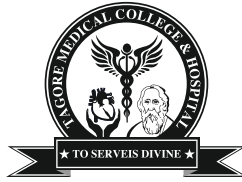


# **TAGORE MEDICAL COLLEGE & HOSPITAL**

*Rathinamangalam, Melakkottaiyur, Chennai - 600 127*

*Phone : 044 - 3010 1111 / 044 - 2229 9555*

*Fax : 044 - 3010 1100*



## **ACADEMIC CALENDAR**

**2019 - 2020**

# **TAGORE MEDICAL COLLEGE & HOSPITAL**

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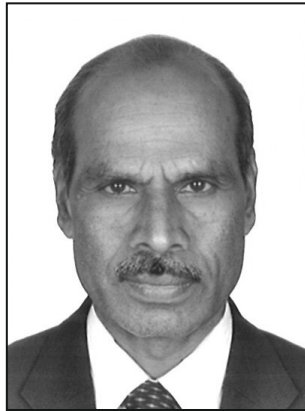
*Fax : 044 - 3010 1100*



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



*DR. N. GUNASEKARAN, M.D., DTCD.,  
DEAN*



*Dr. K. SIVAPRAKASAM, M.S.,  
MEDICAL SUPERINTENDENT*

## LIST OF PROFESSORs AND HODs

DEAN Dr.N.Gunasekaran,M.D.,DTCD  
MEDICAL SUPERINTENDENT Dr.K.Sivaprakasam,M.S.,

### *DEPARTMENTS : Pre & PARA CLINICAL*

ANATOMY Dr.D.H.Gopalan,M.S.,  
PHYSIOLOGY Dr.Preetha Paul,M.D.,  
BIOCHEMISTRY Dr.E.Malligai,M.D.,  
PHARMACOLOGY Dr.S.Priestly Vivek Kumar,M.D.,  
PATHOLOGY Dr.C.P.Luck,M.D.,  
MICROBIOLOGY Dr.R.G.Sukumar,M.D.,  
FORENSIC MEDICINE Dr.K.Ravindran,M.D.,  
COMMUNITY MEDICINE Dr.A.Balaji,M.D.,

## LIST OF PROFESSORs AND HODs

### ***DEPARTMENTS : CLINICAL***

GENERAL MEDICINE	Dr. T.K.V. Sharavanan, M. D. ,
GENERAL SURGERY	Dr. A.Sasivannan, M. S. ,
OBSTETRICS & GYNAECOLOGY	Dr. Tasneem, M. D. , DGO. ,
ORTHOPAEDICS	Dr. I. Jenson, M. S. ,
PAEDIATRICS	Dr. B. I. Sasireka, M. D. , DCH. ,
OPHTHALMOLOGY	Dr. R. Ravikumar, M. S. , D. O. ,
ENT	Dr. Vincent Prasanna, M. S. ,
RADIO DIAGNOSIS	Dr. B. Karpagam, M. D. ,
ANAESTHESIOLOGY	Dr. M. Nasri Ahmed, M. D. ,
DVL	Dr. J. Muhilan, M. D. ,
RESPIRATORY MEDICINE	Dr. T. Bindu, M. D. ,
PSYCHIATRY	Dr. C. J. Maikandaan, M. D. ,

## PERSONAL DATA

Name of the Student :

Contact No. :

Date of Birth :

Year of Admission :

Semester :

Parent Name Father / Mother :

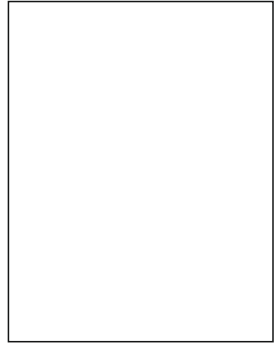
Contact No. :

Name of Guardian :

Contact No. :

Address for communication :

Blood Group :



# **TAGORE MEDICAL COLLEGE & HOSPITAL**

## **VISION**

- ♦ To emerge as one among the top 10 Medical Colleges in creating and disseminating knowledge to the Students.
- ♦ Committed to impart Quality Education and Skill sets with ethics for developing the students as excellent Professionals and responsible citizens to promote Human Health Care with Societal Transformation.
- ♦ Implement Quality systems to achieve Continual Improvement and providing students a unique learning experience in medicine, to serve best the mankind.
- ♦ We believe that the highest education is that which not only gives us knowledge but also makes us live in humanity will all existence.

## **MISSION**

- ♦ Our mission is to produce world class Doctors and Health care professionals by providing an intellectually stimulating environment for the Medical Students.
- ♦ To focus on Medical Education, Patient care & Research to meet the emerging needs of Health care delivery in the century and beyond.
- ♦ Current concepts in Medical Education and Community oriented health care programmes will be facilitated by qualified & committed faculty.
- ♦ Ultimately an academic medical institution of exceptional quality will be established, making health services available to every citizen in urban, suburban and rural areas at an affordable price.

## **OUR MOTO**

- ♦ I slept and dreamt that life was joy
- ♦ I awoke and saw that life was service
- ♦ I acted and behold service was joy

### **About the College :**

Tagore Medical College and Hospital is a constituent of Tagore Educational Trust started by our beloved Chairperson Prof. M. Mala for the cause of Education. The Trust also has an Engineering College, Arts and Science College, Teacher Training School, Matriculation School, Nursing college and Dental College.

The Medical College with its attached hospital is located in a spacious 26.27 acres of land situated at Rathinamangalam Village, Vengadamangalam Panchayat, Kattangulathur Town Panchayat, Chengalput Taluk, Kanchipuram District, Tamil Nadu.

The Government of Tamil Nadu had issued an essentiality certificate for establishment of Tagore Medical College vide their letter no.35967/MCA2/09-4 dated 15.09.2009. Tagore Medical College was started from the academic year 2010-2011 with an annual intake of 150 Students with the approval of the Ministry of Health and Family Welfare of Government of India, Medical Council of India, vide their letter no. F.No.U.12012/929/2009-ME (P-II) dated 14.05.2010 and affiliated to the Tamil Nadu Dr. MGR Medical University, Chennai vide their letter no. Proc.No. Affln.III (3)/32878/2009 dated 29.07.2010.

The award of MBBS degree by the Tamil Nadu Dr.MGR Medical University in respect of students trained at Tagore Medical College and Hospital, with an annual intake of 150 students had been recognized by the Ministry of Health & Family Welfare Government of India , New Delhi vide the Notification No u12012/224/2015/MEPII dated 17.04.2015

Tagore Medical College and Hospital is presently functioning in a total area of 1,35,000 sq.mtr wherein the built-up area of the College consists of 18,000 sq.mtr and the hospital area consists of 50,000 sq.mtr. Other facilities such as hostel for Students, Quarters for Teaching staff; Non-teaching Staff; Residents; Nurses etc comprises of an area of 67,000 sq.mtr.

This Teaching Hospital consists of 818 Beds inclusive of 128 Service Beds as on February 2018. The Medical College is equipped fully in accordance with the norms prescribed by the Medical Council of India and the Tamil Nadu Dr.MGR Medical University.

## **ACADEMIC ACTIVITIES**

### **DEPARTMENT OF ANATOMY**

After doing a complete analysis we have planned to implement the following activities to improve the department:

- A. Even though we showed a progressive improvement in the university exam results of first year M.B.B.S, we are yet to achieve 100% result. So the following strategies have been planned to implement in the department:
1. Newer innovative teaching methodology
  2. To conduct CME program twice in a year. (November – December and April- May)
  3. To conduct journal club once in a month
  4. To conduct Horizontal integration once in three months.
  5. To conduct Student Seminar once in three months.



6. To conduct Guest Lectures once in six months.
  7. To conduct Prize examination once in a year.
  8. To organize ESBO Anatomy quiz once in a year in the month of July.
- B. Right now we are outsourcing histology slides for practical purposes; steps are taken to prepare slides in our department instead of outsourcing.
- C. Planned to increase the number of publications and also research activities.

### **DEPARTMENT OF PHYSIOLOGY**

#### **REGULAR ACADEMIC PROGRAM :**

- ♦ A systematic lecture schedule is in place with classes being distributed to all staff.
- ♦ Practical classes include Hematology and Clinical practicals. These are being conducted as small group teaching sessions with all staff as facilitators and each group having 12-13 students.
- ♦ Student seminar will be held once every month
- ♦ Horizontal integration programmes for students will be held once every 3 months for this academic year.
- ♦ Periodic assessment both in theory and in practicals is also being done and feedback given to students.
- ♦ Three Internal assessment exams will be conducted - one every quarter through the academic year. Additionally, four system-wise assessments will be held each year.
- ♦ **OTHER ACTIVITIES PLANNED :**
- ♦ Two CMEs are being planned for this academic year – to be held in the month of November. It will be held in association with the Association of Physiologists of Tamil Nadu . The programme will be attended by delegates from all over the state.
- ♦ Journal clubs by the staff in the department have been charted out for the whole year and are being implemented from July 2017.
- ♦ A workshop is also being planned for this year in November.
- ♦ A guest lecture is also being planned for this year in April

## DEPARTMENT OF BIOCHEMISTRY

S.No	Months	Schedule
1	June	1. Guest lecture - By Dr. Chokkalingam 2. Posters and Essay competition on Food safety.
2.	July	First week: Essay competition for UG first year (All colleges)
3.	August	Nutritional awareness programme at nearby government school.
4.	September	CME Programme on Hemoglobin
5.	October	Molecular biology workshop for Bio PG ,UG, Faculty, First year students
6.	November	Guest lecture - Update on Diabetes
7.	December	Workshop on Analytical instruments.

## DEPARTMENT OF PHARMACOLOGY

S.No	ACADEMIC ACTIVITIES	TOPIC	MONTH
1.	National Conference	Research Methodology and Ethics	Once in a year (July / August)
2.	Journal club	Decided by the Presenter	Every faculty in turns will be presenting journal on 3rd Thursday of every month
3.	Integrated Teaching	Anemia, Leprosy, TB, Malaria, Myocardial Infarction	Once in a three months
4.	Quiz programme	Intramural Quiz programme followed by extramural Quiz programme.	Once in a year (October)

5.	Pharmacovigilance meeting	-	Every month (1st Monday)
6.	IEC Meeting	-	Twice in a year
7.	IAEC meeting	-	Twice in a year
8.	Pharmacy & Therapeutic committee	-	Every Month
9.	Prize examination	-	Once in a year (February) For Exam going batch
10.	Guest Lecture	Influenza, obesity	Once in 6 month

### **DEPARTMENT OF PHARMACOLOGY**

S.No	Months	Schedule
1.	July	Infection control training programme for CRRI's and in-house health care workers.
2.	September	CME / Workshop on MDR bacteria and WHONET.
3.	October	Global Handwashing Day- CME.
4.	December	Guest Lecture-World AIDS day.

### **DEPARTMENT OF PHARMACOLOGY**

<b>UNDERGRADUATE</b>		
S.No	Category	Periodicity
1	Small group discussion	Four days/ Month
2	Large group discussion	Four days / Month
3	Seminar by faculty	Once in two Months
4	Seminar by students	Once in two Months
5	Integrated teaching - Vertical	One / Month

6	Integrated teaching - horizontal	Thrice an year
7	Quiz Programmes	Once in two Months
8	Internal assessment of students	Once in two months
9	ICMR STS projects	Once / year
10	Medal exam	Once / year
11.	Model theory and practical exams	December
12.	Extra classes for below average performers	Periodically
13.	Practical exam and viva voce	Following IA
<b>FACULTY</b>		
1	Department weekly review	One / Month
2	Discussion on difficult cases	One / Month
3	Department journal club	One / Month
4	Clinico - Pathological conference (CPC)	One / Month
<b>UNDERGRADUATE</b>		
1	Guest lecture	Twice an year
2	CME	Twice an year
3	Workshop	Twice an year
4	Celebration of national / international health days	One / year

## **DEPARTMENT OF FORENSIC MEDICINE**

### **1. Academic Activities :**

**Faculty:** (Dr.K.Ravindran HOD and Professor) Disciplinary committee, NAAC committee, Academic and curriculum committee meeting.

**Students:** Weekly 3 classes are handled by the faculty members (3rd semester)

Weekly 2 classes are handled by the faculty members. (4th semester)

Weekly 2 Theory classes and 2 practicals classes are handled by the faculty members.(5th semester)

Ethics classes for the new students in the orientation programme.

Classes for CRRIs on ethics and MLC formalities.

## **2. Research :**

Faculty: Estimation of stature from measurement of foot length in the State of Tamilnadu - Dr. K. Ravindran, Dr. S. Viramuthu

Stature with various parameters of Head- Dr.V.Jaya Surya Prasad Babu and Dr.M.Mahendran.

Students: -

## **3. Extension Activities:**

**Department:** 4th semester students will be taken to Government Medical Colleges for autopsy demonstration in 3 batches. They will be accompanied by our faculty members. Students will also be taken to Tamilnadu Forensic Sciences laboratory in batches.

## **4. Strategies For :**

**Top 10%** students: Will be encouraged and guided to take part in competitive events.

**Bottom 10%** Students: Parents are informed about the performance in the exams. Even absenteeism is also informed to parents immediately.

## **5. Best Practices:**

**Department:** Students are encouraged and guided to participate in various academic competitive events held in other institutions.

- ♦ **CME to be conducted by our department of Forensic Medicine on "Medico-legal problems in clinical practice" date 05/07/2019. Eminent speakers from Government of Tamilnadu are going to address.**
- ♦ **CME to be conducted by our department of Forensic Medicine on Examination of Sexual Offence Case in the hospital settings (Accused/Victim) and PCPNDT Act in January/February 2020.**

## **DEPARTMENT OF COMMUNITY MEDICINE**

<b>S.No</b>	<b>Date</b>	<b>Day</b>	<b>Programme/Event</b>
1.	24/03/2019	World TB Day	Role play by CRRIs / Community Health Education and Guest lecture
2.	06&07/04/19	World Health Day	CME & workshop
3.	31/05/2019	World No Tobacco Day	Guest lecture / Community Health Education- CRRIs in Centers
4.	05/06/2019	World Environment Day	Planting trees, Promoting ECO friendly environment.
5.	28/07/2019	World Hepatitis day	Community Health Education -Role Play
6.	01/08/2019 to 07/08/2019	World Breastfeeding Week <b>(In association with Pediatric Department)</b>	Health centers - Health education to mothers, well baby clinic, Role play, POP quiz for mothers, Guest lecture at Tagore Nursing College.
7.	01 to 07/09/2019	National Nutrition Week (Dietitian)	Quiz for Community and Health Education Awareness by CRRIs at Health Centers.
8.	10/10/2019	World Mental Health Day <b>(In association with psychiatry department)</b>	Role play/Community Health Education / IEC
9.	14/11/2019	World Diabetes Day	Role play / Guest lecture
10.	01/12/2019	World AIDS Day	Role play / Community Health Education / IEC
11.	27/01/2020	World Leprosy Day <b>(In association with Dermatology department)</b>	Health talk to public (stigma / rehabilitation) community Health Camp
12.	04/02/2020	World Cancer Day (In association with cancer institute, Adyar)	Screening for preventable cancers / field survey on cancer risk factors.

## **DEPARTMENT OF GENERAL SURGERY**

<b>Month</b>	<b>Date</b>	<b>Public awareness program</b>	<b>CME for medical fraternity</b>
February 2019	9th	1)Talk by Dr. P. RAGUMANI, M.S. Prof. TMC & H to public gatherings	CME on testicular tumors Dr. Balaji MS.,Mch,Surgical Oncologist, Apollo hospitals
March 2019	20th		CME on management of acute pancreatitis, Dr. Magesh Sundaram MS.,Mch,Surgical Gastroenterologist Global Hospitals
April 2019	25th	1)Interactive session by Dr. Mourugaiyan,Mch, Professor, Plastic surgery, SMVMC, About prevention, consequences, reconstruction & complications	Understanding of plastic surgery- Prof. Krishnamoorthy MS, MCH, SIMS
June 2019	20th	1) Public awareness talk by, Dr. Sivaprakasam,MS, Prof.of Surgery,TMC&H	An Approach to clinical diagnosis of Thyroid Swelling
July 2019	22nd	Diagnosis of peripheral vascular diseases-talk by Dr. Bharani, MS Prof, Surgery, TMCH	An Approach to Peripheral Vascular Disease- Dr. Amalour Pavanathan MS,Mch.
August 2019	23rd	Poster competition for under graduate students	Updates of Bariatric Surgery
September 2019	25th		Geriatric trauma & surgical management
October 2019	23rd	Interactive session on head injury	Approach to head injury
November 2019	21st	Panel discussion by Radiology & Surgery department	Congenital diaphragmatic Hernia - the surgeon's Perspectives
December 2019	23rd	Public awareness talk by, Dr. Sasivannan, MS Prof of Surgery, TMCH	CME on liver transplant

**DEPARTMENT OF DERMATOLOGY, VENEREOROLOGY &  
LEPROSY**

<b>S. No</b>	<b>Date</b>	<b>ACADEMIC ACTIVITY</b>	<b>TARGET AUDIENCE</b>
1	5.3.2019	<b>Symposium</b> - Pregnancy Dermatoses	Faculty, Pre - final year & final year M.B.B.S Students
2	16.4.2019	<b>Guest Lecture</b> - Pyodermas in Children	Final year M.B.B.S Students
3	28.5.2019	<b>CME</b> - Cosmetic Dermatology	Faculty & M.B.B.S Students
4	9.7.2019	<b>Guest Lecture</b> - Updates on HIV Management	Final year M.B.B.S Students
5	20.8.2019	<b>CME</b> - Tele Dermatology	Faculty & M.B.B.S
6	01.10.2019	<b>Symposium</b> - Pruritus	Faculty, pre-final year & Final year M.B.B.S students
7	12.11.2019	<b>Guest Lecture</b> - Syndromic Management of STIs / RTIs	Final year M.B.B.S Students
8	10.12.2019	<b>CME</b> - Vitiligo	Faculty & M.B.B.S Students
9	21.1.2020	<b>Symposium</b> - Diagnosis of HIV	Faculty, pre-final year & Final year M.B.B.S Students
10	25.2.2020	<b>Guest Lecture</b> - Alopecia	Final year M.B.B.S Students

**DEPARTMENT OF PSYCHIATRY**

**1. WORKSHOP FOR NURSING STUDENTS – Stress Management and time management**

<b>Date</b>	<b>Time</b>	<b>Students</b>	<b>Topic</b>	<b>TARGET AUDIENCE</b>
8.4.19	9.30-10.30 am	Second Year BSC Nursing	Stress Management	DR.C.J.MAIKANDAAN MD,HOD,DEPT OF PSYCHIATRY
9.4.19	9.30-10.30 am	Second Year BSC Nursing	Stress Management	DR.DAMODHAR,PHD PSHYCHOLOGIST, DEPT OF PSYCHIATRY
10.4.19	9.30-10.30 am	First year Nursing	Stress Management	DR.C.J.MAIKANDAAN MD,HOD,DEPT OF PSYCHIATRY



## 2. WORKSHOP FOR ALLIED HEALTH SCIENCES -

DATE	TIME	STUDENTS	TOPICS	GUEST SPEAKER
2.5.19	9.30-10.30 am	BSC- DIALYSIS TECHNOLOGY MEDICAL LABORATORY TECNNOLOGY BSC-RADIOLOGY AND IMAGING TECHNOLOGY	Stress Management	DR.C.J.MAIKADAAN, MD HOD, DEPT OF PSYCHIATRY
6.5.19	9.30-10.30 am	BSC- OPTOMETRY BSC - OTAT	Stress Management	DR.R.PRADEEP MD, PSYCHIATRIST PSYCHOLOGIST, DEPT OF PSYCHIATRY
6.5.19	9.30-10.30 am	PHYSICIAN ASSISTANT BSC CARDIAC TECHNOLOGY	Stress Management	DR.K.S.PREM KUMAR MD PSYCHIATRIST, DEPT OF PSYCHIATRY.

## 3. CME PROGRAMME :

CME programme at WORLD MENTAL HEALTH DAY - 10<sup>th</sup> October 2019  
**The theme for 2019 is body image - how we think and feel about our bodies**  
Speakers: Eminent speakers from SRMC - Porur.  
This CME will be conducted in collaboration with Department of Community Medicine, Tagore Medical College and Hospital.

## 4. GUEST LECTURE PROGRAMME :

Guest lecture on "Students mental health" on 10<sup>th</sup> January 2019

## 5.VERTICAL INTEGERATION PROGRAMME :

DATE / TIME	TOPIC / VENUE	NAME OF THE SPEAKER WITH DESIGNATION	SUBTOPICS OF THE SESSION
14.11.2019	ALCOHOL ABUSE	DR.DESIGAMANI.K PROFESSOR DEPARTMENT OF BIOCHEMISTRY	BIOCHEMICAL ASPECTS OF ALCOHOL USE
8.30 – 9.30 am	LECTURE HALL- 2	Dr.S.JAMUNA RANI, Associate Professor Department of Pathology	ORGAN CHANGES DUE TO ALCOHOLISM
		DR.PREM KUMAR, SENIOR RESIDENT PSYCHIATRY	TREATMENT OF ALCOHOL DEPENDENCE

		Q&A/DISCUSSION / FEEDBACK FROM STUDENTS	
15.11.2019 8.30 To 9.30 am	TOBACCO & CANCER  LECTURE HALL-2	DR.DESIGAMANI. K PROFESSOR DEPARTMENT OF BIOCHEMISTRY	ORGAN CHANGES DUE TO ALCOHOLISM
		DR. BINDU, ASSOCIATE PROFESSOR, DEPT OF RESPIRATORY MEDICINE	LUNG CANCER & SMOKING
		DR.MAIKANDAAN C.J ASSOCIATE PROFESSOR & HOD, DEPARTMENT OF PSYCHIATRY	“TOBACCO FREE TEENAGE”- Tips and Coping techniques to prevent smoking
		Q&A / Discussion & feedback from students	GENETICS OF CANCER

## 6. QUIZ PROGRAMME FOR STUDENTS :

**QUIZ COMPETITION** FOR ALL UNDERGRADUATES will be held on 10.5.2019 preliminary round for selection for **TANPSYCON 2019** (FOUR CANDIDATES WILL BE SHORTLISTED)

**QUIZ COMPETITION** FOR SHORT LISTED FOUR UNDER GRADUATES will be held on 6.6.2019 preliminary round for selection for TRAPSYCON 2019.

The winners of the department quiz will represent Tagore Medical College in state level quiz competition at TANPSYCON 2019 - Karaikal 22nd and 23rd June 2019.

## **DEPARTMENT OF RADIOLOGY**

<b>S. No</b>	<b>ACTIVITIES</b>
1	TENTATIVE PUBLICATIONS -2
2	CME- ROENTGEN DAY CELEBRATION( NOV 8TH)
3	RADIOLOGY QUIZ OF THE WEEK
4	INTER DEPARTMENT CASE DISCUSSION
5	UG - THEORY & CLINICAL RADIOLOGY CLASSES
6	CRRI - CASE PRESENTATION & DISCUSSION

## **DEPARTMENT OF RESPIRATORY MEDICINE**

<b>S. No</b>	<b>DATE</b>	<b>ACTIVITIES</b>	<b>GUEST SPEAKER</b>
1	28.2.19	Clinical Society meeting	2 Case presentation by Respiratory medicine dept
2	25.3.19	World TB Day	Recent changes in RNTCP by Prof Dr.Nalini RNTCP Vice chair south zone Prof &HOD(SRM Medical college)
3	May 2019	World Asthma Day	Guest Speaker by GSK
4	November 2019	World COPD Day	GUEST LECTURE (To be decided later)

## **DEPARTMENT OF ORTHOPAEDICS**

<b>S. No</b>	<b>DATE</b>	<b>DAY</b>	<b>PROGRAMME / EVENT</b>
1	13.4.19	WORLD TB DAY	GENERAL CLINICALS ON SKELETAL TB-CASE DISCUSSION
2	7.6.19		GENERAL CLINICALS ON DEFORMITY EVALUATION OF LOWER LIMB
3	7.8.19		GENERAL CLINICALS ON NON-UNION OF LONG BONE - REVIEW
4	21.10.19	WORLD OSTEOPOROSIS DAY	CME ON OSTEOPOROSIS AND ITS MANAGEMENT
5	11.10.19	WORLD ARTHRITIS DAY	CME ON ARTHRITIS AND ITS MANAGEMENT
6	14.12.19		GENERAL CLINICALS ON CHRONIC OSTEOMYELITIS MANAGEMENT
7	4.2.2020	WORLD BONE TUMOUR DAY	CME ON BONE TUMOR AND ITS MANAGEMENT

## DEPARTMENT OF GENERAL MEDICINE

DATE	ACTIVITIES
February 2019	HANDS- ON Training- INHALER THERAPY FOR CRR I
March 2019	HANDS-ON Training - INHALER THERAPY FOR CRR I World Kidney day - 12.03.2019
April 2019	SUBCLINICAL HYPOTHYROIDISM
May 2019	<ul style="list-style-type: none"> <li>♦ Asthma Day (2.5.19)</li> <li>♦ HANDS-ON TRAINING -INHALER THERAPY FOR CRR I</li> </ul>
July 2019	<ul style="list-style-type: none"> <li>♦ WORLD HEPATITIS DAY (28.7.19)</li> <li>♦ HAND-ON TRAINING - INHALER THERAPY FOR CRR I</li> </ul>
August 2019	<ul style="list-style-type: none"> <li>♦ Guest Lecture on APPROACH TO HEPATITIS</li> <li>♦ HANDS-ON TRAINING- INHALER THERAPY FOR CRR I</li> </ul>
September 2019	<ul style="list-style-type: none"> <li>♦ WORLD HEART DAY</li> <li>♦ AWARENESS TO PUBLIC - HEALTHY HEART</li> </ul>
October 2019	<ul style="list-style-type: none"> <li>♦ WORLD STROKE DAY</li> <li>♦ HANDS-ON TRAINING -INHALER THERAPY FOR CRR I</li> </ul>
November 2019	<ul style="list-style-type: none"> <li>♦ DIABETES DAY</li> <li>♦ AWARENESS TO PUBLIC - DIABETES COMPLICATIONS</li> </ul>
December 2019	HANDS-ON TRAINING- INHALER THERAPY FOR CRR I

## DEPARTMENT OF ORTHOPAEDICS

S. No	DATE	ACADEMIC ACIVITY
1	24.3.19	Symposium - Juvenile dermato myositis
2	24.5.19	Symposium - Ocular myasthenia in a child
3	20.6.19	Guest lecture - Acute Rheumatic fever/ prevention of RHD
4	25.7.19	Guest lecture - Antibiotic usage in sick child
5	22.8.19	CME - World Breast feeding week
6	24.8.19	Breast feeding celebration- quiz
7	24.10.19	Symposium - Hepatitis B Scenario Children update/Acute hepatic failure
8	1.11.19	CME - New Born Week - Respiratory distress in new born management prospective
9	7.11.19	Paediatric medal exam
10	26.12.19	Guest lecture - common poisoning in children
11	13.1.2020	Guest lecture - seizures in children

12	22.1.2020	CME - Paediatrics Emergency Medicine
13	20.2.2020	Symposium - Newer Vaccines

### **DEPARTMENT OF OPHTHALMOLOGY**

<b>MONTH</b>	<b>PROGRAMME</b>
January	Medal exam
April	Symposium
June	CME - "Cornea Clarified"
July	General clinics
August	Symposium
September	Guest lecture
October	Symposium / Quiz
November	CME
December	Symposium
January 2020	Medal exam

### **DEPARTMENT OF ENT**

<b>S. No</b>	<b>DATE</b>	<b>ACADEMIC ACIVITY</b>
1	4.3.19	Awareness programme - World Hearing Day
2	1.4.19	Symposium - Headache
3	15.5.19	Symposium - Ear Discharge
4	14.6.19	CME- Update on Endoscopy in ENT
5	10.7.19	Symposium - Allergic Rhinitis and vasomotor Rhinitis
6	14.8.19	Symposium - Benign tumours of larynx
7	27.9.19	Awareness programme - Deafness day
8	16.10.19	Symposium - Malignant tumours of nose & PNS
9	13.11.19	Guest lecture - Tracheostomy
10	11.12.19	General clinics
11	6.1.2020	General clinics
12	4.2.2020	Awareness programme - Cancer day

## DEPARTMENT OF OBSTETRICS AND GYNAECOLOGY

PERIODICITY	ACTIVITIES
Every Month	Journal Club
	PERINATAL & MATERNAL MEETING
	DEPARTMENTAL MEETING
	STUDENTS SYMPOSIUM
January 2019	CME - ENDOSCOPY IN GYNAECOLOGY
June 2019	CME - DUB
September 2019	CME - RECURRENT PREGNANCY LOSS
January	<b>SYMPOSIA - I</b> - MENOPAUSE II - STD III - ANAEMIA COMPLICATING PREGNANCY
February	III SEM - I - AN SCHEMES II - CA SCREENING III - DIAGNOSIS OF PREGNANCY/ AN CARE
March	Final yr I. ANEMIA II. GDM III. PREECLAMPSIA
April	Final yr I. CA CX II. NORMAL LABOUR III. CA OVARY
May June July August September	VIII SEM <b>SYMPOSIUM</b> FOR EVERY BATCH
October November December	III SEM <b>SYMPOSIUM</b> FOR EVERY BATCH
	1hr Test every month for final year 3hrs Internal Assessment in May & August 3 MODEL EXAMS in Oct, Nov, Dec
December	Final year Revision classes (2days- first week)

## **CURRICULUM**

Regulations for the MBBS Degree Course (Non-Semester) 2005 of the Tamil Nadu Dr. MGR Medical University, Chennai are applicable to the Students admitted at Tagore Medical College. The complete details of the Regulations and Curriculum, with up to date amendments are available in the website of [www.tnmgrmu.ac.in](http://www.tnmgrmu.ac.in), [www.tnmrmu.ac.in](http://www.tnmrmu.ac.in).

Graduate Medical Curriculum is oriented towards training the Medical Students to undertake the responsibilities of a Physician of first contact who is capable of looking after the Preventive, Promotive, Curative and Rehabilitative aspects of Medical Care.

## **ELIGIBILITY & ADMISSION**

The candidate seeking admission to First year MBBS degree course should have completed 17 years as on 31st December of the year of admission to the course.

No Candidate shall be allowed to be admitted to the MBBS Degree Course until he/she fulfils the conditions stipulated from time to time by the Tamil Nadu Dr. MGR Medical University, Chennai and the Government of Tamil Nadu.

The students are selected on merits through single window system by the Selection committee of the Directorate of Medical Education, Govt. of Tamil Nadu as per rules in force from time to time and allotted to this college and they are accordingly admitted.

There shall be no admission of Students in respect of any academic session beyond 31st August under any circumstances.

## **COURSE OF STUDY**

Every Student shall undergo a period of Certified Course of study extending over 4 ½ academic years followed by 1 year of Compulsory Rotatory Resident Internship.

## **SUBJECTS OF STUDY**

### **First Year MBBS – One Year - Pre-Clinical Subjects**

1. Human Anatomy
2. Physiology
3. Bio-Chemistry and
4. Introduction to Community Medicine including Humanities

## **Second Year MBBS – 1 ½ Years -Para Clinical/Clinical Subjects**

1. Pathology
2. Pharmacology
3. Microbiology
4. Forensic Medicine including Toxicology and
5. Part of Community Medicine
6. General Medicine
7. General Surgery
8. Obstetrics and Gynecology

## **Third Year MBBS – Two Years – Continuation of Clinical Subjects in detail**

1. General Medicine
2. Paediatrics
3. Tuberculosis and Chest
4. Skin & Sexually Transmitted Diseases
5. Psychiatry
6. Radio-diagnosis
7. Infectious Diseases etc.,
8. General Surgery
9. Orthopedic Surgery including Physiotherapy & Rehabilitation
10. Ophthalmology
11. Oto-Rhino-Laryngology
12. Anaesthesia
13. Obstetrics & Gynaecology including Family Welfare Planning etc.,
14. Dentistry
15. Radio-Therapy etc.

## **MEDIUM OF INSTRUCTION**

English shall be the medium of instruction for all the subjects of study and for examinations



## **REMITTANCE OF TUITION / HOSTEL FEES**

The Tuition Fees should be remitted on the commencement of every academic year without fail. The Management reserves the right not to permit those Students who have not paid the Tuition Fees in time to attend classes. Likewise, those Students who fail to remit their hostel fees on the commencement of the academic year will not be permitted to stay in the hostel.

## **ATTENDANCE & WORKING DAYS**

Each Student is required to attend punctually at the Scheduled hour for lectures, dissection, practicals, outpatient clinic and wards.

Each academic year consists of 240 Working Days out of which **75% attendance is compulsory** to appear University Examination. However each student must put at least 85% of attendance which is accounted for his/her Internal Assessment.

This applies even to the additional batch of MBBS Students. There shall be no Condonation for lack of attendance for the course.

### **Commencement of the University Examination:**

The University Examinations are conducted during the month of February and August respectively in two sessions.

If the date of commencement of the examination falls on a public holiday, the next working day will be the date of commencement of examination

The University Examinations are held as under:-

#### **First Professional:-**

In the second Semester of Phase I training, in the subjects of Anatomy, Physiology and Bio-Chemistry.

#### **Second Professional:-**

In the Fifth Semester of Phase II training, in the subjects of Pathology, Microbiology, Pharmacology and Forensic Medicine.

#### **Third Professional: - Part – I**

In the Seventh Semester of Phase III, in the subjects of Ophthalmology, Oto-Rhino-Laryngology and Community Medicine.

#### **Third Professional: - Part - II**

(Final Professional) – At the end of Phase III training in the subjects of Medicine, Surgery, Obstetrics & Gynecology and Paediatrics.

**Marks Awarded:**

The Tamil Nadu Dr. MGR Medical University, Chennai has issued the marks allocation common to all candidates wherein, the Student should obtain in each of the subjects 50% in aggregate with a minimum of 50% in Theory including Orals and minimum of 50% in Practicals /Clinicals.

- NO RETOTALLING is allowed.
- No Student is allowed into 2nd year without passing all subjects in the first year.
- A Student who fails in the II year shall be allowed to attend III Year classes but he/she will not be entitled to write the III year part-1 examination nor will be allowed to attend the part-II final year classes without passing all papers in the II year.
- Passing of III year Part-1 examination is compulsory for appearing the final year part-II examination even though he/she may be allowed to attend part-II classes.

# TIMETABLE

**TAGORE MEDICAL COLLEGE AND HOSPITAL – FOUNDATION COURSE – SCHEDULE (2019 – 2020)**

CODE	DATE	DAY	8.30- 9.30 AM	9.30-10.30AM	10.30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM
FC 1.4,1.5	07.08.19	WEDNESDAY	Introduction,vision,mission and rules regulations of institution - <b>DEAN</b>	A batch (50 students), B batch (50 students), C batch (50 students) - walk through campus (WTC)	A batch (50 students), B batch (50 students), C batch (50 students) - walk through campus (WTC)	Lunch		A batch (50 students), B batch (50 students), C batch (50 students) - walk through campus (WTC)	
FC 1.2, 1.6,1.7	08.08.19	THURSDAY	Roles of an IMG and overview of current MBBS curriculum (CBME)- Dr. Gopalan	Various career pathways and opportunities for personal growth -Dr. Bharani Raj Kumar			Panel discussion reg. opportunities for the students - Q & Ans/Dean/MS/DMS/Dr. Ravindram/DERMENT/PSYCH /SURGERY	SPORTS (1-75)/YOGA(76-150)	
FC 1.1	09.08.19	FRIDAY	Role of doctors in the society Gen. Surgery (Dr. Sundharrajan)	MEET THE DOCTOR- 3 doctors with diverse background -Dr. Sundharrajan				Alternative systems of medicine in India Dr. S.Manikandan	
	10.09.19	SATURDAY							
	11.08.19	SUNDAY	Short film (Maternal mortality in India)		(Wrap up for 10 mins)				
	12.08.19	MONDAY							
FC 1.10	13.08.19	TUESDAY	Lecture on history of medicine team	History of medicine Dr. Sharavanan	Group work Students are given structured task			Yoga (1-75)/ Sports (76-150)	
FC 1.3,1.8	14.08.19	WEDNESDAY	Expectations of the students from nation, society, institutions, peers, and patients and vice versa -Dr.Meikandaan	Extracurricular activity -YOGA - Dr. Dharmodharan				Expectations of the nation, society, institutions, peers, and patients from medical students -Dr. Meikandaan	Sports(4-75)/ Yoga (76-150)
FC 1.9	15.08.19	THURSDAY							
	16.08.19	FRIDAY	Principles of family practice and holistic care	Dr. Shantha kumar					Yoga (1-75)/ Sports (76-150)
	18.08.19	SUNDAY							

CODE	DATE	DAY	8.30- 9.30 AM	9.30-10.30AM	10.30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM
FC 2.7	17.08.19	SATURDAY	Biomedical waste - Types of waste in health care, segregation & disposal of waste according to the guidelines, inspection by the students to all wards. Pre evaluation (L) – Dr. Leesha	Biomedical waste theory (L) - Dr. Leeshal Send them with check list to different wards. Split them into 15 groups (10 students each group)– Dr. Desigamani	Discussion & Post evaluation Leesha & Dr. Desigamani				
			A Batch (50 students)- Basic Life Support-Anesthesia - Dr. Nazeer Ahmed & team			Lunch			
			Introduction to Basic Life support, its importance and need (L) – Dr. Nazeer Ahmed & Dr. Malarvizhi	Demonstrate recognition of cardiac & respiratory arrest followed - hands on training – Dr. Malarvizhi	Demonstrate pulse check, chest compression for both adults & children (including infants) – Hands on training – Dr. Shankar Anandh			Demonstrate- Delivering effective breaths, use of an AED, integration of all skill sets into a single Scenario (Hands on training) Wrap up - Dr. Bharath	
			B Batch (50 students)- Nilile solution - First aid training institute						
			Introduction to several life threatening emergencies (L) Nilile solution - First aid training institute	Initial videos to demonstrate various scenario in first aid basics	Medical emergencies breathing problems, choking, Allergic reactions - (Hands on training)	Injury emergencies and environmental emergencies - (Hands on training)		Emphasis on do's and don'ts in each category	Sports (1-75)/ Yoga (76-150)
			C Batch (50 students)- Universal precautions -Microbiology - Dr. Premalatha						
			Pre evaluation	Definition of universal precautions, hand washing, personal protective equipment	Hand washing & blood spill management, Needle stick injuries (MACO Guidelines) PPE			Post evaluation	
			B Batch (50 students)- Basic Life Support -Anesthesia - Dr. Nazeer Ahmed & team						
			C Batch (50 students) - Universal precautions Nilile solution - First aid training institute						
			A Batch (50 students)- Basic Life Support -Microbiology - Dr. Premalatha						
FC 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	19.08.19	MONDAY							
			B Batch (50 students)- Basic Life Support -Anesthesia - Dr. Nazeer Ahmed & team						
			C Batch (50 students) - Universal precautions Nilile solution - First aid training institute						
			A Batch (50 students)- Basic Life Support -Microbiology - Dr. Premalatha						
FC 2.1, 2.2, 2.3, 2.4, 2.5, 2.6	20.08.19	TUESDAY							
			B Batch (50 students)- Basic Life Support -Anesthesia - Dr. Nazeer Ahmed & team						
			C Batch (50 students) - Universal precautions Nilile solution - First aid training institute						
			A Batch (50 students)- Basic Life Support -Microbiology - Dr. Premalatha						
									Yoga (1-75)/ Sports (76-150)

CODE	DATE	DAY	8.30-9.30 AM	9.30-10.30AM	10.30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM	
FC 2.1,2.2, 3, 2.4, 2.5,2.6	21.08.19	WEDNESDAY	C Batch (50 students)- Basic Life Support - Anesthesia - Dr. Nazeer Ahmed & team				Sports(1-75)/ Yoga (76-150)	↕		
			A Batch (50 students) - Universal precautions -Nile solution - First aid training institute							
			B Batch (50 students)- Basic Life Support - Microbiology - Dr. Premalatha							
FC2.8	22.08.19	THURSDAY	Immunization- Vaccine preventive disease, Importance of vaccine, preparation, transport & storage (Hepatitis B, chicken pox) - Pediatrics - Dr. Ramamani				Yoga (1-75)/ Sports (76-150)		Formative assessment, MCQ & discussion – Dr. Ramamani & Dr. Subramaniam	
			Occupational exposure in health works (L) – Dr. Ramamani	Method of protection and prevention of disease – Dr. Ramamani	Vaccination for health care workers – Dr. Subramaniam	Vaccine schedules: Name, route of administration dosage site- Dr. Subramaniam				
FC2.9	23.08.19	FRIDAY	Documentation, Introduction to documentation - Awareness & significance in patient care & its method - General Medicine- Dr. Prasanna, Dr. Premalatha, Dr. Sharavanan				Consequence of appropriate & inappropriate documentation on patient & employee safety compare		Observe the correct method, summation and wrap up	
			Introduction of documentation in patient care	Methods of documentation & understand its significance in patient	Methods of appropriate & inappropriate documentation on patient & employee safety compare	Patient record – Right & wrong with check list				

CODE	DATE	DAY	8.30-9.30 AM	9.30-10.30AM	10.30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM
FC 3.1 & FC 4.1.1, 4.1.2	24.08.19	SATURDAY	Concept of Professionalism & ethics <b>Dr.Ravindran (L)</b>		Consequences of unprofessional behavior - <b>Dr.Ravindran</b>	Consequences of unprofessional behavior - <b>Dr.Ravindran</b>			
	25.08.19	SUNDAY	<b>HOLIDAY</b>						
FC 3.2, 3.3, 3.4, 3.5, 3.6	26.08.19	MONDAY	Community Medicine- Roles and importance – <b>Dr. Balaji &amp; team</b>	Health care system in India, Health centre visit (Structure, Functioning, Patient ans family interactions), Principles of community health				Reflection regarding visits and interactions	National health scenario, Demographic, socio-cultural and epidemiological issues
FC 4.3.1, 4.3.2, 4.4.1, 4.5.6	27.08.19	TUESDAY	Altruism as a virtue of Physician- <b>Dr. Ravindran</b>	Working in a health care team (Intro lecture, patient area visit to casualty surgery OT & Labour ,group presentation & discussion – <b>Dr. Sundarrajan, Dr. Premalatha</b>				<b>Sports(L-75)/Yoga (76-150)</b>	
FC 4.5.1, 4.5.2, 4.5.3, 4.5.4, 4.5.8	28.08.19	WEDNESDAY	Rights of persons with disabilities & compare & contrast medical and social model of responsibility - <b>Dr. S. Thenmozhi</b>	Build an understanding on the disability etiquettes & awareness of disabilities included in Rights of persons with Disabilities Act - <b>Dr. S. Thenmozhi</b>				Disability competencies- leader (SDI)	<b>Yoga (1-75)/Sports (76-150)</b>
FC 4.5.5, 4.5.6, 4.5.7, 4.6,	29.08.19	THURSDAY	Use of verbal & non-verbal empathetic communication techniques with the disabled person & non discriminatory behavior towards disabled patients & caregivers- <b>Dr. S. Thenmozhi</b>	Understanding of accessible healthcare setting for patients with disabilities including universal design - <b>Dr. S. Thenmozhi</b>					Components of cultural competence (L)- <b>Dr. M. Tamilarasan</b>

CODE	DATE	DAY	8.30- 9.30 AM	9.30-10.30AM	10.30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM
	30.08.19	FRIDAY	Importance of time management - <b>Dr. Bharani Raj Kumar</b>	Prioritization, distraction & interaction - <b>Dr. Bharani Raj Kumar</b>		<b>Pedagogy - (Dr.Beula) 1 hr</b>		Self directed learning - <b>(Dr.Priesty)</b>	<b>Sports(1-75) /Yoga (76-150)</b>
FC 4.7, 4.10, 4.11	31.08.19	SATURDAY	Stress management - <b>Dr.Damodharan</b>	Importance of interpersonal relationship & Role of mentoring - <b>Dr. Sucharitha</b>					<b>Yoga (1-75)/Sports (76-150)</b>
FC 4.9.1, 4.9.2, 4.9.3, 4.9.4, 4.13, 4.14	02.09.19	MONDAY	Group learning & group dynamics - <b>(Dr.Preetha) 1.30 hrs</b>			Collaborative learning - <b>Dr. Malligai</b>			<b>Sports(1-75) /Yoga (76-150)</b>



CODE	DATE	DAY	8:30- 9:30 AM	9:30-10:30AM	10:30-11.30AM	11.30-12.30 AM	12.30-1.30 PM	01.30-2.30 PM	2.30-4.00 PM
FC 5.2, 5.3, 5.4, 5.5	03.09.19	TUESDAY	Batch A-Computer skill(Word, Excel,power point)-Mrs.Summy Batch B-Language(English)-Mrs.Jayanthi Batch C -Language (Tamil)					Accessing online resources, performing a literature search - <b>Dr. Kannan</b>	Yoga (1-75)/Sports (76-150)
FC 5.2, 5.3, 5.4	04.09.19	WEDNESDAY	Batch B-Computer skill(Word, Excel,power point)-Mrs.Summy Batch C-Language(English)-Mrs.Jayanthi Batch A -Language (Tamil)						Collection of feedback form from students
FC 5.2, 5.3, 5.4	05.09.19	THURSDAY	Batch C-Computer skill(Word, Excel,power point)-Mrs.Summy Batch A-Language(English)-Mrs.Jayanthi Batch B-Language (Tamil)						Collection of feedback form from students
FC5.1 & 4.2	06.09.19	FRIDAY	Ability to communicate with patients, families, aware of barrier communication and appropriate ways to response - <b>Dr. Balaji</b>	<b>White coat ceremony</b>					

**TAGORE MEDICAL COLLEGE & HOSPITAL**

**CBME BASED 1 ST PROFESSIONAL YEAR MBBS TIME TABLE - (2019-2020)**

Date	Days	8.30-9.30Am	9.30-10.30Am	10.30-10.45Am	10.45-11.45Am	11.45-12.45Noon	12.45-1.30Pm	1.30-2.30Pm	2.30-3.30Pm	
2/9/2019	Monday	Ganesh chaturthi								
3/9/2019	Tuesday	INTRODUCTION TO ANATOMY	INTRODUCTION TO PHYSIOLOGY	BREAK	INTRODUCTION TO BIOCHEMISTRY	AN 1.1 anatomical terminology	LUNCH	AN 1.1 anatomical terminology SGT ( A BATCH ) PY 2.11 Hb ( B BATCH)		
4/9/2019	Wednesday	AN 1.1 anatomical terminology	PY 1.2 principles of homeostasis	BREAK	PY 1.2 principles of homeostasis	BI 1.1(a) organization of cell	LUNCH	AN 1.1 anatomical terminology SGT ( B BATCH ) PY 2.11 RBC ( A BATCH)		
5/9/2019	Thursday	BI 1.1 (b) sub cellular organelles	AN 1.2 ,2.1 ,2.2, 2.3 Introduction of Bone	BREAK	BI 1.1(c) cell communication	AETCOM 1.1.1	LUNCH	SPORTS & EXTRACURRICULAR		
6/9/2019	Friday	BI 1.1 (d)Cell transport	BI 1.1 (e) identification organelles	BREAK	AN 1.2, 2.1, 2.2, 2.3 Introduction of Bone SGT		LUNCH	AN 65.1.65.2 Epithelial tissue SGT ( A BATCH ) PY 2.11 RBC Indices( B BATCH)		
7/9/2019	Saturday	AN 2.4, 2.5, 2.6 cartilage and joints	Community Medicine							

**3<sup>rd</sup> SEMESTER TIME TABLE 2019-2020**

Days	8.30 – 9.30 AM	9.45 - 12.45 PM	12.45 - 1.25 PM	1.25 – 2.20 PM	2.20 – 3.15 PM
Monday	IA Test / Pharmacology			Forensic Medicine / Pharmacology	Pathology / Pharmacology
Tuesday	Pathology			Microbiology / Pharmacology	Pharmacology / Forensic Medicine Practical
Wednesday	Pathology		Lunch	Pharmacology	Community Medicine
Thursday	Microbiology	Clinical Posting		Pharmacology	Pharmacology / Forensic Medicine Practical
Friday	Microbiology				
Saturday	Forensic Medicine	Clinical Posting	Clinical Posting	Microbiology / Pathology Practical	Microbiology / Pathology Practical

**\*Internal Assessment Tests to be conducted every alternate month on Monday forenoon from 8.30 - 10.30 AM.**

**\*Exchange of classes can be done with the consent of the respective HODs, if needed.**

**Total Hours:**

Pharmacology : 96 Hrs      Pathology : 96 Hrs      Microbiology : 96 Hrs  
 FM : 48 Hrs      CM : 24 Hrs

**4<sup>th</sup> SEMESTER TIME TABLE 2019-2020**

<b>Days</b>	<b>8.30 – 9.30 AM</b>	<b>9.45 - 12.45 PM</b>	<b>12.45 - 1.25 PM</b>	<b>1.25 – 2.20 PM</b>	<b>2.20 – 3.15 PM</b>
Monday	Pathology	Clinical Posting	L U N C H  B R E A K	Microbiology	Pathology
Tuesday	Microbiology			Pharmacology	Forensic Medicine/ Pharmacology Practicals
Wednesday	Pharmacology			Community Medicine	Forensic Medicine/ Pharmacology Practicals
Thursday	Pathology			Forensic Medicine	Pathology/ Microbiology Practicals
Friday	OBG			Pharmacology	Pathology/ Microbiology Practicals
Saturday	Pathology				

**\* Exchange of classes can be done with the consent of the respective HODs, if needed.**

**Total Hours :**

**Pharmacology : 96 Hrs**

**Pathology : 114 Hrs**

**Microbiology : 72 Hrs**

**FM : 48 Hrs**

**CM : 24 Hrs**

**OBG : 24 Hrs**

**5<sup>th</sup> SEMESTER TIME TABLE 2019-2020**

Days	8.30 – 9.30 AM	9.45 - 12.45 PM	12.45 - 1.25 PM	1.25 – 2.20 PM	2.20 – 3.15 PM
Tuesday	Forensic Medicine	Clinical Posting	L U N C H  B R E A K	Pharmacology	Forensic Medicine
Wednesday	Pathology			Pathology	Pharmacology / Forensic Medicine Practical Microbiology / Pathology
Thursday	Pharmacology			Practical	Microbiology Microbiology / Pathology
Friday	Pharmacology			Practical	Pathology
Saturday	Pharmacology			Microbiology	Pharmacology / Forensic Medicine Practical

**\* Exchange of classes can be done with the consent of the respective HODs, if needed.**

**Hours allotted: Total Hours: (3rd - 5th semester)**

Pharmacology	: 114 Hrs	Pharmacology	: 306/300
Pathology	: 96 Hrs	Pathology	: 306/300
Microbiology	: 96 Hrs	Microbiology	: 264/250
FM	: 48 Hrs	FM	: 144/100
CM	: 48/56		
OBG	: 24		

## 6<sup>th</sup> & 7<sup>th</sup> SEMESTER TIME TABLE 2019-2020

Days	TIMINGS			
	8.30 – 9.30 AM	9.45 – 12.30 PM	12.30 – 1.15 PM	1.15 – 2.15 PM
<b>Monday</b>	Orthopaedics	Clinical Posting	Lunch	ENT
<b>Tuesday</b>	Paediatrics			General Medicine
<b>Wednesday</b>	Ophthal – 1 <sup>st</sup> week ENT -2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> week	Clinical Posting	Lunch	OBG
<b>Thursday</b>	Ophthalmology			General Surgery
<b>Friday</b>	Dentistry – 1 <sup>st</sup> week Community Medicine - 2 <sup>nd</sup> , 3 <sup>rd</sup> , 4 <sup>th</sup> , 5 <sup>th</sup> week	Clinical Posting	Lunch	General Surgery
<b>Saturday</b>	GM 1 <sup>st</sup> & 4 <sup>th</sup> week GS 3 <sup>rd</sup> & 5 <sup>th</sup> week			OBG

\* Exchange of classes can be done with the consent of the respective HODs, if needed.

**Total Hours:**

ENT	:	84/70	:	Ophthalmology	:	108/100
CM	:	84/50	:	GM	:	120
GS	:	120	:	Ortho	:	48
Paediatrics	:	48	:	OBG	:	144
Dentistry	:	12/10	:		:	

**8<sup>th</sup> & 9<sup>th</sup> SEMESTER TIME TABLE 2019-2020**

<b>TIMINGS</b>					
<b>Days</b>	<b>8.30 – 9.30 AM</b>	<b>9.45 – 12.30 PM</b>	<b>12.30 – 1.15 PM</b>	<b>1.15 – 2.15 PM</b>	<b>2.15 – 3.15 PM</b>
<b>Monday</b>	Dermatology (1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week) Orthopaedics 4 <sup>th</sup> week*			OBG	General Surgery
<b>Tuesday</b>	OBG			General Medicine	General Surgery
<b>Wednesday</b>	Psychiatry- 1 <sup>st</sup> & 3 <sup>rd</sup> week Orthopaedics- 2 <sup>nd</sup> & 4 <sup>th</sup> week		<b>Lunch</b>		
<b>Thursday</b>	Orthopaedics – 1 <sup>st</sup> & 3 <sup>rd</sup> week TBCD – 2 <sup>nd</sup> & 4 <sup>th</sup> week	Clinical Posting			General Medicine
<b>Friday</b>	Anaesthesiology- 1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> week Radiology – 4 <sup>th</sup> week			General Surgery	General Medicine
<b>Saturday</b>	OBG	General Clinics on rotation			General Surgery

**Extra fifth week in monthly Time Table**

8.30 AM - 9.30 AM											
Days	March	April	May	July	August	September	October	November	December	January	
<b>Monday</b>		Ortho		DVL		Ortho			GM		
<b>Tuesday</b>											
<b>Wednesday</b>			Psychiatry	GM			Ortho			GS	
<b>Thursday</b>			TBCD		GS		TBCD			OBG	
<b>Friday</b>	Anaesthesia		Paed		OBG			OBG		Paed	

\* Exchange of classes can be done with the consent of the respective HODs, if needed.



## INFRASTRUCTURE / FACILITIES

### LIBRARY

The Central Library of the College is situated in the first floor of the College block spread over 2429 sq.mtr fully air-conditioned with 11265 books and 71 National and 33 International Journals for reference and advanced learning which is likely to increase as per the norms of the Medical Council of India, apart from the Audio Visual room and 45 Computers connected with broadband networking facility, Medlar / E Journal facility. The library is kept open from 8.00 a.m to 8.00 p.m on all working days.

#### Terms & Conditions to be followed:

- a) No student will be allowed to take the books or periodicals outside from the Library.
- b) Students, without an identity card, will not be permitted to enter into the Library.
- c) Students should furnish their names and year of study in block letters and put their signature both at the entrance and at reference counter.
- d) It is the responsibility of the Students, when they return the books to see that their issue entry is cancelled in token to having returned the book. Otherwise, the books which stands pending against their names will be deemed as not returned by the student and it will entail recovery of the book.
- e) Students are not permitted to enter the reference counter. They should ask the duty attendant to issue the book they need.
- f) The Students should verify whether any pages are found missing, while taking the books and if needed inform the matter to the librarian failing, which will entail recovery of the cost of the book.
- g) Personal articles like books, briefcases, handbags, coats, helmets & printed matter other than Library books shall be deposited at the entrance.
- h) Strict silence should be observed in the Library. Combined study of any kind is prohibited.
- I) Smoking and stretching of the legs on the table in the library are strictly prohibited.
- j) The Chairs should not be moved from the places in which they are located.
- k) No reader shall scribble, or make any mark in any book or manuscript belonging to the Library.
- l) The reader shall be held responsible for any damage done to the books or other properties belonging to the library. He/she will be required to replace such books or properties damaged or to pay the value if it cannot be replaced.
- m) Action will be taken against those who violate the above stated rules & regulations.
- n) No mobile phone or tab is permitted inside the library.

#### STAFF LIBRARY:

- a) It is the responsibility of all Staff Members who make use of the Library, to sign in the ledger while taking/returning the book.

- b) A Staff Member who takes out a book shall be held responsible for any damage or loss of the book.

## LABORATORIES

The Central Laboratory situated at the Hospital premises functions round the clock with three speciality diagnostic centers covering Biochemical, Microbiological and Pathological tests. In the College, each department has a lab attached to it which is well equipped with advanced equipments.

## TRANSPORTATION

The college has its own fleet of vehicles for the transport of students from various locations of Chennai city and suburbs to the college premises so as to enable them to reach the college in time and also to return home comfortably. This arrangement help them to maintain punctuality and also to have a safe travel. At present the college maintains 11 routes as mentioned below.

- Route No.1** FROM MR NAGAR TO COLLEGE PREMISES via Moolakaddai, T.V.K Nagar, Perambur Bridge, Ayyanavaram ESI Hospital, Purasaivakkam, EGA theatre maduravoyal byepass.
- Route No.2** FROM MANALI PUTHU NAGAR TO COLLEGE PREMISES via Roundana, Retteri, Padi, Thirumangalam, MMDA, Vadapalani and Ashok pillar.
- Route No.3** FROM MAHALINGAPURAM TO COLLEGE PREMISES via T.Nagar Bustand , Mambalam west, Ashok Pillar, Ambal Nagar, Kathipara,Shanthi bunk, Nangalallur, Kilkattalai, Medavakkam Koot Road, Santhosh puram, Kamaraj Puram, Raja Kilpakkam, Camp road and Bharat University.
- Route No.4** FROM AVADI TO COLLEGE PREMISES via Thirumullaivoyal, Ambattur OT, Ambattur Estate,Padi,Park road, Hi style Collector Nagar, Golden flats, Vavin, Bye pass Toll and Perungalathur.
- Route No.5** FROM THIRUVATRIYUR TO COLLEGE PREMISES via Ajax, Periyar Nagar, Tollgate, Royapuram market, Beach, Kannagi Statue, Light house, Sathya studio, Malar hospital Thiruvanmiyur, Kotivakkam, Sholinganalur and Kelambakkam.
- Route NO.6** FROM PUTHUPET TO COLLEGE PREMISES Chindratharipet, Chepauk, Rathina cafe, Royapettah Manikonda, Royapettah police station, Ajantha, Mylapore, Mandaveli, Adyar gate, Kottur puram, Gandhi Mandapam and Pallavaram, Perungalathur, KK nagar Housing board.
- Route No 7** FROM KODAMBAKKAM TO COLLEGE PREMISES via Power house, Vadapalani Lakshman Sruti, Nesapakkam, Virumgampakkam Lakshmi Nagar, Valasarvakkam, Porur, and Moulivakkam, Kerukambakkam, Pammal, Pallavarm, Tambaram, Alapakkam.
- Route No. 8** FROM SAIDAPET TO COLLEGE PREMISES via Saidapet, Velacherry, Kaivali, Jerusalem Engineering College, Pallikaranai, Medavakkam, Santhosh puram, Kamaraj puram, Rajakilpakkam,

Tambaram, Irumbillyur and Perungalathur.

**Route No.9 FROM CHENGALPET MEDICAL COLLEGE HOSPITAL TO COLLEGE PREMISES** via Chengalpet New bus stand. Chengalpet Old bustand, Singaperumal Koil, Ford Company, Maraimalai Nagar, Kattankulathur, SRM, Guduvancherry, Urappakkam, Vandalur and Kolapakkam.

**Route No.10 FROM KANCHIPURAM TO COLLEGE PREMISES** via Walaja, Oragadam, Mannivakkam, Mudichur, Tambaram, Irumbillyur, Perungalathur Vandalur and Kolapakkam.

**Route No.11 FROM LOYALA COLLEGE TO COLLEGE PREMISES** via Loyala college, Valluvar Kottam, Kodambakkam, Power House, Ashok nagar, Chrompet, MIET, Tambaram, Erikarai, Vandalur and Kolapakkam.

### SPORTS ACTIVITIES

The College encourages sports activities. Outdoor sports like Volley Ball, Foot Ball, Cricket and Tennikoit are encouraged. Indoor sports like Chess and Caroms are provided and a Gymnasium is provided at the Hostel for the benefit of the Students. The College Physical Director monitors the overall sports performance of the Students.

### ELIGIBILITY CRITERIA FOR PRIZE EXAMINATION

1. Student should have more than 90% of attendance.
2. Student should have appeared for all internal assessments tests of the concerned subjects.
3. Student should have obtained more than 50% of marks in all the tests of the concerned subject

### RULES AND REGULATIONS APPLICABLE TO ALL STUDENTS

1. All Students should be decently and neatly dressed.

For Boys:

- ♦ "Should wear Formal Full pant, Full /Half sleeves shirt duly tucked in".
- ♦ "Should wear Formal shoes and not slippers".
- ♦ "Jeans pant and T shirt are prohibited".
- ♦ "Hair should properly be combed and colouring of hair is not permitted".

**For Girls:**

- ♦ "Should wear Sarees/Salwar Kammez/Churidar"
- ♦ Sleeveless jackets, Jeans Pants, T.shirt, Short Kurtis and leggings are prohibited.
- ♦ Hair should not be left loose and should be well groomed. Colouring of hair is not permitted.

The students, for whom uniforms were supplied should attend the college only in their prescribed uniform

Besides they should wear a clean white overcoat, half sleeve with college logo and also they should display their ID card.

2. Students are strictly forbidden from ragging within or outside the College premises.
3. No meetings or demonstrations shall be held in the premises of College, Hospital or Hostel without the written permission of the Dean.
4. Students are forbidden to take part in the political agitations, strikes and demonstrations.
5. Students associations will be formed by the students only after a written permission is given by the Dean.
6. Students should not circulate Notices, Pamphlets, Journals or any other form of literature in the Institution without the permission of the Dean.
7. All students should wear identity card compulsorily. Failure to wear identity card will cause eviction of the Student besides imposing of fine.
8. Communications to the Dean should be done individually and not collectively.
9. Attendance
  - a) Each student is required to attend punctually at the scheduled hour for Lectures, Dissection, Practical's, Outpatient clinics, Wards etc.
  - b) Students must not abstain themselves from classes without prior permission. In case of absence they should submit a leave letter.
10. The college tuition fees/ hostel fees should be paid within the due date i.e. within a month from the date of reopening of the college. If the Students refrain from paying the fees within the stipulated time he/she will not be permitted to attend the college/ reside in the hostel besides the Student will not be permitted to write the University Examination.
11. No student is permitted to take mobile phone or tab, while attending theory/practical/ clinical classes. However, if any emergency the parents are requested to contact the front office over phone.

## **STUDENTS HOSTEL**

The Management has provided well furnished accommodation to the students to enable them to concentrate well on their studies. There are three separate blocks consisting of hostel buildings. The availability of hostel rooms are as follows:

## BLOCK I

### Ground Floor

No.of rooms	No.of Occupants	Capacity
15	2	30

### First Floor

No.of rooms	No.of Occupants	Capacity
19	2	38
4	3	12

### Second Floor

No.of rooms	No.of Occupants	Capacity
23	2	46

### Third Floor

No.of rooms	No.of Occupants	Capacity
20	2	40
4	3	12

Total Capacity 178

## BLOCK II

### Ground Floor

No.of rooms	No.of Occupants	Capacity
18	3	54

### First Floor

No.of rooms	No.of Occupants	Capacity
32	3	96

### Second Floor

No.of rooms	No.of Occupants	Capacity
32	3	96

Total Capacity 246

### BLOCK III

#### Ground Floor

No.of rooms	No.of Occupants	Capacity
12	2	24
2	3	6

#### First Floor

No.of rooms	No.of Occupants	Capacity
17	2	34
7	3	21
3	1	3

#### Second Floor

No.of rooms	No.of Occupants	Capacity
27	2	54
2	3	6

#### Third Floor

No.of rooms	No.of Occupants	Capacity
27	2	54
1	3	3
1	1	1

Total Capacity                      206

### ABSTRACT

	Rooms	Capacity
Block I	85	178
Block II	82	246
Block III	99	206

Total                                      630

Each block consists of separate warden room, Internet Room, Visitors room , Dining hall etc.

### **CRRRI (INTERNEES) Quarters:**

There are two blocks viz Block A and Block B to accommodate CRRIs

Block A and Block B consists of independent 95 rooms and 65 rooms for girls and boys respectively with a separate dining hall.

## **RULES AND REGULATIONS APPLICABLE FOR THE HOSTEL STUDENTS**

### **GENERAL**

The Medical College Hostel provides boarding and lodging facilities for bonafide Students of the Medical College only. The Hostel shall be under the control of the Dean and in the immediate charge of the Chief Warden and Residential Wardens. The Dean is vested with the powers to enforce rules and regulations and his/her decision shall be final in the interpretation of the rules and in all matters connected with the Hostel.

### **ADMISSION**

The College and Hostel administration reserves the right to admit Students to the Hostels. Admission to the College does not confer automatic right of admission to the Hostel attached to the College.

The Students will be admitted in the Hostel only upon applying in the prescribed application form and before admission in the hostel they are required to give an undertaking in writing that he/ she will abide by the rules and regulations of the hostel and that he/she will submit to any disciplinary action imposed on him/her by the authorities.

The Parents should also give an undertaking at the time of admission regarding the behaviour of their wards in the campus. Application for admission in the hostel will not be considered if the declaration is not signed by the Student and the Parents / Guardian

### **REMITTANCE OF HOSTEL/MESS FEES**

The Students who opt to stay in the hostel should pay the hostel and mess fees on the commencement of every academic year without fail. Students who stay in the hostel without remittance of hostel charges will be evicted without any prior notice

### **MEMBERSHIP**

Membership in the hostel shall be deemed to be terminated at the end of each academic year and the members who are desirous of continuing in the Hostel must make a formal application for readmission every year.

Residing in the hostel for any period does not confer any right to membership for the following academic year. The Students studying in a class for more than a year may not be readmitted in the Hostel.

### **RELIEF FROM HOSTEL**

After admission, no Student shall vacate the Hostel without prior permission from the Warden. Before vacating the Hostel, the Student shall inform the Warden in writing stating the reason for vacating. Only after the request is considered and approved by the Warden, should he/she vacate the hostel. If, any Student wants to leave the Hostel, he/she should

produce a letter of request to that effect from the Parent/Guardian and he/she should clear the dues and fulfill other formalities as prescribed before leaving. The Hostel fees are non-refundable, if the Student opts to discontinue from the Hostel.

### **LODGING**

- a) Allotment of rooms will be made by the warden once a year.
- b) No room shall be allotted to the student without complete clearance of the hostel dues
- c) All the Students should keep their rooms duly locked in their absence and retain the keys themselves.
- d) Each Student shall keep the room occupied by him/her neat and clean.
- e) The student will continue to stay in the room allotted and shall not change rooms without the warden's permission.
- f) The Students are liable to be shifted from one room to another if required.
- g) No Student shall sub-let the room to anyone else or allow any guest to stay in the room.
- h) Hostel furniture should not be removed from one room to another.
- I Students are responsible for care of the furniture and fittings in the respective rooms.
- j) In case of damages or loss caused by the Students the cost for repair or replacements of fittings and furniture will be collected from them. If the responsibility cannot be fixed, the cost will be recovered from all the Students collectively in addition to the cost of damages. An equal amount of fine shall also be levied.
- k) Students are not permitted to use any extra electrical gadgets in their rooms without prior permission of the Wardens.
- l) The Students are advised not to keep money or valuables including cell phone and jewellery in their rooms.
- m) The Management is not responsible for the loss of property and valuables including Cell Phone and jewellery of the Students kept in the rooms.

### **GUESTS**

- a) No Student shall entertain any guest including parents in the room.
- b) Students having unauthorized guests in their rooms are liable for expulsion and fine.
- c) All visitors shall be entertained only in the visitor's room during the visiting hour's i.e between 4.00 p.m to 6.00 p.m. during working days and between 10.00 am to 6.00 pm on holidays.
- d) No visitors are allowed inside the Hostel.
- e) Students should go over to the visitor's room to meet their visitors.

### **DISCIPLINE**

1. All Students residing in the hostel are expected to maintain strict discipline in the campus and in the hostel.



2. Ragging in any form causing physical or emotional hardship to anyone is strictly prohibited. Any Student found indulging in ragging will be expelled from the hostel at once.
3. No Student should possess or consume narcotic drugs or liquor in the hostel or in the campus. If anyone is found violating this rule will be expelled from the hostel.
4. The Students should allow the Housekeeping staff to clean the rooms, only in their presence i.e. after 3.30 pm to 6.00 pm.
5. No Student shall punish or scold any hostel servant for any reason. In case of any complaint, the matter should be brought to the notice of the Warden for necessary action.
6. No Student shall convene/arrange/participate any unauthorized meetings in the hostel or campus. No birthday party or other celebration should be held in the hostel / college premises under any circumstances.
7. Any Student found creating a disciplinary problem mobilizing the Students will be liable for expulsion from the hostel.
8. Prior permission of the Warden should be obtained before leaving the hostel on Holidays.
9. No Student will be allowed to stay outside the hostel without prior permission of the Warden after 9.00 p.m.
10. The Main gate will be closed at 8.30 am to 12.00 noon and from 1.30 pm to 3.30 pm, except under emergency circumstances.
11. The Hostel main gates shall be closed at 9.00 p.m.
12. Day scholars are strictly prohibited from entering the Hostel
13. ID card will be issued duly indicating whether the student is a hosteller. Any Student found without the identity card will not be allowed to stay in the hostel.
14. No Student is permitted to collect money from other Students on any account for any purpose without the prior permission of Warden.
15. Students who go on vacation should inform in advance to the Warden in writing the time and date of departure and the destination.
16. Gambling in any form is strictly prohibited in the hostel/campus.
17. The Students should maintain silence from 10.00 p.m to 7.00 a.m the following day.
18. Exhibition of Posters, Pamphlets and distribution of notices in the hostel are not permitted.
19. No Student shall put up any notice on the notice board without the Warden's permission.
20. Disfigurement/damaging of hostel property and walls of the hostel in any manner are prohibited and strict disciplinary action will be taken on those found guilty.
21. The hostel authorities will inspect the rooms any time and the Students shall cooperate with them.

22. Students should not stay in the hostel room during College working hours. If required they should obtain prior permission from the HOD for absence from Classes and submit to the Warden.
23. If any Student falls ill, the Warden should be immediately informed and the Student should be admitted in the hospital and not allowed to stay in the room. No sick Student is allowed to stay in the hostel for more than 24 hours.
24. Any complaint regarding the amenities in the hostel should be made to the Warden.
25. Electrician/Plumber or any other staff visiting the hostel to attend to any type of work should be accompanied by the Deputy Warden.
26. The Students should switch off the lights and fans before leaving their rooms and observe strict economy in energy – consumption.
27. Students, who wish to spend the night out with their relatives or friends, must produce in advance letter of authorization from their Parents/ Guardians, permitting them for the stay. On no account should they leave the hostel before they are given permission by the Warden.
28. The Students shall take their food ONLY in the dining room and are not permitted to take it to their room. Also the Students are requested not to waste the food provided to them at any cost.
29. The hostel authorities will not be held responsible for any negligence on the part of the Students.
30. Any misconduct or indiscipline in the hostel/campus will be viewed seriously and those found guilty will be liable for expulsion from the hostel.
31. A committee headed by the Dean will examine the cases of indiscipline on the part of the Students and the Dean's decision will be final and binding in all respects.
32. Amendments of Rules and Regulations of the College/Hostel from time to time should be adhered to by the Students.
33. Ignorance of Rules and Regulation of the hostel will not be treated as an excuse.
34. The Students should never forget that they are working in a Hospital and that the patients given into their charge are sick, requiring sound and thoughtful attention.
35. The Students who are attending classes are required to maintain confidentiality in respect to the clinical aspects of the patient's record.
36. The Students should compulsorily attend to the Clinical Posting classes without fail.
37. All faculties are responsible for the conduct and behavior of the Students attending their wards or departments.
38. Students may be required to pay for any hospital appliances which have been broken or destroyed by them.

## **REGULATIONS OF MEDICAL COUNCIL OF INDIA** **PROHIBITING RAGGING IN MEDICAL COLLEGE**

Act of Ragging in any form is strictly Banned / Prohibited within or outside the College Campus.

The brochure/application form contains an undertaking to be given jointly by the Student and the Parent during the time of admission, stating that in case the applicant is found to have indulged in ragging in the past or if it is noticed later that he/she has indulged in ragging, admission shall be refused or he/she shall be expelled from the educational institution making them aware of the seriousness of the menace of Ragging.

### **Ragging Means -**

- ♦ Any conduct whether by spoken or written words has the effect of harassing, teasing or treating with rudeness any other Student.
- ♦ Physical or psychological humiliation
- ♦ Indulging in rowdy or undisciplined activities which causes or is likely to cause Annoyance, Physical or Psychological harm to raise fear or shame embarrassing a Student
- ♦ Asking the Students to do any act or perform something which such Student will not carry out in the ordinary course, willingly.
- ♦ Conspiracy and Abetment to Ragging
- ♦ Creating Public Nuisance
- ♦ Violation of decency and morals
- ♦ Injury to body, causing hurt or grievous hurt
- ♦ Wrongful restraint and confinement
- ♦ Use of criminal force
- ♦ Extortion ; Intimidation and trespasses

### **REDRESSAL**

The Anti-Ragging Committee formed by the College shall implement the anti-ragging measures and redress the grievances of the Students if any.

**CHAIRMAN AND OTHER MEMBERS OF  
ANTI-RAGGING COMMITTEE**

NAME OF THE STAFF	DESIGNATION	DEPTS	MOBILE NUMBER	E-MAIL ID
Dr.N.Gunasekaran	Dean	Chairman	9884398420	drguna59@gmail.com
Dr.K.Sivaprakasam	Medical Superintendent	General Surgery	9444248418	prakasm53@yahoo.co.in
Dr.D.H.Gopalan	Professor	Anatomy	9843690770	drdevigopalan@gmail.com
Dr.Preetha Paul	Professor	Physiology	944462586	drpreethapual@yahoo.co.in
Dr.E.Malligai	Professor	Biochemistry	9840246461	malli.murugesan@gmail.com
Dr.S.Priestly Vivek Kumar	Professor (Academic Coordinator Para Clinical Depts.)	Pharmacology	9994578355	precillapriestly@yahoo.com
Dr.C.P.Luck	Professor	Pathology	9444180837	cpluckkamal@gmail.com
Dr. Shanthi Banukumar	Professor	Microbiology	9444134391	shanthibanukumar@gmail.com
Dr.K.Ravindran	Professor	Forensic Medicine	9894028510	drkravi@yahoo.com
Dr.A.Balaji	Professor	Community Medicine	9840234857	dr.a.balaji@gmail.com
Dr.T.K.V.Sharavanan	Professor	General Medicine	9841890186	drsharavanan@yahoo.com
Dr.A.Periasamy	Professor	General Surgery	9444210764	Periasamy_surgery@gmail.com
Dr. M.Tasneem	Professor	Obstetrics & Gynaecology	9840250914	mtasneem50@gmail.com
Dr.I.Jenson	Professor	Orthopaedics	9600074176	docjenson@gmail.com
Dr.B.I.Sasireka	Professor	Paediatrics	9444607933	b_i_sasireka@yahoo.com
Dr.R.Ravikumar	Professor	Ophthalmology	9444230797	nrravikumar@gmail.com

Dr. Vincent Prasanna	Professor	E N T	9566272299	vincent.prasanna@gmail.com
Dr.B.Karpagam	Professor	Radio Diagnosis	9894777929	Karaso1987@yahoo.com
Dr.M.Nazir Ahmed	Professor	Anaesthesia	9941499356	Nazirahmed.doc@gmail.com
Dr.T.Bindu	Associate Professor	Respiratory Medicine	9841596047	k_sathish123@yahoo.com
Dr.J.Muhilan	Associate Professor	DVL	9442112111	dr.muhilan@gmail.com
Dr.C.J.Manikandan	Assistant Professor	Psychiatry	9445390157	dr_maikandaan@tagoremch.com
Dr.I.Kannan	Associate Professor (Boys Hostel Warden)	Microbiology	9840520950	dr.ikanna@tagoremch.com
Dr.A.Mary Antony Praba	Associate Professor (Girls hostel Warden)	Anatomy	9941762574 7338746552	Fio7rio@yahoo.com

**TOLL FREE NUMBER : 1800 - 180 - 5522**

**NODAL OFFICER**

**Name** : **Dr.C.J.Maikandaan**  
**Designation** : **Associate Professor and HOD**  
**Department** : **Psychiatry**  
**Contact Number** : **9445390157**  
**Phone Number** : **044-26560153**  
**E-Mail - Id** : **dr\_maikandaan@tagoremch.com**

## **Anti-Ragging Squad**

The Anti-Ragging squad is headed by Dr.C.J.Maikandaan, Associate Professor, Department of Psychiatry, who is also the Nodal Officer of the Anti-ragging Committee. All the Senior Faculty Members, RMO and ARMO who are residing in the Staff quarters within the Campus, are all the Members of the Anti-ragging squad. The squad shall have vigil, oversight and patrolling functions. The Squad shall kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids of Hostels and other hot spots.

## **AWARDABLE PUNISHMENT**

The punishment to be meted out has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents. Ragging is not only to be discouraged but also to be dealt with sternness.

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- ♦ Suspension from attending Classes and Academic Privileges
- ♦ Withholding/withdrawing scholarship/fellowship and other benefits
- ♦ Debarring from appearing in any Examination or other evaluation process
- ♦ Withholding results
- ♦ Debarring from representing the Institution in any regional, national or international meet, tournament, youth festival etc.,
- ♦ Suspension/Expulsion from the Hostel
- ♦ Cancellation of Admission
- ♦ Rustication from the institution for a period ranging from 1 to 4 semesters
- ♦ Expulsion from the Institution and consequent debarring from admission to any other Institution for a specific period.
- ♦ Two years imprisonment
- ♦ Fine of Rs.25,000/- to Rs. 2.00 lakhs
- ♦ Collective punishment: When the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment.

## **Undertaking from the Students as per the provisions of anti -ragging verdict by the Hon'ble Supreme Court**

I, Mr./Ms. ...., Roll No.: .....

Joining as a student for MBBS Degree Course at Tagore Medical College do hereby

Undertake on this day.....month.....year .....,  
the

### **following declaration:**

- 1) That I have carefully read and fully understood the meaning of Ragging and know

that ragging in any form is a cognizable / punishable offence and it is banned/prohibited by the Court of Law.

- ♦ I will not indulge in any behavior or act that may come under the definition of ragging
  - ♦ I will not participate in or abet or propagate ragging in any form.
  - ♦ I will not hurt anyone physically or psychologically or cause any other harm.
- 2) That I have not been found or charged for my involvement in any kind of ragging in the past. However, I undertake to face disciplinary action/legal proceedings including expulsion from the College if the above statement is found to be untrue or the facts are concealed, at any stage, in future.
- 3) That I shall not resort to ragging in any form at any place and I hereby agree that if found guilty of any aspect of ragging, I may be punished, as per the law, in force and shall abide by the rules/laws prescribed by the Courts, Govt. of India, MCI and the College Authorities for the purpose from time to time.

Signature of the Student

I hereby fully endorse the undertaking  
Made by my child / ward

**Signature of the Parent/Guardian**

Name:

1. Witness :
2. Witness :

**GENDER HARASSMENT COMMITTEE :**

Committee against Gender Harassment is constituted in line with the directions of the Supreme Court Judgement and as per the guidelines issued by Medical Council of India for effective enforcement of the basic human right of gender equality and more particularly against sexual harassment at the College/Hospital. This committee prevents or deters the commission of acts of sexual harassment and provides procedures for resolution, settlement or prosecution of acts by taking all steps required.

**MEMBERS OF GENDER HARASSMENT COMMITTEE**

S.No	Name of the Member	Designation	Contact Number	E-mail id
1.	Dr.M.S. Sornam Professor Department of Obstetrics & Gynaecology	<b>Convenor</b>	9444385653	Dr.sornam@gmail.com
2.	Dr. S. Chitraa Chandran, Principal Tagore Dental College	<b>External Expert</b>	044-30102222 044-42718146	tagoredch@gmail.com
3.	Dr.K.Ravindran Professor & HOD Department of Forensic Medical	<b>Member</b>	9894028510	drkravi@yahoo.com
4.	Dr.T.K.V.Sharavanan Professor & HOD Department of General Medicine	<b>Member</b>	9841890186	drsharavanan@yahoo.com
5.	Dr. R. Geetha Professor, Department of Pharmacology	<b>Member</b>	9884148527	drgeetharaghu@gmail.com
6.	Dr.Sree T Sucharitha Associate Professor Department of Community Medicine	<b>Member</b>	9884615296	sucharithat2@gmail.com
7.	Dr.R.Pradeep Assistant Professor Department of Psychiatry	<b>Member</b>	9894174456	pradeep.psychiatry @gmail.com
8.	Mrs.P.N.Ruvanthika Assistant Professor Department of Physiology	<b>Member</b>	7845601310	pnruvanthika@yahoo.co.in
9.	Dr.I.Kannan Associate Professor Department of Microbiology Warden - Boys Hostel	<b>Member</b>	9840520950	dr.ikannan@tagoremch.com
10.	Dr.A.Mary Antony Praba Associate Professor Department of Anatomy Warden Girls Hostel	<b>Member</b>	9941762574	Fio7rio@yahoo.co.in
11.	Ms.Nissy Philip Nursing superintendent	<b>Member</b>	9566189875	
12.	Mrs.N.Karthiga Assistant Administrative Office	<b>Member</b>	9444303260	karthigadeepika@gmail.com



13.	Mrs.Jayanthi House Keeping Supervisor	<b>Member</b>	7401831044	jmram1960@gmail.com
14.	Mr.M.S.Veerasley Librarian Library	<b>Member</b>	8220817128	tmc.libveera@gmail.com
15.	Mrs.Meenakshi Deputy Warden Girls hostel	<b>Member</b>	9841128568	
16.	Mrs.N.Ramalakshmi Nursing Supervisor - OT	<b>Member</b>	9962941614	
17.	Mr.A.Sasikumar Assistant Professor - Physiology Vehicle In charge	<b>Member</b>	7299914065	simmamsasi@tagoremch.com
18.	Mr.S.Saravanan Ms.R.Sushmitha Mr.K.Ponraj Ms.N.S.Soundarya Mr.S.Sathish Kumar Ms.Amrita Teresa Mr.A.Gokhul Ms.K.Madhumitha Mr.Velmurugan Ms.Apeksha	<b>Member</b>	9445247798 9600795377 9941711126 7373241494 9894724720 9841625817 7373993999 9600042140 9789917650 9840770699	saravanan2010ts@gmail.com sushmisizzlingv@gmail.com ponrajkrishnan1997 @gmail.com microsriram@rediffmail.com gokularmstrong@gmail.com apeksharajmohan.2012 @gmail.com

**Objectives:**

- ♦ Prevent discrimination and sexual harassment against women, by promoting gender amity among Students/Staff.
- ♦ Deal with cases of discrimination and sexual harassment against women.
- ♦ Recommend appropriate punitive action against the guilty.

**Definition:**

According to the Supreme Court guidelines Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- ♦ Physical contact and advances;
- ♦ Demand or request for sexual favours;
- ♦ Sexually coloured remarks;
- ♦ Showing pornography;
- ♦ Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Apart from the term mentioned above, the following is also covered by the committee under sexual harassment:

- ♦ Eve-teasing; Unsavory remarks;
- ♦ Jokes causing or likely to cause awkwardness or embarrassment;
- ♦ Innuendos and taunts;
- ♦ Gender based insults or sexist remarks;
- ♦ Touching or brushing against any part of the body and the like;
- ♦ Forcible physical touch or molestation;
- ♦ Displaying pornographic or other offensive or derogatory pictures, cartoons, pamphlets or sayings etc;
- ♦ Unwelcome sexual overtone in any manner such as over telephone and the like;
- ♦ Physical confinement against one's will or any other act likely to violate one's privacy

**Procedure for Approaching the Committee:**

The Committee deals with issues relating to sexual harassment. Any complaint on discrimination or sexual harassment may be brought to the notice either in person or over phone or through petition either to the Chairperson/Dean or Convenor or to any of the Members of the Committee.

**Disciplinary Action:**

Where such conduct amounts to misconduct; appropriate disciplinary action should be initiated with time bound treatment of complaints.

The complaints will be kept strictly confidential and will be enquired into by the Committee and grievances if any will be redressed forthwith, besides taking proper action against those found guilty.

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, all steps necessary and reasonable will be taken to assist the affected person in terms of support and preventive action.

### **DISCIPLINARY COMMITTEE**

With a view to enforce strict discipline among the students and also to take appropriate action on the complaints received, a disciplinary committee consisting of the following faculties is formed.

<b>S.No</b>	<b>Name of the Faculties</b>	<b>Designation</b>
1	Dr.K.Ravindran Professor and HOD, Dept of Forensic Medicine	Coordinator
2	Dr.S.Priestly Vivek Kumar, Professor & HOD, Dept of Pharmacology	Associate Coordinator
3	Dr.Kannamma Sabapathy Professor , Dept of General Medicine	Member
4	Dr.A.Sasivannan, Deputy Medical Superintendent & Professor, Dept of General Surgery	Member
5	Dr.I.Kannan, Associate Professor Dept of Microbiology	Member
6	Dr.A.Mary Antony Praba, Associate Professor Dept of Anatomy	Member
7	Dr.S.Manikandan Associate Professor, Department of Physiology	Member
8	Dr.A.Umameswari Associate Professor, Dept of Pharmacology	Member
9	Dr.K.R.S.Sivapriya, Assistant Professor Dept of Community Medicine	Member
10	Dr.A.Arvinth, Assistant Professor Dept of Pharmacology	Member

### **COLLEGE COUNCIL**

The college council comprises with the Dean as Chairperson and all HODs, Professors and Associate Professors of Clinical and non clinical departments as members of the council. Dr. C. P. Luck, Professor, Department of Pathology functions as Member-Secretary of the College council. The Council normally meets once in two months. The functions of the council are

1. Enforcement of Discipline
2. To decide all academic activities

3. Policy & decision Making
4. To take decision on student welfare measures
5. To organize inter departmental meetings, Clinico pathological meetings including periodical research review.

### **MEDICAL EDUCATION UNIT**

Medical Education Unit functions for faculty development and for providing teaching or learning resource material. Sri Ramachandra University, Porur, Chennai is the Regional Centre, which is recognized by the Medical Council of India, for training of faculties. The Following Faculties have already been trained at the above regional Centre. Basic Course Workshops were also held at this college with an observer deputed by the regional centre.

<b>S.NO</b>		<b>NAME</b>	<b>DESIGNATION</b>
1	Chairman	Dr. N.Gunasekaran., M.D.,DTCD	Dean
2.	Co-ordinator	Dr. D.H. Gopalan., M.S., ACME	Professor & Head Department of Anatomy
3.	Secretary	Dr.Mario Leesha Fernando., M.D., M.B.A	Assistant Professor Department of Biochemistry
4.	Member	Dr. K.Sivaprakasam, M.S., ACME	Medical Superintendent
5.	Member	Dr. Vincent Prasanna., M.S	Professor & Head Department of ENT
6.	Member	Dr. A. Balaji., M.D	Professor & Head Department of Community Medicine
7.	Member	Dr. Preetha Paul., M.D	Professor & Head Department of Physiology
8.	Member	Dr.R. Geetha., M.D	Professor Department of Pharmacology
9.	Member	Dr. Beulah Edwin., M.D	Associate Professor Department of Microbiology
10.	Member	Dr. S. Jamunarani., M.D	Associate Professor Department of Pathology
11.	Member	Dr. Jayagar Prabakaran., M.S	Associate Professor Department of ENT
12.	Member	Dr. R. Shankar Anand., D.N.B	Assistant Professor Department of Anaesthesiology
13.	Member	Dr. P. Preethi., M.D	Assistant Professor Department of Anatomy
14.	Member	Dr. Sanu Sain., M.D	Tutor Department of Pharmacology

## **PHARMACOVIGILANCE COMMITTEE**

Pharmacovigilance Committee has been constituted and functioning with the following personal to study any adverse drug reaction and to have followup action on adverse reaction reported in the medical college hospital. This Committee meets on first Monday of every month.

1. The Professor & HOD of the Department of Pharmacology is the Chairperson of this committee.
2. The HODs of all the clinical departments are the members of the committee.
3. All the Associate Professors of the Clinical Departments are the members of the committee.
4. Dr. R. Geetha, Professor Department of Pharmacology is the Co- Ordinator of the committee.



## AUGUST 2019



1	Thursday	World Breastfeeding week	
2	Friday		
3	Saturday		
4	Sunday		
5	Monday		
6	Tuesday		
7	Wednesday	World Breastfeeding week	
8	Thursday		
9	Friday		
10	Saturday		
11	Sunday		
12	Monday		Bakrid 
13	Tuesday		
14	Wednesday		
15	Thursday		Independence day 
16	Friday		
17	Saturday		
18	Sunday		
19	Monday		
20	Tuesday		
21	Wednesday		
22	Thursday		
23	Friday		Krishna jayanthi 
24	Saturday		
25	Sunday		
26	Monday		
27	Tuesday		
28	Wednesday		
29	Thursday		
30	Friday		
31	Saturday		



## SEPTEMBER 2019



1	<b>Sunday</b>	
2	<b>Monday</b>	☀ Vinayakar Chathurthi ☀
3	<b>Tuesday</b>	
4	<b>Wednesday</b>	
5	<b>Thursday</b>	
6	<b>Friday</b>	
7	<b>Saturday</b>	
8	<b>Sunday</b>	
9	<b>Monday</b>	
10	<b>Tuesday</b>	<b>World Suicide Prevention day</b>
11	<b>Wednesday</b>	
12	<b>Thursday</b>	
13	<b>Friday</b>	
14	<b>Saturday</b>	
15	<b>Sunday</b>	
16	<b>Monday</b>	
17	<b>Tuesday</b>	
18	<b>Wednesday</b>	
19	<b>Thursday</b>	
20	<b>Friday</b>	
21	<b>Saturday</b>	
22	<b>Sunday</b>	
23	<b>Monday</b>	
24	<b>Tuesday</b>	
25	<b>Wednesday</b>	
26	<b>Thursday</b>	
27	<b>Friday</b>	
28	<b>Saturday</b>	<b>World rabies day</b>
29	<b>Sunday</b>	<b>World Heart day</b>
30	<b>Monday</b>	



## OCTOBER 2019



1	Tuesday	
2	Wednesday	☀️ Gandhi Jayanthi ☀️
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	☀️ Ayudha Pooja ☀️
8	Tuesday	☀️ Vijaya dasami ☀️
9	Wednesday	
10	Thursday	World mental Health day
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	☀️ Deepavali ☀️
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	





## NOVEMBER 2019

1	Friday	
2	Saturday	
3	Sunday	
4	Monday	
5	Tuesday	
6	Wednesday	
7	Thursday	
8	Friday	
9	Saturday	
10	Sunday	
11	Monday	
12	Tuesday	
13	Wednesday	
14	Thursday	World Diabetes day
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	



## DECEMBER 2019




1	<b>Sunday</b>	World AIDS day
2	<b>Monday</b>	
3	<b>Tuesday</b>	
4	<b>Wednesday</b>	
5	<b>Thursday</b>	
6	<b>Friday</b>	
7	<b>Saturday</b>	
8	<b>Sunday</b>	
9	<b>Monday</b>	
10	<b>Tuesday</b>	
11	<b>Wednesday</b>	
12	<b>Thursday</b>	
13	<b>Friday</b>	
14	<b>Saturday</b>	
15	<b>Sunday</b>	
16	<b>Monday</b>	
17	<b>Tuesday</b>	
18	<b>Wednesday</b>	
19	<b>Thursday</b>	
20	<b>Friday</b>	
21	<b>Saturday</b>	
22	<b>Sunday</b>	
23	<b>Monday</b>	
24	<b>Tuesday</b>	
25	<b>Wednesday</b>	 Christmas 
26	<b>Thursday</b>	
27	<b>Friday</b>	
28	<b>Saturday</b>	
29	<b>Sunday</b>	
30	<b>Monday</b>	
31	<b>Tuesday</b>	



## JANUARY 2020



1	Wednesday		New Year's Day	
2	Thursday			
3	Friday			
4	Saturday			
5	Sunday			
6	Monday			
7	Tuesday			
8	Wednesday			
9	Thursday			
10	Friday			
11	Saturday			
12	Sunday			
13	Monday			
14	Tuesday			
15	Wednesday		Pongal	
16	Thursday		Thiruvalluvar day	
17	Friday		Uzhavar Tirunal	
18	Saturday			
19	Sunday			
20	Monday			
21	Tuesday			
22	Wednesday			
23	Thursday			
24	Friday			
25	Saturday			
26	Sunday		Republic Day	
27	Monday			
28	Tuesday			
29	Wednesday			
30	Thursday		World Leprosy Eradication Day	
31	Friday			



## FEBRUARY 2020



1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	World cancer day
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	



## MARCH 2020



1	<b>Sunday</b>	
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	<b>Sunday</b>	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	<b>Sunday</b>	
16	Monday	
17	Tuesday	
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	<b>Sunday</b>	
23	Monday	
24	Tuesday	
25	Wednesday	 <b>Telugu New Year</b> 
26	Thursday	
27	Friday	
28	Saturday	
29	<b>Sunday</b>	
30	Monday	
31	Tuesday	



## APRIL 2020







1	Wednesday	
2	Thursday	World Autism Awareness day
3	Friday	
4	Saturday	
5	<b>Sunday</b>	
6	Monday	
7	Tuesday	World Health Day
8	Wednesday	
9	Thursday	
10	Friday	☀️ Good Friday ☀️
11	Saturday	
12	<b>Sunday</b>	
13	Monday	
14	Tuesday	☀️ Tamil New Year's and Dr.B.R.Ambethkar Birthday ☀️
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	<b>Sunday</b>	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	World Malaria day
26	<b>Sunday</b>	
27	Monday	
28	Tuesday	World day for Safety and health at work
29	Wednesday	
30	Thursday	



## MAY 2020



1	Friday		MAY DAY	
2	Saturday			
3	Sunday			
4	Monday			
5	Tuesday		World Asthma Day	
6	Wednesday			
7	Thursday			
8	Friday			
9	Saturday			
10	Sunday			
11	Monday			
12	Tuesday			
13	Wednesday			
14	Thursday			
15	Friday			
16	Saturday			
17	Sunday			
18	Monday			
19	Tuesday			
20	Wednesday			
21	Thursday			
22	Friday			
23	Saturday			
24	Sunday		Ramzan	
25	Monday			
26	Tuesday			
27	Wednesday			
28	Thursday			
29	Friday			
30	Saturday			
31	Sunday		World No Tobacco day	



## JUNE 2020



1	Monday	
2	Tuesday	
3	Wednesday	
4	Thursday	
5	Friday	<b>World Environment day</b>
6	Saturday	
7	<b>Sunday</b>	
8	Monday	
9	Tuesday	
10	Wednesday	
11	Thursday	
12	Friday	
13	Saturday	
14	<b>Sunday</b>	<b>World Blood donor day</b>
15	Monday	
16	Tuesday	
17	Wednesday	
18	Thursday	
19	Friday	
20	Saturday	
21	<b>Sunday</b>	<b>International Yoga day</b>
22	Monday	
23	Tuesday	
24	Wednesday	
25	Thursday	
26	Friday	<b>International Anti- Drugs Day</b>
27	Saturday	
28	<b>Sunday</b>	
29	Monday	
30	Tuesday	





## JULY 2020




1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	
5	Sunday	
6	Monday	
7	Tuesday	
8	Wednesday	
9	Thursday	
10	Friday	
11	Saturday	
12	Sunday	
13	Monday	
14	Tuesday	
15	Wednesday	
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	World hepatitis day
29	Wednesday	
30	Thursday	
31	Friday	 Bakrid 



## AUGUST 2020



1	Saturday	World Breastfeeding week
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	World Breastfeeding week
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	 Krishna Jayanthi 
12	Wednesday	
13	Thursday	
14	Friday	
15	Saturday	 Independence day 
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	 Vinayakar Chathuthi 
23	Sunday	
24	Monday	
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	

***LIST OF HOLIDAYS DURING CALENDAR YEAR 2019***

S.No	Festival	Date	Day
1.	New year's Day	01.01.2019	Tuesday
2.	Pongal	15.01.2019	Tuesday
3.	Thiruvallur Day	16.01.2019	Wednesday
4.	Uzhavar Thirunal	17.01.2019	Thursday
5.	Republic Day	26.01.2019	Saturday
6.	Tamil New Year's / Good Friday and Dr.B.R.Ambethkar Birthday	14.04.2019	Sunday
7.	Good Friday	19.04.2019	Friday
8.	May day	01.05.2019	Wednesday
9.	Ramzan	05.06.2019	Wednesday
10.	Bakrid	12.08.2019	Monday
11.	Independence day	15.08.2019	Thursday
12.	Krishna Jayanthi	23.08.2019	Friday
13.	Vinayakar Chathuthi	02.09.2019	Monday
14.	Gandhi Jayanthi	02.10.2019	Wednesday
15.	Ayudha Pooja	07.10.2019	Monday
16.	Vijaya Dasami	08.10.2019	Tuesday
17.	Deepavali	27.10.2019	Sunday
18.	Christmas	25.12.2019	Wednesday

## ***LIST OF HOLIDAYS DURING CALENDAR YEAR 2019***

S.No	Festival	Date	Day
1.	New year's Day	01.01.2020	Wednesday
2.	Pongal	15.01.2020	Wednesday
3.	Thiruvalluvar Day	16.01.2020	Thursday
4.	Uzhavar Tirunal	17.01.2020	Friday
5.	Republic Day	26.01.2020	Sunday
6	Telugu New Year	25.03.2020	Wednesday
7	Mahaveer Jayanthi	06.04.2020	Monday
8	Good Friday	10.04.2020	Friday
9.	Tamil New Year & Dr.B.R.Ambedkar Birthday	14.04.2020	Tuesday
10.	May day	01.05.2020	Friday
11.	Ramzan	24.05.2020	Sunday
12.	Bakrid	31.07.2020	Friday
13.	Krishna Jayanthi	11.08.2020	Tuesday
14.	Independence day	15.08.2020	Saturday
15.	Vinayakar Chaturthi	22.08.2020	Saturday
16.	Gandhi Jayanthi	02.10.2020	Friday
17.	Ayudha Pooja	25.10.2020	Sunday
18.	Vijaya Dasami	26.10.2020	Monday
19.	Maulad Nabi	29.10.2020	Thursday
20.	Deepavali	14.11.2020	Saturday
21.	Christmas	25.12.2020	Friday

# **TAGORE MEDICAL COLLEGE AND HOSPITAL**

## **LEAVE RULES FROM 01.01.2019 FOR FACULTIES AND RESIDENTS**

### **OBJECTIVE:**

- The purpose of the guidelines is to enable the employees to avail their leave in a planned manner with sufficient advance intimation so that the Institution's work is not disrupted or affected by their absence.
- The Institution's provisions in respect of leave are as per the terms and conditions of service and based on relevant statutory provisions.

### **APPLICABILITY:**

Applicable for all employees on full-time permanent basis employment

### **Leave period:**

Calendar Year Basis i.e January to December

Wherever "Year" word is mentioned it means "Calendar Year" .

### **I. CASUAL LEAVE(CL)**

Eligibility: 12 days per year for all categories of employees

Guidelines:

- Casual leave will be credited on 1st January of every year for the existing employees
- In case of New joinee, casual leave will be credited on the day one on pro-rata basis from their joining date till end of that year .
- Casual leave can be availed for a maximum period of two days at one stretch.
- Any un-availed Casual leave at the end of the year shall automatically lapse.
- Casual leave cannot be clubbed with any other type of leave.
- Any National & Festival Holiday or Weekly Off falling in between the casual leave applied shall be included as permission with prior approval.

### **II. EARNED LEAVE (EL)**

Eligibility : 12 days per year for all categories of employees.

### **Guidelines:**

- Earned Leave earned for the previous year will be credited on 1st January of next year for the existing employees .
- In case of New Joinees, Earned Leave will be credited on completion of one year of service from the date of joining. And in the subsequent year credit, Earned Leave will be credited on pro-rata basis for the interim period till end of the year to regularize the credit period.
- Earned leave should be informed in advance with necessary notification in writing. The letter should be passed on to the Dean through immediate superior & HOD.
- An employee can avail Earned leave only after the same is credited ; No advance Earned leave credit is allowed.

- Any National & Festival Holiday or restricted Holiday or Weekly Off falling in between the earned leave applied shall be included as continuous leave.
- Earned leave should be applied 15 days in advance.
- Earned Leave cannot be clubbed with any other type of leave
- Employees can be opt for 6 days encashment of earned leave per annum, after keeping a minimum balance of 12 days at any point time.
- Encashment shall be paid on Basic + DA for the days applied subject to a maximum of 6 days in a year.
- In case of employee leaving mid of the year, pro-rata earned leave from the date of Joining will be the employee's entitlement; any excess leave taken over and above this would be treated as "Loss of Pay" on Gross salary Any unavailed
- Earned leave would be encashed along with Full & Final settlement to the maximum of 24 days.

### **III. MATERNITY LEAVE (ML)**

Applicability: Applicable for all female employees on full-time permanent basis employment of institution for more than 180 days of continuous service from the date of joining.

Eligibility : 2 months on "Leave with pay" and 1 month on : "Leave without Pay" basis for admin staff and 2 months for others.

#### **Guidelines:**

- 3 months Maternity leave can be availed as 1.5 months post delivery +1.5 months pre delivery [or] 3 months after delivery. But complete maternity leave for 3 months before delivery date is not allowed. Maximum Maternity leave allowed before delivery date is 45 days.
- Employee shall notify the immediate supervisor on conformation of pregnancy supported by Medical certificate along with USG report and stated with an expected date as to when they intend to go on maternity leave and expected date, when she intends to return to work.
- HOD shall ensure that adequate manpower planning is made to manage during the absence of the employee and the same shall be forwarded to the Admin office. Admin office shall maintain a register to track the employees on maternity leave.
- In case of leave extension beyond 3 months of approved maternity leave after delivery date, the employee shall forward the leave extension leave to immediate superior with reason mentioned and HOD approved request to be forwarded to Dean. But these leaves will be treated as Loss of pay only even of such employee has leaves on her credit.
- In case of an employee who has not returned back to duty post approved maternity leave, then she is not entitled to claim this benefit and service will be terminated post necessary actions completed with last working date mentioned as recorded in the attendance.

#### **iv. Compensatory leave (COL)**

Applicability: Applicable for all permanent employees working on full-time basis.

Eligibility : Equivalent to one day for each day worked on a holiday / weekly off. Posting of staff on turn duty on holidays should be approved by the HOD / Medical Superintendent & Dean.

#### **Guidelines :**

- Compensatory leave should be availed within 6 months.
- Compensatory leave cannot be clubbed with any other leave
- All holiday duty done as per duty rooster must be credited in the account.

#### **v. Academic Leave (AL)**

Applicability : Applicable for Faculty [Clinical & Non clinical]

Eligibility : 8 days leave per annum

#### **The leave can be availed for :**

- Poster Presentations, E- Posters presentations, Delivering Guest Lectures, Attending Conferences/ Seminars, and chairing sessions.
- However, Dean /Management has to take decision in clearing such requests sent through HODs.
- Examination duty will not be considered for AL.
- Faculties proceeding to other Universities for paper valuation and/or as external examiners can avail it, only from the academic leave available to their credit with the prior approval of the HOD and the Dean.

#### **Eligibility for Academic Leave :**

- For availing this leave, a formal invitation duly signed in a letter head / email sent from the Official Mail Id by the member of the Organizing Committee is mandatory. Post availing this leave, a formal certificate for having given the paper presentation should be produced.
- This leave can be availed only after successful completion of one year of service
- This leave can be availed at a stretch or can be availed in installments.
- Arrangements and cost has to be borne by the individual.
- This leave cannot be clubbed with any type of leaves.

#### **vi. Permission (PERM) :**

Eligibility : 1 hour per day for 2 times in a month for faculty for all category employees  
Guidelines:

- Any unavailed Permission will automatically lapse.
- No grace time with permission is allowed.
- Late-In beyond 1 hour or Early-out before 1 hour will be treated as half day leave.
- Special permission of 15 minutes for 3 times in a month stands withdrawn.

## **vii. : Loss of Pay (LOP)**

### **Guidelines:**

- When an employee absents himself from duty without obtaining prior approval, will be treated as unauthorized absence with Loss of pay, and LOP deductions shall be made on Gross salary if such employee has leaves on credit. Further, this may result in disciplinary action.
- Any extension of leave without prior approval will be treated as leave without approval / permission , as stated above.

## **viii. On Duty (OD) :**

### **Guidelines:**

- When an employee is assigned with any duty to work away from Tagore Campus / Health centers as directed by immediate superior, these working hours shall be treated as On-Duty.
- On- Duty is not allowed in case of self-interested / nominated training programe, but same is applicable if recommended and approval by HOD & approval form the highest approving authority of the concerned category.
- Faculties deputed to MCI recognized nodal centre for training, as required by Medical Education Unit can avail the period of absence as on duty.
- Since it is insisted upon by the Tamil Nadu Dr.MGR Medical university that faculties, who are drafted for paper valuation work or external examiner ship, is mandatory, the period spent for such work by faculties shall be treated as "On duty", subject to the condition that proper intimation should be received from the university either by letter or through email and the written permission of the Dean shall be obtained before proceeding on such "OD".
- Since it is not mandatory to depute the faculties of this college to other universities, they should get prior permission from the Dean before accepting the Examinership and their period of absence will be treated as leave to which they are eligible. It will apply to those who are going for Valuation of Answer Papers also with other Universities prior approval by Dean.

## **ix. Post Duty Off**

- The Post Duty Off should be availed immediately after completion of duty on the same day or in exceptional cases the PDO can be availed on the very next day. PDOs cannot be Postponed and availed at a later date. PDOs will lapse if not taken on time.

### **General Rules & Guidelines:**

- No leave can be claimed as matter of right and leave would be granted only at the discretion of the Management depending on the exigencies.
- The sanctioning authority has the discretionary rights to refuse, revise, curtail or revoke leave at time according to the conditions and exigencies of work. If leave request is no granted, then the superior should assign the reason for not granting such leave.
- Apart from the above mentioned leave benefits, all categories of employees are



allowed to take 5 minutes grace time every day i.e employees are allowed to come late max. by 5 minutes.

- Employees should get their leave application approved in advance by their immediate superiors in case CL and EL , SL can be applied after resuming back to duty.
- No compensatory off in between any leave period.
- Excess leave availed will be treated as LOP and deduction is on gross salary.
- Any other aberration on the above clause need to be cleared with the Dean.
- Local holidays declared by the District Collector or by the Management due to unforeseen reasons such as heavy rains, cyclone etc. shall be treated as holidays only for the Students, whereas the Hospital shall function as usual on those days and faculties and other staff are not eligible for such holidays .