

RIGHT TO INFORMATION ACT

Particulars of Organisation, Functions and duties

Chettinad Dental College and Research Institute is a part of Raja Sir Muthiah Chettiar Charitable and Educational Trust with a motto to strive, serve and save. The institution is a component of Chettinad Health City campus, which is focused towards being a global center of excellence in teaching, learning and rendering high standards of service to the community. The dental college started in the year 2007 with an initial strength of 100 undergraduate BDS seats, affiliated to Tamil Nadu Dr.MGR medical university, Chennai and recognized by the Dental council of India. Postgraduate MDS courses have been started in eight specialities in the year 2017 with 20 seats.

VISION:

To offer transformative education and enable individuals to become responsible, empathetic, global citizens who contribute towards a sustainable future.

MISSION:

Chettinad Dental college and research institute aspires to impart global standard education with higher values thereby transforming our students to be competent professionals and good citizens and also to make them successful to be in par with future needs.

CORE VALUES :

Prioritising integrity

Transparency and team work

Impart social responsibility

Concern for human values, ethics and national development.

Powers and duties of its officers and employees

The principal along with the various committees are responsible for governance of the Chettinad Dental College and Research Institute. There are around thirteen committees involved in the academic and administrative management. All the committees have well defined roles and sufficient autonomy to implement the policies and procedures adopted. Active participation of the faculty makes them more proactive and a part of the decision making process.

Procedure followed in decision making process including channels of supervision and accountability

All employees of Chettinad Dental college and research institute have user name and password for applying leave, payroll, performance appraisal system in the chettinad Human Resource Information System (HRIS).

All the inpatients visiting the hospital will be recorded in SAGE ACCPAC software on daily basis using personalized ID. All the department are having separate user name and password for recording patient visits from which department census are obtained on a daily basis.

Through Campus Management System (CMS) students personal details, attendance as well as payment of fees will be monitored.

All the students and staffs are provided with individual ID for Learning Management System (LMS). All the study materials (Presentation of the lecture, academic schedule, Question bank) are updated regularly by the faculty for easy access of the students. There by all study material will be available at anytime for the benefit of student.

Biometric Management System (BMS) is followed for both students and faculty through the Saviour Communication Software (SCS). The In and out punch of all students and faculty within the campus are monitored on daily basis.

For the safety of the students Turnstile Device are placed between the hospital and academic block which ensures security and surveillance.

Entire campus is under CCTV surveillance through Smart PSS system.

The norms set by it for the discharge of its functions

Chettinad dental college and research institute affiliated to Tamil Nadu Dr.MGR Medical University follows the norms set by the university as well as the Dental Council Of India (DCI) regulations. The norms set by the department for faculty members are explained in the Standard Operating Procedure (SOP) book. The norms set by the institute for employees are given in the employee handbook and duly signed at the time of their appointment.

Rules, Regulations, Instructions, manuals and records held by it or under its control or used by its employees for discharging its functions :

The Institute has rules, regulations which has to be followed by the students, faculty members, and all employees. These are available as SOP manuals in the respective areas of governance. For the students, we have student handbook updated everywhere.

Statement of categories of documents that are held by it or under its control :

ACADEMICS ;

The curriculum is followed according to DCI . Attendance particulars are available as electronic and manual records. Internal assessment marks are compiled and automated before the final university examination. All the documents are catalogued yearwise and maintained as registers.

ADMINISTRATIVE:

OP census registers are maintained digitally as well as manually. The procurement of consumables and non consumables are also made online. Materials registers are maintained at each department.

ACCOUNTS:

The financial details are governed by e - Governance SAGE ACCPAC software. Payments to vendor, service providers will be sent to purchase department and the purchase department will raise GRN, they will verify with purchase order and approve GRN. Along with GRN invoice will come to accounts department for payment, accounts department will check the P.O terms (Rate , Quantity & Payment) and make payment to vendor.

Particulars of any arrangement that exists for consultation with or representation by, the members of the public in relation to the formulation of its policy or implementation:

All the patients are treated comprehensively. Feedbacks are obtained from patients visiting the Institution after treatment, based on which the inputs for the progression of hospital is implemented. Medical awareness program are conducted for parents and they are benefited with the treatment facilities of our institution. Feedback from parents also obtained and necessary measures taken.

Statement of Committees and other bodies for the purpose of it advice:

The following committees of CDCRI are displayed along with the members , their roles and responsibilities in the website.

- PARENTS – TEACHERS ASSOCIATION
- BIO – SAFETY
- LIBRARY
- SEXUAL HARASSMENT

- DENTAL EDUCATION UNIT
- ANTI – RAGGING
- SPORTS & CULTURAL & ALUMNI
- PATIENT CO – ORDINATION
- PATIENT OUT – REACH
- GRIEVANCE REDRESSAL CELL FOR STUDENTS
- GRIEVANCE REDRESSAL CELL FOR TEACHING & NON – TEACHING STAFF
- STUDENTS CAREER GUIDANCE
- ALUMNI COMMITTEE

Directory of its officers and employees

Principal			
Dr. P. Rajesh dentalprincipal@chettinadhealthcity.com	MDS,DNB,MNAMS, MFDSRCPS.,	Principal	9094709000
Oral Medicine& Radiology			
Dr. Sivan Sathish sivansathishmfd@yahoo.co.in	M.D.S., M.F.D.S.R.C.P.S.,	Professor & HOD	044 47418312
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Dr. Kanmani R dockrk05@gmail.com	MDS	Reader	
Dr.Sai Archana drasi1985@gmail.com	MDS	Lecturer	
Dr.A.Priyadharshini apriya.omdr@gmail.com	MDS	Lecturer	
Dr.Neetha Abraham drneethapeter@gmail.com	BDS	Lecturer	
Oral Maxillofacial Surgery			
Dr. Rajesh P dentalprincipal@chettinadhealthcity.com	MDS, DNB, MNAMS, MFDSRCPS.,	Professor & HOD	044 47418333
Dr. Alagappan Meyyappan doc_alagu@yahoo.com	MDS,DNB,MFDS.,	Professor	
Dr.Semmia M drsemmia@gmail.com	MDS	Reader	
Dr.Eswari J dreswarijagdish@gmail.com	MDS	Lecturer	

Dr. Shiek Sameerudin sheiksameermeeran@gmail.com	MDS	Lecturer	
Dr. Balaji	MDS	Lecturer	
Dr. Shubra	MDS	Lecturer	
Dr. Dilshad banu	BDS	Lecturer	
Public Health Dentistry			
Dr. Jagannatha G V drjagannathmds@gmail.com	MDS	Professor & HOD	044 47418331
Dr. Nagappan N nagappan.dent@gmail.com	MDS	Reader	
Dr. Nagaland. T drnagadeep@gmail.com	MDS	Lecturer	
Dr. Cyril Benedict	MDS	Lecturer	
Ranjith K drranjith84@gmail.com	MDS	Lecturer	
Reshma eazhilreshma@gmail.com	BDS	Lecturer	
Oral & Maxillofacial Pathology			
Dr. Sathish Muthu Kumar drsmkop@gmail.com	MDS	Professor & HOD	044 47418340
Dr. Sreeja C sreeja.bds@gmail.com	MDS	Reader	
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Prosthodontics			
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Dr. Padmashree divyapadmasree@gmail.com	MDS	Lecturer	
Dr. Liji Lijibalakrishnen6@gmail.com	MDS	Lecturer	
Dr. Anisha Sharon Jacob	MDS	Lecturer	
Dr. Deepa deepakaran91@gmail.com	BDS	Lecturer	
Pediatric and Preventive Dentistry			
Dr. Joe Louis joelouis1000@gmail.com	MDS	Professor & HOD	044 47418353
Dr. Daya Srinivasan dayasrinivasan@yahoo.co.in	MDS	Professor	
Dr. Senthil Eagappan dr.eaga_ars@yahoo.com	MDS	Professor	
Dr. Divya Natarajan dr.divya@outlook.in	MDS	Lecturer	
Dr. Devi Chandrika.K devi.bharathy92@gmail.com	MDS	Lecturer	
Dr. Arthy lakshmi	MDS	Lecturer	
Dr. Reshma M eazhilreshma@gmail.com	BDS	Lecturer	
Periodontics			
Dr. Anitha V anithasubiksha@gmail.com	MDS, MFDSRCPS	Professor & HOD	044 47418360
Dr. M. Shanmugam drshanmds@yahoo.co.in	M.D.S., MBA(HRM).,	Professor	
Dr. Ashwath Balachandran ashwathbalachandran@gmail.com	MDS	Reader	
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Dr. Aishwarya dkm.aishwarya@gmail.com	MDS	Lecturer	
Dr. Martina	BDS	Lecturer	
Dr. Dianna S drdianna@live.com	BDS	Lecturer	
Orthodontics			
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Dr. Annamalai P R annamalai.pr@gmail.com	MDS	Professor	
Dr. Yamini J yamini.ortho@gmail.com	MDS	Reader	

Dr.Prema prema.arasu@gmail.com	MDS	Sr.Lecturer	
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Dr.Sushmitha Iyer R indra.anshaa@gmail.com	MDS	Sr.Lecturer	
Dr.Niveditha	MDS	Lecturer	
Conservative Dentistry			
Dr. K. Senthil kumar drkskumar@yahoo.com	MDS	Professor & HOD	044 47418375
Dr. Sadasiva Kadandale drsadasiva@yahoo.co.in	MDS	Professor	
Dr. Anupama Ramachandran dr.anupamaramachandran@gmail.com	MDS	Professor	
Dr. Manu Unnikrishnan drmanu.93@gmail.com	MDS	Reader	
Dr. Sreeram S R drram101@gmail.com	MDS	Lecturer	
Dr.Honap Manjiri	MDS	Lecturer	
Dr.Ayisha siddiqua dr.ayishu@gmail.com	BDS	Tutor	
Administrative Office			
Mr. Raj Kumar		Secretary	044 47413352
Mrs.Deivanai		Secretary	
Others(enclosed in Institution Website)		-	

The monthly remuneration received by each of its officers and employees , including the system of compensation as provided in its regulations:

All employees of the institution receive the remuneration as set by the UGC norms.

The budget allocated to each of its agency :

Available in the AQAR submitted for each year.