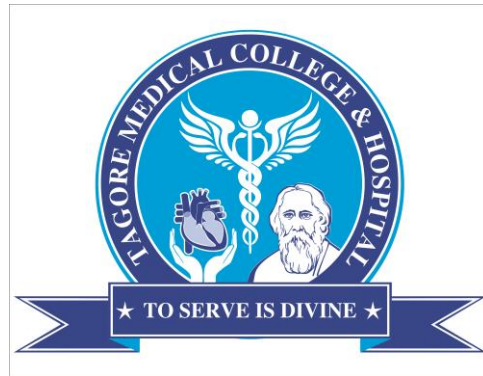


TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur, Chennai - 600 127

Phone: 044-30101111

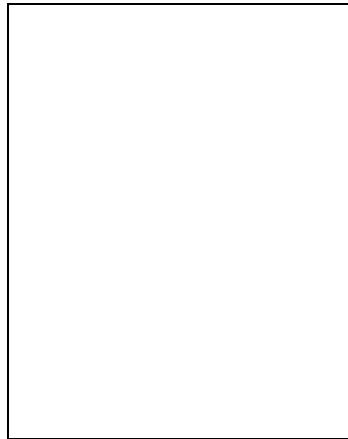


***ACADEMIC CALENDAR
2018-2019***

TAGORE MEDICAL COLLEGE & HOSPITAL

RATHINAMANGALAM, MELAKKOTTAIYUR, CHENNAI - 600 127

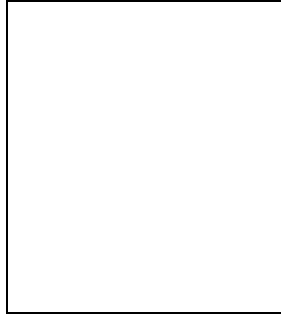
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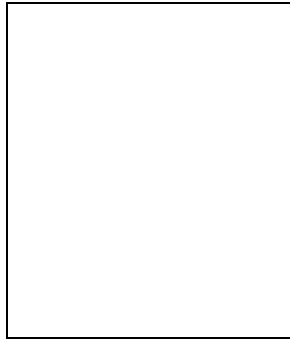
Prof.M.MALA,M.A.,M.Phil.,

CHAIRPERSON

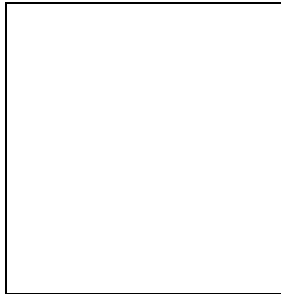
TAGORE EDUCATIONAL TRUST



DR.S.SHANTHA,M.D.,PH.D.,
DEAN



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



Dr.K.Sivaprakasam,M.S.,
MEDICAL SUPERINTENDENT

LIST OF PROFESSORs AND HODs

DEAN	Dr.S.Shantha,M.D.,Ph.D.,
DEAN	Dr.N.Gunasekaran,M,D.,DTCD
MEDICAL SUPERINTENDENT	Dr.K.Sivaprakasam,M.S.,
SPECIAL OFFICER	Dr.R.Thirunarayanan,M.S.,

DEPARTMENTS : Pre & Para Clinical

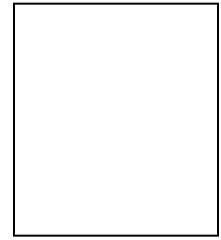
ANATOMY	Dr.V.Vijayaraghavan.,M.D.,
PHYSIOLOGY	Dr.S.Ananthalakshmi,M.D.,
BIOCHEMISTRY	Dr.R.Mahalakshmi,M.D.,
PHARMACOLOGY	Dr.S.Priestly Vivek Kumar,M.D.,
PATHOLOGY	Dr.D.Manimaran,M.D.,
MICROBIOLOGY	Dr.Shanthi Banukumar,M.D.,
FORENSIC MEDICINE	Dr.K.Srinivasulu,M.D.,
COMMUNITY MEDICINE	Dr.A.Balaji,M.D.,

LIST OF PROFESSORs AND HODs

DEPARTMENTS : *Clinical*

GENERAL MEDICINE	Dr. T.K.V. Sharavanan, M.D.,
GENERAL SURGERY	Dr. A. Periasamy, M.S.,
OBSTETRICS & GYNAECOLOGY	Dr. Tasneem, M.D., DGO.,
ORTHOPAEDICS	Dr. E. Ganesan, M.S., D. Ortho.,
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. S. Gayathri, M.D., D.A.,
DVL	Dr. J. Muhilan, M.D.,
RESPIRATORY MEDICINE	Dr. A. D. Nageswari, M.D, DTCD.,
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.

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.

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's Training School, Matriculation School and a 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:

- A CME is 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.
- A guest lecture is also being planned for this year.

DEPARTMENT OF BIOCHEMISTRY

S.No	Activity	Month
1.	Seminar	Three seminars will be conducted for the 1 st MBBS students once in every four months
2.	Horizontal Integration program	Three such programs will be conducted for the 1 st MBBS students in an academic year together with anatomy and physiology department
3.	Quiz Programme	One program will be conducted for the 1 st MBBS students before the end of this year
4.	Unit test	Unit test will be conducted for the 1 st MBBS students at the end of each month
5.	Internal Assessment	Three IA tests will be conducted for the 1 st MBBS students once in every four months
6.	Model exam	One model exam will be conducted for the 1 st MBBS students before the university examination
7.	Medal exam	Medal exam will be conducted for the

		1 st MBBS students at the end of academic year
8.	Small group discussion	Every month two small group discussion will be conducted for the 1 st MBBS students
9.	CME	We planned to conduct one CME during this academic year
10.	Guest Lecture	We planned to conduct two guest lectures in this academic year

DEPARTMENT OF PHARMACOLOGY

S.No	ACADEMIC ACTIVITIES	TOPIC	MONTH
1.	CME	Tag vita O ₂ - CME on bronchial asthma	Once in a year
2.	Workshop	ECG, ABG analysis, Pharmacovigilance	Once in a year
3.	Guest lecture.	1. Influenza 2. Obesity	Once in 6 months
4.	Journal club	Decided by the Presenter	Every faculty in turns will be presenting journal on 3 rd Thursday of every month
5.	Integrated Teaching	Anemia, Leprosy, TB, Malaria	Once in a three months
6.	Quiz programme	Intramural Quiz programme followed by extramural Quiz programme from next year onwards	Once in a year (October)
7.	Pharmacovigilance meeting	-	Every month (1 st Monday)
8.	IEC Meeting	-	Twice in a year
9.	IAEC meeting	-	Twice in a year

10.	Pharmacy & Therapeutic committee	-	Twice in a year
11.	Prize examination	-	Once in a year (February) For Exam going batch
12	National Conference	Psychopharmacology (In collaboration with Dept of Psychiatry)	Once in a year (Nov/Dec)

DEPARTMENT OF MICROBIOLOGY

❖ UNDERGRADUATE

- Large/Small group discussion : Once in a month
- Internal Assessment test (MBBS, BDS, B.Sc Nursing & Allied Sciences): Once in two months
- Intergrated horizontal and vertical teaching: Once in two months
- Seminar for 158- Batch – September to October 2018
- December 2018: Model Exam Theory, Practical for 158 Batch MBBS students.

FACULTIES

- Journal Club: Once in a month
- Dept. Review meeting: Once in a month
- Internal and external quality control for microbiology lab: Once in a month
- Infection control Programme: Once in 6 month
- Infection control training for nurses, lab technicians & housekeeping staff: Once in 6 months
- Guiding ICMR-STS projects
- 23.07.2018 Topic: A pathway to research & Publication: Guest Lecture done by Dr.I.Kannan at 1.00- 2.00pm.

❖ FUTURE PLANS

- Guest Lecture – SAATHI – Related to HIV planned on December 1st week.
- Prize Exam to be conducted after University theory examination.
- March 4th week / April 1st Week – CME – Infection control & Biomedical Waste management.
- Celebration of National Days - (World AIDS Day / Hand Hygiene Day/ TB Day)

DEPARTMENT OF PATHOLOGY

UNDERGRADUATE		
S.No	Category	Periodicity
1	Small group discussion	One / Month
2	Large group discussion	One / Month

3	Symposium by faculty / residents	One / Month
4	Seminar by faculty / residents	One / Month
5	Integrated teaching - Vertical	One / Month
6	Integrated teaching - horizontal	One / Month
7	Quiz Programmes	One / Month
Atleast two to three of the above mentioned programmes will be held in a month.		
8	Internal assessment of students	Once in two months
9	ICMR STS projects	Once / year
10	Medal exam	Once / year
FACULTY / PG		
S.No	Category	Periodicity
1	Department weekly review	Weekly
2	Discussion on difficult cases	Weekly
3	Department journal club	One / Month
4	Clinico - Pathological conference (CPC)	One / Month
OTHERS		
1	Guest lecture	One / three months
2	CME	One / three months
3	Workshop	One / year
4	Celebration of national / international health days	Two / year

DEPARTMENT OF FORENSIC MEDICINE

According to the Tamil Nadu Dr.MGR Medical University, Gundy, Chennai are applicable to the students.

Apart from that, the department is ready to help students to better understand the subject.

All faculties are Co-operative to indulge in Academic activities such as conducting **Internal Assessment Tests** frequently, i.e 2 months once in **every alternate month such as 4th Monday** .

February IA test - I
 March - No IA test
 April - IA test - II
 May - No IA test and so on

For 3rd and 5th semester

Every alternate month one seminar in the department, students should participate. Depending upon schedule time, practical's and viva voce will be conducted once in two months, Practical's will be conducted as university examination pattern.

At the end of the course, the student should be able to do postmortem examination, Identification of dead/ live subjects, He/ She able to give witness either simple / common/ Expert, drunkenness certificate, Insanity report, and all the other documentation which is essential for judiciary to accept as evidences in the court. Hence it is called as Forensic Medicine/ Legal Medicine/ State Medicine.

DEPARTMENT OF COMMUNITY MEDICINE:

S.No	Date	Day	Programme/Event
1.	01/08/2018 to 07/08/2018	World Breastfeeding week (In association with pediatric department)	Health centers-Health Education to mothers, well baby clinic, Role play, POP Quiz for mothers, Guest lecture at Tagore Nursing college
2.	01 to 07/09/2018	National Nutrition Week (Dietitian)	Quiz for community & Health Education Awareness by CRRI at the Health centers
3.	10/10/2018	World Mental Health Day (In association with Psychiatry departments)	Role play/community sensitization/Mental Health project
4.	14/11/2018	World Diabetes Day (In association with Medicine Department)	Role play & Guest lecture
5.	01/12/2018	World AIDS day (In association with Dermatology Department)	Rally & Role play
6.	27/01/2019	World Leprosy Day (In association with Dermatology Department)	Health talk to public (stigma/rehabilitation) Screening school children
7.	04/02/2019	World Cancer Day	Screening for preventable cancers/Field survey on cancer risks factors
8.	24/03/2019	World TB Day	Role play & Guest lecture

		(Pulmonology department)	
9.	06 & 07/04/2019	World Health Day	CME & Workshop
10.	31/05/2019	World No Tobacco Day	Guest lecture, Human chain formation
11.	05/06/2019	World Environment Day	Planting trees, Promoting ECO friendly environment
12.	28/07/2019	World Hepatitis Day	Health Education with Medicine & Physiology Department

DEPARTMENT OF DERMATOLOGY, VENEREOLOGY & LEPROSY:

S.No	Date	Academic Activity	Target Audience
1.	04.09.2108	CME: Updates on Hair- Fall Management	Faculty & M.B.B.S students
2.	09.10.2018	Guest Lecture: Childhood Psoriasis	Final year M.B.B.S students
3.	20.10.2018	Symposium: Paediatric Dermatoses	Faculty, Pre-final year & Final year M.B.B.S students
4.	18.12.2018	Guest lecture: Current Scenario of Leprosy in India	Final year M.B.B.S students
5.	22.01.2019	CME: Tele-Dermatology	Faculty & M.B.B.S students
6.	05.03.2019	Symposium: Pregnancy Dermatoses	Faculty, Pre-final year & Final year M.B.B.S students
7.	16.04.2019	Guest Lecture: Syndromic Management of STIs/RTIs	Final year M.B.B.S students
8.	21.05.2019	CME: Cosmetic Dermatology	Faculty & M.B.B.S students
9.	09.07.2019	Guest Lecture: Updates on HIV Management	Final year M.B.B.S students

DEPARTMENT OF ANAESTHESIOLOGY:

S.No	Month	Faculty	CRRI Symposium	CME/Guest Lecture
1.	April	Journal club: patient on Pacemaker	1.Oxygen transport 2. OPC Poisoning	
2.	May	Case Discussion: CKD patient for reduction of dislocated shoulder	1. Potassium imbalance 2. Metabolic acidosis	
3.	June	Journal club: Massester Muscle Spasm	1. Sodium Imbalance 2. Metabolic alkalosis	
4.	July	Case Discussion: Pt on dialysis for Hydrocele surgery	1. Resp.Acidosis 2. Resp.Alkalosis	
5.	August	Journal Club: USG guided Brachial Plexus Block	1. Massive blood transfusion 2. Newer Anticoagulants guidelines	Guest Lecture: "Sepsis-An Update"
6.	September	Case Discussion	1.Hemodialysis 2.Diabetic control Regimens	
7.	October	Journal Club: Anesthesia for Monozygotic Twins	1.Brain death 2. DKA & Hypoglycemia	Either day celebrations-CME on "Pre operative Lethal Arrhythmias"
8.	November	Case Discussion	1.CAD pt for Non-cardiac surgery 2.ACS & Pulmonary edema	
9.	December	Journal Club: Myocardial Protection	1.Pulmonary Embolism 2.Anesthetic implications of CRF	
10.	January	Case Discussion	1.Acute Bronchial Asthma 2.Cirrhosis & anesthesia	
11.	February	Journal Club	1.DIC 2.Fluid Resuscitation in Trauma	
12.	March	Case discussion	1.PIH & HELLP syndrome 2.Amniotic Fluid Embolism	

DEPARTMENT RESPIRATORY MEDICINE:

Date	CME
Aug-18	CME on Bronchial Asthma with Spirometry Work Shop
Oct-18	RNTCP Core Committee Meeting/CME Updates in RNTCP
Nov-18	CME on COPD update/Spirometry work shop
Mar-19	World TB day: Standard Regemen/MDR TB/Paediatrics TB
Jun-19	Approach to Respiratory Cases: <ul style="list-style-type: none">❖ Clinical Examination❖ Lab investigation❖ X-Ray chest❖ HRCT❖ USG❖ Other investigation

DEPARTMENT OF SURGERY:

Date	Time	Programme	Topic
16/08/2018	2:00PM	Vertical teaching Programme	Inguinal Hernia
17/08/2018	2:00PM	Students CME	Appendix
22/10/2018	9:00AM	Guest Lecture	Urologic malignancies
12/11/2018	9:00AM	University CME	Carcinoma stomach
17/12/2018	9:00AM	Professor CME	Clinical Examination
14/01/2019	2:00PM	JR CME	Acute Abdomen
11/02/2019	2:00PM	Students CME	Carcinoma Breast
22/04/2019	2:00PM	Vertical Teaching Programme	Abdominal Tuberculosis
13/05/2019	9:00AM	University CME	Thyroid malignancies
17/06/2019	9:00AM	Guest Lecture	Esophageal disorders
15/07/2019	2:00PM	JR CME	Abdominal trauma

DEPARTMENT OF PAEDIATRICS:

S.No	Month	Journal Club	General Clinics	CME/Symposium
1.	Aug 2018	Efficacy & safety of artemether-lumefantrine in treatment of acute, P.falciparum malaria	CNS Examination cerebral palsy	Breastfeeding week Aug 1 st -7 th
2.	Sep 2018	Role of CPAP in meconium aspiration syndrome	Congenital & Acquired Heart Disease	Nutrition Day 1/9/18: Nutritional assessment 3/9/18: Symposium, poster presentation
3.	Oct 2018	Role of levetiracetam in neonatal seizures.	Newborn Resuscitation /Examination	Symposium in acute Rheumatic fever. 10/10/18
4.	Nov 2018	Role of monoclonal Ab in treatment of ALL	Approach to Hepatosplenomegaly/Jaundice	New Born Week 14-21/11/18
5.	Dec 2018	Pharmacological intervention for preventing complications in idiopathic hypercalciuria	Approach to fever with Hepatosplenomegaly	Medal exam for final year students:5/12/18; Vertical integration on Bronchiectasis in children
6.	Jan 2019	Racecadotril in the treatment of acute diarrhea in children	Approach to Anaemia	Symposium on juvenile idiopathic Arthritis 8/9/19
7.	Feb 2019	Nitrazoxanide for the empiric treatment of paediatric infectious diarrhoea	Approach to Rickets	Symposium on Newborn sepsis 13/2/19
8.	Mar 2019	Levetiracetam vs Pheytoin as 1 st line drug in status epilepticus	Neonatal Jaundice	CME on Hypothyroidism in children 13/3/19
9.	Apr 2019	Oral Penicillin vs im benzathine penicillin in primary prophylaxis for rheumatic fever	LBW New born	Vertical integration on Rickets 10/4/19
10.	May 2019	Pressure autoregulation monitoring & cerebral perfusion pressure target in patients with	Approach to Respiratory Distress in children	Symposium on approach to hypertension in children 8/5/19

		raised ICP		
11.	Jun 2019	CRP vs Procalcitonin in sepsis	PEM/Failure to thrive	Symphosium on pediatric ECG 12/6/19
12.	Jul 2019	Role of lactase enzyme in persistant diarrhoea	Nephrotic/Nephritic Syndrome	Symphosium on approach to acid base imbalance 10/7/19

DEPARTMENT OF PSYCHIATRY:

- I. **CME Programme:** Suicide prevention day -10th /09/2108
Theme: "Working together to prevent Suicide"
Speakers: Eminent speakers from SRMC-porur.
- II. **Guest Lecture Programme:** "Students mental health" 10/01/19
- III. **Vertical Integration Programme:**

Date/Time	Topic/Venue	Name of speaker with designation	Subtopics of the session
15/11/18 8.30 to 9.30am	Alcohol Abuse Lecture Hall-2	Dr.v.k.Desigamani HOD, Biochem	Biochemical Aspect of alcohol use
		Dr.Jamuna, Path	Organ changes due to alcoholism
		Dr.Prem kumar SR, Psychiatry	Treatment of alcohol dependence
		Q&A /Dissscussion/Feedback from students	
11/2/18 8.30 to 9.30 am	Branched chain amino acids & depression Lecture Hall-2	Dr. Desigamani.K	Metabolism of BCAA(V,L,I)
		Dr. Desigamani	mTOR Pathway
		Dr.Maikandaan C.J Asso & Head, psychiatry	BCAAs- A Novel Biomarker of Depression
		Q&A/Discussion & Feedback from students	

- IV. **Quiz Programme for students:**
Quiz competition for all undergraduates: will be held on 10/4/18 preliminary round for selection for TANPSYCON 2019(Four candidates will be shortlisted)
Quiz competition for short listed four undergraduates: will be held on 10/4/18 preliminary round for selection for TANPSYCON 2019

DEPARTMENT OF RADIOLOGY:

S.No	Day	Programme	Time
1.	Monday - Thursday	CRRI/Clinical department discussion	8.30-9.30am
2	Every Tuesday	Review of case reports	8.30-9.30am
3.	Fourth Thursday	Radiography technician review	2.00-3.00pm
4.	First Friday	Journal Club	8.30-9.30am
5.	Fourth Saturday	IX Semester Theory class	8.30-9.30am
6.	November 8 th	ROENTGENDAY	CME Programme

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, 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 Gynaecology

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 **85% attendance is compulsory** to appear University Examination. 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 1 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

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 Manikondur, 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, Urapakkam, Vandalur and Kolapakkam.

Route No.10 FROM KANCHIPURAM TO COLLEGE PREMISES via Walaja, Oragadam, Mannivakkam, Mudichur, Tambaram, Irumbilliyur, Perugalathur 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 Tennis 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) Each student must put at least 85% of attendance which is accounted for his/her Internal Assessment.
 - c) 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.

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.

CRR (INTERNEES) Quarters :

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

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. Dayscholars 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 HODs and their Assistants 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 COLLEGES

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 THE ANTI-RAGGING COMMITTEE

NAME OF THE STAFF	DESIGNATION	DEPTS	MOBILE NUMBER	E-MAIL ID
Dr. S. Shantha	Dean	Chairman	9444579145	deantagoremch48@gmail.com
Dr.N.Gunasekaran	Dean	Co-Chairman	9884398420	drguna59@gmail.com
Dr.K.Sivaprakasam	Medical Superintendent	General Surgery	9444248418	
Dr.V.Vijayaraghavan	Professor (Academic Co - Ordinator PreClinical Depts)	Anatomy	9840477505	vvr3712@gmail.com
Dr.S.Anandhalakshmi	Professor	Physiology	9894623074	dranandhalakshmismd@gmail.com
Dr.R.Mahakshmi	Professor	Biochemistry	9444489448	Sovima59@yahoo.co.in
Dr.S.Priestly Vivek Kumar	Professor (Academic Coordinator Para Clinical Depts.)	Pharmacology	9994578355	precillapriestly@yahoo.com
Dr.D.Manimaran	Professor	Pathology	9841310232	manimaran.anu@gmail.com
Dr. Shanthi Banukumar	Professor	Microbiology	9444134391	shanthibanukumar@gmail.com
Dr. K.Srinivasulu	Professor	Forensic Medicine	9840911894	
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	
Dr.E.Ganesan	Professor	Orthopaedics	9176062921	dreganesan@yahoo.co.in
Dr.B.I.Sasireka	Professor	Paediatrics	9444607933	b_i_sasireka@yahoo.com
Dr.R.Ravikumar	Professor	Ophthalmology	9444230797	
Dr. Vincent Prasanna	Professor	E N T	9566272299	vincent.prasanna@gmail.com
Dr. B. Karpagam	Professor	Radio Diagnosis	9894777929	
Dr. S. Gayathri	Professor	Anaesthesia	9445870750	
Dr.A.D.Nageswari	Professor	Respiratory Medicine	9940044571	dradnageswari@yahoo.com
Dr. J. Muhilan	Associate Professor	DVL	9442112111	Dr.muhilan@gmail.com
Dr.C.J.Maikandaan	Associate Professor	Psychiatry	9445390157	dr_maikandaan@tagoremch.com
Dr.P.Ragumani	Professor (Academic Coordinator Clinical Depts.)	General Surgery	9381358667	ragumanip@yahoo.co.in
Dr.I.Kannan	Assistant Professor (Boys Hostel Warden)	Microbiology	9840520950	dr.ikanna@tagoremch.com
Dr.A. Mary Antony	Associate Professor	Anatomy	9941762574	-

Praba	(Girls hostel Warden)			
Dr.A.Sasivannan	Associate Professor (Deputy Medical Superintendent)	General Surgery	9626879613	dranbu.sasivannan@gmail.com
Mr.P.Venkatakrishnan	Administrative officer	Administrative office	9840132422	venkatakrishnan6@gmail.com
Mrs.Darlivarghese	Nursing Superintendent		9444313574 9094084212	darlisam22@gmail.com
Mr.K.Lakshmanan	Finance Officer	Accounts	9940039173	laks_men@yahoo.co.in
Mr.M.Gurunathan	Assistant	Administrative Office	9841506768	marknathan3005@gmail.com
Mr.N.Rengarajan	Deputy Warden	Boys' Hostel	9786085647	-
Mrs.K.G.Meenakshi	Deputy Warden	Girls' Hostel	9841128568	-
Mr.Viji	House keeping Incharge	-	7299779961	-
Mr.Narayana Rao	Security officer	Security		-
Mr.M.Ramakrishnan	Security officer	Security	9710785113	-
P.S.Sandeep	Member	Students	8508411773	sandeep.ps95@gmail.com
S.Saravanan	Member	Students	9445247798	
M.Kishore	Member	Students	9600292545	manivannanuma@gmail.com
A.Varun	Member	Students	8344440701	varunarumugam@gmail.com
G.Apsara	Member	Students	8754656343	gapsara1996@gmail.com
S.Devayani	Member	Students	9597688378	devayanis@gmail.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

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. It 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 PUNISHMENTS

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.

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.R.Mahalakshmi Professor and HOD Department of Biochemistry	Convenor	9444489448	sovima59@yahoo.co.in
2.	Dr. S. Chitraa Chandran, Principal- Tagore Dental College	External Expert	044-30102222 044-42718146	tagoredch@gmail.com
3.	Dr. Shanthi Banukumar Professor & HOD Department of Microbiology	Member	9444134391	
4.	Dr.K.Srinivasulu Professor & HOD Department of Forensic Medicine	Member	9840911894	
5.	Dr. R. Geetha Professor, Department of Pharmacology	Member Secretary	9884148527	drgeetharaghu@gmail.com
6.	Dr. Sree T Sucharitha Associate Professor Department of Community Medicine	Member	9884615296	sucharithat2@gmail.com
7.	Dr. R. Pradeep Assistant Professor Department of Psychiatry	Member	9894174456	pradeep.psychiatry@gmail.com

8.	Mrs.P.N.Ruvanthika Assistant Professor Department of Physiology	Member	7845601310	pnruvanthika@yahoo.co.in
9.	Mr.S.Saravanan Ms.R.Sushmitha Mr.K.Ponraj Ms.N.S.Soundarya Mr.S.Sathish Kumar Ms.Amrita Teresa	Member	9445247798 9600795377 9941711126 7373241494 9894724720 9841625817	saravanan2010ts@gmail.com sushmisizzlingv@gmail.com ponrajkrishnan1997@gmail.com m microsriram@rediffmail.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.

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.

S.NO	NAME	DESIGNATION
1	Dr. D.H. Gopalan.,M.S	Professor Department of Anatomy Coordinator
2	Dr. Vincent Prasanna.,M.S	Professor Department of ENT
3	Dr. A. Balaji., M.D	Professor Department of Community Medicine
4	Dr. Beula Edwin.,M.D	Associate Professor, Department of Microbiology
5	Dr. Preetha Paul.,M.D	Associate Professor Department of Physiology
6	Dr. K.B Prasanna.,M.D	Associate Professor, Department of General Medicine
7	Dr. R. Geetha.,M.D	Professor, 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 2018







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	☀ Independence Day ☀
16	Thursday	
17	Friday	
18	Saturday	
19	Sunday	
20	Monday	
21	Tuesday	
22	Wednesday	☀ Bakrid ☀
23	Thursday	
24	Friday	
25	Saturday	
26	Sunday	
27	Monday	
28	Tuesday	
29	Wednesday	
30	Thursday	
31	Friday	



SEPTEMBER 2018



1	Saturday	
2	Sunday	 Krishna Jayanthi 
3	Monday	
4	Tuesday	
5	Wednesday	
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	 Vinayakar chaturthi 
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	
30	Sunday	



OCTOBER 2018



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



NOVEMBER 2018





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



DECEMBER 2018



1	Saturday	World Aids Day	
2	Sunday		
3	Monday		
4	Tuesday		
5	Wednesday		
6	Thursday		
7	Friday		
8	Saturday		
9	Sunday	National Immunization Day	
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		Christmas 
26	Wednesday		
27	Thursday		
28	Friday		
29	Saturday		
30	Sunday		
31	Monday		



JANUARY 2019



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



FEBRUARY 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	
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	



MARCH 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	
15	Friday	
16	Saturday	
17	Sunday	
18	Monday	
19	Tuesday	
20	Wednesday	
21	Thursday	
22	Friday	
23	Saturday	
24	Sunday	World TB Day
25	Monday	
26	Tuesday	
27	Wednesday	
28	Thursday	
29	Friday	
30	Saturday	
31	Sunday	



APRIL 2019





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



MAY 2019



1	Wednesday		May Day	
2	Thursday			
3	Friday		World Asthma Day	
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			
29	Wednesday			
30	Thursday			
31	Friday			



JUNE 2019



1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
5	Wednesday	☀ Ramzan ☀
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	International Anti- Drugs Day
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	



JULY 2019



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

LIST OF HOLIDAYS DURING CALENDAR YEAR 2018

S.No	Festival	Date	Day
1.	New year's Day	01.01.2018	Monday
2.	Pongal	14.01.2018	Sunday
3.	Thiruvallur Day	15.01.2018	Monday
4.	Uzhavar Thirunal	16.01.2018	Tuesday
5.	Republic Day	26.01.2018	Friday
6.	Good Friday	30.3.2018	Friday
7.	Tamil New Year's / Good Friday and Dr.B.R.Ambethkar's Birthday	14.04.2018	Saturday
8.	May day	01.05.2018	Tuesday
9.	Ramzan	15.06.2018	Friday
10.	Independence day	15.08.2018	Wednesday
11	Bakrid	22.08.2018	Wednesday
12	Krishna Jayanthi	02.09.2018	Sunday
13	Vinayakar Chathuthi	13.09.2018	Thursday
14	Gandhi Jayanthi	02.10.2018	Tuesday
15	Ayudha Pooja	18.10.2018	Thursday
16	Vijaya Dasami	19.10.2018	Friday
17	Deepavali	06.11.2018	Tuesday
18	Christmas	25.12.2018	Tuesday

LIST OF HOLIDAYS DURING CALENDAR YEAR 2019

S.No	Festival	Date	Day
1	New year's Day	01.01.2019	Tuesday
2	Pongal	14.01.2019	Monday
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 Day and Dr.B.R.Ambethkar's 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	Krishnajayanthi	24.08.2019	Saturday
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

LEAVE RULES

LEAVE RULES APPLICABLE FOR FACULTY MEMBERS AND OTHER STAFF OF TAGORE MEDICAL COLLEGE AND HOSPITAL

1) CASUAL LEAVE

- (i) Casual leave can be availed by Staff only on prior sanction **except in emergency**.
- (ii) All Staff Members are eligible for 12 days of casual leave in a calendar year.
- (iii) Staff Members, who have not completed one year of service, can avail only on a pro- rata basis of one day casual leave in a month.
- (iv) Staff can avail a maximum of three days of casual leave at a stretch.
- (v) Saturdays (if not a working day) Sundays and holidays availed during the period of casual leave are not counted as part of casual leave and compensatory leave.
- (vi) Casual leave not availed in a calendar year cannot be carried over to the next calendar year. Half a day casual leave can be availed either for the forenoon session (i.e from 8.30 am to 12.00 noon) or Afternoon session (i.e from 12.00 noon to 3.30 pm)
- (vii) Saturdays (if not working days) Sundays/ Public Holidays/ Weekly OFF can be prefixed or suffixed to casual leave.
- (viii) Apart from 12 days of Casual Leave in a calendar year, no restricted holiday is allowed.

2) SICK/ MEDICAL LEAVE

- (a) In view of declaring Vacation Leave/Earned Leave, NO Sick/Medical leave is allowed.
- (b) Maternity leave:
 - (i) Women employees, who have completed One Year of regular service, are eligible for Two Months of Maternity Leave in respect of first two deliveries alone. Further leave, if any, availed beyond two months will be treated as Leave on Loss of Pay.

3) COMPENSATION LEAVE

- (i) Faculty Members, Residents, Non Teaching Staff, Para Medical Staff, Nursing Staff , etc., who work on Declared Holidays are eligible to avail Compensation Leave, without detrimental to normal duties of the departments, duly obtaining prior permission from the competent authority.
- (ii) Such Compensation Leave can be availed on any working day within six months from the day on which they had attended duty.
- (iii) Maximum of 10 days of compensation of leave can be availed in a calendar year, subject to the prior approval of the competent authority.

4) EARNED LEAVE

1. Faculties of the clinical departments including Residents, Nursing staff, Para medical staff, non-teaching staff etc., who have completed **one year of continuous regular service** are eligible for twelve days per year.
2. Earned leave will be calculated at the rate of one day for every 30 days of duty. While calculating the earned leave the fraction of less than fifteen days will be ignored and more than 15 days will be counted for credit of one day earned leave.
3. Maximum of twelve days earned leave can be availed at a time.
4. Earned leave should be availed within that year and carryover of earned leave is not permissible. No encashment of earned leave is permissible
5. Faculties of the clinical departments including Residents, Nursing staff, Para medical staff, non-teaching staff etc., are also eligible for special casual leave of 8 days in a calendar year
6. Casual leave and special casual leave can be availed within that year and residual casual leave / special casual leave cannot be carried over to the next calendar year.

5) VACATION

1. The Faculties of Pre and Para Clinical Departments alone, who have completed one year of regular service at this College, are eligible for vacation. They are eligible to avail twelve days of vacation either during May / December of the calendar year and the remaining 8 days as special casual leave. This practice is introduced, since vacation leave cannot be availed as in the case of casual leave.
2. The Faculties of Pre and Para Clinical Departments are **not** eligible for any earned leave.
3. This vacation should not be combined with any other type of leave such as casual leave, compensation leave, OD, weekly off.
4. Faculties and Staff, who avail vacation leave, can do so, only while the Management declares vacation for the students. While students are attending the classes, no vacation leave will be entertained for Faculties and Staff.
5. Intervening holidays during vacation will also be counted as vacation, Public holidays can however be prefixed or suffixed as permission.
6. Vacation shall be declared by the Dean, duly taking into consideration of the actual need of the services of the faculty.
7. Prior approval of the Dean should be obtained for availing vacation.

8. Faculties of the Clinical departments or any other Staff such as nursing, para medical staff, non-teaching staff etc., are **not** eligible to avail vacation since they are eligible for earned leave.

6) PERMISSION

- (i) One hour Permission can be availed either at the time of arrival to duty. (i.e only up to 9.30 am) or at the concluding time of duty (i.e from 2.30pm only).
- (ii) Only two Permissions can be availed during a month

7) LATE ATTENDANCE

- i) Half a day casual leave will be deducted for every three days of late attendance.

8) POST DUTY OFF

- (i) 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.

9) WEEKLY OFF

- i) The Nursing Staff and other Staff Members who attend to duty continuously for six days should be given a day off.
- ii) The Weekly OFF should **not** be accumulated and availed later.
- iii) Weekly OFF; Compensation Leave; PDO; Casual Leave etc., put together should not exceed ten days at a stretch. Any such absence exceeding 10 days will be treated as loss of pay.

10) OTHER DUTY

- (i) Faculty Members and other Staff, who intend to go on Other Duties such as Examiners with Universities other than, the Tamil Nadu Dr.MGR Medical University 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.
- (ii) The same rule will apply to those who are going to other Universities for Valuation of Answer Papers.

- (iii) While the faculties proceed as Examiner on deputation by the Tamil Nadu Dr.MGR Medical University or for valuation of Answer Paper, they should produce intimation received from University along with their application.
- (iv) Teaching Staff who attend Duty as Examiners at other Colleges/University cannot claim Compensation of leave for attending duty on a Holiday at other Colleges/University.
- (v) Teaching staff, who attend duty as Examiners at other Colleges or attend valuation of answer sheets at University, can avail a maximum of 10 days as ON Other Duty and any period spent exceeding 10 days will be treated as leave to which they are eligible.
- (vi) The Teaching staffs, who attend CME programmes at other colleges and present papers in the National Conferences, are eligible to avail 10 days of academic leave in a calendar year.
- (vii) On return from Other Duty, they should produce Attendance Certificate for regularization of their absence.

11) HOLIDAYS

- (i) All holidays declared by the Government of Tamil Nadu under Negotiable Instruments Act shall be treated as holidays for the staff members of Medical College and Hospital.
- (ii) 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 staff posted to work in Clinical Departments are not eligible for such holidays .
- (iii) Posting of staff on turn duty on holidays should be approved by the HOD & Dean, well in advance. Only minimal required staff be posted on turn duty.