

PARENT-TEACHER'S ASSOCIATION BIOMETRIC PROTOCOL

Contact Email: dentaeducationunit@gmail.com

ATTENDANCE MONITOR

STAFF PUNCH AT LECTURE HALL, LAB, DEPARTMENT



STUDENT PUNCH



WITHIN 10 MINUTES

BEYOND 10 MINUTES

ABSENT TO COLLEGE



BIOMETRIC ATTENDANCE

CLAIM FORM SIGNED BY LECTURER

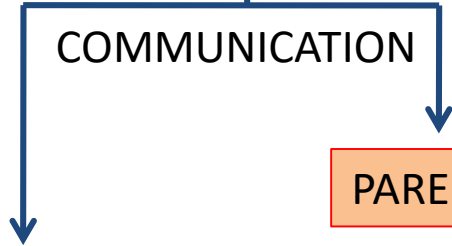
ATTENDANCE REPORT PREPARED BY LMS



REGISTERED AT LMS

SUBMISSION AT LMS

COMMUNICATION



PARENT

MANUAL ATTENDANCE

MONTHLY ATTENDANCE % IN HOURS

PARENT TEACHER ASSOCIATION

Prof. Dr. SARAVANA KUMAR
dentaeducationunit@gmail.com



HOSTEL STUDENTS MOVEMENT DURING WORKING HOURS

STUDENT PUNCH OUT AT HOSTEL GATE TURNSTILE

PUNCHED OUT OF HOSTEL

NOT PUNCHED \ STAYING INSIDE HOSTEL 


STUDENT PUNCH AT LECURE HALL,
LAB, DEPARTMENT

ATTENDANCE MONITOR

ABSENT TO COLLEGE

ATTENDANCE REPORT
PREPARED BY LMS


 STUDENT TO PRESENT VALID REASON
FOR STAYING AT HOSTEL DURING
WORKING HOURS

 PARENT TO MEET THE CHAIRPERSON,
PTA TO DISCUSS THE ISSUES AND FOR
SOLUTIONS

COMMUNICATION

Prof. Dr. SARAVANA KUMAR
dentaeducationunit@gmail.com

PARENT 

PARENT TEACHER
ASSOCIATION 



ATTENDANCE REGULATION AS PER DCI / TN DR.MGR MEDICAL UNIVERSITY

1. A minimum of 240 working days apart from the university examination days is mandatory in an academic year.
2. The time-table is framed according to the DCI norms satisfying the teaching hours in the respective subject (Lecture, practical and clinical hours).
3. A minimum of **75% attendance** in hours is required in the respective subject to appear for the examination.
4. Attendance is being recorded through biometric which is linked to the time table.
5. Tamilnadu Dr. M.G.R Medical University recommends submission of student's **biometric attendance** particulars on regular basis.
6. All the leaves availed including the medical leave should fall within the permissible limit of 25%.
7. Student absent for more than three months (90 days) during the course of study shall be deemed as “ **BREAK OF STUDY**”.
8. Student on break of study shall apply for condonation to the Tamilnadu Dr. M.G.R Medical University. Upon being condoned the student shall be permitted to rejoin the course as instructed in the University order.

BREAK OF STUDY PROTOCOL

CONTINUOUS ABSENCE TO COLLEGE

LESS THAN 90 DAYS



LEAVE CUM REQUEST APPLICATION
FOR REJOINING TO THE PRINCIPAL



PRINCIPAL PERMITS TO REJOIN
BUT HAS NO POWER TO CONSIDER
PERIOD OF ABSENCE AS PRESENT FOR
THE CALCULATION OF ATTENDANCE



ELIGIBLE TO APPEAR FOR
EXAMINATION AFTER FULFILLMENT
OF THE UNIVERSITY REGULATIONS

MORE THAN 90 DAYS
BUT LESS THAN 18 MONTHS



BREAK OF STUDY



ANNEXURE II –
CONDONATION PROFORMA
FOR RE-ADMISSION TO
THE ACADEMIC OFFICER
OF THE UNIVERSITY



READMISSION AS INSTRUCTED
IN THE UNIVERSITY ORDER

Contact Email: dentaleducationunit@gmail.com

HOSTEL REGULATION

- Hostel is provided to students committed to study and attend college regularly
- The facilities at the hostel are provided to facilitate the academic progress of the student
- The exit and entry at the hostel turnstile during the working hours is correlated with the academic attendance biometrically
- Students staying back in hostel during working hours without attending the college should inform the warden

HOSTEL REGULATION

- The student shall also produce a medical certificate/OP book attested by any one of the panel of doctors assigned (**DOCTOR CLINICS**) to treat the hostel students
- Leaves other than for medical reasons shall not be accepted and viewed strictly
- Details of the defaulters shall be communicated to the parents time-to-time
- Students leaving the hostel to follow the guideline in circular

LEAVE APPLICATION PROCEDURE FOR HOSTEL STUDENTS

LEAVE ON A HOLIDAY

LEAVE ON A WORKING DAY

SUBMIT LETTER OF PERMISSION
FROM PARENT THROUGH EMAIL OR FAX
★ SELF-ATTESTED BY THE STUDENT
ALONG WITH HOSTEL LEAVE FORM,
OR ON EXTRAORDINARY CIRCUMSTANCES

SUBMIT LETTER OF PERMISSION
FROM PARENT THROUGH EMAIL OR FAX
SELF-ATTESTED BY THE STUDENT
ALONG WITH HOSTEL LEAVE FORM AND
COPY OF COLLEGE LEAVE FORM COUNTER-
SIGNED BY THE **FACULTY INCHARGE**

SUBMIT FOR PERMISSION TO WARDEN

- ★
- ALL WEEKEND LEAVE APPLICATIONS TO BE SUBMITTED BY WEDNESDAY, OTHERS CONSIDERED ONLY ON EXTRAORDINARY CIRCUMSTANCES
 - EXTRAORDINARY CIRCUMSTANCE IS MEDICAL OR UNAVOIDABLE SITUATIONS

FACULTY INCHARGE FOR GIRLS HOSTEL

- **FIRST YEAR IN CHARGE:** Dr. Serena and Dr. Harini
- **SECOND YEAR IN CHARGE:** Dr. Nachiammai and Dr. Padmasree
- **THIRD YEAR IN CHARGE:** Dr. Agila and Dr. Aishwariya
- **FINAL YEAR IN CHARGE:** Dr. Christeffi and Dr. Yamini
- **INTERN IN CHARGE:** Dr. Semmia

FACULTY INCHARGE FOR BOYS HOSTEL

- **FIRST YEAR IN CHARGE:** Dr. Eazhil
- **SECOND YEAR IN CHARGE:** Dr. Eazhil
- **THIRD YEAR IN CHARGE:** Dr. Nagaland
- **FINAL YEAR IN CHARGE:** Dr. Jagannatha
- **INTERN IN CHARGE:** Dr. Jagannatha

DOCTOR CLINIC - CONSULTANTS FOR GIRLS HOSTEL

- Dr. Prabha Swaminathan, Dept. of OBG
- Dr. Vijayalakshmi.K, Dept. of OBG
- Dr. Premalatha, Dept of Gen Surgery
- Dr. Mayil Ananthi K, Dept. of Gen Medicine

DOCTOR CLINIC CONSULTANTS FOR BOYS HOSTEL

- Dr. Anantharamakrishnan R, Dept of Gen Surgery
- Dr. Senthil Kumar K, Dept. of Gen Surgery
- Dr. Vigneshwaran J, Dept. of Gen Medicine

COURSE INCHARGE

- **FIRST YEAR IN CHARGE:** Dr. Sreeja & Dr. Padmasree
- **SECOND YEAR IN CHARGE:** Dr. Sreeram & Dr. Deepak
- **THIRD YEAR IN CHARGE:** Dr. Agila & Dr. Aishwariya
- **FINAL YEAR IN CHARGE:** Dr. Ashwath
- **INTERN IN CHARGE:** Dr. Sivan Satish

DENTAL EDUCATION UNIT PARENT- TEACHER COMMITTEE

- **CHAIRPERSON:** Dr. R. Sathish Muthukumar



PARENT TO MEET THE CHAIRPERSON, PTA TO DISCUSS
THE ISSUES AND FOR SOLUTIONS
Email: dentaeducationunit@gmail.com

- **CONVENER:** Dr. M. Shanmugam
- **FIRST YEAR IN CHARGE:** Dr. Sreeja & Dr. Padmasree
- **SECOND YEAR IN CHARGE:** Dr. Sreeram & Dr. Deepak
- **THIRD YEAR IN CHARGE:** Dr. Agila & Dr. Aishwariya
- **FINAL YEAR IN CHARGE:** Dr. Ashwath
- **INTERN IN CHARGE:** Dr. Sivan Satish