhith	
13	18.11.23	Dr. I. Paavai	
14	25.11.23	Dr. M. R. C. Rajeswari	

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PDCH/Cir/142/Nov – 2023

Date: 23.11.2023

S.NO	MONTH & DATE	PRINCIPAL INCHARGE	SIGNATURE
1	02.12.23	Dr. I. Paavai	
2	09.12.23	Dr. A. Jayasenthil	
3	16.12.23	Dr. R. Ganesh	
4	23.12.23	Dr. T. Sridhar	
5	30.12.23	Dr. C. Vijay Adhith	
6	13.01.24	Dr. M. R. C. Rajeswari	
7	17.01.24	Dr. R. Veerakumar	
8	22.01.24	Dr. R. Ganesh	
9	27.01.24	Dr. I. Paavai	
10	06.02.24	Dr. T. Sridhar	
11	10.02.24	Dr. C. Vijay Adhith	
12	24.02.24	Dr. R. Veerakumar	

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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : DR. C. VIJAY ADITH.

Designation: Professor & HEAD

Department: ORTHODONTICS.

Date: 26/10/2022 - 28/10/2022.

1.	Subordination by teaching and non-teaching faculty <i>Excellent</i>
2.	Faculty's adherence to PDCH code of conduct <i>Satisfactory</i>
3.	Students adherence to PDCH code of conduct <i>Satisfactory</i>
4.	Action taken on who violated the code of conduct <i>no incident reported.</i>
5.	Their response for the action taken <i>none.</i>
6.	Performance of office/clerical staff in day to day duties <i>Satisfactory.</i>
7.	Performance of class IV staff <i>Satisfactory.</i>
8.	Problems encountered <i>none.</i>
9.	Overall experience. <i>Path breaking -</i>
10.	Other remarks <i>should take the responsibility in future if broken again.</i>




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Feedback On EmpEx (Naan Mudhalvan- I am the Principal)- Principal Incharge Program

Name : DR. R. GANESH .

Designation: PROFESSOR + HEAD

Department: PUBLIC HEALTH DENTISTRY.

Date: 7/9/2022 - 9/9/2022 .

1.	Subordination by teaching and non-teaching faculty <i>Satisfactory</i>
2.	Faculty's adherence to PDCH code of conduct <i>Satisfactory and needs improvement</i>
3.	Students adherence to PDCH code of conduct <i>Good. Others who didn't follow were instructed to abide by it.</i>
4.	Action taken on who violated the code of conduct <i>Fine was levied and instructed not to repeat again.</i>
5.	Their response for the action taken <i>Good.</i>
6.	Performance of office/clerical staff in day to day duties <i>Satisfactory and were advised to improve their skills.</i>
7.	Performance of class IV staff <i>Satisfactory.</i>
8.	Problems encountered <i>Dealing with Patient satisfaction about the treatment rendered in the Departments. Appropriate remedial measures initiated in consultation with Departments.</i>
9.	Overall experience. <i>It was an enriching experience overall. It improved the administrative skills and confidence.</i>
10.	Other remarks <i>This position makes me eligible for higher positions in the future.</i>



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Feedback On EmpEx (Naan Mudhalvan- I am the Principal)- Principal Incharge Program

Name : DR. M. R. C. RAJESWARI

Designation: PROFESSOR + HEAD

Department: ORAL PATHOLOGY + MICROBIOLOGY.

Date: 7/11/2022 - 9/11/2022

1.	Subordination by teaching and non-teaching faculty O.K.
2.	Faculty's adherence to PDCH code of conduct Good except Hair grooming.
3.	Students adherence to PDCH code of conduct OK. except dress code
4.	Action taken on who violated the code of conduct warning given.
5.	Their response for the action taken Assurance given that they won't repeat
6.	Performance of office/clerical staff in day to day duties Good & satisfactory.
7.	Performance of class IV staff Good
8.	Problems encountered Nothing.
9.	Overall experience. New experience. felt happy & Responsible
10.	Other remarks ←



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M. R. C. Rajeswari

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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : DR. S. LOGANATHAN.

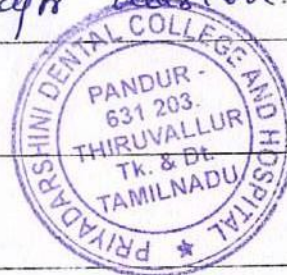
Designation: PROFESSOR & HEAD

Department: ORAL & MAXILLOFACIAL SURGERY.

Date: 28/9/2022 - 30/9/2022

1.	Subordination by teaching and non-teaching faculty <i>Satisfactory.</i>
2.	Faculty's adherence to PDCH code of conduct <i>Needs to be improved.</i>
3.	Students adherence to PDCH code of conduct <i>followed by all students. few students who didn't follow were advised to abide by the rules.</i>
4.	Action taken on who violated the code of conduct <i>Warned. and few students were fined. and advised not to repeat again.</i>
5.	Their response for the action taken <i>Satisfactory.</i>
6.	Performance of office/clerical staff in day to day duties <i>Needs improvement.</i>
7.	Performance of class IV staff <i>Satisfactory.</i>
8.	Problems encountered <i>Too short period to take major decision.</i>
9.	Overall experience. <i>Gained Confidence.</i>
10.	Other remarks

S. Loganathan



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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : DR. T. SRIDHAR.

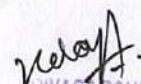
Designation: PROFESSOR & HEAD

Department: ORAL MEDICINE + RADIOLOGY.

Date: 12/10/2022 - 14/10/2022

1.	Subordination by teaching and non-teaching faculty Good.
2.	Faculty's adherence to PDCH code of conduct Satisfactory.
3.	Students adherence to PDCH code of conduct Good.
4.	Action taken on who violated the code of conduct No violation found.
5.	Their response for the action taken No action taken.
6.	Performance of office/clerical staff in day to day duties Good.
7.	Performance of class IV staff Good
8.	Problems encountered NIL
9.	Overall experience. Good.
10.	Other remarks This is a good opportunity to learn how to handle.




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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

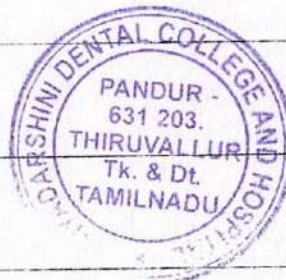
Name : DR. R. VEERA KUMAR.

Designation: VICE PRINCIPAL,
PROF + HEAD.

Department: PEDIATRIC DENTISTRY.

Date: 19/10/2022 - 19/10/2022

1.	Subordination by teaching and non-teaching faculty OK
2.	Faculty's adherence to PDCH code of conduct Not good
3.	Students adherence to PDCH code of conduct Not up to the mark
4.	Action taken on who violated the code of conduct Punishment given [Am 20/10/22]
5.	Their response for the action taken No
6.	Performance of office/clerical staff in day to day duties Very Good
7.	Performance of class IV staff Good
8.	Problems encountered always
9.	Overall experience. Not exposed
10.	Other remarks



~~Principal~~
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R. Veera Kumar

PRIYADARSHINI DENTAL COLLEGE & HOSPITAL

Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : DR. A. JAYASENTHIL

Designation: PROFESSOR + HEAD

Department: CONSERVATIVE DENTISTRY & ENDO DENTISTRY

Date: 20/10/2022 - 22/10/2022

1.	Subordination by teaching and non-teaching faculty <i>Good</i>
2.	Faculty's adherence to PDCH code of conduct <i>Good</i>
3.	Students adherence to PDCH code of conduct <i>Satisfactory</i>
4.	Action taken on who violated the code of conduct <i>NO violation</i>
5.	Their response for the action taken <i>None</i>
6.	Performance of office/clerical staff in day to day duties <i>Very Good</i>
7.	Performance of class IV staff <i>Very Good</i>
8.	Problems encountered <i>None</i>
9.	Overall experience. <i>It was a good experience to a incharge Principal.</i>
10.	Other remarks



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Feedback On EmpEx (Naan Mudhalvan- Iam the Principal)- Principal Incharge Program

Name : Dr. ABBY ABRAHAM.

Designation: Prof. & HEAD .

Department: PROSTHOdontIC.

Date: 14/9/2022 - 16/9/2022 .

1.	Subordination by teaching and non-teaching faculty OK .
2.	Faculty's adherence to PDCH code of conduct Satisfactory .
3.	Students adherence to PDCH code of conduct Needs improvement .
4.	Action taken on who violated the code of conduct Warned and advised .
5.	Their response for the action taken Good .
6.	Performance of office/clerical staff in day to day duties Needs further improvement .
7.	Performance of class IV staff Satisfactory .
8.	Problems encountered Major decision were not taken due to short duration .
9.	Overall experience. Gained experience & leadership quality .
10.	Other remarks -

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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: DR. I. PAAVAI.

Designation: PROFESSOR & HEAD

Department: PERIODONTICS.

Date: 21.9.2022 - 23.9.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		



Note: Use (✓) or (✗) in the required column

I. Paavai
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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. C. VIJAY ADITH

Designation: Prof & HOD.

Department: ORTHODONTICS.

Date: 26.10.2022 - 28.10.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		

Note: Use (✓) or (✗) in the required column

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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. R. GANESH.

Designation: PROF & HOD.

Department: PUBLIC HEALTH DENTISTRY.

Date: 7.9.2022 - 9.9.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		



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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. N.R.C. RAJESWARI.

Designation: PROFESSOR & HEAD

Department: ORAL PATHOLOGY & MICROBIOLOGY.

Date: 7.11.2022 - 9.11.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		

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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. S. Loganathan

Designation: Prof & HOD

Department: ORAL & MAXILLOFACIAL SURGERY.

Date: 28.9.2022 - 30.9.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?		✗	
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?			



Note: Use (✓) or (✗) in the required column

S. Loganathan

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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. T. SRIDHAR.

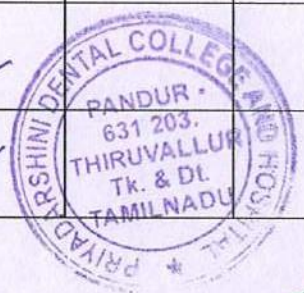
Designation: PROF & HEAD.

Department: ORAL MEDICINE & RADIOLOGY.

Date: 12.10.2022 - 14.10.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?		✗	
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?		✗	
Whether strict discipline enforced & maintained?	✗	✗	
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		



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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. R. VEERA KUMAR

Designation: PROFESSOR & HEAD

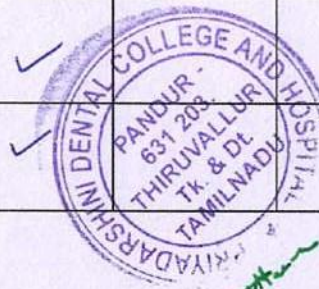
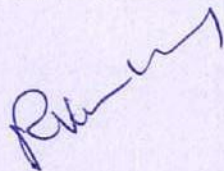
Department: PEDIATRIC & PREVENTIVE DENTISTRY.

Date: 17.10.2022 - 19/10.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?		✗	
Whether feedback received from students regarding teaching experience?		✗	
Whether the students and faculty follow the PDCH's code of conduct?	✓		
Whether scheduled meeting conducted on time?	✓		
Whether canteen and mess visited and food hygiene verified?	✓		
Whether students' presence in the canteen during unusual timings verified?	✓		
Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✓		

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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: DR. A. JAYASENTHIL.

Designation: PROF & HEAD.

Department: CONSERVATIVE DENTISTRY & ENDODONTICS.

Date: 20.10.2022 - 22.10.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?	✓		
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?	✓		
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EmpEx (Naan Mudhalvan- I am the Principal) Program

Name: Dr. ABBY ABRAMAM.

Designation: PROFESSOR & HEAD.

Department: PROSTHODONTICS & CROWN & BRIDGE.

Date: 14.9.2022 - 16.9.2022.

REPORT

DUTIES	DONE	NOT DONE	REMARKS
Whether periodic rounds done to check the smooth functioning of the OP & college?	✓		
Whether feedback received from patients of PDCH?		✗	
Whether the lecture and practical classes are taken properly?	✓		
Whether feedback received from students regarding teaching experience?		✗	
Whether the students and faculty follow the PDCH's code of conduct?	✓		
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Whether stock position verified in all departments?	✓		
Whether strict discipline enforced & maintained?	✓		
Whether leave and permission letters approved?	✓		
Whether letters received by the post were responded?	✓		
Whether official e-mail accounts were checked regularly?	✗		



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Handwritten signature of Dr. Abby Abramam

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