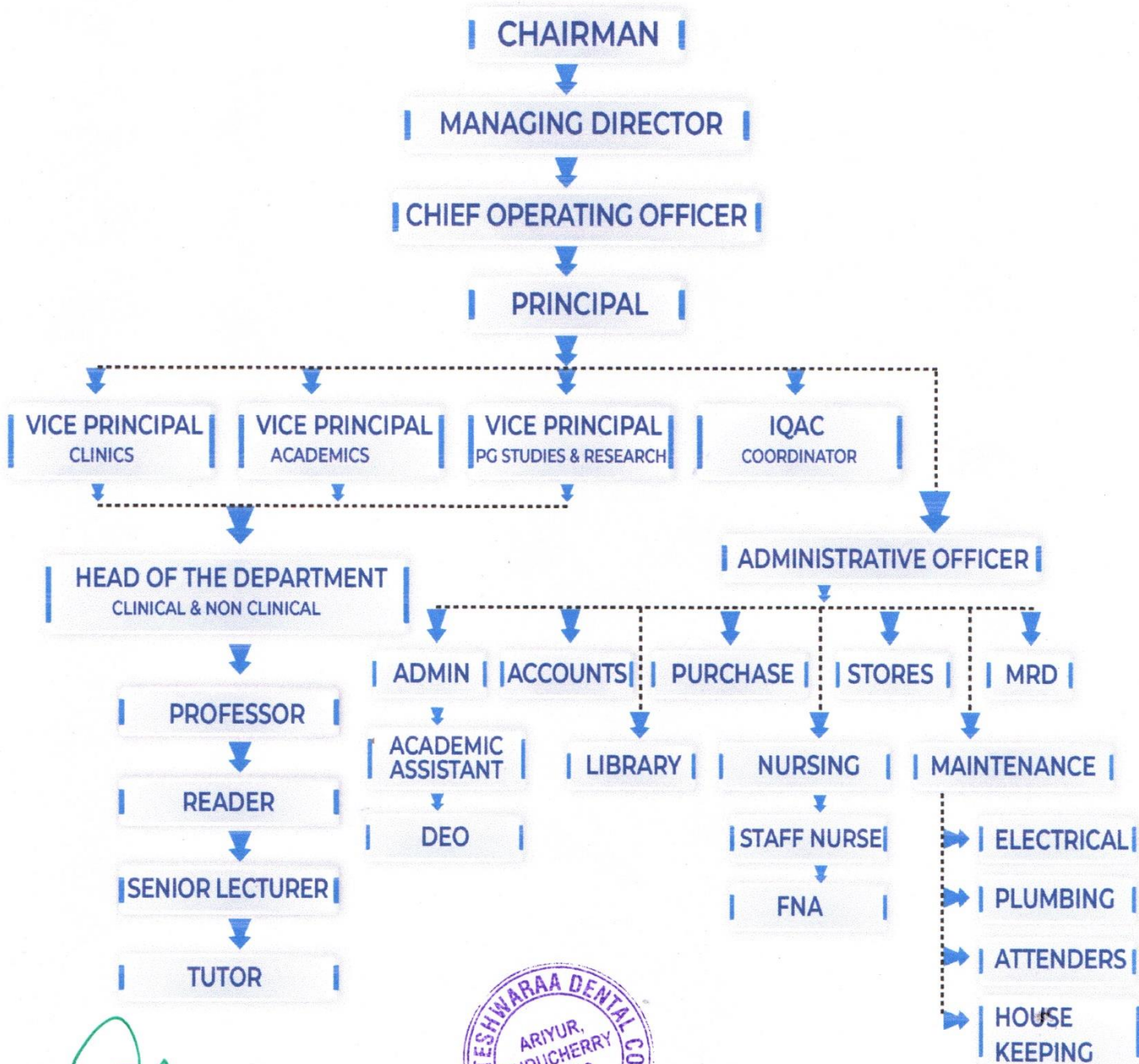




### ORGANOGRAM




Principal

PRINCIPAL



Dr. B. VIDHYA, MDS.,  
Chief Operating Officer

Sri Venkateshwarara Group of Institutions,  
No. 13-A, Pondy-Villupuram Main Road,  
Ariyur, Puducherry - 605 102.

 <b>sri venkateshwaraa</b> Dental College <small>KNOWLEDGE IS POWER</small>	<b>EDUCATIONAL ORGANIZATION SYSTEM MANUAL</b>	<b>REF</b>	<b>ANNEXURE C</b>
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**Principal**

**Responsibility:**

- Provide quality dental education to the students as per the regulations of the DCI and Pondicherry university.
- To provide conducive environment and facilities for conduct of research project.
- Ensure the delivery of quality dental treatment for the patient.
- To meet the needs of the all the stake holders of the institution.
- To meet the infrastructural needs of the institution and update the same as per the regulations of the DCI.
- Supervision and performance appraisal of college faculties.
- Responsible for students discipline and welfare
- To represent the institution during inspection from the statutory bodies.
- To report to the management about the performance and daily functioning of the institution at regular intervals.
- Review and approval of EOMS manual, EOMS Procedures, EOMS Policy, Vision, Mission, ISMS Policy and other EOMS related documents.
- Review of IQA results and chairing MRM,
- Review of EOMS objectives and Monitoring of Action taken.
- Co-ordinate with University and accreditation bodies regarding academics, planning and implementation of curriculum.

**Authority:**

- Plan and revise budget for college
- Recruitment and selection of the faculties based on their skills.
- To issue memorandum to the faculties in case of violation of rules or misconduct.
- To suspend the students for specific period of time in case of any misconduct.
- To permit the student to appear for university examination based on their academic record.
- To refer any grievances to the respective committees





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- To render concession in treatment charges for the poor and needy patients.

**Vice principal (Academics):**

**Responsibility:**

- The Vice Principal works directly under the Principal and helps to coordinate and plan the academic and extracurricular activities of the students.
- To assist the Principal in the general governance and leadership of the college.
- Maintain student discipline and teaching schedule of faculties, facilitating and evaluation of parents teachers meeting regarding their ward's progress.
- Plan academic schedule and to conduct internal and university examinations after discussion with department heads.
- Represent principal in his absence to meetings.
- Additional assignments as directed by Principal.
- Ensure conduct of regular outreach and social activities there by providing valuable service to the society.

**Vice principal (Clinical):**

**Responsibility:**

- The Vice Principal works directly under the Principal and helps to coordinate, and ensure smooth functioning of the hospital.
- Ensure patient care is render with highest standard possible.
- Ensure Doctor's and students Safety while treating the patient.
- Address patient grievance and take necessary steps.
- Maintenance of clinical equipments.
- Plan and implement necessary faculty development program.

**IQAC**

**Responsibility:**

- Development and application of quality benchmarks Parameters for various academic and administrative activities of the institution;

- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programs/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

**Professor / M R:**

**Responsibility:**

- To exhibit keen interest, initiative & drive in the overall development of the Dept. and 'Leadership Qualities' for others to follow.
- To perform all duties to ensure continued improvement in the quality of dental education & research.
- Review of EOMS manual, EOMS Procedures, EOMS Policy, Vision, Mission, ISMS Policy and other EOMS related documents.
- Review of IQA results.
- Organizing Management Review Meeting (MRM)
- Planning for revision of EOMS objectives and Monitoring of Action taken.
- Teaching & training students to achieve the Educational Objectives i.e. to develop their knowledge, skills & attitude.





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- Proper execution of teaching schedule for undergraduate and postgraduate students as prescribed in the Dental council of India syllabus.
- To do periodic evaluation / assessment of students by conducting internal examinations.
- To guide the postgraduate students in dissertation and research activities.
- To conduct CDE programs and other co-curricular value-added programs.
- To conduct Research Projects and contribute to existing dental knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences.
- To perform all such duties as to ensure acceptable standard of patient care through efficient Health care delivery system.
- To maintain records / reports of the Dept. and to provide the same as and when required by the Head of the Institution.
- Supervise the work of Readers, Senior Lecturers, Tutors and Students
- Planning and purchase proposals of equipment's & instruments, furniture and to maintain record of all such items in the department.
- to update about the performance of the students and their eligibility for appearing in the university examination to the head of the institution.

**Authority:**

- To recommend or refuse any kind of Leave (Casual Leave/Special Leave/Earned Leave) to any staff member of the Dept and students as per rules in that regard.
- Allocate work load to all staff members of the department and to change when required.
- To report to the head of the institution about the misconduct of the student or department faculties.
- to decide the internal marks of the students based on their academic performance and attendance.
- to accept or reject the dissertation or research proposal submitted by the postgraduate students.

- To approve or reject the clinical / laboratory work done by the students based on the performance.
- To assign the work to readers and tutors based on the necessity and requirement.

**Reader:**

**Responsibility:**

- To assist the head of the department to perform all such duties to ensure continued enhancement in the performance of teaching as well as non-teaching staff of the Department.
- To assist the HOD in formulating the teaching schedule and its proper execution.
- Taking lecture classes as per the allotted teaching schedule.
- to carry out clinical teaching in both a simulated and clinical environment using traditional and contemporary methods.
- To guide the postgraduate students in dissertation and research activities.
- To conduct Research Projects and contribute to existing dental knowledge by scientific paper publications in indexed journals & their presentation at various Conferences.
- Provide acceptable standard of patient care through efficient Health care delivery system.
- Maintaining machinery, equipments, instruments & Furniture.

**Senior lecturer:**

**Responsibility:**

- Teaching and training the students as instructed by the Head of department.
- to carry out clinical teaching in both a simulated and clinical environment using traditional and contemporary methods.
- To undertake research projects and contribute to existing dental knowledge by scientific paper publications in indexed journals & their presentation at various local / state / international Conferences for promotions.
- To perform all such duties as to ensure reasonable, acceptable standard of patient care through efficient Health care delivery system.
- Maintaining machinery, equipments& instruments, Furniture & Fixtures





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**Tutor:**

**Responsibility:**

- To supervise students and CRRIs in clinics and preclinical laboratories.
- to engage in clinical activity under the supervision of senior faculties.
- To assist the senior faculties in maintaining and updating department records and documents.
- To assist the department faculties in conducting internal and university theory and practical examinations.
- Assist in execution of teaching & learning activities.

**Librarian:**

**Responsibility:**

- Maintaining the Books, Newspaper and daily arrangement in the books cases.
- Maintaining the Issue & Return of Books
- Preparing Library membership cards for students and staff members
- Maintaining journal section and Back Volume
- Purchasing Books and journals for every year.
- Maintaining the Accession Register by updating the newly purchased Books.
- Maintaining the Xerox Register, consumable Register, office Register, fine Register, and Newspaper Register, membership register( students & staff ), movement register, Issue and return register, Accession register, CD register , stock register, student entry register & staff register
- Maintaining for the Monthly Consumable stock List, & Furniture List
- Maintaining for the Monthly Book list.
- Maintaining the Accession Register by updating the newly purchased Books.
- Making the Data entry for the Books. (Author wise and subject wise)

**Administrative officer:**

- Maintain records and documentation pertaining to the work area.
- To look after the maintenance of the services and ensure optimization.
- Liaison with local bodies.
- Maintain discipline amongst the students.
- To advise on the matters related with overall administration as and when needed.
- Prepare regular reports on expenses and office budgets
- Maintain and update institution databases
- Organize a filing system for important and confidential documents
- Distribute and store correspondence (e.g. letters, emails and packages)

**Stores:**

**Responsibility:**

- To receive requisition from various departments for consumable and non-consumable materials and equipments.
- Collection of quotation from various suppliers and getting approval from the chairman.
- Prepare and process requisitions and purchase orders for supplies and equipment
- Procuring of required materials and equipments from the approved supplier and issuing payment.
- Issue of record notes, books, consumable dental materials, lab coats, ID cards and instruments to the students as per the instructions of the head of the institution.
- Conduct monthly stock audit for stock, equipments and updating to Head office and auditor.
- Maintain the records of materials/equipments ordered and received and produce them when required by the management or statutory body.
- Maintain the requisition records of materials/equipments supplied to the concerned department.
- Represent the Purchase department in budget approval meeting with chairman.
- Maintenance and renewal of AMC for equipments.





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- Timely repair and service of any malfunctioning equipments, electrical items, furniture in the institution.
- Perform additional work regarding procurement and maintenance as instructed by the principal

**Admission:**

**Responsibility:**

- Explain the admission process to the interested students or their parents through phone or in person.
- Provide clarification for admission related issues to students in a professional manner.
- Updating the knowledge about the CENTAC counselling regulations at the time of admission.
- Verification of student's original certificates and maintained the same with at most care till the completion of their course.
- Issuing admission order signed by the head of the institution to the students
- Sending the final list of admitted students to CENTAC and health secretariat in the stipulated time.
- Uploading the students details in Dental Council of India(DCI) online portal.

**Maintenance:**

- Manage, supervise and execute maintenance as well as support activities.
- Inspect sites regularly to identify problems and necessary maintenance.
- Oversee and coordinate the workers who maintain and repair electrical, plumbing, ventilation and other building systems and ensure that work is completed on time.
- Conduct proper follow-through on all maintenance issues.
- Ensure to keep cleanliness with in the institution and coordinate daily cleaning and maintenance activities.
- Prepare weekly maintenance schedules and allocate work as per forecasted workloads.

**PREPARED BY**

*Shahare*

**APPROVED BY**

*[Signature]*

**PRINCIPAL**

**CO-ORDINATOR  
IQAC**

**SRI VENKATESHWARAA DENTAL COLLEGE  
ARIYUR, PUDUCHERRY - 605 102.**