



ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL

Recognised by Dental Council of India
Affiliated to The Tamilnadu Dr.M.G.R Medical University

A Unit of Adhiparasakthi Charitable, Medical, Educational & Cultural Trust

ROLES AND RESPONSIBILITIES OF EACH COMMITTEES



Melmaruvathur - 603 319
Tamil Nadu, India

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F: +91 44 2752 8081

E: contact@apdch.edu.in
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Internal Quality Assurance Cell

NAAC, NABH

reconstituted by the Correspondent.

The IQAC shall function for a period of 3 years and shall continue to function until it is reconstituted.

To review the activities of various committees and assess its functioning on a monthly basis.

Objectives will be framed on the basis of vision and mission as envisaged by the college.

To assess the quality of practice adopted by various departments.

The chairperson of the IQAC shall be appointed by the Correspondent from among the senior members.

A member secretary will be appointed by the chairperson to perform and co-ordinate the activities.

Heads of all departments shall be members of the IQAC.

A member should be present at the meeting of IQAC at any discussion and shall participate in a

Functions of IQAC:

The IQAC will advise and govern the academic cell in planning the academic calendar and schemes.

To put forward and recommend any revision of the syllabus as frequently as necessary to the academic council of the University.

To recommend to the Board of TN Dr.M.G.R Medical University in regards to text books, course materials and examinations in the subject concerned.

To propose methodologies for innovative teaching and evaluation techniques.

To recommend the panel of names to the academic council for appointment of examiners for UG and PG courses.

To harmonize research, teaching, extension and other academic activities in the department / college.

To apprise the criteria of general academic interest of all departments and their functioning.

To ensure that there is a progressive upgradation of research activities of the college.

Meeting of the IQAC:

The IQAC shall meet at least once in an academic year in the month of January.

The chairperson of IQAC shall arrange to prepare the agenda for each meeting and cause it to be circulated 7 days before the date of meetings.

The chairperson of the IQAC concerned will preside over the meeting of the board of studies.

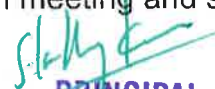
On his / her absence, a member of IQAC will nominate one among his/her department staffs to preside.

The quorum for each IQAC meeting shall be not less than 75% of the total strength of the committee.

The decision in the IQAC shall be made as far as possible by consensus.

The member secretary of IQAC shall prepare the minutes of each meeting and shall submit to the




PRINCIPAL
of Dr. S. Karthiga Kannan, MDS.,
ADHIPARASAKTHI
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Hospital Road, Melmaruvathur
Cheyyur Taluk, Chengalpattu District

The Correspondent may convene the meeting of the IQAC as and when he/she consider it nece

IQAC Plan of Action:

Planned to train CRRI's to achieve competency in Oral Implantology, Laser Dentistry and Root c clinical practice and Employability.

Action plan to be chalked out for planning social welfare Dental Treatment schemes for the Beni

To promote and inculcate international standards in curriculam for admission of overseas studen

To strengthen the feedback system, plan ti be chalked out for implementation online system for f taken from stake holders (Students, Patients, Parents, Faculties and Alumini).

Action plan to be finalized for archieving National Accreditation Board for Hospital (NABH) accre

To improve understanding and working towards excellence in academic, clinical and research ac implementing more institutional and industrial collaboration by promoting and signing more MOU

To incorporate more Audio Visual Education Vedios for students and patients for better understa faculties available.

To fulfill our institutional social responsibility, more rural population should be screened and treat outreach activities.

To promote student club activities by allowing and facilitating them in organizing festivals, Educa

To plan for Hi tech Dental clinic on wheels for providing excellent dental treatment for disabled

To organize more comprehensive clinical mock programmes for PG's to rectify the psychological examination.

To organize more Faculty Development Programms for teaching and non teaching faculties towa

To identify curricular, co curricular and extra curricular toppers and further shape them to achiev Dentistry.

To promote student club activities by allowing and facilitating them in organizing festivals, Educa

To start up exclusive Digital Marketting Team for institutional promotion and excellence.

To plan and organize more Gender Equity Programmes for women empowerment.



10000
Dr Ramesh T
Chairperson



10038
Dr Vasanthakumari A
Convenor



10077
Dr Sudhakar V
Coordinator



50050
Prof. Dr Vignest
External Me

S. Karthiga
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10086
Dr Sumanth Kumar R
NABH Coordinator



10074
Dr Suresh Kumar G
Member



10072
Dr Ramya R
Member



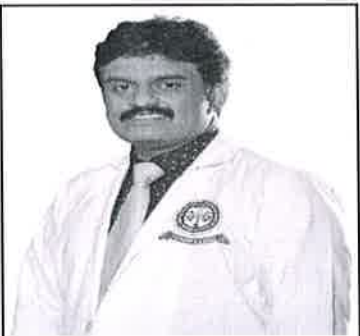
10129
Dr Anand
Member



10145
Dr Sivasankari T
Member



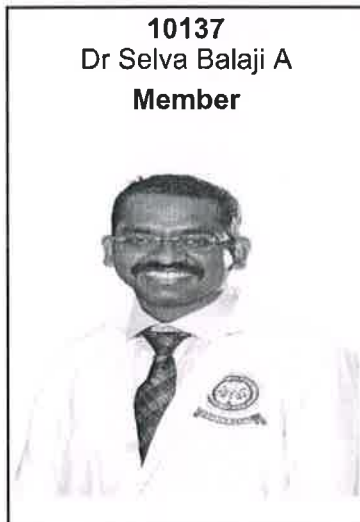
10146
Dr Parthiban S
Member



10019
Dr Bharath N
Member



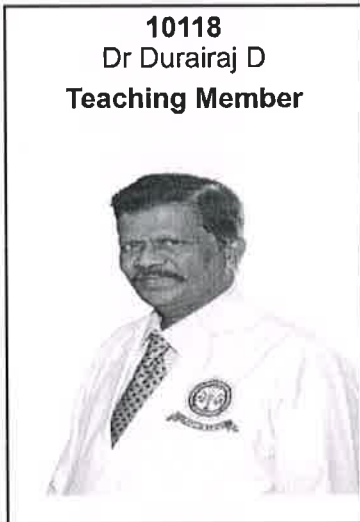
10108
Dr James Antor M
Member



10137
Dr Selva Balaji A
Member



10006
Dr Thilagavathi N
Teaching Member



10118
Dr Durairaj D
Teaching Member



10151
Dr Pradeep K
Teaching Member



S. Karthiga Kannan
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10142
Dr Hema Sathya B
Teaching Member

10058
Dr Prabhu K
Teaching Member

10149
Dr Rajeswary K
Teaching Member

30119
Mr Prabh
Administrative/
Staffs



30002
Mr Sundar M
Administrative/Technical
Staffs



30007
Mr Selvaganapathi R.V
Administrative/Technical
Staffs



30014
Mr Kuppan G
Administrative/Technical
Staffs

50051
Mr Palaya
Stake holder Co
Representa



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Institutional Board of Studies

NAAC

be constituted / reconstituted by the Correspondent.

The Institutional Board of Studies shall function for a period of 3 years and shall continue to func

The Chairperson of the Institutional Board of Studies shall be appointed by the correspondent fr
institution.

A Member Secretary will be appointed by the chairperson to perform and coordinate the activitie

Heads of all the departments shall be members of the Institutional Board of Studies.

A member should be present at a meeting of the board of studies, at any discussion & shall part

Functions of the Institutional Board of Studies:

The Institutional Board of Studies will advise and govern the academic cell in planning the Acad

To put forward and recommend any revision of the syllabus as frequently as necessary to the Ac
University.

To commend to the Academic Board of TN.Dr.M.G.R. Medical University in regard to text books,
and examinations in the subject concerned.

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To recommend a panel of names to the Academic Council for appointment of examiners for und

To harmonize research, teaching, extension and other academic activities in the department/coll

To appraise the criteria of general academic interest of all the departments and their functioning.

Meeting of the Institutional Board of Studies:

The Institutional Board of studies shall meet at least once in an academic year in the month of J

The Chairperson of Board of Studies shall arrange to prepare the agenda for each meeting and
least two days before the date of the meeting.

The Chairperson of the Board concerned will preside over the meeting of the Board of Studies.

On his/her absence, a member of the board of studies will nominate one among his/her depart

The quorum for each Board of Studies shall be made as for as possible by consensus.

The decision in the Board of Studies shall be made as for as possible by consensus.

The Member Secretary of Board of Studies shall prepare the minutes of each meeting and shall

The Correspondent may convene the meeting of the Institutional Board of Studies as when he/s

Objective Plan 2020-21:

To monitor and govern the teaching - learning process and quality assurance.



Silky K
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To ensure effective discharge of the teaching objectives of the university.

To monitor professional teaching standards.

To monitor and govern the Academic cell, Examination committee, Scientific Academic Forum and

To make recommendation if any in the design of syllabi for various courses or recommended at the TN.Dr.M.G.R.Medical University.

To propose panel of names to examination committee for appointment of examiners for undergraduate

To plan Academic schedule and Master timetable for AY 2020-21.

Encourage more Research activities during AY 2020-21.

Encourage more publications in indexed Journals with good impact factor during AY 2020-21.

To conduct module exam for postgraduate students before their university examination.

To recommend textbooks for subjects concerned for AY 2020-21.

Extension activities for AY 2020-21.

To plan CDE & Training programmes.

Regular lecture class in Biostatistics for I MDS students in AY 2020-21.

Orientation class for I BDS students.

Research committee to be newly formed to encourage more funded studies and for continuous research

Library hours for CRRI.



10183
Prof. Dr Karthiga Kannan S
Convener



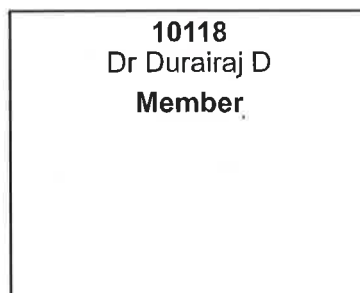
10077
Dr Sudhakar V
Coordinator



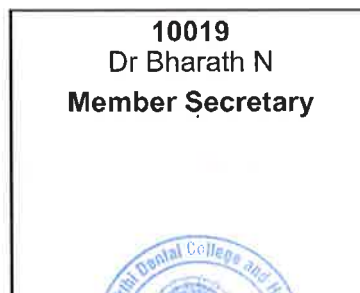
10113
Dr Shamala S
Chairperson



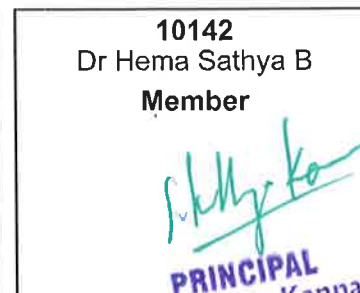
10145
Dr Sivasankar
Member Secretary



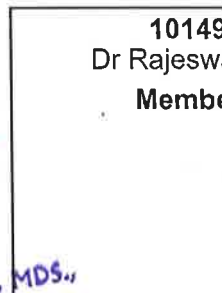
10118
Dr Durairaj D
Member



10019
Dr Bharath N
Member Secretary



10142
Dr Hema Sathya B
Member



10149
Dr Rajeswari
Member



S. Karthiga
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20200
Prof. Dr Suguna D
Member



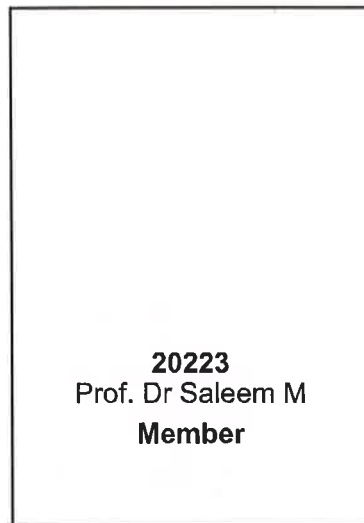
20207
Prof. Dr Kannan K
Member



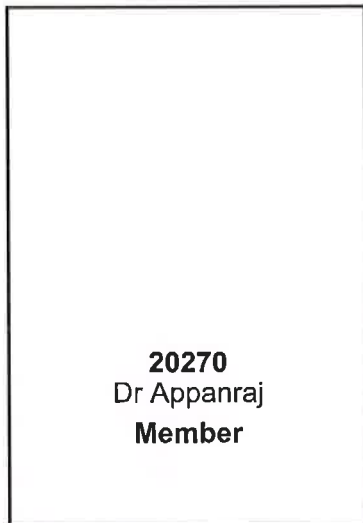
20215
Prof. Dr Sakthi Dasan S
Member



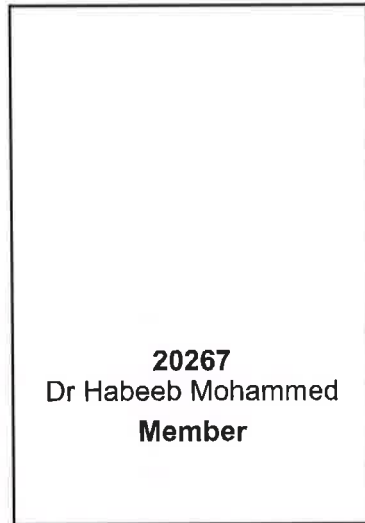
20242
Prof. Dr Ramar
Reddy R
Membe



20223
Prof. Dr Saleem M
Member



20270
Dr Appanraj
Member



20267
Dr Habeeb Mohammed
Member



(Signature)
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Academic Cell & Examination Committee

NAAC

to create a center of Excellence in clinical and academic systems with innovation and social cor an internationally recognized Institution.

We shall continually improve our faculty competency, infrastructure, academic and research fa our students as leaders of Dentistry.

Guidelines & Objectives

Academic Committee:

To promote the innovative Teaching & Learning.

To prepare & review the academic calendar for the institution in accordance with Tamilnadu Dr.N

To schedule the Theory and Clinical posting for undergraduate students.

To prepare schedule theory master time table as approved by Institutional Board of Studies.

To schedule clinical posting & prepare batch wise name list for undergraduates.

Term wise teaching schedule will be collected from individual department after obtainig approval

To collect the Question paper set for all Internal Examination based on calendar schedule as per

Term wise internal assesment mark and yearly university internal mark is obtained from individu

Lecture and clinical hours are revised as per university & DCI Recommendation with effect form

Examination Committee:

Examination committee takes responsibility in conducting three term internal assesment exarr Medical University norms & DCI regulations.

Examination committee takes responsibility in arranging examination hall, invidulation duty & qu monitoring answer sheet for central evaluation.

Takes responsibility of conducting university examination for undergraduate based on university

To conduct the state level Arulthiru Adigalar Endowment medal exam.

Monitor the central evaluation and report to the head of institution.

Theory paper evaluation marks is obtained in OMR coding paper and send for result analysis.

Answer sheet paper is prepared and distributed as per university exam paper and distributed for

Objectives:

1. The committee frames the academic schedule (clinical posting schedule, batch list) for BD
2. Disbursement of Timetable for BDS students as approved by Institutional Board of Studies
3. To collect the question papers for all internal exam on the date as written in the academic c
4. To send the BDS students progress report to the parents by the end of each term.
5. To prepare result analysis for each terminal exams and send to various department.



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6. To prepare result analysis for university exams and send to various departments.



10074
Dr Suresh Kumar G
Chairperson



10072
Dr Ramya R
Member Secretary



10056
Dr Vasupradha G
Member Secretary



10149
Dr Rajeswari
Member Sec



10087
Dr Karthik V C
Member



10147
Dr Sujith R
Member



10125
Dr Priyanka Pampani
Member



10153
Dr Indhu
Membe



10120
Dr Nathiya B
Member



10136
Dr Kalaivani S
Member



30093
Mrs Banumathi G
Administrative/Technical
Staffs



30180
Mrs Revathi
Administrative/
Staffs

30123
Ms Geethalakshmi R
Administrative/Technical
Staffs



S. Lakshmi
PRINCIPAL
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S. Kalyan

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Scientific Academic Forum

NAAC

SAF of Adhiparasakthi Dental College organize activities for UG students, PG students and faculty providing a platform to exchange views, inculcate inquisitiveness and interact with academicians and dental health. To create an environment and social awareness through various community faculty of the institution.

Objectives:

1. To provide an appropriate forum to the students of Adhiparasakthi Dental College to express themselves related to oral health.
2. To Provide a platform to inculcate their inquisitiveness.
3. To provide an opportunity to interact with eminent clinicians, academicians and research scholars.
4. To provide a platform to gather information on recent developments / trends in research in dentistry.
5. To provide scope to pursue higher education and research activities.
6. To recommend an annual day event to award in recognition of meritorious student and faculty.

Responsibility:

Principal

Chairperson

Member Secretary

Members

Role of Chairperson:

- Serve as the Head of SAF and to co-ordinate the committee activities with the Institution.

Role of Member Secretary:

- To communicate, co-ordinate and compile the SAF activities and individual department through the members.

Role of Members:

- To plan the events for the academic year.
- To collect the information of their respective department scientific and academic activities and submit it to the SAF.
- To serve as communication tool between students and SAF.
- To co-ordinate SAF activities to their respective head of the department.

Definition:

SAF is the acronym for scientific activity Forum of Adhiparasakthi Dental College and Hospital.

Procedure for Participation in Scientific Programs:

1. The concern staff / students bring the event to the knowledge of the Forum.
2. The topic of presentation is allotted by the staff concerned.
3. The student is asked to prepare on the topic and submit it to a review committee.
4. The suggestion of the review committee is implemented and the students is approved to participate.

Organize CDE Program:



Stalby
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1. All departments should conduct a CDE program for that academic year.
2. The department are requested to plan and schedule such program well in advance with no
3. Major part of the organization of the program shall be done by the particular departments c
4. Budget and allocation of funds shall be discussed with the SAF in advance.
5. Money made over the expenses should be submitted and transferred to the accounts depa

Conduct of webinar events:

- Invitation of selected events is brought forward.
- Required registrations are made.
- Required arrangements are made with the IT department.
- Circular is made with approval of the principal and circulated to the concerned students an
- The conduct and attendance of the courses is recorded and monitored.

Conduct of Guest Lectures / Workshops:

- Proposal of guest lecture / workshops is received form the departments.
- Feasibility and specifics are discussed with the departments.
- Budget / sponsors is discussed and approved.
- Invitation designed by the concerned department is approved and sent for printiong and ci
- Actual of conduct of the program is discussed and finalized with the approval of the princip
- Any help required during conduct of the program rendered.

Conduct of clinical society meeting:

- A schedule for the conduct of clinical society meeting, on a monthly basis, is put up : departments.
- Arrangements are made for regular conduct of the event.
- Circular is put up and all students and staffs are notified of the event.
- Conduct of the program is monitored.
- Feedback of participants, speakers are gathered, interacted and forwarded to higher authc

Quality Records:

- Certificates
- Webinar / Conferences / Workshops / CDE attendance register.
- Photographs/ Video recording.
- Feedback from of participants.
- Feedback forms of speakers.

Photo Gallery:

A photo gallery with photos of

- i. Merit students name with photographs
- ii. Conference presentation by the staff and students.
- iii. CDE program conducted and attended.
- iv. Copy of certificate / best paper prize to be exhibited in the notice board notified on w including management.
- v. Other photoes of academic interest has to be put up in the department.
- vi. Case of month.

All department are requested to put up a "Case of the Month" in their notice board. They can e department.



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 Cheyyur Taluk, Chengalpattu District
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10058
Dr Prabhu K
Chairperson



10129
Dr Anand S
Member Secretary



10026
Dr Ebenezer M
Member Secretary



10107
Dr Premkur
Member Sec



10082
Dr Vivek Krishnamoorthy
Member



10133
Dr Ohm Nijandhan K
Member



10131
Dr Annapoorani D
Member



10099
Dr Lakshma
Membe



10136
Dr Kalaivani S
Member



10124
Dr Shobana P
Member



S. Karthiga Kannan
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Institutional Review Board - Ethics Committee & Research Committee

NAAC, NABH

- Principle of Voluntariness
- Principle of Non Exploitation
- Principle of social Responsibility
- Principle of Ensuring Privacy and confidentiality.
- Principle of Risk Minimization.
- Principle of Professional Competence.
- Principle of Institutional Arrangements.
- Principle of Institutional Arrangements.
- Principle of transparency and Accountability.
- Principle of Totality of Responsibility.
- Principle of Environmental Protection.

Objectives:

- This committee ensures actual implementation of the ethical guidelines and its specific rec studies.
- The Committee is necessary action for completion of projects in the speculated time period
- The committee follows IRB guidelines and Ethical guidelines for biomedical research on human
- The committee supports the completed projects to publications in the indexed journals.

 <p>10038 Dr Vasanthakumari A Chairperson</p>	 <p>10077 Dr Sudhakar V Convenor</p>	 <p>10151 Dr Pradeep Kumar Y Member Secretary</p>	<p>50054 Dr Muthur Basic Medical</p>
<p>50056 Mr Senthil Kumar Lay Person</p>	<p>50057 Mr Balaji Legal Advisor</p>	<p>50059 Prof. Dr Saravana Kumar External Specialty Member</p>	<p>50060 Prof. Dr Matha External Sp Membe</p>
<p>10006</p>	 <p>10142</p>	 <p>10140 PRINCIPAL Prof. Dr. S. Karthiga Kannar, MDS., ADHIPARASAKTHI DENTAL COLLEGE & HOSPITAL Hospital Road, Melmaruvathur Cheyyur Taluk, Chengalpattu District Tamil Nadu - 603 319</p>	



10140
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Dr Thilagavathi N
Internal Specialty
Member



Dr Hema Sathya B
Internal Specialty
Member



Dr Parthiban S
Member Secretary



SKK

PRINCIPAL
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Facility Management & Safety

NAAC, NABH

To provide an environment, safety and health forum for Facilities Site Services employees to exercise their rights in the workplace for themselves, their co-workers, and the environment.

Aim:

1. Involve employees in safety and loss control management.
2. Lower the frequency and severity of accidents and injuries.
3. Maintain a safe environment for employees and visitors.
4. Involve all employee participation in safety programs.

Objectives & guidelines

1. The hospital aims to provide a safe facility for all its occupants.
2. This shall be accomplished by a Facility management and Safety Committee, which shall oversee all safety activities.
3. Preventive and breakdown maintenance Schedule are monitored and carried out by the Maintenance department.
4. Drawings (site layout, floor plan and fire escape route) shall be maintained in each floor in a visible and accessible manner.
5. Fire escape route in the display of escape route drawing is marked in Red color.
6. Fire EXIT signage is provided in each floor .
7. Internal and external sign posting in the organization shall be maintained in a language understood by all employees and visitors. Responsibility maintenance department .
8. A comprehensive safety inspection shall be done twice a year in patient care areas and once a year in non patient care areas by the Contractor.
9. A report shall be generated after each inspection by maintenance department in-charge which shall be discussed in Safety Committee Meeting and shall form the basis for Records are maintained and monitored at the department level for preventive action.
10. Response times are monitored from time of reporting to time of inspection and time of implementation.

Strategic Action plan for the Academic Year 2020-2021

Sl. No.	Item/Issue	Strategies to be adopted/outcomes
1	Fire drill training programme	To help the employee to use the acronym ACTS & RACE to help remember what to do in case of an emergency in everyday location.
2	Training plan for non fire emergencies	Training for CODE RED ,CODE BLUE, CODE PINK and related emergencies for both teaching and non teaching staffs
3	BLS& ACLS training activities for employees	Both internal and external training planned for teaching and non teaching faculties.
4	Quality check of our water resources	In coordination with NABH TEAM culture test for water resources to be planned
5	Facility inspection rounds	Planned for bi annual inspection by PRINCIPAL department



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10006
Dr Thilagavathi N
Chairperson



10086
Dr Sumanth Kumar R
Member Secretary



30194
Mrs Preethi R.S
Manager - Quality



10080
Dr Ananda I
Membe



10116
Dr Sathish S
Member



30119
Mr Prabhu S
Member



30007
Mr Selvaganapathi R.V
Member



30002
Mr Sunda
Membe



30013
Mrs Susila S
Member



30155
Ms Hemavathy V.S.
Member



30028
Mrs Usha E
Member



S. Karthiga Kannan

PRINCIPAL
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Student Welfare & Hostel Committee

NAAC

The Student Welfare Committee consists of a chairperson, a member secretary and six members. The Principal. A total of 8 faculty members comprise the committee. The term of the members shall be one year.

Two student representatives from each batch on behalf of First, Second, Third and Final year students will be nominated by the students welfare committee with the consent of the Principal. The students welfare committee. General Secretary & Cultural Secretary will be elected from the students welfare committee. General Secretary & Cultural Secretary will be elected from the Final year BDS students. A total of 15 members will form the students council. The members will be elected on merit in the field of academics, sports, and other extra curricular activities provided that at least one-third of the members shall be women. The term of the members shall be one year.

Functions:

1. To identify and encourage creative talents of students.
2. Facilitating students to recognize their potential and bringing out their hidden talents.
3. Students counselling to discuss about their problems.
4. To help them explore ways of personality development.
5. To bridge between the students and the management.
6. To cultivate unity and integrity among students.
7. To inculcate right values, a spirit of leadership and discipline among the students.
8. To conduct Sakthi Utsav Sports meet every year.
9. To conduct Sakthi Utsav cultural fest every year.
10. To organize the Annual Day program.
11. To encourage participation programmes every year for the I BDS & I MDS.
12. To identify and recommend awarding the students with academic excellence.
13. To implement diverse programmes and welfare activities with regard to the students.
14. To make the students more socially responsible citizens.

Meetings:

The committee shall meet at least four times in an academic year and as and when required for various programmes. Fifty percent of the total members shall constitute the Quorum. The agenda discussed at the meeting shall be circulated to all members by the circulation of the minutes. The meeting will be convened by the Chairperson. The members shall be informed of the meeting at least 2 days prior to the meeting date. The Member Secretary shall record the minutes of the meeting.

Objectives for the Academic Year 2020-21:

1. To conduct an election and form Students 'Council for the academic year 2020-21.
2. To encourage students and make them participate in various co-curricular and extracurricular activities.
3. To conduct Pongal celebrations in January 2021.
4. To conduct Sakthi Utsav - 2021 in our college campus.
5. To conduct College Day for the academic year 2020-21 in our college campus.
6. To conduct meetings according to calendar schedule, record minutes of meetings along with the agenda.

10006 Dr Thilagavathi N Chairperson	10058 Dr Prabhu K Member Secretary	10041 Dr Dhivya K Member Secretary	10086 Dr Sumanth K Member Secretary
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10082
Dr Vivek Krishnamoorthy
Member



10133
Dr Ohm Nijandhan K
Member



10131
Dr Annapoorani D
Member



10141
Dr Muruganai
Member



10088
Dr Ramesh Kaarthick I
Member



10153
Dr Indhu K
Member



10122
Dr Nitya K
Member



30005
Mr Kannada
Manager - I



10080
Dr Ananda Devi C
Member



10144
Dr Sowmiya T
Member



30119
Mr Prabhu S
Member



30003
Mr Ramesh
Member



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NSS Committee

NAAC

PA

→To oversee and co-ordinate the various social service scheme activities of the nation

OBJECTIVES

2.1 – A common forum to initiate social scheme activities

→To initiate and co-ordinate social scheme activities that encourages welfare to the society from institution.

RESPONSIBILITY

3.1 – Principal

3.2 – Chairperson

3.3 – Member secretary

3.4 – Members

3.5 - Volunteers

ROLE OF CHAIRPERSON:

Serve as Head of NSS and to co-ordinate the committee activities with the Institution.

To communicate the program planning and the event schedule to the Head of Institution.

To approve and upload the contents of the reports prepared for web content and newsletter content

ROLE OF MEMBER SECRETARY:

To communicate, co-ordinate and compile the NSS activities done by the members and volunteers

To take up responsibility and coordinate committee activities in case of absence of Chairperson

To verify the contents of the reports prepared for web content and newsletter content of events

ROLE OF MEMBERS:

To plan the events for the academic year as recommended by TN Dr.MGR Medical University

To communicate with the external members and plan for NSS related activities.

To plan and execute the individual programs along with the student volunteers

To serve as communication tool between volunteers and SAF.

To arrange for event requirements like banner, audiovisual aids, certificates, refreshments by from non-teaching departments.

To compile reports, web content and newsletter content of events conducted as and when the

DEFINITION

Nil



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PROCEDURE

5.1 - CONDUCT OF NSS PROGRAMS:

- 5.1.1 – The recommended list of NSS calendar event is proposed and put for approval from the year for the upcoming calendar year from September to August
- 5.1.2 – The approved list is updated as planned list of committee activities of NSS.
- 5.1.3 -Apart from the approved list, the communication from Tamilnadu Dr.MGR Medical University conducted as NSS activity.
- 5.1.4- The Member shall be a program coordinator and Member Secretary / Chairperson shall be
- 5.1.5-Communication of organizing the planned event along with the event proposal, the Speaker and the support staffs to be uploaded in the CIS 15 days prior to the event.
- 5.1.6- Certificate design and content to be approved by the Chairperson and Head of Institution.
- 5.1.5-The permission of the list of student and staff volunteers taking part should be obtained at respective department heads and Head of institution.
- 5.1.6-The reports, along with event photos should be uploaded in the web content and also mail

CONDUCT OF OUTREACH PROGRAMS & CAMP ACTIVITIES:

- 5.2.1– The Permission for conducting outreach activities/ general camp activities are received from
- 5.2.2– The plan of execution along with the required number of volunteers and feasibility is discussed
- 5.2.3– Budget, materials required, transport facilities are all planned, discussed with concerned :
- 5.2.4– Actuals of conduct of the program is discussed and finalized with the approval of the Principal
- 5.2.5- The program report along with the photos should be updated in CIS and submitted for website




6.0 – QUALITY RECORDS

6.1 – Certificates/Brochures

→Event Report/Photographs/Web Content/Newsletter Content

7.0 – REFERENCES - NIL

8.0 – **FORMAT:** Feedback forms 1. Participants 2. Speakers.

<p>10086 Dr Sumanth Kumar R Chairperson</p>	<p>10107 Dr Premkumar E Member Secretary</p>	<p>10088 Dr Ramesh Kaarthick I Member</p>	<p>10132 Dr Sudhak Member</p>
			



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Mentor Committee & Parents Teacher Association

NAAC

guidance, encouragement, academic and personal counselling and a definitive parental care for every student throughout their Dental course in Adhiparasakthi Dental College and Hospital.

2.Objective :

- To establish a two way communication between the faculties and the students primarily to provide education, individual recognition and meritorious achievements for the students.
- To inculcate self-improvement and facilitate leadership by developing the interpersonal skills in various situations and also to aid them to thrive in competitive environments.
- To help students in balancing professional goals with their personal well-being or to give emotional support.
- To identify the slow, intermediate and advanced learners and to formulate all necessary action plans for their performances.
- To improve the quality of education and provide constant monitoring to reduction or elimination of deficiencies.
- To actively involve the parent to have a definitive role in the mentoring system to witness and encourage the student's progress.

3.Responsibilities:

- Chair Person: Dr.A.Vasanthakumari , Principal
 - Core Moderator: Dr.V.Sudhakar, IQAC Chairperson
 - Member Secretary: Dr.Jaiganesh & Dr.James Bhagat
 - Mentor committee members
 - Associated IQAC committees
- i. Student welfare committee
 - ii. Academic Cell
 - iii. Grievance Redressal committee
 - iv. Anti-Ragging committee

4.Procedure:

Overall framework of the Mentor committee:

- The mentor committee is governed periodically by the IQAC cell and constantly been motivated to perform better.
- The mentor committee in our college comprises of 33 individual mentors, eight overall academic committee members, member secretary and Mentor committee chair person.
- The committee had a definitive plan of action for every academic year which will be aimed at the improvement in the overall committee performance every year.
- All the mentors were allowed to freely interact and establish a rapport with their allotted students to monitor their clinical performance, clinical quota completion, attendance and other mentoring parameters to make the mentorship program effective.
- Each individual staff mentors will be collecting a Term-wise assessment data sheet from the students to monitor the performance of the student, and based on which an appropriate action plan and measures will be taken to improve the student's performance.



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- The mentor committee also welcome students queries, doubts, complaints, suggestions and evaluate their academic performance and activities, the committee cumulatively collects all the above and address them addressed in the mentor committee meeting and an appropriate solution or action plan will be developed and will be implemented for the benefit of the students.
- The committee also consist of a clinical Psychologist team to render an effective behavioral analysis and are in definitive need.
- As an annual plan, mentor committee also conducts Parent-Teachers meeting at the beginning of the year to further improvise the overall performance of the student in final university exams and to reorient both parents and student to superimpose the further upgradation and improvements in the curriculum.
- All valuable inputs from Parent-teachers association will be considered before drawing the action plan.

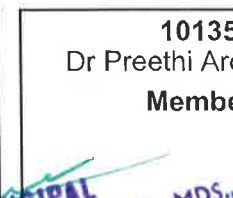
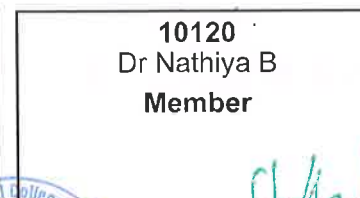
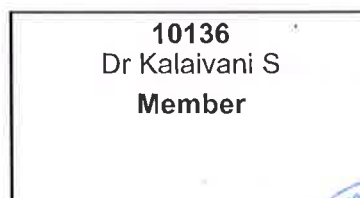
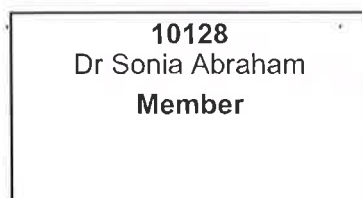
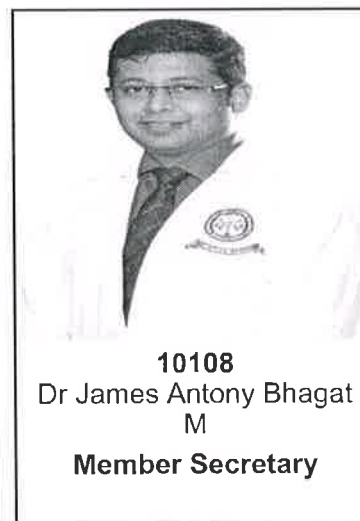
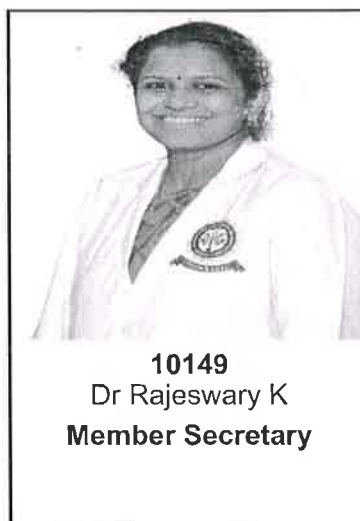
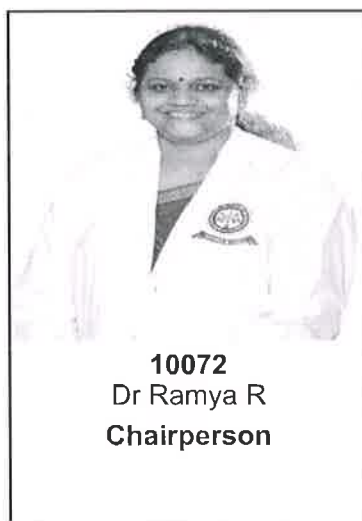
Mentor Management system in Teaching and learning process

The aim of the teaching and learning process is to make every student an advanced learner. A protocol that is to be opted by the Department will be submitted to the teaching and learning committee principal via IQAC committee will be subjected for implementation.

The advanced learners will be further reinforced with incorporation of research activities, science projects, workshops and hands on programs, they will be always encouraged and motivated in all the activities both in academic and extra-curricular activities.

The identified slow learners were further categorized in to

- Academic slow learners - The academic slow learners are the students who were not recommended by the Department or dental UG syllabus but upon constant guidance.
- Poor performers - The poor performer are the students who were not able to orient themselves.



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Gender Sensitization Cell & Sexual Harassment

NAAC, NABH

true spirit to underscore the importance of Gender Sensitization initiatives for the full realization to institutionalize policies of zero tolerance for overt and structured gender based discrimination foregrounds the crucial role of education, the culture of silence and impunity that sustain practice learning.

The policy has abided by the following principles:

1. In order to decentralize the complaints procedure and provide easy access to all, separate department clusters and others.
2. In order to create autonomous institutional structures to look into complaints of sexual harassment in each institution with a known contribution to gender issues have been included in each committee.
3. To make the committee's representative, each category of institution members in given region.
4. As per the 1997 supreme court judgement, it is mandatory for each committee to have a certain percentage of women members.

Term and Composition of GSCASH:

The term of each committee shall be two years. The Previous committee will however continue to handle sexual harassment during the pendency of an enquiry then for purpose of that complaint, the previous committee will be regarded as a valid committee, till the submission of the enquiry report. At least 50% members in each of these categories should be women. The college should ensure that the report is submitted by the 30th september every year.

College Complaints Committee:

1. Two faculty members(atleast one women) to be elected/nominated to serve on GSCASH.
2. Two non teaching staff representatives of the college (of which one must be from ground level) as per the procedure outlined.
3. Three students representatives to be elected / nominated from a Gender sensitivity committee. The representatives should be a second year graduate student, post graduate student, and a representative from the hostel.
4. Two person with known contribution to women's issues, to be co-opted by the committee. One must be preferably have a legal background and the other one may be the representative of an organization.
5. The Chairperson to be elected/nominated from amongst the members.
6. The member secretary to be elected/nominated from amongst the members.
7. The member secretaty to be elected/nominated from amongst the members.

Meetings of GSCASH:

- GSCASH shall meet atleast 5 times a semester or at such intervals as may be necessary. Successive meetings shall not exceed 30 days. Members shall be intimated of meetings in advance. Minutes of all meetings shall be recorded, confirmed and adopted.
- Any members of GSCASH may requested the chairperson to call an ordinary meeting. The quorum for an ordinary meeting shall be one third of the members.

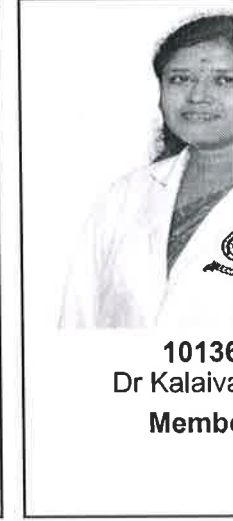
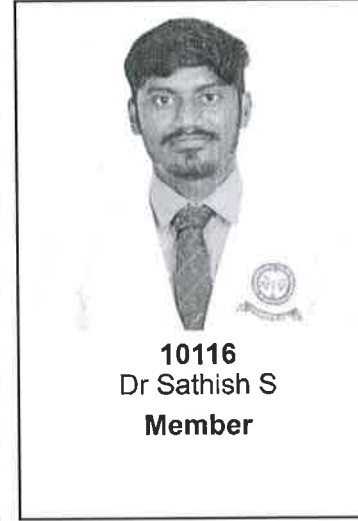
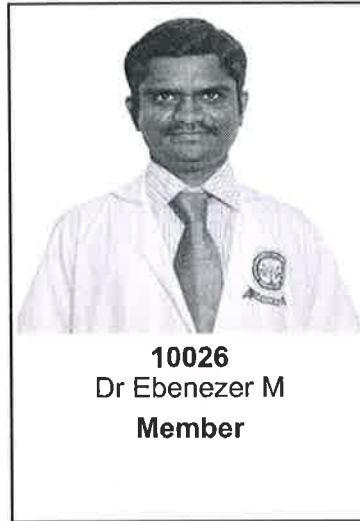
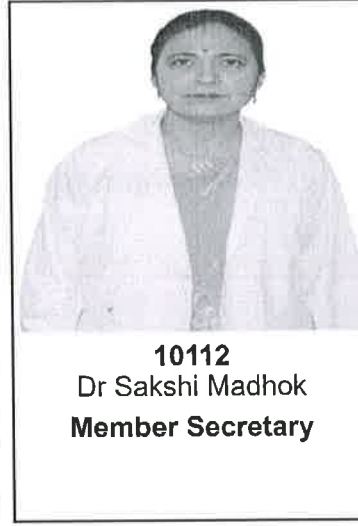
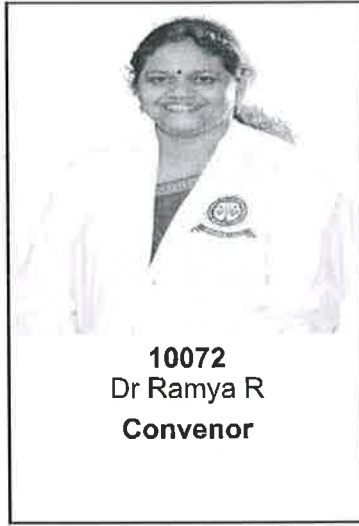
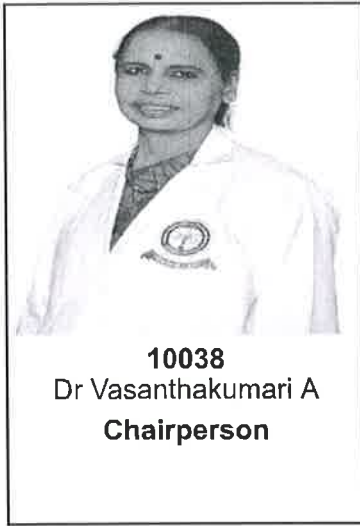
Objectives of GSCASH:

1. To prevent discrimination and gender issues against women, by promoting gender amenities.
2. To analyse and assess the extent to which the existing arrangements for safety of women youth in general, are adequate on the campus of the institution.
3. To identify the short coming in the existing systems and to support measures to put in place to rectify them.
4. To evolve permanent mechanism for the prevention and redressak of gender issue.



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5. To ensure the implementation of the policy in letter and spirit through proper reporting procedures.
6. Deal with cases of discrimination and gender and gender issue against women, in a time services to the victimized and termination of the harassment.
7. To uphold the commitment of the institution to provide an environment free of gender - bias
8. To create a secure physical, social and psychological environment this will deter acts of



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Anti - Ragging Committee

NAAC

OBJECTIVES

To root out ragging in all its form in APDCH, preventing its occurrence in following the provision those who indulge in ragging as provided for in these regulations.

ANTI-RAGGING SQUAD

The anti ragging squad will consist of following members who are expected to keep a close watch places from ragging point of view. All the members of squad will keep moving around the campus in or expected to make a general round of the campus with alert eyes to discourage ragers and to avoid any su

The anti-ragging squad will be nominated by the head of the institution and will have represent community. They shall inspect places of potential and vulnerable hot spots by making surprise visits twi committee chair person and can make recommendations and suggestions to the committee if needed.

Anti-Ragging Squad members

S.No	Name and Designation
1.	Dr. R. Senthil Kumar, Reader, Conservative Dentistry
1.	Dr. I. Ramesh Kaarthick, Lecturer, Prosthodontics
1.	Dr. Vivek Krishnamoorthy, Lecturer, Pedodontics
1.	Dr. S. Kalaivani, Lecturer, Public Health Dentistry
1.	Dr. T. Sowmiya, Lecturer, Conservative Dentistry
1.	Ms. Sri Sakthi, Warden, Girls Hostel
1.	Mr. R. Kannadasan, Hostel Manager
1.	Mr. R. Ramesh, Accounts Manager
1.	Mr. R.V. Selvaganapathi, DEM Engineer
1.	Mrs. E. Usha, Matron

ANTI-RAGGING COMMITTEE



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The Anti-Ragging Committee will make sure that no ragging takes place in the college campus. student members. If any incident takes place, it will be acted upon and reported through the members c will take place through that stream of members of the college.

Anti-Ragging Committee Representatives

S.No	Name and Designation
1.	Dr. A. Vasanthakumari, Principal
1.	Mr. A. S. Baalaji, Advocate
1.	Mr. Saravanan, Inspector of Police, Melmaruvathur
1.	Mr. Karthick, Maruvor Times
1.	Prof. R. Manickam, District Secretary, IRCS, Kanchipuram
1.	Dr. D. Durairaj, HOD, Oral Surgery
1.	Dr. N. Bharath, Reader, Conservative Dentistry
1.	Dr. Sakshi Madhok, Reader, Prosthodontics
1.	Dr. Karthikeyan, Reader, Conservative Dentistry
1.	Dr. I. Ramesh Kaarthick, Lecturer, Prosthodontics
1.	Dr. Sonia Abraham, Lecturer, Prosthodontics
1.	Dr. S. Kalaivani, Lecturer, Public Health Dentistry
1.	Mr. Kumaresan, Representative of Parent
1.	Mr. M. Vignesh – I BDS
1.	Ms. K. Aswini – I BDS
1.	Dr. J. Sruthi – I MDS, Orthodontics
1.	Mr. J. Stalin - III BDS
1.	Ms. G. Backiyapriya – III BDS
1.	Dr. Pandi, II MDS, Orthodontics
1.	Dr. K.V. Devika, III MDS, Oral Pathology
1.	Mrs. R. S. Preethi, Quality Manager
1.	Mr. R. Ramesh, Accounts Manager
1.	Mr. R. Kannadasan, Hostel Manager



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CONTACT NUMBERS IN CASE OF EMERGENCY

POLICE STATION – G3 POLICE STATION, GST ROAD, NEAR ADHIPARASAKTHI KOVIL, M

MOBILE NO.

LANDLINE NO. 044-27529100

ROLE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

Formation and functioning of anti-ragging committee, squad cell, mentor cell, monitoring cell as pe

1. The faculty members can take the help of the member students as and when required and can also Anti-Ragging Committee.
2. To keep an alert eye to avoid any of ragging incidence.
3. Walk around the campus to ensure that there is no such activity taking place.
4. Keep reminding students about the severe actions which could be taken against them if they are fou
5. Sensitization of students about the rules and regulations of Anti-Ragging.
6. Informing students about the affidavit and encourage students to fill and submit it in time.
7. Taking ownership in making the environment of the campus absolutely free from Ragging by all the
8. Active participation in monthly meeting of Anti-Ragging Committee or as per the scheduled inform
9. Identify and keep in close observation of the sensitive places of the institute where such incidents ca
10. For each ragging incident, the member person is supposed to prepare and submit a complete repor further action to the Head of Anti-Ragging Committee
11. If any such incident is reported to member or member himself/herself comes across such incidents, telephonically/face to face to the group of students found/reported to indulge in ragging.
12. The member person will immediately investigate about such incident and will take in written from t
13. The member person will also try to collect the information Oral and Written from the witnesses and
14. Simultaneously, the member person will immediately bring to the notice of Head of Anti-Ragg information and later on will submit an exhaustive report to the Heads for further process and action
15. Since the gravity of the incident will be decided by the report which will get reflected into the defaulter, it is expected from the each member person that they make/develop the report with utmos
16. Each such report submitted to the Head of Anti-sRagging Committee will be further investigated right judgment & appropriate decision.
17. Each nominated member of the committee is expected to abide by the SOP.




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10038
Dr Vasanthakumari A
Chief Advisor



10118
Dr Durairaj D
Chairperson



10112
Dr Sakshi Madhok
Member Secretary



10019
Dr Bharat
Member Sec



10037
Dr Karthikeyan S
Member



10080
Dr Ananda Devi C
Member



10128
Dr Sonia Abraham
Member



10136
Dr Kalaiva
Membe



10144
Dr Sowmiya T
Member



30003
Mr Ramesh R
Non-Teaching Staffs



30005
Mr Kannadasan R
Non-Teaching Staffs



60000
Mrs Sri Sak
Non-Teaching



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30028
Mrs Usha E
Non-Teaching Staffs



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Library committee

NAAC

The committee shall consist of the following members

1. Principal
2. One faculty representative from each department preferably the head of the departments.
3. Two/Three representatives from UG,PG students of the institution.
4. Librarian.

Office Bearers:

1. The chairman of the committee shall be appointed from amongst the professors for three y
2. Student members shall serve for one year only.
3. The committee shall meet at least four times in an academic year with at least 50% of its n

Functions:

1.The formulate policy for developing library/department library resources for reading.

reference and projects.

- Strategic planning (i.e. identifying library goals, objectives, methods, resources needed dates for completion of takes).
- Budget planning (for book/journal collections, library equipments library furniture, library : resources)
- Library promotion planning.

2. To define book/journal selection policy: State the distrubution of library budget by subject ar guidelines for acquiring multiple copies of books, guidelines for accepting books from donors.

3.To develop a general program of library services to suit the interest and requirements of differe

4. To frame, review and approve library rules.

5. To set up, library organization takes involes assembling, forming logical units of works,definini requirements assinging tasks.

6. To coordinate human, financial, physical, informational, and other resources.

Protocol:

1. All the students must utilize the central library for education purposes on daily basis.
2. Students must be aware of the protocols followed in the central library.
3. Cell Phones, Laptops, own books, bags are prohibited inside the library; students should provided at the library entrance.
4. Enter your finger print in the biometric register kept at the entrance counter before entering
5. Catalogue for all the books in the library is available in,

- Subject wise
- Author wise
- Title wise formats

6. Catalogues can be assessed with permission of the librarian / library assistant for easier search



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Students should produce the books/journals and their ID card for issue registering before taking
Scribbling, underlining, tampering or damaging the library books/journals is strictly prohibited de

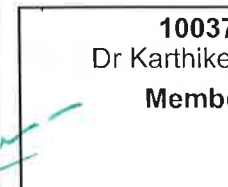
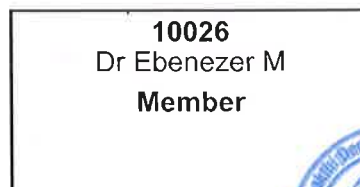
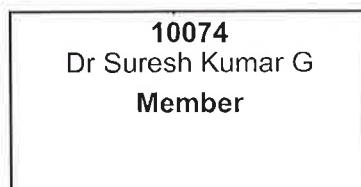
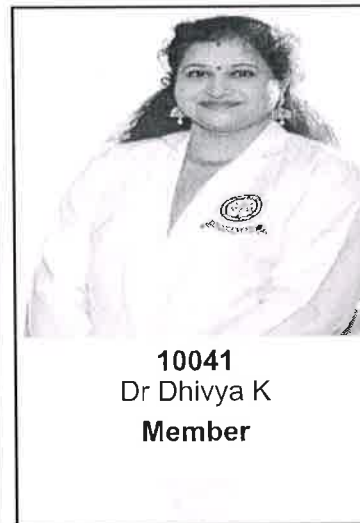
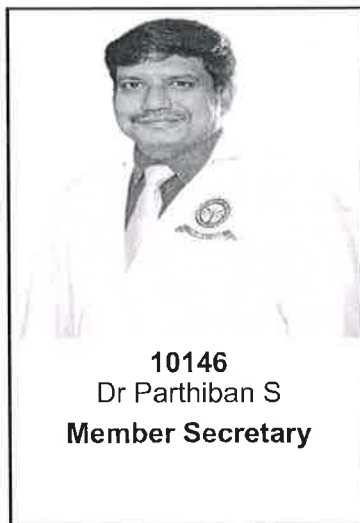
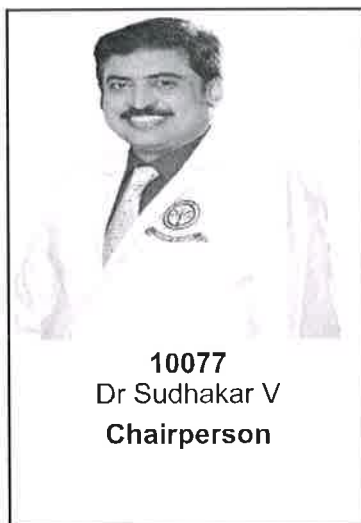
Protocol for Issuing Books for Reading Inside the Library:

1. The authority to issue books is restricted to librarian / library assistant.
2. At least one staff should always be present in the issue counter at all times during fuctionir
3. A separate register should be maintained for entering issue and return of books for reading
4. The register should be properly named with period of usage for reference.
5. The date of entry should be mentioned at the top of the page and new day should start in a
6. Librarian/Library assistant should inspect each book before entry for any damage.
7. The serial number of the day,book number,author,complete book title with edition (if applic
8. Librarian/library assistant should ask the student to enter their name, ID card number and :
9. On return of the books, the staff should inspect the books for any damage before registerir
10. The book number, author and title should be verified, if matching the return time should b
11. The staff should check if the concerned students have returned all the books issued by the
12. The returned books should be placed in their concerned place immediately.
13. No books shall be issued from half an hour before closing time of the library.
14. At the end of the day, after students have returned all the books, staff should tally the b
15. The librarian should cross check and counter sign before closing the register for the day.
16. If one or more books is not returned, search for the books in the concerned section/read

a). If found inside the library

Inform & warn the students to follow protocol.

b). If not found inside the library the default student has to replace the book.



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Grievances Redressal Cell & Disciplinary Committee

NAAC, NABH

The Redressal Committee Shall consider only individual grievances of specific nature of staff and by the concerned aggrieved employee/ student of the centre.

The Grievance Redressal Committee shall not consider any grievance of general applicability or by more than one employee/ student.

After receiving any application the committee will decide on the merit of case regarding scope of

Procedure, Periodicity and Attendance at Meetings:

The Grievance committee will meet as and when required. However, if necessary, it may meet on request of the members to discuss the various issues received.

At least three members of the Grievance Committee shall be present in a meeting.

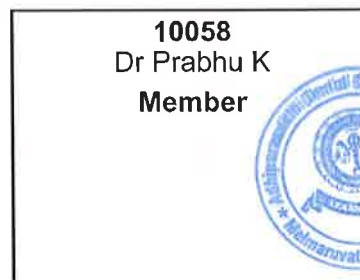
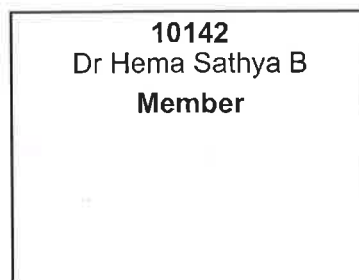
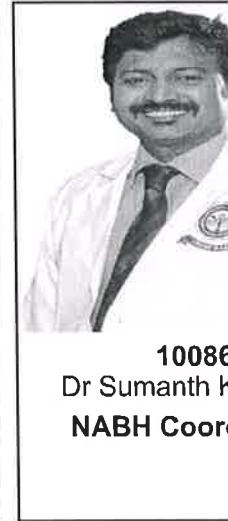
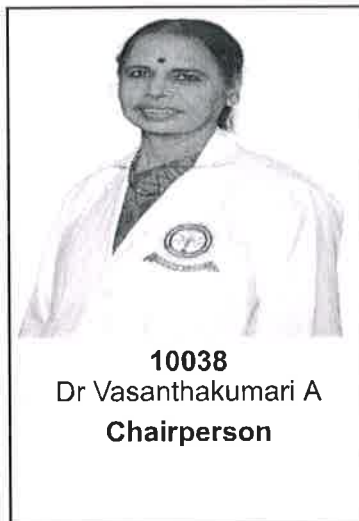
If a member of the grievance committee is connected with the grievance of the aggrieved individual Grievance Committee shall not participate in the deliberations regarding that individual case.

If the aggrieved person happens to be a member of the Grievance Committee, then he/ she shall be a member of the committee when his/ her representation is being considered.

Term of Reference:

The Grievance Redressal Committee shall consider all grievances submitted in writing by an individual in employment/ association, working conditions and any other alleged injustice done to and employees' duties at the centre.

The Grievance Redressal Committee shall study the petition/ application and



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PG Committee

NAAC

Identifying Internal and External issues

SINO	Type	Factor	
01	Internal	Technological factor- Computer and Net updating	Delay
02	Internal	Improper invigilation in the exam hall	Stu
03	External	Supply of answer sheet/improper stock maintenance	Answ

Interested parties identification and their requirements

SI.NO	Interested parties	Internal-I/External-E	Need of interested parties	Expectation of interested parties
01	Students	I	Exam hall environment & good facilities	No delay in exams conduct
02	Staff	I	Manpower and coordination	On successful completion without any issues
03	Invigilators	I	No complaints in invigilation	No mal practices during exams
04	Management	I	Exam conducted in good manner	No complaints from students

MODULE THEORY EXAM-FLOW CHART & RISK ASSESSMENT

SI.NO	Process	Process flow	Risk & opportunity	Effect of risk	Risk category(H/M/L)	Action taken	Risk category
1	Before the theory module exam		Typing error & wrong entry	Affect student's study	H	Prior check before announcement	
			Delay in submission	Delay in printing	H	Inform to principal take necessary action	
			Non acceptance of invigilator	Difficult to conduct exam	H	Report to member secretary	
			Typing error & wrong entry	Delay in works	L	Proper check before announcement	



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2	On the day of exam	Improper time management	Delay in correction	H	Report to member secretary
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Legend: H-High ; M-Medium; L-Low

I-Internal ; E-External

STUDENTS RELATED

PROCESS	PROCESS OWNER
Module Theory Exam -PG	Junior Assistant

OBJECTIVE : Student's module exam completion on time at every year

KPI: Number of students attended

TOP RISKS & OPPORTUNITIES: Refer : (DOC.NO:APDCH/DI/NA/14;Page NO:68)

Procedure for Modulus Theory Exam -PG Course

1.Purpose

To conduct module theory exam as per schedule for PG course.

2.Objective:

To conduct module theory exam without any problems for students.

3.Responsibility:

Admin assistant ,Exam cell, All departments H.O.D'S and Principal.

4.Definition

H.O.D-Head of the department.

5.Procedure

Before exam

5.1.PGcommitte will discuss with all HOD's and Principal regarding Module Examination Schedule (The from principal and circulate to all PG dental & Medical departments handling BDS students ,Examination

5.2.Indent for stationary items to Store In charge.

5.3.Answer paper-similar to University pattern Booklet is printed.

5.4.PG committee will collect and finalise the Question Papers from all Dental and Medical departments & year and each departments.

5.5.After taking printout of all Question Papers for all years have report to Principal and have to keep con



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5.6.Exam cell will prepare the Invilgilation duty schedule and will get sign from principal and circulated t schedule for their conformance for teaching staffs.

5.7.Exam hall seating arrangement -Register number will be taken printout for all years and will be pasted previous day of examination.

On the day of exam:

5.8.Theory exams have done under the control of Member Secretary (Examination Committee).

5.9.Answer sheets should distributed to individual exam table at half an hour before the exams.

5.10.Question paper will be taken from principal room before **15 minutes** of the exams and distributed to

5.11.Student Attendance sheet format will be prepared manually & will take print out to get sign from all completion of the every exam ,answer sheets were collected according to Register number wise and will b

After Exam

5.12.Central evaluation Format will be prepared manually, For dental PG departments , we will arrange ce hall and we will create format for to get sign in that.

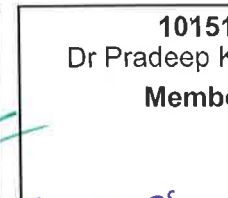
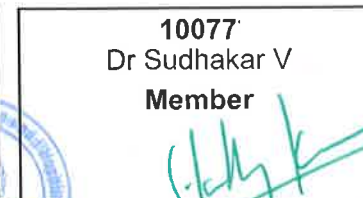
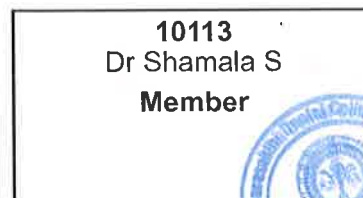
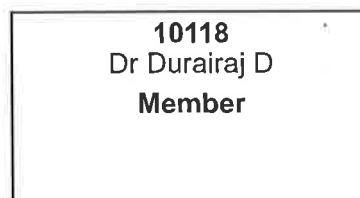
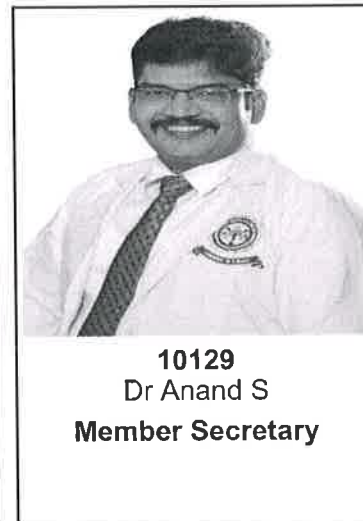
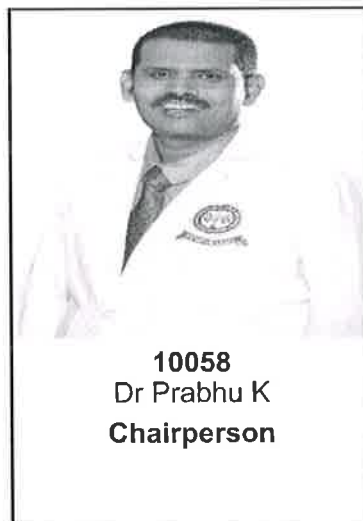
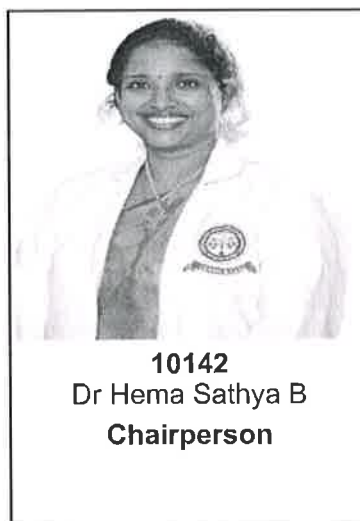
5.13.Despatch Answer Sheets will be prepared manually ,after completion of all year's exam, have to disp that in Medical departments handling dental students.

6.Quality records:

1.Master list of Retained Documented Information-APDCH/QMS/D/02

7.Reference:

1.T.N.Dr.M.G.R.University regulations.



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Staff Welfare Committee

NAAC

1. Adhiparasakthi Dental College and Hospital is keen on the overall development of the teaching staff and their welfare.
2. This committee works for the benefit and welfare of the all staff and provides a channel to i
3. This committee works for the benefit and welfare of the all staff and provides a channel to i
4. The committee shall comprise of chairperson (Principal), Two faculty members, Admin Ma
5. The committee will meet to discuss the welfare schemes, reviews recommendations reg
6. The list of beneficiaries from the welfare schemes will be maintained by this committee.
7. Agenda for the meeting, minutes and review output of the committee proceeding will be m

Objectives of Staff Welfare Committee:

1. To look after the needs of the staff to maintain their high morale.
2. To build a healthy working environment and foster good relationships among the staff.
3. To plan for general welfare activities for teaching, administrative staff and non teaching sta
4. To provide platform to the staff for expressing their ideas.
5. To felicitate outstanding achievements of staff members in various fields.
6. To develop co-operation and co-ordination among the staff.
7. Hepatitis-B Vaccination will be given to all Faculties and Hepatitis-B and Tetanus toxoid
8. Helps staff members in time of illness and difficulties.
9. Administer the staff welfare fund and ensure its proper usage.
10. To provide opportunities for attending various workshops, semonars, symposiums and cor
11. To assist in availing the grants for the workshops, seminars, symposiums and conferences
12. To plan and organize regular programs and activities for the development of faculty admini
13. Maintenance of relevant records.

Welfare Schemes for Staffs:

Teaching Staffs:

- Employment Provident Found, Gratuity schemes, Group Health Insurance, Free transport
- Concessional / Subsidized medical and dental care for family.
- Money Reimbursement for conference participants and membership in professional bodies

Non-Teaching:

- Employment Provident Found, (employee drawing salary less than Rs.15,000 per month w
- Group health insurance for staff.
- Health insurance (Balaji alliance for non teaching).
- Employee drawing salary of above Rs.4,000 per month will be covered under Bangaru Adi
- Interest free salary in advance deducted in 12 month installment can be availed once in a y
- 30% Concessional / Subsidized medical and dental care for self and family.

10038
Dr Vasanthakumari A
Chairperson

10006
Dr Thilagavathi N
Member Secretary

10118
Dr Durairaj D
Member

10077
Dr Sudhak
Membe



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10142
Dr Hema Sathya B
Member



30119
Mr Prabhu S
Member



30194
Mrs Preethi R.S
Member



30003
Mr Ramesh
Member



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Infection Control Committee

NABH

1

- monitor and evaluate a Dental college and hospital wide infection control program.
- To identify the roles and responsibilities of key personnel involved in the prevention and control.
- To ensure that the infection control manual is in place and conforms to NABH standards.(as per IDA).
- The infection control committee chairperson guides the infection control team and infection surveillance to capture and monitor infection prevention and control.
- To ensure the sterilization / Disinfection in CSSD is as per the required standards.
- To ensure the Bio Medical Waste Management is as per the required standards.
- To identify and control the outbreaks of infection.
- To suggest ways and means to prevent / reduce health care associated infection rates.
- To maintain surveillance over hospital acquired infections.
- To develop and implement preventive and corrective programme in specific situations where
- Institute follows CDE recommended additional infection prevention and control practice during standard protocols as a part of routine dental health care delivery to all the patients.
- The nurse directed triage protocol for screening the dental patients before dental treatment

Responsibilities of the Infection Control Team:

- Advise staff on all aspects of infection control and maintain a safe environment for patients
- Advise management of at risk patients.
- Carry out targeted surveillance of hospital acquired infections and act upon on data obtained above expected levels.
- Provide a manual of policies and procedures for aseptic, isolation and antiseptic technique
- Provide relevant information on infection and take corrective measures.
- Assist in training of all new employees as to the importance of infection control and the related
- Have written procedures for maintenance of cleanlines.
- Surveillance of infection, data analysis and implementation of corrective steps. This is based on nursing in - charge etc.
- Waste Management.
- Supervision of isolated patients.
- Monitors employee health programme.
- Addresses all requirements of infection control and employee health as specified by NABH

Role of Infection Control Officer:

- The ICO overall coordinate the committee team.
- Formulation and review of antimicrobial policy guidelines in conjunction with various special
- Monitor the decisions of the infection control committee.
- To organize infection control training programme for various categories of staff.
- To carry out surveillance activity for assessing infection indicators for surgical site infection urinary tract infection.

Role of the Pathologist:

The pathologist shall be responsible for

- Investigating the staff, for carriage of micro - organism, when indicated.
- Carrying out random surveillance, when necessary by applying methods of random surveillance and environment.
- Making critical study of the result of antibiotics sensitivity test in order to assess the emergence
- To carry out the infection control activity as per policy as decided by the infection control team
- To carry out education programme in infection control practices, in conjunction with other de



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Role of Infection Nurse:

1. The duties of the ICN are primarily associated with ensuring the practice of infection control staff.
2. Identifying problems and implementing solutions. In addition the ICN conducts infection control audits.
3. ICN is also involved in education of paramedical staff including nurses and housekeeping staff.
4. The necessary data related to surveillance of infection is collected by ICN.

Role of Nursing Incharge:

1. Maintaining the hygiene in the hospital. She shall have a very thorough knowledge of the techniques and it is properly implemented.
2. Keep extremely close watch on the aseptic techniques including hand washing equipment and visitors.



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Dr Shamala S
Chairperson



30267
Mrs Geetha N
Convenor



30194
Mrs Preethi R.S
Manager - Quality



10086
Dr Sumanth K
NABH Coordinator



10026
Dr Ebenezer M
Member



10041
Dr Dhivya K
Member



30028
Mrs Usha E
Member



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