

TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakottaiyur Post,

Chennai - 600 127

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ACADEMIC CALENDAR 2022- 2023



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



Dr. J. MUTHUKUMARAN,
MBBS.,DLO.,MS.,MCh.,FIAGES.,FICS.,
DEAN



Dr. KARUNANITHI RAMAIAH, M.S.,
MEDICAL SUPERINTENDENT



Dr. D.H. GOPALAN,
M.S.,Ph.D.,ACME.,
VICE PRINCIPAL

LIST OF PROFESSOR's & HOD's

DEAN

Dr. J. Muthukumar, MBBS., DLO., MS., MCh., FIAGES., FICS.,

MEDICAL SUPERINTENDENT

Dr. Karunanithi Ramaiah, M.S.,

VICE PRINCIPAL

Dr. D.H.Gopalan, M.S., Ph.D., ACME.,

DEPARTMENTS PRE & PARA CLINICAL

ANATOMY	Dr.D.H.Gopalan, M.S., Ph.D, ACME.,
PHYSIOLOGY	Dr.Preetha Paul, M.D.,
BIOCHEMISTRY	Dr.E.Malligai, M.D.,
PHARMACOLOGY	Dr.R. Geetha, M.D.,
PATHOLOGY	Dr.C.P.Luck, M.D.,
MICROBIOLOGY	Dr.P.R.Thenmozhivalli, M.D.,
FORENSIC MEDICINE	Dr.R.Baskar M.D.,
COMMUNITY MEDICINE	Dr.Ramesh Hariharal Iyer, M.D.,

LIST OF PROFESSOR's AND HOD's

DEPARTMENTS CLINICAL

GENERAL MEDICINE	Dr.T.K.V.Sharavanan,M.D.,
GENERAL SURGERY	Dr. Jawahar,M.S.,
OBSTETRICS & GYNAECOLOGY	Dr.P.B.Premalatha,M.D.,D.G.O.,
ORTHOPAEDICS	Dr.I.Jenson,M.S.,
PAEDIATRICS	Dr. T. Ravichandran,M.D.,D.C.H.,
OPHTHALMOLOGY	Dr.R.Ravikumar,M.S.,D.O.,
ENT	Dr.D.Anand Karthikeyan,M.S.,
RADIO DIAGNOSIS	Dr.I.Gurubharath,M.D.,Ph D.,
ANAESTHESIOLOGY	Dr.R.SankarAnand,DNB.,
DVL	Dr.D.AmalRaja,M.D.,DV.,
RESPIRATORY MEDICINE	Dr.T.Bindu, M.D,
PSYCHIATRY	Dr.K.Premkumar.,M.D.,

LIST OF CONSULTANTS

Dr.C.Ragavendra	Cardiologist
Dr.D.Rajasekar	Nephrologist
Dr.S.Harisudan	Neuro Physician
Dr.L.Palaniappan	Neuro Surgeon
Dr.P.Jayavel Rajkumar	Plastic Surgeon
Dr.A.R.Balaji	Urologist
Dr.V.Sujatha	Radiation Oncologist
Dr.T.Ajay Kumar	Cardiothoracic Surgeon

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:

Email ID:

Address for Communication:

Blood Group:

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TAGORE MEDICAL COLLEGE & HOSPITAL

VISION

- To be a global leader among Medical Institution by providing exemplary Medical Education, higher training, safe patients care, quality research and innovations through community collaboration.

MISSION

- To shape our students into physician leaders through the three cardinal pillars - Continuous skill development, Ethical practice and Compassion
- To provide an affordable and quality healthcare delivery by means of updated technology of international standards and to innovate by providing collaborative research environment.

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. Dr. M. Mala for the cause of Education.

The Trust also has Dental College, Nursing College, Pharmacy College, College of Physiotherapy, Allied Health Sciences, and Engineering College, Arts and Science College, Teacher Training School and Matriculation School.

The Medical College with its attached hospital is located in a spacious 26.27 acres of land situated at Rathinamangalam Village, Vengadamangalam Panchayat, Kattankulathur Town Panchayat, Chengalput 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 Medical Council of India and the Ministry of Health and Family Welfare of Government 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. No.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. Subsequently, the National Medical Commission has granted approval for intake of 150 students to undergo MBBS degree course at Tagore Medical College and Hospital and affiliated by the Tamil Nadu Dr.MGR Medical University for the period of one year i.e for the year 2021-2022 in the letter No. NMC/UGR/2020/015423, Dated: 16.07.2021.

The National Medical Commission has now granted the approval for period of 5 year Continuance of Recognition for intake of 150 students at Tagore Medical College and Hospital for the award of MBBS degree by the Tamil Nadu Dr.MGR Medical University in the letter No. NMC-34(41)(CRO)/T.N/2021-22/048052 Dated: 20.10.2022.

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 113 Service Beds. The Medical College is equipped fully in accordance with the norms prescribed by the Medical Council of India / National Medical Commission and the Tamil Nadu Dr.MGR Medical University.

Medical Council of India/ National Medical Commission have approved starting of PG courses at Tagore Medical College & Hospital from the academic year 2020-21 as mentioned below

Sanctioned PG Seat for the Academic year 2020-21

S. No	PG course	No. of PGseats approveby MCI	Letter number & Date in which LOP was granted
1	M.D. Community Medicine	04(Four)	Letter of Permission has been granted by MCI vide letter Ref. No.MCI-88(22)/10(A)/2019-Med./178920, Dated: 06.01.2020
2	M.D. Pathology	05(Five)	Letter of Permission has been granted by MCI vide letter Ref. No.MCI-88(22)/10(A)/2019-Med./185774, Dated: 31.01.2020
3	M.S. Ophthalmology	02(Two)	Letter of Permission has been granted by MCI vide letter Ref. No.MCI-88(22)/10(A)/2019-Med./185728, Dated: 31.01.2020
4	M.S. Obstetrics and Gynaecology	03(Three)	Letter of Permission has been granted by the MCI vide letter Ref No.88(22)/10(A)/2019Med./188174 dated: 10.02.2020
5	M.S. Orthopedics	03(Three)	Letter of Permission has been granted by the MCI vide letter Ref No.88(22)/10(A)/2019-Med./188186dated: 10.02.2020
6	M.D. General Medicine	05(Five)	Letter of Permission has been granted by the MCI vide letter Ref No.88(22)/10(A)/2019-Med./196776 dated: 28.02.2020
7	M.S. General Surgery	05(Five)	Letter of Permission has been granted by the MCI vide letter Ref No.88(22)/10(A)/2019Med./196763dated: 28.02.2020

Sanctioned PG seat for the Academic year 2021-22

S. No	PG course	No. of PG seats approved by MCI	Letter number & Date in which LOP was granted
1	Radio diagnosis	02(Two)	Letter of Permission has been granted by MCI vide letter Ref. No. NMC/MCI-736(22)/10(A)/2021-Med./027356, Dated: 20.10.2021
2	Anaesthesiology	02(Two)	Letter of Permission has been granted by MCI vide letter Ref. No. NMC/MCI-736(22)/10(A)/2021-Med./027688, Dated: 21.10.2021
3	Otorhinolaryngology	01(One)	Letter of Permission has been granted by MCI vide letter Ref. No. NMC/MCI-736(22)/10(A)/2021-Med./036481, Dated: 16.11.2021

"(contd)"

Sanctioned PG Seat for the Academic year 2022-23

S. No	PG course	No. of PG seats approved by MCI	Letter number & Date in which LOP was granted
1	M.D. Pharmacology	03(Three)	Letter of Permission has been granted by NMC vide letter Ref. No. NMC/PG/2022-23/000192/032056, Dated: 23.08.2022
2	M.D. Microbiology	03(Three)	Letter of Permission has been granted by NMC vide letter Ref. No. NMC/PG/2022-23/000192/032602, Dated: 24.08.2022
3	M.D. Paediatrics	03(Three)	Letter of Permission has been granted by NMC vide letter Ref. No. NMC/PG/2022-23/000129/030166, Dated: 18.08.2022
4	M.D. Dermatology, Venereology & Leprosy	02(Two)	Letter of Permission has been granted by NMC vide letter Ref. No. NMC/PG/2022-23/000131/032041, Dated: 23.08.2022
5	M.D. Respiratory medicine	02(Two)	Letter of Permission has been granted by NMC vide letter Ref. No. NMC/PG/2022-23/000130/032030, Dated: 23.08.2022

TAGORE MEDICAL COLLEGE AND HOSPITAL
DEPARTMENT OF ANATOMY
ACADEMIC ACTIVITIES - (2022-2023 Batch)

S.No	Academic Activities	Topic	Month
1.	Conference	1.World Anatomy day	Oct 2023
2.	CME	1.Cadaveric oath ceremony	Jan 2023
		2. Tractography – Anatomy of the language networks in brain	July 2023
		3. Surgical importance of fascial spaces of Head & Neck	Sep 2023
3.	Workshop	1.Nuclear acid fragmentation/DNA isolation	Feb 2023
		2. Yoga Anatomy workshop	June 2023
		3.Embalming technique- An art of preserving human body	August 2023
4.	Guest Lectures	1.Ethics in Anatomy	Mar 2023
		2.Genetics in clinical practice	April 2023
		3. Functional & Vascular anatomy of brain	May 2023

5.	Students seminar	<p>1.Surgical anatomy of Mammary gland</p> <p>2.Peripheral nerve injuries of upper limb</p> <p>3.Anatomical basis of Varicose veins & Deep vein thrombosis</p> <p>4.Surgical anatomy of Inguinal canal</p> <p>5.Surgical anatomy of Thyroid gland</p>	Once in two months
6.	Journal Club	Topics Decided by the presenter	Once in a month
7.	Horizontal Integration	<p>1.Myocardial infarction</p> <p>2.Cirrhosis of liver</p>	<p>Mar 2023</p> <p>Aug 2023</p>
8.	Vertical Integration	<p>1.Airway anatomy & its implications in general Anaesthesia</p> <p>2. Principles of reconstruction of cleft lip & cleft palate</p>	<p>Sep 2023</p> <p>Nov 2023</p>
9.	Prize Examination	Entire Anatomy (Gross, Embryology, Histology, Osteology, Neuroanatomy, Radiology, Surface Marking)	Dec 2023
10.	Others	<p>1.Quiz competition</p> <p>2.Collage Competition</p> <p>3.Model making competition</p> <p>4. Body Painting competition</p> <p>5.Poster presentation</p> <p>6.E- poster presentation</p> <p>7.Rangoli competition</p> <p>8.Elsevier's Quiz competition</p>	Along with CME, Workshop and Guest lectures

DEPARTMENT OF PHYSIOLOGY
Academic Activities for 2022-2023

SNO	DATE	ACADEMIC ACTIVITY	RESOURCE PERSON(S)
1	09.06.2022	Stethoscope Ceremony	Dr Shalini N, MBBS, DPM, PhD Consultant Psychiatrist, “Inner Temple”, Vanagaram, Chennai
2	27.08.2022	Seminar on CNS - I MBBS students	Prof Dr Preetha Paul, Prof and Head, Dept of Physiology
3	14.10.2022	CME cum Workshop on “Mind and Mind Mapping” as add-on course	Prof Dr Priscilla Johnson, Prof and Head, Dept of Physiology, Sri Ramachandra Medical College and Research Institute, SRIHER Prof Anthony David Swaroop Kumar Professor Prathima Institute of Medical Sciences, Karimnagar, Telangana
4	Jan 2023	Prize exam in Physiology	Held every year to encourage students to go beyond their standard reading and explore new frontiers in physiology and its application in medicine
5	February 2023	Innovative teaching - Role Play on Neuromuscular junction	I MBBS students

6	February 2023 April 2023 May 2023 August 2023 October 2023	Horizontal Integration Coronary circulation Liver Urinary Bladder Thyroid Diabetes mellitus	Faculty of Anatomy, Physiology and Biochemistry
7	March 2023 July 2023	Guest Lectures and	Experienced and eminent physiologists and physicians will be invited to deliver lectures on various topics
8	June 2023	Stethoscope ceremony	Eminent personality in the field of medicine will be guest of honour
9	Mar 2023 April 2023 August 2023	Basic Science Correlation with Clinics Fluid therapy in patients Anemia Contraception	Prof Dr Preetha Paul, Prof and Head, Dept of Physiology
10	August 2022 Nov 2022 Feb 2023 April 2023 June 2023	Journal club and recent trends in Physiology	Articles from standard journals are taken and presented by faculty members
11	September 2023	Add-on course	Experienced and eminent physiologists and physicians will be invited to deliver lectures on various topics

DEPARTMENT OF MICROBIOLOGY
ACADEMIC ACTIVITIES (AUGUST 2022 - JULY 2023)

S.No	Academic Activity	Topic	Month
1.	CME	1. One day : One focus – Ending Polio 2. Leprosy Eradication 3. Tuberculosis	October January March
2.	GUEST LECTURE	1. HIV 2. Malaria	December June
3.	WORKSHOP	1. Antimicrobial Resistance	January
4.	SEMINAR	1. Zoonotic infections – Trypanosoma 2. Microbial contamination of food,water& air 3. HPV 4. Food poisoning 5. Viruses causing SSTI- HSV & other viruses 6. Kalaazar 7. Congenital Infections 8. Oppurtunistic infection	August September October November June

5.	JOURNAL CLUB	--	2 nd week of every month
6.	INTEGRATION	1. Hepatitis B virus 2. National Health Program 3. Tuberculosis	October November
7.	PRIZE EXAM	II MBBS [2020 Batch-149 students]	January
8.	OTHERS	1. Public Awareness Program – Hand Hygiene 2. Add on course – Water surveillance 3. Value added course Application of Artificial Intelligence in Microbiology	October April May

Department of Pathology

Academic Activities	Month	Details of the Activity
CME	Twice in a year	Cancers Of The FGT - July
Guest lectures	June	14 th June – World blood donor day
Workshop	August	Basics of blood banking for IMG
Seminar	Every month	Faculty seminar and students seminar
Journal club	Bi monthly	
Transfusion committee meeting	Once in a month	Good Transfusion practice (GTP)
Prize examination		February after University Examination
Others – CPC	Once in a month	Interactive discussion on interesting/difficult cases

DEPARTMENT OF PAEDIATRICS

Academic Activities	Topic	Month
CME	World Breast Feeding Week	August - 2022
	National Nutrition Week Celebration	September - 2022
	Newborn Resuscitation	February - 2023
	National Vaccination Day	March - 2023
	Paediatric Asthma	June - 2023
Guest Lecture	Newborn Resuscitation	February - 2023
	National Vaccination Day	March - 2023
	Paediatric Asthma	June - 2023
Seminar / Symposium	Approach to Anemia	August 2022
	Approach to Jaundice	September 2022
	Acute Watery Diarrhoea & Chronic Diarrhoea	October 2022
	Approach to Fever < 3 days	November 2022
	Enteric Fever	December 2022
	Rickettsia Infection & Scrub Typhus	January 2023
	Approach to Seizures	February - 2023
	Autism spectrum disorders	March - 2023
	ASOM & Acute Pharyngotonsillitis	April - 2023
	Behavioural Disorders in Children	May – 2023
Workshop	Newborn Resuscitation	February - 2023
	National Vaccination Day	March - 2023
Journal Club	levetiracetam vs phenobarbitone in neonatal seizures - A randomized controlled trial	22.09.2022

Horizontal / Vertical Integration	PE7.2 physiology of lactation(L) (Paediatrics) (OG)	28.09.2022
	PE18.1 components, plan, outcome of Reproductive Child Health (RCH) program (L) (SPM)	28.09.2022
	PE18.5 intra-natal care and the conduct of a normal delivery (L) (OG)	15.09.2022
	PE28.3 clinical features and management of Pharyngo Tonsillitis(L) (ENT)	23.09.2022
	PE19.3 classification of vaccines, strain used, dose, route, schedule, risks, benefits and side effects, indications and contraindications(T) (Microbiology)	06.10.2022
	PE23.5 Acute Rheumatic Fever(T) (Pathology)	28.10.2022
	PE29.1 child with anemia(T)	12.01.2023
	PE34.1 Tuberculosis in Children and Adolescents(T)	02.03.2023
Prize Exam	Prize - final year MBBS	03.01.2023
Others	Pulse Polio	January – 2023
	Free Vaccination Camp	April - 2023

Department of ENT

Academic Activities	Topic	Month
CME	Oral and throat cancer: prevention, early detection and treatment modalities	February 2023
	Ear and Hearing for all : Make hearing safe	March 2023
	Rhinology and Allergy	June 2023
	Headache : ENT causes and management	April 2023
Guest Lectures	Radiological Imaging in ENT	December 2022
	Paediatric Airway and ENT	January 2023
	Advancements in field of Otology and Rhinology	May 2023
	Thyroid and Parathyroid disorders : ENT perspective	July 2023
Seminar	Poster Competition : World Deafness Week	September 2022
Journal Club	One Journal Club per month	Aug 2022-July 2023
Prize Exam	UG Batch	February 2023
Workshop	-	
Horizontal Vertical integration	-	
Symposium	Allergic rhinitis Facial nerve & its disorders Headache Anatomy of Nose & PNS Acute & Chronic Inflammations of larynx Tracheostomy Malignant otitis externa Chronic suppurative otitis media Atrophic rhinitis Anatomy of External, middle and Inner ear Malignant tumors of Nose and PNS Acute and Chronic Sinusitis	August 2022 September 2022 October 2022 November 2022 December 2022 January 2023 February 2023 March 2023 April 2023 May 2023 June 2023 July 2023

Department of Pulmonary Medicine

Academic Activities	Topic	Month
CME	Recent Updates in Pulmonary Tuberculosis Management of Tuberculosis Infection and TB Prevention Treatment	June September
Guest Lectures	NTEP Recent updates and TB Regimens in Special Situations by Dr. Suresh Kumar PMTPT and Role of JEET in Kancheepuram District by Dr. Arun Gangadhar	September
Seminar/ Symposium	Pleural effusion Bronchial asthma Allergic Broncho pulmonary aspergillosis Spirometry COPD Alpha-1 antitrypsin deficiency Oxygen delivery Devices Pneumonia Hyponatremia Pleurodesis Sarcoidosis Pulmonary Hypertension	June July August September October November
Workshops	nil	nil
Journal club	nil	nil
Horizontal/ Vertical Integration	Symposium on TB	August
Prize exam	nil	nil
Others	nil	nil

Department of Radiology

Academic Activities	Topic	Month (2022-2023)
CME	Role of imaging in hypertension	August
Gust Lectures	Positron emission tomography (PET)	September
Seminar/Symposium	Imaging of hepato-pancreatico-biliary cancer	October
Workshops	Interventional radiology	November
Journal club	Role of MRI – diffusion tensor imaging in the assessment of traumatic spinal cord injuries	December
Horizontal/vertical integration	-	-
Prize Exam	-	-
Others	National conference and international conference	March

guest

Department of Community Medicine

Sl No	Activity	Month	Details
1.	Role Play- Tagore Medical College & Hospital at Patient Waiting Hall	August 01 to 07 th - 2022	World Breast Feeding Week
2.	Health Awareness Campaign Rally at RHTC & UHTC	August 01 to 07 th - 2022	World Breast Feeding Week
3.	Poshanabhiyan-National Nutrition fortnight Well baby Clinic at RHTC & UHTC	Sep 1 st to 15 th 2022	Nutrition Week 2022
4.	Educational Role Play	30.09.2022	International Day Of Awareness of Food Loss And Waste 2022
5.	Health Education Program at Jagannath Vidyalaya CBSE School, Thaiyur	22 nd Oct 2022.	Environmental Hygiene
6.	Diabetes Screening Camp at RHTC & UHTC	14 Nov 2022	World Diabetes Day
7.	Workshop on Prescription writing for CRRI'S	23 rd Nov 2022	Antibiotic Awareness Week
8.	CME	1 st Dec 2022	World AIDS Day
9.	Workshop on Scientific research writing and reference management	12 th Dec 2022	
10.	Sparsh Leprosy Awareness Camping day at RHTC & UHTC	30 th Jan 2023	World Leprosy Day
11.	CME	04 th Feb 2023	World Cancer Day

12.	CME	24 th March 2023	World TB Day
13.	CME	07 th April 2023	World Health Day
14.	Well Baby Clinic at RHTC & UHTC	Last week of April	World Immunization Week
15.	Health Awareness Rally at Community	25 th April 2023	World Malaria Day
16.	Health Education	31 May	World No Tobacco Day
17.	CME	5 June 2023	World Environment Day
18.	CME	06 th July 2023	World Zoonoses Day
19.	Seminars	Every Month Weekly twice. Two Months once	Post Graduates Second & 3 rd Year MBBS Students
20.	Journal Club	Every Month Weekly twice.	Post Graduates

**TAGORE MEDICAL COLLEGE AND HOSPITAL
DEPARTMENT OF GENERAL MEDICINE - PG SCHEDULE**

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1 st week	CASE BASED DISCUSSIONS	PHYSICIANS CONFERENCE	CASE BASED DISCUSSIONS	SEMINAR / SYMPOSIUM	CASE BASED DISCUSSIONS	THEORY ASSESSMENT
2 nd week	CASE BASED DISCUSSIONS	INTERESTING ECGS,CASE, XRAYS AND CT (RADIOLOGY MEET)	CASE BASED DISCUSSIONS	JOURNAL CLUB	CASE BASED DISCUSSIONS	LOG BOOK REVIEW
3 rd week	CASE BASED DISCUSSIONS	GENERAL CLINICS	CASE BASED DISCUSSIONS	DEPARTMENT DEATH AUDIT	CASE BASED DISCUSSIONS	THESIS MEET
4 th week	CASE BASED DISCUSSIONS	CLINICAL SOCIETY MEET	CASE BASED DISCUSSIONS	JOURNAL CLUB	CASE BASED DISCUSSIONS	GUEST LECTURE / CME

DAILY MORNING REPORT –

Every PG should report to department by 8.30am, and should start ward rounds with CRR1 & JR, Discussion of the inpatients admitted over the previous 24 Hours by admitting unit with teaching inputs from the faculty.

GRAND ROUNDS with HOD- EVERY TUESDAY –10.00am to 12.Noon

BEDSIDE CLINICS (WEEKLY THRICE ON MONDAY, WEDNESDAY & FRIDAY)

One long case is taken up for discussion by the post graduates of the department between 12.00 to 1.30 pm and is discussed by the unit chiefs and also specialty department chiefs.

LUNCH BREAK - 1.30pm to 2.00pm

PHYSICIAN CONFERENCE (1ST TUESDAY EVERY MONTH)

Interesting cases with learning points are presented monthly once, not just from medicine, but also from Pathology and medicine allied super specialities.

MEDICINE RADIOLOGY MEET (2nd TUESDAY EVERY MONTH)

Interesting images of X-rays, CT scan and MRI are discussed by the radiologists, with clinical information provided by the physicians.

GENERAL CLINICS (3rd TUESDAY EVERY MONTH)

Post graduates discuss a case every month in General clinics, in the presence of all faculties of the department and active discussion from various aspects occur.

MONTHLY CLINICOPATHOLOGICAL CONFERENCE & CLINICAL SOCIETY MEETING: (4th TUESDAY EVERY MONTH)

Our department postgraduates and faculties also participate in clinic-pathological conference & clinical society meetings.

PG SYMPOSIUM (1st THURSDAY EVERY MONTH)

A topic is chosen every month and subdivided into various components which are then presented by 3 post graduates, one from each year with emphasis on recent advances.

JOURNAL CLUB (2nd& 4th THURSDAY EVERY MONTH)

Two journals are chosen from reputed medical publications and are analysed for methodology, statistics and conclusions. Basics on research methodology is also discussed.

MONTHLY MORTALITY AUDIT (3rd THURSDAY EVERY MONTH)

All the mortality cases of the previous month are audited by a committee and discussion is held with the post graduates on management issues and probable measures to prevent untoward incidents.

CLINIC ASSESSMENT (1st FRIDAY EVERY MONTH)

THEORY ASSESSMENT (1st SATURDAY EVERY MONTH) - 10.00am to 1.00pm

Topics from Davison's textbook of medicine are covered for 1st year post graduates.

For the second year post graduates, assessment is done based on their concerned specialty postings.

Topics from Harrison's textbook of Medicine are covered for 3rd year post graduates.

Faculties undergo periodic training in the faculty development programmes conducted in our University which is also a nodal centre for faculty training in India and also undergo regular training in BLS & ACLS.

LOG BOOK REVIEW (2nd SATURDAY EVERY MONTH)

Post graduates are expected to maintain a daily log book, detailing outpatient & in patient cases, procedures performed and other academic activities.

THESIS MEET (3rd SATURDAY EVERY MONTH)

First year postgraduates are helped in choosing an appropriate topic for dissertation and guided in the methodology and in submission of proposal to the ethics committee for clearance. Second year post graduates present on the progress of their thesis. Final years are helped with statistical analysis of the data and in submission of their completed dissertation.

MONTHLY CME (4th SATURDAY EVERY MONTH)

As part of the continuing medical education, Experts from various departments from outside hospitals are invited to deliver a guest lecture on recent guidelines, advances and innovations on a topic.

INNOVATIVE TEACHING (10.00am to 12.00Noon EVERY DAY EXCEPT TUESDAYS)

Problem based learning module for undergraduates

Short group discussion of cases

Hands on training through skills lab

Hands on training through OSCE

Competency based PG curriculum

Clinical methods booklet for UG

Clinical video demonstration CD

E-resources: Up-to-date and various e-journals

Annual Post graduate clinical program: MEDICLINICS, will be conducted every year. Post graduates experts from other colleges are invited to conduct three days exam oriented programme where case discussions & clinical pearls are discussed.

BASIC SCIENCE - THEORY CLASSES (2.00pm to 3.00pm)

**DEPARTMENT OF GENERAL MEDICINE
POSTING SCHEDULE FOR 2021 BATCH M.D.
POSTGRADUATES**

Each PG student has to undergo 2 month training in each unit (on Rotation)

MONTH	M1 UNIT	M2 UNIT	M3 UNIT	M4 UNIT	M5 UNIT
APRIL 2022 MAY 2022	X1	X2	X3	X4	X5
JUNE 2022 JULY 2022	X2	X3	X4	X5	X1
AUG 2022 SEP 2022	X3	X4	X5	X1	X2
OCT 2022 NOV 2022	X4	X5	X1	X2	X3
DEC 2022	X5	X1	X2	X3	X4

**DEPARTMENT OF GENERAL MEDICINE
AT THE END OF 6 MONTH EACH PG STUDENT HAS TO ATTEND (MEDICINE ALLIED
DEPARTMENT) PERIPHERAL POSTING FOR PERIOD 15 DAYS EACH**

PERIOD	X1	X2	X3	X4	X5
01.10.2022TO15.10.2022	Paediatric	Pulmonary	Psychiatry	Dermatology	Haematology
16.10.2022TO31.10.2022	Pulmonary	Paediatric	Dermatology	Psychiatry	Rheumatology
01.11.2022TO15.11.2022	Haematology	Rheumatology	Paediatric	Pulmonary	Psychiatry
16.11.2022TO30.11.2022	Rheumatology	Haematology	Pulmonary	Paediatric	Dermatology
01.12.2022TO15.12.2022	Psychiatry	Dermatology	Haematology	Rheumatology	Paediatric
16.12.2022TO31.12.2022	Dermatology	Psychiatry	Rheumatology	Haematology	Pulmonary
01.01.2023TO31.01.2023	M5	M1	M2	M3	M4
01.02.2023TO 28.02.2023	M5	M1	M2	M3	M4

After completing morning posting, PG should come back to the parent unit and cover admission day duty.(After 2pm)

**DEPARTMENT OF GENERAL MEDICINE – M.D.(IInd Year)
PG ROSTER FOR SUPER SPECIALITY POSTINGS MAY
2021-APR 2021**

PERIOD	X1	X2	X3	X4	X5
1 -31June 2023	NEPHRO	CARDIO	GASTRO	NEURO	ICU
1 – 30July 2023	ICU	NEPHRO	CARDIO	GASTRO	NEURO
1 – 31 August 2023	NEURO	ICU	NEPHRO	CARDIO	GASTRO
1 -30 Sep 2023	GASTRO	NEURO	ICU	NEPHRO	CARDIO
1 – 31 Oct 2023	CARDIO	GASTRO	NEURO	ICU	NEPHRO

DEPARTMENT OF GENERAL MEDICINE – M.D. (IIIrd Year)

After completing super specialty postings each PG student will come back to parent department

MONTH	M1 UNIT	M2 UNIT	M3 UNIT	M4 UNIT	M5 UNIT
AUG 2023 OCT 2023	X1	X2	X3	X4	X5
NOV 2023 JAN 2024	X5	X1	X2	X3	X4
FEB 2024 APR2024	X4	X5	X1	X2	X3
MAY 2024 JULY 2024	X3	X4	X5	X1	X2
AUG 2024 OCT 2024	X2	X3	X4	X5	X1

1ST MODEL EXAM - DECEMBER 2024

2ND MODEL EXAM – JANUARY 2025

MEDAL EXAM – FEBRUARY 2025

UNIVERSITY EXAM – MARCH 2025

**DEPARTMENT OF ANAESTHESIOLOGY
PG TEACHING SCHEDULE**

FIRST YEAR:

First Month

Orientation class, Anaesthetic Assessment, Observation

Second Month&Third month

8.30AM TO 9.00AM – POST-OP ROUNDS

9.00AM TO 1.00PM – OT

1.00PM TO 1.30PM – LUNCH BREAK

1.30PM TO 2.30PM – LECTURE CLASS

2.30PM TO 3.30PM – SKILL LAB/ASSESSMENT

From fourth month onward

	8.30am-9.00am	9.00am-1.00pm	1.00pm-1.30pm	1.30pm-2.30pm	2.30pm-3.30pm
MON	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT/OT	LECTURE
TUE	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT/OT	SYMPOSIUM
WED	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT/OT	1ST & 3RD WEEK-SEMINAR 2N & 4TH WEEK-JOURNAL CLUB
THUR	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT/OT	CASE DISCUSSION
FRI	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT/OT	LECTURE
SAT	POSTOP ROUNDS	OT	GROUP DISCUSSION /SELF DIRECTED LEARNING	LUNCH	ASSESSMENT /OT

To complete training in the following by first year

1. BLS

2. RESEARCH METHODOLOGY

Dissertation topic should be approved by IEC & sent to university for registration on or before 31st Dec - 2022.

Review of Dissertation work progress – once in 3 months.

SECOND YEAR

PERIPHERAL POSTINGS – 3 MONTHS (CTS/VASCULAR SURGERY/ NEURO SURGERY/ PEDIATRIC SURGERY)

SECOND YEAR AND FINAL YEAR

	8.30am-9.00am	9.00am-1.00pm	1.00pm-1.30pm	1.30pm-2.30pm	2.30pm-3.30pm
MON	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT /OT	LECTURE
TUE	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT /OT	SYMPOSIUM
WED	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT /OT	1ST & 3RD WEEK-SEMINAR 2N & 4TH WEEK-JOURNAL CLUB
THUR	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT /OT	CASE DISCUSSION
FRI	POSTOP ROUNDS	OT	LUNCH	ASSESSMENT /OT	LECTURE
SAT	POSTOP ROUNDS	OT	GROUP DISCUSSION/ SELF DIRECTED LEARNING	LUNCH	ASSESSMENT /OT

**DEPARTMENT OF ENT - PG TEACHING SCHEDULE
FIRST YEAR:**

First three months - observer ship and self directed learning

First Month

8.30am - 1.00pm – observer ship in OPD

1.00pm - 1.30pm – lunch

1.30pm - 3.30pm – orientation classes – first 15 days

Observation in audiology – next 15 days

Second Month

8.30am – 1.00pm – seeing cases in OPD under supervision & observing OPD diagnostic and therapeutic procedures

1.00pm – 1.30pm - lunch

1.30pm - 3.30pm – case sheet writing and pre-operative evaluations

Third month

MON, FRI, SAT - 8.30am - 1.00pm - seeing cases in OPD

Independently and make clinical and surgical decisions under guidance

TUE and THURS - 8.30am - 1.00pm - operation theatre to observe

1.00pm - 1.30pm – lunch

1.30pm - 3.30pm - learning and performing diagnostic & therapeutic procedures in

OPD under supervision and in attending to and handling emergency procedures under guidance.

From fourth month onward

	8.30am - 1.00pm	1.00pm - 1.30pm	1.30pm - 2.30pm	2.30pm - 3.30pm
MON	OPD	LUNCH	Basic Science	Symposium
TUE	OT	LUNCH	Basic Science	Lecture
WED	OPD	LUNCH	Basic Science	Lecture
THUR	OT	LUNCH	Basic Science	Journal Club
FRI	OPD	LUNCH	Basic Science	Skill based learning
SAT	OPD	LUNCH	Basic Science	Self directed learning/Dissertation work

To complete training in the following by first year.

1. BLS

2. RESEARCH METHODOLOGY

Dissertation topic should be approved by IEC & sent to university for registration on or before 31st Dec - 2022.

Review of Dissertation work progress – once in 3 months.

First Review Date - Sep 2022.

ENT - 1 to 9 Months and Other Department 10th, 11th and 12th Month.

S.No	Department	Durations
1	ENT	9 Months
2	General Surgery	2 Weeks
3	Anaesthesia	2 Weeks
4	OFMS	2 Weeks
5	Head & Neck Oncology	2 Weeks
6	Pulmonary Medicine	2 Weeks
7	Plastic Surgery	2 Weeks

SECOND YEAR AND FINAL YEAR

	8.30am - 1.00pm	1.00pm - 1.30pm	1.30pm - 2.30pm	2.30pm - 3.30pm
MON	OPD/Special Clinic	LUNCH	Basic Science	Symposium
TUE	OT	LUNCH	Basic Science	Lecture
WED	OPD/Special Clinic	LUNCH	Basic Science	Lecture
THUR	OT	LUNCH	Basic Science	Journal Club
FRI	Dissertation work	LUNCH	Basic Science	Skill based learning
SAT	Temporal bone dissection/ VNG/BERA/ Stroboscopy	LUNCH	Basic Science	Self directed learning/Dissertation work

Days	08:30 a.m - 12:00 p.m	12:00 p.m - 01:00 p.m	01:00 p.m - 01:30 p.m	01:30 p.m - 03:30 p.m
Monday	Clinical postings	PG seminar in General and systemic pathology	Lunch Break	Preliminary dissertation work
Tuesday		Surgical pathology technical discussion		Autopsy discussion / CPC
Wednesday		Surgical pathology slide seminar		Gross specimen Discussion
Thursday		Journal club including molecular biology topics		MBBS practical (demonstration)
Friday		PG seminar in Hematology		MBBS practical (demonstration)
Saturday		1st / 5th Saturday - Hematology slide seminar; 3rd Saturday - Cytology slide seminar; 4th Saturday - Blood bank techniques discussion.		

DEPARTMENT OF PATHOLOGY
SCHEDULE FOR POST GRADUATE – 2022 - 23

Number of Postgraduates on Rotation For Clinical Posting

- For the first 3 months weekly rotation of postings including Surgical Pathology, Clinical Pathology (including Hematology) and Blood bank (including Immuno Pathology) & 15 days postings in clinical biochemistry.
- From the 4th month to 12th month, they will be posted by rotation for 1 month in each of the following sections,
 - Surgical Pathology
 - Cytopathology
 - Clinical Pathology (including Hematology)
 - Blood Bank (including Immuno Pathology)
- From 13 th month to 24 th month, they will be posted by rotation in each of the following sections
 - Surgical Pathology – 3 months rotation
 - Cytopathology– 3 months rotation
 - Clinical Pathology (including Hematology) – 3 months rotation
 - Blood Bank – 1 month posting
- From 25th month to 36th month , they will be posted by rotation in each of the following sections
 - Surgical Pathology – 3 months rotation
 - Cytopathology-1 month rotation
 - Clinical Pathology (including Hematology) – 3 month rotation
 - Blood Bank- 1 month posting
- By the end of 3 years, the post graduates would have completed rotation of the following,
 - >16 months in surgical pathology
 - 8 months in cytology , Clinical pathology (including Hematology) and blood bank including immuno pathology.
- In the beginning of the course , Postgraduate has to complete an online course, “ Basic course in Biomedical Research “ conducted by ICMR as directed by the NMC.
- E- journal topic as directed by the University will be allotted 6

months after joining the PG joining and work will commence immediately.

- Dissertation topics will be allotted 6 months after joining the PG joining and work will commence in the second year
- Monthly Inter & Intradepartmental case discussion and once in 3 months, CME will be conducted during the course of the year.

HISTOPATHOLOGY TECHNIQUES – TOPICS

S. No	Topic
1	Grossing of tissues
2	Tissue fixation and types of fixatives
3	Tissue Processing
4	Microtome - Paraffin and frozen
5	Stains for - H & E
6	Stains for - Connective tissue
7	Stains for - Carbohydrates
8	Stains for - Lipids
9	Stains for - Proteins, nucleic acid, pigments and minerals.
10	Stains for - Microorganisms.

BLOOD BANK TECHNIQUES – TOPICS

S. No	Topic
1	Principles of immune system central to transfusion
2	Principles of complement system transfusion
3	Principles of RBC allo and auto antibodies formation
4	Blood groups and Rh typing
5	Indications and contraindications of blood transfusion
6	Donor screening and selection criteria
7	Cross-matching
8	Complications of blood transfusion
9	Blood components

DEPARTMENT OF COMMUNITY MEDICINE
POSTGRADUATE MASTER SCHEDULE -MD COMMUNITY MEDICINE 2022-2023
FORENOON SESSIONS AND POSTINGS (8.30AM-12.30PM)

<u>Month</u>	<u>I YEAR</u>	<u>II YEAR</u>	<u>III YEAR</u>
MAY	Orientation Programme	Institute of Child health – 1 week Dermatology/STD clinic- 1week	<ul style="list-style-type: none"> • Chennai Corporation • Corporation Zones- crematorium, shelters • Veterinary hospital • Slaughter house sanitation
		Institute of Thoracic medicine-1 week Institute of Ophthalmology-1 week	
JUNE	MEDICINE (1 month) (Research 3)	Tambaram Sanatorium- ART,RNTCP	<ul style="list-style-type: none"> • CDH,Tondiyarpet • King Institute, Guindy • DMS-TNHSP • NRHM&NUHM
JULY	SURGERY (1 month) Research Methodology workshop (all PGs) & Protocol development Workshop/sessions	RHTC (Residential)	<ul style="list-style-type: none"> • Vector borne control, Vellore, • WTP • STP
AUGUST	OG (1 month)	UHTC	VHS, Thuraiyakkam
SEPTEMBER	PEDIATRICS (1 month)	PHC	RHTC (Residential) (Research 5)

OCTOBER	Casualty, MRD, Blood Bank etc. Psychiatry	Visits- Milk Diary-Aavin Food and Beverages Processing Unit CLTRI Work Attachments- DDHS(Leprosy)	UHTC
NOVEMBER	RHTC (Residential)	Thesis – Data collection (Research 1)	PHC
DECEMBER	UHTC	RHTC (Residential)	Solid waste disposal,- Pallavaram- Tambaram/perungalathur Integrated Municipal SWM
JANUARY	PHC	UHTC	Model Examination
FEBRUARY	NIE, NIRT-Visits Visit to Public Health lab IAPSM/IPHA conferences	PHC	Model Examination
MARCH	Mohan foundation Work attachment – Health departments Malaria/DTC/Filaria units	Hotel and lodge visits, Factory visits, Port visit Cinema hall visit Market Place.	University Exams
APRIL	Polio surveillance Office Internal Assessment	Internal Assessment	University Exams

DEPARTMENT OF COMMUNITY MEDICINE
POSTGRADUATE MASTER SCHEDULE -MD COMMUNITY
MEDICINE -2022-2023
POSTGRADUATE TIME TABLE-AFTERNOON SESSIONS
(1.30 pm-3.30pm)

Day	Topic
Monday	Family/Clinico-social/field trip presentations
Tuesday	Theory classes
Wednesday	Journal club/Pedagogy
Thursday	Group discussion/SDL/Pedagogy
Friday	Seminars/Theory
Saturday	Log book evaluation -1 st week by Faculty i/c 3 rd week- Special lectures by PGs/Formative evaluation 4 th week- Log book evaluation by HOD in rotation

**DEPARTMENT OF MICROBIOLOGY
M.D., (MICROBIOLOGY)
TEACHING SCHEDULE [2022- 2023]**

DAY	8.30 - 11.30 AM	11.30 AM-01.00 PM	01.00-1.30 pm	1.30-3.30 PM
Monday	Lab Reporting [Rotations]	Lecture	Lunch	PG Practical Exercise
Tuesday		Short Topic Discussion		Practical - Group Discussion
Wednesday		Journal Club		UG Practical Classes
Thursday		Symposium		UG Practical Classes
Friday		Seminar		PG Practical Exercise
Saturday		UG Classes/ Thesis Work		Practical - Group Discussion
Sunday		Lab Duty on Rotation		

ROTATION POSTING SCHEDULE 1ST YEAR [2022 – 2023]

COLLECTION OF CLINICAL SAMPLES – 1 WEEK

CSSD – 1 WEEK

MEDIA – 2 WEEKS

BACTERIOLOGY–BACTERIOLOGICAL TECHNIQUES – 2 WEEKS,

BLOOD CULTURE – 4 WEEKS,

URINE CULTURE – 2 WEEKS,

EXUDATE – 2 WEEKS,

RESPIRATORY SPECIMENS – 2 MONTHS

STERILE BODY FLUIDS – 4 WEEKS,

STOOL – 2 WEEKS

SEROLOGY – 2 WEEKS

SPECIAL MICROSCOPY & TRAINING – 2 WEEKS

DISSERTATION PREPARATION, PROTOCOL SUBMISSION – 1 WEEK

RNTCP & DOTS CLINIC – 2 WEEKS

ANAEROBIC CULTURE – 2 WEEKS
 MYCOLOGY – 4 WEEKS
 PARASITOLOGY – 2 WEEKS
 VIROLOGY - 2 WEEKS
 IMMUNOLOGY – 2 WEEKS
 HAI SURVEILLANCE – 1 MONTH
 RESEARCH METHODOLOGY – 1 WEEK

MD MICROBIOLOGY – POSTINGS [3 YEARS]

S.No	POSTING	FIRST YEAR	SECOND YEAR	THIRD YEAR	TOTAL
1.	COLLECTION OF CLINICAL SAMPLES	1 WEEK	1 WEEK	-	2 WEEKS
2.	CSSD	1 WEEK	-	1 WEEK	2 WEEKS
3.	MEDIA	2 WEEKS	2 WEEKS	-	1 MONTH
4.	BACTERIOLOGY	6 MONTHS	3 MONTHS	2 MONTHS	11 MONTHS
5.	SEROLOGY	2 WEEKS	2 WEEKS	4 WEEK	2 MONTHS
6.	SPECIAL MICROSCOPY & STAINING	2 WEEKS	1 WEEK	1 WEEK	1 MONTH
7.	PREPARATION FOR DISSERTATION PROTOCOL SUBMISSION	1 WEEK	1 WEEK	2 WEEKS	1 MONTH
8.	MYCOBACTERIOLOGY	2 WEEKS	2 WEEKS	1 MONTH	2 MONTHS
9.	ANAEROBIC CULTURE	2 WEEKS	1 WEEK	1 WEEK	1 MONTH
10.	MYCOLOGY	4 WEEKS	2 WEEKS	2 WEEKS	2 MONTHS
11.	PARASITOLOGY	2 WEEKS	2 WEEKS	1 MONTH	2 MONTHS
12.	VIROLOGY	2 WEEKS	3 WEEKS	3 WEEKS	2 MONTHS
13.	IMMUNOLOGY	2 WEEKS	3 WEEKS	3 WEEKS	2 MONTHS
14.	PREPARATION OF ANTIGEN & ANTISERA	-	-	1 WEEK	1 WEEK

15.	VACCINOLOGY	-	2 WEEKS	2 WEEKS	1 MONTH
16.	MOLECULAR BIOLOGY	-	2 WEEKS	2 WEEKS	1 MONTH
17.	MEDICAL STATISTICS	1 WEEK	-	-	1 WEEK
18.	DEMATO - VENEREOLOGY	-	-	1 WEEK	1 WEEK
19.	PATHOLOGY	-	-	1 WEEK	1 WEEK
20.	HAI SURVEILLANCE & AMS	-	3 MONTHS	1 MONTH	4 MONTHS
	TOTAL	12 MONTHS	12 MONTHS	11 MONTHS	35 MONTHS

DEPARTMENT OF OPHTHALMOLOGY PG TEACHING SCHEDULE

FIRST YEAR

First three months – observership and self directed learning

First month

8.30am - 12.30pm – observership in OPD

12.30pm – 1.30pm– lunch

1.30pm - 3.30pm – Orientation classes – first 15 days

Observation in refraction – next 15 days

Second month

8.30am – 12.30pm – seeing cases in OPD under supervision

12.30pm – 1.30pm - lunch

1.30pm -3.30pm – learning refraction and observing OPD diagnostic and therapeutic procedures

Third month

MON,FRI, SAT - 8.30am- 12.30pm – seeing cases in OPD independently and make clinical and surgical decisions under guidance

TUE and THURS -8.30am- 12.30pm – operation theatre to observe

12.30pm – 1.30pm – lunch

1.30pm-3.30pm - learning and performing diagnostic procedures in OPD under supervision

From Fourth month onward

	8.30am-12.30pm	12.30pm-1.30pm	1.30pm-3.30pm
MON	OPD	LUNCH	work up of pre op cases
TUE	OT		Lecture
WED	OPD		work up of pre op cases
THUR	OT		Seminar
FRI	OPD		Lecture demonstration
SAT	OPD		work up of pre op cases

To complete training in the following by first year,

1. BLS
2. RESEARCH METHODOLOGY
3. ETHICS AND COMMUNICATION
4. SURGICAL AND EMERGENCY TRAINING INCLUDED FROM FIRST YEAR. SPECIAL POSTING INCLUDES PLASTIC SURGERY, NEURO SURGERY AND ENT.

SECOND YEAR AND FINAL YEAR

	8.30am- 12.30pm	12.30pm-1.30pm	1.30pm-3.30pm
MON	OPD / OT/WARD/PROCEDURE	LUNCH	CASE PRESENTATION
TUE	OPD / OT/WARD/PROCEDURE	“	LECTURE
WED	OPD / OT/WARD/PROCEDURE	“	JOURNAL CLUB/GROUP DISCUSSION
THURS	OPD / OT/WARD/PROCEDURE	“	VISITING FACULTY
FRI	OPD / OT/WARD/PROCEDURE	“	SEMINAR/ DEPARTMENT AUDIT EVERY LAST FRIDAY
SAT	OPD / OT/WARD/PROCEDURE	“	RECENT UPDATES

TO ATTEND ATLEAST ONE OR TWO REGIONAL WORKSHOPS AND ONE NATIONAL CONFERENCE. TO PRESENT FREE PAPER AT THESE VENUE

**TAGORE MEDICAL COLLEGE
DEPARTMENT OF PHARMACOLOGY
POSTGRADUATE TEACHING SCHEDULE**

FIRST YEAR

- Getting acquainted with the department
- Orientation course about the ethical principles and guidelines for biomedical research, research methodology, biostatistics, teaching methodology and computer applications.

CLINICAL POSTINGS IN ROTATION TO DIFFERENT DEPARTMENTS

- Medicine -2 weeks
 - Anaesthesia -2 weeks
 - Dermatology -1 week
 - Medical oncology -2 weeks
 - Microbiology / Infection control unit or dept -2 weeks
 - Biochemistry -2 weeks
 - Hospital Pharmacy -1 week
 - Clinical trial unit/Research unit/Pharmaceutical industry & toxicology centres: 2-8 weeks
 - Medical Education Unit (MEU) -1 week (optional)
- To select dissertation topic with in the first 6 months, finalized within 9 months and communicated to the TN Dr.MGR Medical University before the end of first year.
- To complete an online course, “Basic course in Biomedical Research” conducted by ICMR as directed by directed by the NMC

TIME & DAY	8.30 – 9.30 AM	9.30 AM – 10.30 AM	10.30 AM – 1 PM	1 -1.30 PM	1.30 – 3.30 PM
MON	To attend undergraduate theory classes taken by faculties for first 3 months	Lecture classes on post graduate topics	Group Discussion	LUNCH	Small Experiments
TUE			Microteaching/ Protocol writing		CAL
WED			Seminar		Large Experiments
THU			Journal Club		Small Experiments
FRI			Case discussion		Large Experiments
SAT	Next 6 months clinical postings on rotation	Pharmacokinetic/ Statistical exercise	CAL		

SECOND & THIRD YEAR

- The student will start the dissertation work – Review of Dissertation work progress will be done once in 3 months.
- To get trained in Clinical trial process including ethical and regulatory guidelines.
- To get training in attitude and communication
- To get training in Pharmacovigilance and ADR monitoring
- Select topics for E-journal publications
- To conduct practical and theory classes for the undergraduate students
- To plan an undergraduate teaching programme & to set questions including MCQs
- To participate and conduct CME programmes.
- To attend conferences, workshops, and present papers in scientific sessions
- To complete the dissertation work 6 months before the schedule date of university examination.
- To complete research work for E-journal and send it to university for publication

THEORETICAL KNOWLEDGE FOR POSTGRADUATES IN 3 YEARS AS SPECIFIED BY NMC

- General pharmacology
- Systemic pharmacology
- Recent advances
- Clinical pharmacology and Biostatistics
- Applied pharmacology and therapeutics

PRACTICAL TRAINING FOR POSTGRADUTES IN 3 YEAR AS SPECIFIED BY NMC

EXPERIMENTAL METHOD DISCUSSION

- Screening and Evaluation of Drug Activities including Animal Models for Study of following actions - Analgesic, Antihistaminic, Antiallergic, Anti-inflammatory Antisecretory, Antipyretic, Anticonvulsant etc.,
- Bioassay of – Acetylcholine Insulin, Adrenaline, noradrenaline, Antibiotics etc

EXPERIMENTAL PHARMACOLOGY EXERCISES like

- Effect of psychopharmacological drugs on conditioned avoidance response (Cook's pole climbing).
- Effect of psychopharmacological agents on foot shock induced aggression in rats.
- Effect of psychopharmacological agents on elevated plus maze.
- Effect of drugs on spontaneous motor activity of mice, photoactometer.

MINOR PROCEDURES like

- Rat tail vein injection.
- Administration of drugs to rats by gastric cannula.
- Collection of blood from rat tail.

BIOCHEMICAL PHARMACOLOGY EXERCISES:

- Identification of unknown compounds by using chemical tests.
- Estimation of drug levels using colorimetry, spectrophotometry, fluorometry, HPLC, ELISA

QUARTERLY ASSESSMENT DURING THE MID TRAINING WILL BE BASED ON:

- Journal based / recent advances learning
- Patient based /Laboratory or Skill based learning
- Self-directed learning and teaching
- Departmental and interdepartmental learning activity
- External and Outreach Activities / CMEs

CURRICULUM

The Competency based Undergraduate Curriculum for MBBS students has been implemented in our institution from 2019 as directed by National Medical Commission. The complete details of the Regulations and Curriculum, with up to date amendments are available in the web site of www.tnmgrmu.ac.in, www.tnmrmu.ac.in.

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.

COURSE & SUBJECTS OF STUDY

(a) First Professional

1. The first Professional examination shall be held at the end of first Professional training (1+12 months), in the subjects of Human Anatomy, Physiology and Biochemistry.
2. A maximum number of four permissible attempts would be available to clear the first Professional University examination, whereby the first Professional course will have to be cleared within 4 years of admission to the said course. Partial attendance at any University examination shall be counted as an availed attempt.

(b) Second Professional

1. The second Professional examination shall be held at the end of second professional training (11 months), in the subjects of Pathology, Microbiology, and Pharmacology.

(c) Third Professional

1. Third Professional Part I examination shall be held at end of third Professional part 1 of training (12 months) in the subjects of Ophthalmology, Otorhinolaryngology, Community Medicine and Forensic Medicine and Toxicology
2. Third Professional Part II - (Final Professional) examination shall be at the end of training (14 months including 2 months of electives ref page no 75) in the subjects of General Medicine, General Surgery, Obstetrics & Gynaecology and Pediatrics.
The disciplines of Orthopaedics, Anaesthesiology, Dentistry and Radiodiagnosis will constitute 25% of the total theory marks incorporated as a separate section in paper II of General Surgery.
3. The discipline of Psychiatry and Dermatology, Venereology and Leprosy (DVL), Respiratory Medicine including Tuberculosis will constitute 25% of the total theory marks in General Medicine incorporated as a separate section in paper II of General Medicine.

MEDIUM OF INSTRUCTION

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

Components of Internal Assessment (IA)

- (i) Theory IA can include: Written tests, should have essay questions, short notes and creative writing experiences.
- (ii) Practical / Clinical IA can include: practical / clinical tests, Objective Structured Clinical Examination (OSCE) / Objective Structured Practical Examination (OSPE), Directly Observed Procedural Skills (DOPS), Mini Clinical Evaluation Exercise (mini-CEX), records maintenance and attitudinal assessment.
- (iii) Assessment of Log-book. Log book should record all activities like seminar, symposia, quizzes and other academic activities. Achievement of certifiable competencies should also be recorded in logbooks. It should be assessed regularly and submitted to the department. Up To twenty per cent IA marks (Theory and Practical) should be from Log book assessment.
- (iv) Internal Assessment for Professional development programme (AETCOM) will include: a. written tests comprising of short notes and creative writing experiences in each subject. b. OSCE based clinical scenarios and/or viva voce. Skill competencies acquired during the Professional Development Programme must be tested during the clinical, practical and viva voce in every subject.

Commencement of the University Examination:

Summative assessment consists of University examinations. Marks distribution for various subjects in University examinations.

Phase of Course	Written Theory – Total	Practicals / Orals/ Clinicals	Pass Criteria	
First Professional			<u>Internal Assessment:</u> 50% combined in theory and practical (not less than 40% in each) for eligibility for appearing for University Examinations	
Human Anatomy - 2 papers	200	100		
Physiology - 2 papers	200	100		
Biochemistry - 2 papers	200	100		
Second Professional				
Pharmacology - 2 Papers	200	100		
Pathology - 2 papers	200	100		
Microbiology - 2 papers	200	100		
Third Professional Part – I				
Forensic Medicine & Toxicology - 1 paper	100	100		
Ophthalmology – 1 paper	100	100	<u>University Examination</u> Mandatory 50% marks in theory and practical (practical = practical/ clinical + viva) [theory=theory paper(s) only]	
Otorhinolaryngology – 1 paper	100	100		
Community Medicine - 2 papers	200	100		
Third Professional Part – II				
General Medicine - 2 papers	200	200		
General Surgery - 2 papers	200	200		
Pediatrics – 1 paper	100	100		
Obstetrics & Gynaecology - 2 papers	200	200		
				Internal assessment marks are not to be added to marks of the University examinations and should be shown separately in the grade card.

There shall be one main examination in an academic year and a supplementary examination to be held not later than 90 days after the declaration of the results of the main examination. A learner shall not be entitled to graduate after 10 years of his/her joining of the first part of the MBBS course.

TIME TABLE

CBME based 1st Professional year MBBS Time Table

ACADEMIC CALENDER FOR MBBS BATCH (2022 – 23)

Professional year	Time frame	Subjects	Months (Teaching + Exam + Results)
1 st	15 th Nov.'22 to 15 th Dec '23	Anatomy, Physiology, Biochemistry	13 months
2 nd	16 Dec'23 to 15 th Jan '25	Pathology, Microbiology, Pharmacology	13 months
3 rd (III-part-1)	16 th Jan '25 to 30 th Nov'25	For.Med. & Toxicology and Community Medicine/PSM	10.5 months
4 th (III-part-2)	Dec'25 to May,'27	Gen. Surgery, Gen. Med., Pediatrics, Ob.Gy, ENT, Ophth,	17.5 months
Internship	1 st Jun'27-31 st May,'28	As per CRMI 2021 Regulations	12 months
PG	1 st Jul, '28		

ACADEMIC CALENDER AND CURRICULAM FOR MBBS 2022-23 BATCH

Academic calendar for Phase-I of MBBS, 2022-23 batch

Date	:	15 th Nov 2022 to 15 th Dec 2023
Time allotted	:	13months (approx, 57 weeks)
Time available	:	Approx 42 weeks (excluding 15 weeks) (Prelim/University Exam & Results -10 weeks + Vacation - 3weeks + Public Holidays - 2 weeks)
42 wks x 39 hrs = 1638 hrs available hours for teaching Learning		

Academic Calendar for Phase-II of MBBS 2022-23 batch

Date	:	16 th Dec 2023 to 15 th Jan 2025
Time allotted	:	13months (approx, 57 weeks)
Time available	:	Approx 42 weeks (excluding 15 weeks) (Prelim/University Exam & Results -10 weeks + Vacation - 3weeks + Public Holidays - 2 weeks)
Time available in hours	:	39 (hours/week) = 42*39=1638 hours.

Academic Calendar for Phase-III of MBBS 2022-23 batch

Date	:	16 th Jan 2025 to 30 th Nov 2025
Time allotted	:	10.5months (approx, 46 weeks)
Time available	:	Approx 35 weeks (excluding 11 weeks) (Prelim/University Exam & Results -6 weeks + Vacation - 3weeks + Public Holidays - 2 weeks)
Time available in hours	:	39 (hours/week) = 35*39=1365 hrs.

Academic Calendar for Phase-IV of MBBS 2022-23 batch

Date	:	1 st Dec 2025 to 15 th May 2027
Time allotted	:	17.5months (approx, 78 weeks)
Time available	:	Approx, 57 weeks (excluding 21 weeks) (Prelim/University Exam & Results -16 weeks + Vacation - 3weeks + Public Holidays - 2 weeks)
Time available in hours	:	39 (hours/week) = 57*39=2223 hrs.

TOTAL TIME IN HOURS : 6864

Clinical postings : 132 weeks
Total : 176 weeks

Electives:

Block – 1 of 15 days may be offered in **Final MBBS part 1,**

Subjects : Anatomy/Physiology/Biochemistry/Pathology/Blood Banking/
Microbiology/Pharmacology/Forensic Medicine and Toxicology.

Block -2 of 15 days may be offered in **Final MBBS part 2,**

Subjects : Gen. Medicine and allied, Gen. Surgery and allied.

KEY CHANGES FROM GMER 2019:

1. Theory sessions of Dermatology, Radiology, Psychiatry, Anaesthesiology, and Respiratory Medicine shifted to final phase.
2. Theory sessions of Otorhinolaryngology and Ophthalmology reduced and remaining sessions shifted to final phase.
3. Clinical posting of Otorhinolaryngology as well as Ophthalmology from Phase-II of MBBS has been shifted to Phase-III part I and Part II
4. Newer elements of Pandemic Module, and Family Adoption Programme in Community Medicine included.
5. No postings during electives.
6. Clinical Posting have been re-scheduled of facilitate learning and help students to cope up with introduction of common national exit test.
7. No supplementary batches. Supplementary exams to be conducted by the end of one (1) month of results of regular exams. Results may be declared within a fortnight of the end of last exam.

These changes are proposed to ensure:

1. Ease of rotation of students in the posting and ensure minimum number of students in each posting.
2. Provide increased hours and shifting posting to final year in some allied subject based on feedback by faculty from these departments.

TIME TABLE – CURRICULUM 1st MBBS – PHASE I

Subject	Lectures	Small group Teaching/Tutorials/ Integrated learning/Practicals (Hours)	Self-directed learning (Hours)	Total
Foundation Course				39
Human Anatomy	220	410	20	650
Physiology*	138	308	15	461
Biochemistry	80	150	15	245
Early Clinical Exposure**	60	-	0	60
Community Medicine (+ Family adoption Program)	20	20(+27)=47		67 (40+27)
(AETCOM)***	-	26	-	26
Sports and extracurricular activities	-	-	-	10
Formative Assessment and Term examinations	-	-	-	80
Total	518	941	50	1638#

● Including Molecular Biology

** Early Clinical exposure hours to be divided equally in all three subjects.

*** Attitude, Ethics & Communication Module (AETCOM) module shall be a longitudinal programme.

Includes hours for Foundation course + Sports & ECA + FA & Term exams

TIME TABLE – CURRICULUM II MBBS, PHASE II

Subject	Lectures	Small group Learning (Tutorials/ Seminars) Integrated learning (Hours)	Clinical Postings (Hours)*	Self directed learning (Hours)	Total
Pathology	80	158	-	17	255
Pharmacology	80	158	-	17	255
Microbiology	70	140	-	10	220
Community Medicine (+ Family adoption Program)	20	023	(27)	10	80(43+10+27)
Forensic Medicine and Toxicology	15	28	-	5	48
Clinical Subjects	75**	-	585***	-	660
Attitude, Ethics & Communication Module (AETCOM)	-	29	-	8	37
Sports and Extracurricular activities	-	-	-	20	20
Pandemic module					28
Total	340		612		1608
Surplus hours					35
Final total	340	536	612	87	1638#

Surplus hours can be given to FAP/second year subjects needing more teaching hours, Skill lab training/ artificial intelligence and information technology in pre-clinical and Para-clinical subjects.

Includes 28hrs of Pandemic module and 35 hrs of Surplus

TIME TABLE – CURRICULUM: III MBBS, PART 1/ PHASE 1

Subjects	Teaching Hours	Tutorials/Seminars/Integrated Teaching (Hours)	Self Directed Learning (Hours)	Total
Electives				78
General Medicine	25	35	5	65
General Surgery	25	35	5	65
Obstetrics and Gynaecology	25	35	5	65
Paediatrics	20	30	5	55
Orthopaedics + Physical Med. & Rehab.	15	20	5	40
Forensic Medicine and Toxicology	25	45	5	75
Community Medicine +FAP	40	60+27	5	132
Otorhinolaryngology	15	21	5	41
Ophthalmology	20	20	3	43
Clinical Postings*	•	-	-	600
Attitude, Ethics & Communication Module (AETCOM)	0	19	6	25
Pandemic Module	12			12
Total	222	347	49	1296
Surplus				69
Final total				1365**

****Includes hours for Elective + Clinical posting + Surplus**

TIME TABLE – CURRICULUM: III MBBS, PART 2/ PHASE IV

Subjects	Teaching Hours	Tutorials/Seminars /Integrated Teaching (Hours)	Self Directed Learning (Hours)	Total
General Medicine	70	125	15	210
General Surgery	70	125	15	210
Obstetrics and Gynaecology	70	125	15	210
Paediatrics	20	35	10	65
Orthopaedics + PMR	20	25	5	50
Clinical Posting	-	-	-	795
Attitude, Ethics & Communication Module (AETCOM)***	28	-	16	44
Dermatology	20	5	5	30
Psychiatry	25	10	5	40
Respiratory Medicine	10	8	2	20
Otorhinolaryngology	10	26	5	41
Ophthalmology	10	28	5	43
Radiodiagnosis and Radiotherapy	10	8	2	20
Anaesthesiology	8	10	2	20
Pandemic Module	28	-	-	28
Electives				78
Total	399	530	102	1904
Surplus				319
Total				2223**

**Includes hours for Elective + Clinical posting + Surplus

Clinical posting re-scheduling:

- At least 3 hours of clinical instructions each week must be allotted to training in clinical and procedural skill laboratories. Hours may be distributed weekly or as a block in each posting based on institutional logistics.
- The clinical postings may be 15 hours per week (3 Hrs per day from Monday to Friday).

Clinical Posting Schedules in weeks

Subjects	Period of training in weeks			Total Weeks
	II MBBS	III MBBS Part I	III MBBS Part II	
Electives		2	2	04
General Medicine	8	4	8	20
General Surgery	8	4	8	20
Obstetrics and Gynaecology	8	4	8	20
Paediatrics	4	4	4	12
Community Medicine	4	4	0	08
Orthopaedics / PMR / Trauma	2	2	4	08
Otorhinolaryngology	0	4	4	08
Ophthalmology	0	4	4	08
Respiratory Medicine	0	2	2	04
Psychiatry	1	1	2	04
Radio-diagnosis	0	1	1	02
Dermatology, Venereology & Leprosy	2	2	2	06
Dentistry	2	0	0	02
Anaesthesiology		2(O.T.)	2(ICU)	04
Casualty/ Emergency med.			2	02
Total	39	40	53	132

INFRASTRUCTURE /FACILITIES LIBRARY

Central Library

The Central library of College is one of the best libraries in the group of Tagore Institutions. It is serving its users from the beginning of College from year 2009. Library is located at first floor occupying carpet area of 2631 sq.mt. And is entirely air-conditioned supported with modern technologies like Wi-Fi, Digital CCTV, RFID gates. Users can access Online Databases through Wi-Fi within the campus. Library in-house functions are automated through Auto Lib software, RFID with Barcode Technology which assists users to locate reading the material, by title, author, non-Book materials and subject queries through the Web OPAC (online public access catalog).

Library Collections

- ❖ The Library has a good collection of 13461 Books
- ❖ We Subscribe print journals National 69 & International 31 Journals
- ❖ We have 650 Back Volumes (Bound volumes of Previous year Journals)
- ❖ We have 795 CD'S/DVD Collections
- ❖ Online Database: Medline It has good collection of 1058 full text Journals and 1094 Abstract Journals.
- ❖ Apart from the Central Library each department is provided with a department library each containing 80 – 150 Books and Journals

Various Sections in the Central Library

- ❖ Librarian Room
- ❖ Digital Library
- ❖ Technical Section (Library staff Room)
- ❖ Internet Browsing
- ❖ Audio / Visual Section
- ❖ Circulation Section
- ❖ Reprographic Section (Xerox)
- ❖ Staff Reading Room
- ❖ Stack Area
- ❖ Periodical Section
- ❖ Reference Section
- ❖ Student Reading Hall (Inside)
- ❖ Students outside Reading Hall
- ❖ Binding and Daftaries Room

Providing Services

- ❖ OPAC (online public access catalog)
- ❖ Digital Library
- ❖ Books Catalogue
- ❖ CAS (Current Awareness Service)
- ❖ Lending Services
- ❖ Reprographic Service
- ❖ News Clippings Service
- ❖ Reference Service
- ❖ Referral Service

Working Hours

- ❖ Monday to Sunday- 08.00 a.m.To 08.00 p.m.
(Except festival and National Holidays)

Central Library Rules and Regulation

- ❖ All students should wear the ID card while entering the library.
- ❖ Student's personal belongings are prohibited inside the library and it should be placed only in entrance locker.
- ❖ While entering and leaving the library students must sign in the gate register.
- ❖ Mobile phone usage is strictly prohibited inside the library,
- ❖ Books and Journals belonging to the library shall not make any entries or notes in the book either with pen or pencil.
- ❖ Reference books are only for reference purposes and it should not be taken away from library.
- ❖ Photocopying section: Only selected pages from the Books and articles from Journals are allowed Photocopying.
- ❖ Photocopying of full Books or Journals is not permitted. Personal material is not permitted to be brought in to the Library.
- ❖ Circulation: The card holders should come personally to borrow the books, and authorization is not allowed. The borrower should verify the book condition before leaving the counter. The borrower is responsible for the book borrowed.
- ❖ Borrowing Limit: One Book is issued for fifteen days, may be renewed for further period of two weeks. Books should be physically presented at the counter for renewal.
- ❖ Loss of borrowed books should be reported to the Librarian immediately. Loss of books, if any, the person has to replace the same including fine.
- ❖ The Books Original Price at the time of loss and including processing Fee of Rs. 100/-
- ❖ All users should take utmost care to keep the library clean.

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 75% of marks in all the tests of the concerned subject.

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 12 routes as mentioned below.

Route No.1

Binny mill, Vyasarpadi, ESI, Doveton, Venus, Agaram, Moolakadai, Anna Arch, Aminjikarai, Rohini Theater, Maduravoyal, Erikarai
TMCH

Route No.2

Manali, Mathur, Padi-Kolathur bridge, Rettari, Senthilnagar, Tirumangalam, Golden flat, VaavinPorur Toll Perungalathur
TMCH

Route No.3

Skywalk, Nungambakkam, West Mambalam, Kasi theatre, Ashok Pillar, Guindy, Pallavaram, TMCH

Route No.4

Vaishnavi Nagar, Ambathur-OT, Dunlop, Decanthon, TMCH

Route No.5

Tiruvotriyur, Theraditheru, Kasimedu, Kalmandabam, Royapuram, Beack Station, Kannagi Statue, Light house, Adyar- Depo, Tiruvanmiyur-RTO, Sholinganalur, Kelambakkam TMCH

RouteNo.6

Triplicane, Mandhaveli, Kotturpuram, Guindy, Alandur, Meenambakkam, Chrompet- Saravana store, TB Hospital TMCH

RouteNo.7

Avichi School, Virugambakkam, Valasaravakkam, Porur Signal, Moulivakkam, Anagaputhur, Pammal, Pallavaram, TambaramSanitorium TMCH

RouteNo.8

Saidapet, Velachery, Pallikaranai, Medavakkam, Kootroad, Sembakkam, Camp road, Bharat University, Vengambakkam TMCH

RouteNo.9

Chengalpet, SP koil, Maraimalainagar, Guduvanchery, Urapakkam TMCH

RouteNo.10

Kanchipuram, Chengalpet, Guduvanchery, Vandalur TMCH

RouteNo.11

Keelkatalai, UTI- MadipakkamSembakkamSelaiyur TMCH

RouteNo.12

Tiruporur, Kelambakkam, MambakkamKandigai TMCH

SPORTS AND RECREATION FACILITIES :

(a)Number of playgrounds and games played :

8 (eight) acres of land had been exclusively allotted for sports and games facilities in this college campus. The availability of the sports facilities is furnished below

SPORTS/GAMES	
INDOOR	OUTDOOR
Chess – 4 Boards	Cricket – 1 Ground
Carrom – 4 Boards	Cricket Practice Nets - 2Nets
Table Tennis - 2 Boards	Foot Ball - 1Field
Billiards	Volley Ball – 2 Courts Throw Ball – 1 Court Tennis Court – 1 Athletics – Track & Field Kho Kho – 1 court Kabadi – 1 Court

(b)Gymnasium facilities and arrangements : Available

(c) Sports Officer/Physical instructor :

Mr.K.Deepakkumar,
Mr.P.Rajinikanth ,
Mr.S.Rajkumar.

RULES AND REGULATIONS APPLICABLE TO ALL STUDENTS

1. All Students should be decently and neatly dressed.

The following guidelines are issued to have the following dress code.

For Boys

Permitted	Prohibited
<ol style="list-style-type: none"> 1. Formal Full pant, Full/Half sleeves shirt duly tucked in. 2. Formal shoes. 	<ol style="list-style-type: none"> 1. Jeans pant and T shirt are prohibited. 2. Hair should properly be combed and coloring of hair is not permitted. 3. Slippers not permitted.

For Girls

Permitted	Prohibited
<ol style="list-style-type: none"> 1. Sarees/Salwar Kammez/Churidar 	<ol style="list-style-type: none"> 1. Sleeveless jackets, Jeans pant, T-Shirt, Short kurtis and Leggings are prohibited. 2. Hair should not be left loose and should be well groomed, Coloring of hair is not permitted.

Students are not permitted to bring Two wheeler or four wheeler to the college & Hospital

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

Besides they should wear a clean white over coat, 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 ,Out Patient 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.
- 12.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 98 rooms and 84 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.

RELIEVE FROM HOSTEL

After admission, no Student shall vacate the Hostel without prior permission from the Authority. Before vacating the Hostel, the Student shall inform the Dean through the chief Warden in writing stating the reason for vacating. Only after the request is considered and approved by the Dean, 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) Students occupied the room should keep them neat & 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 any one 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.

7. No birthday party or other celebration should be held in the hostel/college premises under any circumstances.
8. Any Student found creating a disciplinary problem mobilizing the Students will be liable for expulsion from the hostel.
9. Prior permission of the Warden should be obtained before leaving the hostel on Holidays.
10. No Student will be allowed to stay outside the hostel without prior permission of the Warden after 9.00 p.m.
11. 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.
12. The Hostel main gates shall be closed at 9.00p.m.
13. Day scholars are strictly prohibited from entering the Hostel
14. 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.
15. No Student is permitted to collect money from other Students on any account for any purpose without the prior permission of Warden.
16. Students who go on vacation should inform in advance to the Warden in writing the time and date of departure and the destination.
17. Gambling in any form is strictly prohibited in the hostel/campus.
18. The Students should maintain silence from 10.00 p.m to 7.00 a.m the following day.
19. Exhibition of Posters, Pamphlets and distribution of notices in the hostel are not permitted.
20. No Student shall put up any notice on the notice board without the Warden's permission.
21. 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.
22. The hostel authorities will inspect the rooms any time and the Students shall cooperate with them.
23. 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.
24. 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.
25. Any complaint regarding the amenities in the hostel should be made to the Warden.
 26. Electrician/Plumber or any other staff visiting the hostel to attend to any type of work should be accompanied by the Deputy Warden.
 27. The Students should switch off the lights and fans before leaving their rooms and observe strict economy in energy–consumption.
 28. 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.
 29. 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.
 30. The hostel authorities will not be held responsible for any negligence on the part of the Students.
 31. Any misconduct or indiscipline in the hostel/campus will be viewed seriously and those found guilty will be liable for expulsion from the hostel.
 32. 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.
 33. Amendments of Rules and Regulations of the College/Hostel from time to time should be adhered by the Students.
 34. Ignorance of Rules and Regulation of the hostel will not be treated as an excuse.
 35. 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.
 36. The Students who are attending classes are required to maintain confidentiality in respect to the clinical aspects of the patient's record.
 37. The Students should compulsorily attend to the Clinical Posting classes without fail.

38. All faculties are responsible for the conduct and behavior of the Students attending their wards or departments.
39. Students may be required to pay for any hospital appliances which have been broken or destroyed by them.

INTERNSHIP DUTY PERIOD AND LEAVE RULES

As per MCI notifications, the Tamil Nadu Dr.MGR Medical University had prescribed both Compulsory postings and elective postings. The Medical Superintendent / Academic Coordinator Clinical departments shall issue postings and it should scrupulously be followed. No change of postings will be entertained.

The duration of Internship is for a period of 12 months. All the days during the Internship training is working day including Sundays and other festival / public holidays. They are not entitled to avail holidays on Sundays and Public Holidays etc. They should attend 24 hours duty on the day of admission day of the unit. Normal duty hours is 8.00 AM to 4.00 PM with turn duty for 24 hours in admitting units and non admitting unit 24 hours turn duty. They should stay in CRRI quarters compulsorily till they complete the CRRI training. The interns are expected to be in the campus round the clock.

They can avail only one day as casual leave per month but it is not mandatory. The casual leave should not also be accumulated and availed at a stretch. Necessary leave forms need to be submitted in advance with the approval and sanction of the concerned authority. Leave permissions over phone shall be avoided as far as possible and in case of dire necessity shall be informed over phone to the reporting concerned unit chief / Medical superintendent /HR department. Biomedical attendance is a must. No two wheeler or four wheeler is permitted inside or outside during CRRI period. Log book is to be signed by HOD weekly. Due permission needs to be got from the senior doctor supervising and the Heads for participating in programs such as CMEs.

For Boys

- *. “Formal Full pant, Full / Half sleeves shirt duly tucked in.
 - *. “Formal shoes and not slippers”.
 - *. “Denim pant and T Shirt are prohibited during duty hours”.
- *.” Hair should properly be combed and colouring of hair is not permitted”.

For Girls

- *. “Sarees/ Salwar Kammez / Churidar”
- *. Sleeveless jackets, Denim Pants, T.Shirt, Short Kurtis, and Leggings are prohibited during duty hours..

*. Hair should not be left loose and should be well groomed. Coloring of hair is not permitted

- *. Should wear minimum jewellery and avoid flowers

Clean white overcoat, half sleeves with college logo, badge duly displaying their name and ID card should be worn during duty hours.

HOSTEL:

All the CRRIs i.e. Compulsory Rotatory Resident Interns, should stay in the hostel without fail. They would be summoned to attend emergency duties. They should not leave the hostel without the prior written permission of the Unit Chief / HOD. Anyone found leaving the hostel without the prior written permission of the Unit Chief /HOD is liable for severe disciplinary action including extension of the Internship training. They should strictly abide by the hostel rules and regulations as already in vogue. Electrical gadgets such as Induction Stove, Heating Rods, Air Coolers and Iron Boxes are Prohibited.

TRAINING :

- The intern shall be entrusted with clinical responsibilities under the direct supervision of a Senior Medical Officer. They shall not be working independently.
- With the true spirit of service the interns are expected to be in the forefront ensuring the best services to the patients as the same the primary purpose of Internship.
- The interns shall effectively utilize the clinical facilities and expertise of the Senior Clinicians in the Hospital and acquire specific experiences and skills.
- The interns shall effectively collaborate with other members in the team and members in the other departments with esprit de corps and leadership.
- With the spirit of dedication the interns are expected to acquire the knowledge, skills (as listed by MCI as minimum requirement) and attitude essential for serving the society with utmost devotion.
- The Interns shall maintain all records and registers as advised by the supervisor and ensure signing of the same by the concerned supervisor.
- The interns shall be in position to analyze the hospital based morbidity and mortality statistics at the end of the training and shall involve in such exercises during internship.
- The interns shall effectively use the essential drugs in community and are expected to know the availability, the side effects, date of manufacturing and expiring.
- They shall participate in health education programs like- Tuberculosis, small family, use of appropriate contraceptives, applied nutrition and care of mothers and children, immunization, participation in school health programs and all camps.

UNDERTAKING

I, (Name of the CRRI)
hereby solemnly agree to abide to the rules and regulations
mentioned above and agree to do my Internship sincerely and
faithfully, as per the expectations of the management and strictly
follow Medical ethics.

SIGNATURE OF THE CRRI

SIGNATURE OF THE PARENT

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 carryout 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.J. Muthu Kumaran	Dean	Chairperson	9840180594	kumarandr62@gmail.com
Dr.R.Karunanithi	Medical Superintendent	General Surgery	9444340898	rknithi2000@yahoo.co.in
Dr.D.H.Gopalan	Professor	Anatomy	9843690770	drdevigopalan@gmail.com
Dr.Preetha Paul	Professor	Physiology	9445923138	drpreethapaul@yahoo.co.in
Dr.E.Malligai	Professor	Biochemistry	9840246461	malli.murugesan@gmail.com
Dr.R.Geetha	Professor	Pharmacology	9884148527	dr.geetharaghu@gmail.com
Dr.C.P.Luck	Professor	Pathology	9444180837	cpluckkamal@gmail.com
Dr.P.R.Thenmozhivalli	Professor	Microbiology	9445570053	thenmozhivalli@gmail.com
Dr.R. Baskar	Professor	Forensic Medicine	9489440898/807276361	rbaskarrams2000@gmail.com
Dr.RameshHariharaiyer	Professor	Community Medicine	9884194358	gnafamily@live.com
Dr.T.K.V.Sharavanan	Professor	General Medicine	9841890186	drsharavanan@yahoo.com
Dr.B.P.Premalatha	Professor	Obstetrics & Gynaecology	9840135304	mtasneem50@gmail.com
Dr.I.Jenson	Professor	Orthopaedics	9600074176	docjenson@gmail.com
Dr.R.Ravikumar	Professor	Ophthalmology	9444230797	nrravikumar@gmail.com
Dr.D.Anand Karthikeyan	Associate Professor	E N T	7904864657	Anandkarthikeyan99@gmail.com
Dr.I.Guru Bharath	Professor & HOD	Radio Diagnosis	9500190405	igurubharath@gmail.com
Dr.R.Shankar Anand	Associate Professor	Anaesthesia	9486476987	drshankarmed@gmail.com
Dr.S.AKrithika	Assistant Professor	Respiratory Medicine	9176658979	Krithika_tanjore@yahoo.co.in
Dr.M. Rajesh	Assistant Professor	DVL	9940056008	rajeshderm@gmail.com
Dr.I.Kannan	Associate Professor (Boys Hostel Warden)	Microbiology	9840520950	dr.ikanna@tagoremch.com
Dr.B.S.Sangeetha	Associate Professor (Girls Hostel Warden)	Pathology	9884988442	Bs_sangeetha@yahoo.co.in

TOLL FREE NUMBER : 1800 – 180 – 5522

NODAL OFFICER

Name : **Dr. K. Prem Kumar**
Designation : **Associate Professor and HOD**
Department : **Psychiatry**
Contact Number : **9962901100**
E-Mail – Id : **premedico.1987@gmail.com**

Anti-Ragging Squad

The Anti-Ragging squad is headed by **Dr. K. Prem Kumar**, Associate Professor & HOD, 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 keep 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. Preetha Paul Professor and HOD Department of Physiology	Chairperson	9445923138	drpreethapaul@yahoo.co.in
2.	Dr. P.B.Premalatha, Prof & Hod Dept of OBG	Presiding Officer	9840135304	Mtasneem50@gmail.com
3.	Dr. Venketakrishnan Principal-Tagore Dental College	External Expert	9841109234 044-42718146	tagoredch@gmail.com
4.	Dr. C.P. Luck Professor & HOD Department of Pathology	Member	6381602767	cpluckkamal@gmail.com
5.	Dr. T. K. V. Sharvanan Professor & HOD Department of General Medicine	Member	9841890186	drsharavanan@yahoo.com
6.	Dr. Bhuvaneswari, Professor & HOD Department of Periodontics(TDC)	External Expert	9789912002	drbhuvibirla@tagoredch.in
7	Dr. I. Kannan Associate Professor, Department of Microbiology	Member	9840520950	dr.ikannan@gmail.com

	Warden Boys Hostel			
8.	Dr. B.S Sangeetha.,M.D Associate Professor, Department of Pathology Warden Girls Hostel	Member	8381681070	drsangeethaabs@gmail.com
9.	Dr. K. Prem Kumar, Associate Professor, Psychiatry	Member	9962901100	premedico.1987@gmail.com
10.	Dr. Subha Malini. S Associate Professor, Physiology	Member	9841903485	suba_malani@yahoo.co.in
11.	Mr.P.Venkata Krishnan Administrative officer	Member	984012422	venkatakrishnan6@gmail.com
12.	Mr.K.Dilli Babu HR	Member	9884577294	hr@tagoremch.com
13.	Mrs. Meenakshi Deputy Warden MBBS Girls Hostel	Member	9344171279	srisaimeena@gmail.com
14	Mr. Jayaraman Deputy Warden Boys Hostel	Member	7397499212	Jai22887ram@gmail.com
15	Mrs.S.Navamani - nursing superintendent	Member	8608864510	
16	PG – Representatives*	4* Can be included Two female Post-Graduates Two Male Post –Graduates	Dr. Elizabeth 9620426841 Dr. Illakiya Sekhar 8939614228 Dr. S.Jaganthan 9962263562 Dr. Manigandan 9072045377	
17	CRRRI – Representatives*	CRRRI – Representatives*	Dr. Raghu 8667719564 Dr.Harashitha 9492029337	
18	MBBS Undergraduates – Final Year – Representatives	Final Year	Mr.Aiay Deepak 8838327934 Ms.Aarthy 6369026054	

19	MBBS Undergraduates – Pre-Final Year – Representatives	Pre-Final Year	Mr.Yassen 9444065635 Ms.Shimi.J. Harsha 6385776015	
20	MBBS Undergraduates – Second Year – Representatives	Second Year	Mr.Amarnath 6384192414 Ms.Yamini 9094434655	
21	MBBS Undergraduates – First Year – Representatives	First Year	Mr.Nafeesah 7867834329 Ms.Sudharsan 7358293119	

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 sexiest 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.

Internal complaints Committee

Internal complaints Committee (Sexual harassment Committee) is constituted with the following members of the faculty and staff to monitor the sexual harassment.

Chairperson	: Dr.P.B.Premalatha, Prof & Hod of OBG
Member	: Dr.C.P.Luck, Prof & HOD of Pathology
Member	: Dr. Preetha Paul, Prof &HOD Physiology
Member	: Mr. P.Venkata Krishnan (AO)
Member	: Mr. K. Dilli Babu (HR)
Member	: Mrs. Meenakshi (Warden)
Member	: Mr. Gopalakrishnan (Warden)

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 forth with, beside staking 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.

S.NO	NAME OF THE FACULTIES	DESIGNATION
1	Dr.R.Karunanithi. Medical Superintendent Professor and HOD Department of General Surgery	Coordinator
2	Dr. E. Malligai Professor and HOD Department of Biochemistry	Secretary
3	Dr. T. K. V. Sharavanan Professor and HOD Department of General Medicine	Member
4	Dr. I.Jenson Professor and HOD Department of Orthopeadics	Member
5	Dr. S. Manikandan Professor, Department of Physiology	Member
6	Dr. K.Premkumar Associate Professor Department of psychiatry	Member
7	Mr. N. Deepak Kumar Physical Education Director	Member
8	Dr. M. Ezhilvanan Assistant Professor/statistician Department of Community Medicine	Member
9	Dr. Sangeetha.B.S Associate professor Department of Pathology	Member
10	Dr. P. Savetha Assistant Professor Department of Microbiology	Member
11	Dr. Mohammed Kameel Senior Resident Department of General Medicine	Member
12	Dr. R.C.Karthick AssociateProfessor Department of Community Medicine	Member

COLLEGE COUNCIL

The college council comprises with the Dean as Chairperson and all HODs, Professors and Associate Professors of Clinical and nonclinical departments as members of the council Dr. D.H. Gopalan, Prof. & Head, Department of Anatomy, 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.

Sr. No	Name of the faculty		Designation and Department
1.	Dr. J.Muthukumar	Chairman	Dean, TMCH
2.	Dr. D.H. Gopalan	Co-Ordinator	Professor & Head, Dept. of Anatomy, MEU Co-Ordinator
3.	Dr. P. Preethi	Secretary	Associate Professor & Dept. of Anatomy
4.	Dr. R. Geetha	Member	Professor & Dept. of Pharmacology
5.	Dr. Preetha Paul	Member	Professor & Dept. of Physiology
6.	Dr. R .Shankar Anand	Member	Associate Professor & Dept. of Anesthesiology

PHARMACOVIGILANCE COMMITTEE

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

S.NO.	NAMES OF THE FACULTY	ROLE
1.	Dr. R. Geetha M.D Professor & HOD Department of Pharmacology	Convener
2.	Dr. T.K.V. Sharavanan M.D Professor & HOD Department of General Medicine	Member
3.	Dr. K. Jawahar M.S Professor & HOD Department of General Surgery	Member
4.	Dr. P.B Premalatha M.D, DGO Professor & HOD Department of Obstetrics & Gynecology	Member
5.	Dr. I. Jenson M.S Professor & HOD Department of Orthopedics	Member
6.	Dr. Ravichandran M.D, DCH Professor & HOD Department of Pediatrics	Member
7.	Dr. R. Ravikumar M.S. DO Professor & HOD Department of Ophthalmology	Member
8.	Dr. D. Anand karthikeyan.M.S (ENT) Associate Professor Department of ENT	Member
9.	Dr. T. Arunthathy M.D Professor & HOD Department of Radiology	Member

10.	Dr. Shankar Anand, DNB Associate Professor Department of Anesthesiology	Member
11.	Dr. M. Rajesh MD Assistant Professor Department of DVL	Member
12.	Dr. K. Premkumar M.D Associate professor Department of Psychiatry	Member
13.	Dr. S. A. Krithika MD Assistant Professor Department of Respiratory Medicine	Member

IMPORTANT DAYS DURING CALENDAR YEAR 2022

SEPTEMBER 2022		
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	World Suicide Prevention day
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	World rabies day
29	Thursday	World heart day
30	Friday	

OCTOBER 2022		
1	Saturday	
2	Sunday	Gandhi Jayanthi
3	Monday	
4	Tuesday	Ayudha Pooja
5	Wednesday	Vijaya Dasami
6	Thursday	
7	Friday	
8	Saturday	
9	Sunday	
10	Monday	World mental health day
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	Deepavali
25	Tuesday	
26	Wednesday	
27	Thursday	
28	Friday	
29	Saturday	
30	Sunday	
31	Monday	

NOVEMBER 2022		
1	Tuesday	
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	World diabetes day
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	
28	Monday	
29	Tuesday	
30	Wednesday	

DECEMBER 2022		
1	Thursday	World AIDS day
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	
6	Tuesday	
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	Christmas
26	Monday	
27	Tuesday	
28	Wednesday	
29	Thursday	
30	Friday	
31	Saturday	

IMPORTANT DAYS DURING CALENDAR YEAR 2023

JANUARY 2023		
1	Sunday	New year's Day
2	Monday	
3	Tuesday	
4	Wednesday	
5	Thursday	
6	Friday	
7	Saturday	
8	Sunday	
9	Monday	
10	Tuesday	
11	Wednesday	
12	Thursday	
13	Friday	
14	Saturday	
15	Sunday	Pongal
16	Monday	Thiruvalluvar Day
17	Tuesday	UzhavarTirunal
18	Wednesday	
19	Thursday	
20	Friday	
21	Saturday	
22	Sunday	
23	Monday	
24	Tuesday	
25	Wednesday	
26	Thursday	Republic Day
27	Friday	
28	Saturday	
29	Sunday	
30	Monday	World Leprosy Eradication day
31	Tuesday	

FEBRUARY 2023		
1	Wednesday	
2	Thursday	
3	Friday	
4	Saturday	World cancer day
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	

MARCH 2023		
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	
29	Wednesday	
30	Thursday	
31	Friday	

APRIL 2023		
1	Saturday	
2	Sunday	World Autism Awareness day
3	Monday	
4	Tuesday	Mahaveer Jayanthi
5	Wednesday	
6	Thursday	
7	Friday	Good Friday/ World Health day
8	Saturday	
9	Sunday	
10	Monday	
11	Tuesday	
12	Wednesday	
13	Thursday	
14	Friday	Tamil New Year & Dr.B.R. Ambedkar Birthday
15	Saturday	
16	Sunday	
17	Monday	
18	Tuesday	
19	Wednesday	
20	Thursday	
21	Friday	
22	Saturday	Ramzan (Idu'I Fitr)
23	Sunday	
24	Monday	
25	Tuesday	World malaria day
26	Wednesday	
27	Thursday	
28	Friday	World day for safety and health at work
29	Saturday	
30	Sunday	

MAY 2023		
1	Monday	May day
2	Tuesday	World Asthma day
3	Wednesday	
4	Thursday	
5	Friday	
6	Saturday	
7	Sunday	TAGORE JAYANTI
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	World No Tobacco day

JUNE 2023		
1	Thursday	
2	Friday	
3	Saturday	
4	Sunday	
5	Monday	World Environment day
6	Tuesday	
7	Wednesday	
8	Thursday	
9	Friday	
10	Saturday	
11	Sunday	
12	Monday	
13	Tuesday	
14	Wednesday	World blood donor day
15	Thursday	
16	Friday	
17	Saturday	
18	Sunday	
19	Monday	
20	Tuesday	
21	Wednesday	International Yoga day
22	Thursday	
23	Friday	
24	Saturday	
25	Sunday	
26	Monday	International Anti Drugs day
27	Tuesday	
28	Wednesday	
29	Thursday	Bakrid (IdulAzha)
30	Friday	

JULY 2023		
1	Saturday	
2	Sunday	
3	Monday	
4	Tuesday	
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	World Hepatitis day
29	Saturday	Muharram
30	Sunday	
31	Monday	

AUGUST 2023		
1	Tuesday	World Breastfeeding week
2	Wednesday	
3	Thursday	
4	Friday	
5	Saturday	
6	Sunday	
7	Monday	World Breastfeeding week
8	Tuesday	
9	Wednesday	
10	Thursday	
11	Friday	
12	Saturday	
13	Sunday	
14	Monday	
15	Tuesday	Independence day
16	Wednesday	
17	Thursday	
18	Friday	
19	Saturday	
20	Sunday	
21	Monday	
22	Tuesday	
23	Wednesday	
24	Thursday	
25	Friday	
26	Saturday	
27	Sunday	
28	Monday	
29	Tuesday	
30	Wednesday	
31	Thursday	

LIST OF HOILDAYS DURING CALENDAR YEAR 2022

S.No	Festival	Date	Day
1.	New year's Day	01.01.2022	Saturday
2.	Pongal	14.01.2022	Friday
3.	Thiruvalluvar Day	15.01.2022	Saturday
4.	UzhavarTirunal	16.01.2022	Sunday
5.	Republic Day	26.01.2022	Wednesday
6.	Tamil New Year & Dr.B.R.Ambedkar Birthday	14.04.2022	Thursday
7.	Good Friday	15.04.2022	Friday
8.	May day	01.05.2022	Sunday
9.	Ramzan	03.05.2022	Tuesday
10.	Bakrid	10.07.2022	Sunday
11.	Muharram	09.08.2022	Tuesday
12.	Independence day	15.08.2022	Monday
13.	Vinayakar Chaturthi	31.08.2022	Wednesday
14.	Gandhi Jayanthi	02.10.2022	Sunday
15.	Ayudha Pooja	04.10.2022	Tuesday
16.	Vijaya Dasami	05.10.2022	Wednesday
17.	Deepavali	24.10.2022	Monday
18.	Christmas	25.12.2022	Sunday

LIST OF HOILDAYS DURING CALENDAR YEAR 2023

S.No	Festival	Date	Day
1.	New year's Day	01.01.2023	Sunday
2.	Pongal	15.01.2023	Sunday
3.	Thiruvalluvar Day	16.01.2023	Monday
4.	UzhavarTirunal	17.01.2023	Tuesday
5.	Republic Day	26.01.2023	Thursday
6.	Mahaveer Jayanthi	04.04.2023	Tuesday
7.	Good Friday	07.04.2023	Friday
8.	Tamil New Year & Dr.B.R.Ambedkar Birthday	14.04.2023	Friday
9.	Ramzan (Idu'I Fitr)	22.04.2023	Saturday
10.	May day	01.05.2023	Monday
11.	Bakrid (IdulAzha)	29.06.2023	Thursday
12.	Muharram	29.07.2023	Saturday
13.	Independence day	15.08.2023	Tuesday
14.	Krishna Jayanthi	06.09.2023	Wednesday
15.	VinayakarChathurthi	17.09.2023	Sunday
16.	Gandhi Jayanthi	02.10.2023	Monday
17.	Ayudha Pooja	23.10.2023	Monday
18.	Vijaya Dasami	24.10.2023	Tuesday
19.	Deepavali	12.11.2023	Sunday
20.	Christmas	25.12.2023	Monday

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 confirmation 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 programme, but same is applicable if recommended and approval by HOD & approval from 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 not 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 needs 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.



