



6.2.2: Implementation of e-governance in areas of operation

1 Academic Planning and Development

2 Administration

3 Finance and Accounts

4 Student Admission and Support

5. Examination

INDEX

S.NO	DESCRIPTION	PAGE NUMBER
1	Certificate of the Head of the Institution	2
2	Policy documents	4



Om Sakthi



ADHIPARASAKTHI
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CERTIFICATE OF THE HEAD OF INSTITUTION



Dr.S.KARTHIGA KANNAN, MDS.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that, Implementation of e-governance in areas of operation

- 1.Academic Planning and Development**
 - 2.Administration**
 - 3.Finance and Accounts**
 - 4.Student Admission and Support**
 - 5.Examination**
- details are given:**




PRINCIPAL
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POLICY DOCUMENT



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CONTENT:

1. ACADEMIC PLANNING & DEVELOPMENT

2. ADMINISTRATION

- POLICY DOCUMENT FOR ADMINISTRATION
- POLICY DOCUMENT FOR HOSTEL & MESS
- POLICY DOCUMENT FOR TRANSPORT
- POLICY DOCUMENT FOR GENERAL MAINTENANCE
- POLICY DOCUMENT FOR MEDICAL RECORDS
- POLICY DOCUMENT FOR MATRON
- POLICY DOCUMENT FOR INFORMATION TECHNOLOGY
- POLICY DOCUMENT FOR PURCHASE & STORE
- POLICY DOCUMENT FOR LIBRARY
 - PROTOCOL FOR UTILIZATION OF CENTRAL LIBRARY BY STUDENTS
 - PROTOCOL FOR ISSUING BOOKS FOR READING INSIDE THE LIBRARY
 - CENTRAL LIBRARY RULES & REGULATIONS

3. FINANCE & ACCOUNTS

4. STUDENT ADMISSION & SUPPORT

5. EXAMINATION



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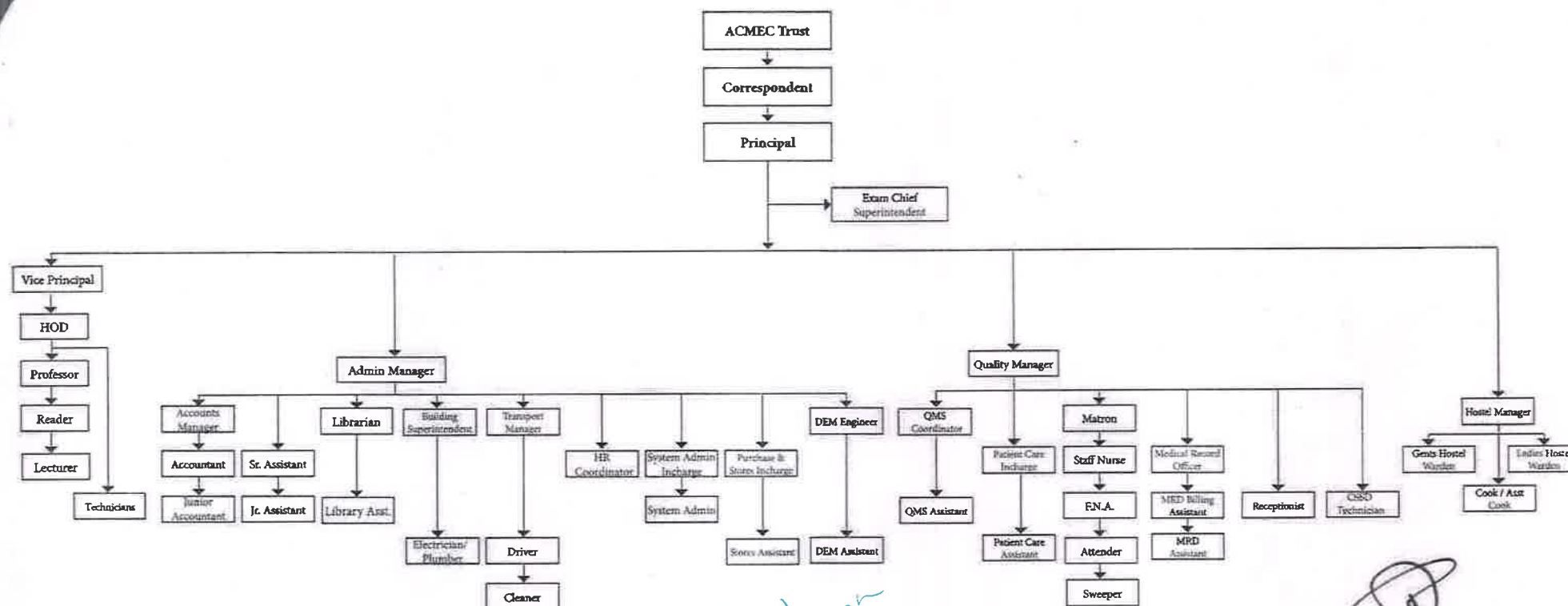
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ORGANIZATION STRUCTURE



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1. ACADEMIC PLANNING & DEVELOPMENT

POLICY DOCUMENT FOR ACADEMIC PLANNING & DEVELOPMENT

1. To promote the innovative Teaching & Learning
2. To prepare & review the academic calendar for the institution in accordance with T.N.Dr.M.G.R University
3. To schedule the theory and clinical posting for undergraduate students
4. To prepare schedule theory master timetable as approved by Institution Board of Studies (IBS)
5. To schedule clinical posting & prepare batch wise Name list for undergraduates.
6. Term wise teaching schedule will be collected from individual Department after obtaining approval from Head of Department (HOD)
7. To collect the Question paper set for all internal examination based on calendar schedule as per NAAC criteria
8. Term wise internal assessment mark and yearly University internal mark is obtained from individual Department with the concern of respective Head of Department (HOD).
9. Lecture and clinical hours are revised as per University & DCI recommendation with effect from 2019-2020.



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2.ADMINISTRATION

- 1. POLICY DOCUMENT FOR ADMISTRATION**
- 2. POLICY DOCUMENT FOR HOSTEL & MESS**
- 3. POLICY DOCUMENT FOR TRANSPORT**
- 4. POLICY DOCUMENT FOR GENERAL MAINTANCE**
- 5. POLICY DOCUMENT FOR MEDICAL RECORDS**
- 6. POLICY DOCUMENT FOR MATRON**
- 7. POLICY DOCUMENT FOR INFORMATION TECHNOLOGY**
- 8. POLICY DOCUMENT FOR PURCHASE & STORE**
- 9. POLICY DOCUMENT FOR LIBRARY**



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1. POLICY DOCUMENT FOR ADMINISTRATION

1. Daily rounds of the Premises by Principal
2. Attendance of Staff (Non-Teaching –Leave, O.D & Permission)
3. Staff Performance / Attendance and Vacation Details: Annual review for Performance increment / Promotion.
4. Student's feedback, Student's performance Appraisal / Attendance Details and Monthly Report to Parents.
5. Monitoring of Salary Bills including PF and TDS deductions.
6. Monitoring of Admission Procedures, Collection of Fees, Issue of Hall Tickets, issue of Course Completion Certificate and T.C, Rail/Bus Concession.
7. Correspondence and Drafting letters, Co-ordination with The T.N.Dr.M.G.R.MedicalUniversity / Government / DCI / UGC / Other Institutions.
8. Preparation of Reports at the time of Inspection by DCI / State Government in consolation with the Principal / Vice Principal.
9. Liaison with Police / Panchayat / Labor Department / MMDA / Other Government and Private Agencies as and when required, with the approval of Principal.
10. Maintenance of personal files of all staff Members.
11. Arrangement of stores, Stationery, Inventory, Annual Stock verification and Waste Management.
12. Co-ordination with Department for arrangement of Conference / Seminars / Meetings /Functions etc, including co-ordination with Transport Department and Construction.
13. Overall Supervision and Monitoring of Security ID cards and House – Keeping.
14. Office files maintenance in line with ISO Procedures.



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15. Preparation of Result Analysis Report to the Principal.
16. General Administration Discipline and related Issues.
17. HRD, Personal Issues and Establishment matters.
18. Management of Non- Teaching Staff Under the guidance of the Principal.
19. Co-ordination with HOD / Teaching Staff as per guidance of the Principal.
20. Liaison with purchase Department / HR Division /Finance Division Including Cash and Accounts Division.
21. Co-ordination through cashier regarding Bills, including Material /Labor / Salary Authorization of Payments, Cash Distribution.
22. Co-ordination with all concerned for preparation of Calendars, College Magazines, Brochures, Invitation and Greetings Cards etc.
23. Daily reporting to the Principal / Vice Principal and other works as assigned by Office of MD.
24. To take up special assignments in any Institution or Organization of The T.N.Dr.M.G.R. Medical University as and when so required by the Management.
25. Image Building Activities and co-ordination with Press and Media
26. Hospitality for VIPs during Special Programs.
27. Assistance for Examination cell and co-ordination.



[Signature]
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2. POLICY DOCUMENT FOR HOSTEL AND MESS

1. To admit the students, allot the room and provide accommodation to the students.
2. To grant permission /Leave to the student for Vacation/ Occasions / Hospital Visits, etc.
3. To assess information regarding maintenance, housekeeping, food services, general complaints and to improve the services and provide comfortable accommodation to the students.
4. To provide recreation activities for the students to spend their leisure together and develop a homely environment in the hostels.
5. To provide entertainment and recreation activities for the students to spend together and develop a homely environment.
6. To monitor, rectify, maintain a preventive maintenance schedule, and payment of electricity, telephone and plumbing expenses.
7. To collect the student fees, maintenance of petty cash payment, and preparation, pre-auditing and issuing of salary to all the employees.
8. Preparation of purchase order, procurement and maintenance as well as auditing of the hostel provision store.



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3. POLICY DOCUMENT FOR TRANSPORT

1. To maintain all the vehicles in good condition by doing preventive and breakdown maintenance schedule.
2. To supervise all the drivers, renewal of driver licenses and insurances by coordinating with the regional transport and insurance offices respectively.
3. To provide comfortable and timely transportation services for students and staff for off campus programs and for special events.
4. To deliver Accident-free transportation services to student/staff and provide a corrective action to prevent the same from occurring in the future.

4. POLICY DOCUMENT FOR GENERAL MAINTENANCE

1. To carry out the maintenance work and to rectify the complaints pertaining to all the dental chairs, dental equipment, electrical, plumbing, carpentry works in the dental college.
2. To prevent frequent breakdown of equipment and maintain in good running condition through annual maintenance contract. (AMC).
3. Preparation of the Annual budget for the next academic year and submit to the principal and correspondent.



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5. POLICY DOCUMENT FOR MEDICAL RECORDS

1. To maintain and secure electronic medical records within the Institution's medical records department.
2. To ensure that information contained in the record is complete, accurate, and only available to authorized personnel.
3. To supervise, guide, motivate, and evaluate their employees, hire staff, and train new personnel.
4. Gather patient information by collecting demographic information from a variety of sources; interacting with registration areas and dental clinical departments and retrieving information from an automated printer.
5. Maintaining a master patient index by completing assigned portion of daily audit trail; corrects and communicates problems according to established procedures.
6. Initiate the medical record by creating and processing the patient care record folder.
7. Maintain record availability by processing charts into the department; using chart mark-off procedures; facilitating chart location activities.
8. Retrieve medical records by following chart-out procedures; documenting reasons charts cannot be retrieved for statistical and follow-up purposes.
9. Delivers charts to assigned areas of the hospital by following established routing procedures.
10. Keeps health care providers informed by communicating availability or unavailability of the record.
11. Maintain quality results by following hospital standards.



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12. Maintain continuity of work operations by documenting and communicating actions, irregularities, and continuing needs.
13. Maintain patient confidence by keeping patient records information confidential.
14. Serve and protect the hospital community by adhering to professional standards, hospital policies and procedures, federal, state, and local requirements, and JCAHO standards.
15. Enhance medical records and hospital reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.



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6. POLICY DOCUMENT FOR MATRON

1. To have a well-organized and disciplined function of clinics during OP hrs and encourage an effective team work by providing dental nurses and attendant to assist the dentist with all clinical aspects within the surgery.
2. To provide support to dentists and other team members and work closely with dentist in a professional and appropriate manner and provide excellent patient care, maintain cross infection, sterilization and disinfection of equipment and materials, providing personal protective equipment, instruments and materials and chair side assistance to dentists through nursing staff.
3. To monitor, maintain and assess the performance of the FNA's, Assistant's & FSW staff's and submit the monthly report to the principal.
4. Ensure all clinical waste is disposed off in the appropriate manner compliant with current medical regulations.
5. To invite applications from deserving candidates in case of any vacancy in the nursing department and call suitable candidates for personal interview and organize an orientation program of new recruits and communicate them the protocols and policies of hospital.



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7. POLICY DOCUMENT FOR INFORMATION TECHNOLOGY

1. To Issue Identity cards for Employees and students for knowing their identity
2. To keep the institutional data in the safe and secured manner by keeping back up in the system.
3. To record the Employees and Students attendance as System Administrator by installing and Maintaining Biometric system. To prepare College and hostel biometric report, submitting to the accounts department and hostel warden on a monthly basis, submitting to the principal once in three months.
4. To collect the data from the admin clerk regarding students, teaching, and non-teaching staff details and uploading the same in the All-Indian Survey Higher Education website through online.
5. To provide uninterrupted data access to Students and Employees, maintaining all the department systems by Installing Antivirus, removal of temporary files, defragmenting, and providing a back-up of all important data in their system.
6. To download and handover the question papers for the university theory exams and college internal assessment exams and to record and send all the University examination activities through installation of CCTV Cameras to the Tamil Nādu DR MGR Medical University.



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8. POLICY DOCUMENT FOR PURCHASE & STORE

1. Receiving indents.
2. Assessment of demand or description of need through indent from all departments.
3. To select a new supplier and to evaluate the Supplier ability to supply the product and services by rating the suppliers, receiving of quotation, placing order, Purchasing and issuing of equipment's and materials based on the indent received from each department.
4. Meeting transport requirements of incoming and outgoing materials.
5. Maintaining purchasing records and files.
6. Reporting to top management.
7. Developing coordination among departments.
8. Creating goodwill of the organization in the eyes of the suppliers.
9. To plan a budget and allocate funds necessary for the purchase of consumable and non-consumable materials in each department and submit to the principal and correspondent for the next academic year for procurement.



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9. POLICY DOCUMENT FOR LIBRARY

Constitution:

The committee shall consist of the following members

1. Principal.
2. One faculty representative from each department preferably the head of the departments.
3. Two/Three representatives from UG, PG students of the institution.
4. Librarian.

Office Bearers:

1. The chairman of the committee shall be appointed from amongst the professors for three years tenure.
2. Student-members shall serve for one year only.
3. The committee shall meet at least four times in an academic year with at least 50% of its membership consisting a quorum.



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Functions:

1. To formulate policy for developing library/department library resources for reading, reference and projects.
 - a. Strategic planning (i.e., identifying library goals, objectives, methods, resources needed to carry out methods, responsibilities and dates for completion of tasks),
 - b. Budget planning (for book/journal collections, library equipment's, library furniture, library stationery, media library equipment's and e-resources),
 - c. Library promotion planning.
2. To define **book/journal selection policy**: State the distribution of library budget by subject and by collection. The policy may also state guidelines for acquiring multiple copies of books, guidelines for accepting books from donors.
3. To develop a general program of library services to suit the interests and requirements of different categories of users.
4. To frame, review and approve library rules.
5. To set up, library organization tasks involve assembling, forming logical units of works, defining hierarchical structures, identifying staffing requirements, assigning tasks.
6. To coordinate human, financial, physical, informational, and other resources.



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PROTOCOL FOR UTILIZATION OF CENTRAL LIBRARY BY STUDENTS

1. All the students must utilize the central library for education purposes on daily basis.
2. Students must be aware of the protocols followed in the central library.
3. **Cell phones, laptops, own books, bags are prohibited** inside the library; students should keep all their belongings in the shelves provided at the library entrance.
4. Enter your finger print in the biometric register kept at the entrance counter before entering and leaving the library.
5. Catalogue for all the books in the library is available in;
 - a. Subject-wise
 - b. Author –wise
 - c. Title –wise formats
6. Catalogues can be assessed with permission of the librarian\library assistant for easier search and retrieval of required books.
7. Students should produce the books/journals and their ID card for issue registering before taking them to reading hall without fail.
8. Scribbling, underlining, tampering or damaging the library books/journals is strictly prohibited, defaulters will be severely punished.



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PROTOCOL FOR ISSUING BOOKS FOR READING INSIDE THE LIBRARY

1. The authority to issue books is restricted to librarian/library assistant.
2. At least one staff should always be present in the issue counter at all times during functioning hours.
3. A separate register should be maintained for entering issue and return of books for reading inside the library.
4. The register should be properly named with period of usage for reference.
5. The date of entry should be mentioned at the top of the page and new day should start in a new page.
6. Librarian/library assistant should inspect each book before entry for any damage.
7. The serial number of the day, book number, author, complete book title with edition (if applicable), issue time should be entered in the register for all the books before issuing.
8. Librarian/library assistant should ask the student to enter their name, ID card number and sign in the column provided.
9. On return of the books, the staff should inspect the books for any damage before registering.
10. The book number, author and title should be verified, if matching, the return time should be entered and duty staff should sign in the column to confirm the return.
11. The staff should check if the concerned students have returned all the books issued by them before leaving the reading hall.
12. The returned books should be placed in their concerned place immediately.
13. No books shall be issued from half an hour before closing time of the library.



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14. At the end of the day, after the students have returned all the books, staff should tally the books issued and returned, if found proper, should enter the total number of books issued in the day and sign.
15. The librarian should cross check and counter sign before closing the register for the day.
16. If one or more books is not returned, search for the book in the concerned section/
reading hall/ other areas inside the library and the signed student should be called for enquiry
 - a. If found inside the library
 - i. Inform & warn the student to follow protocol.
 - b. If not found inside the library the default student has to replace the book.



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CENTRAL LIBRARY RULES AND REGULATIONS

1. Students and staff of APDCH are eligible to access and use the library by following library rules and regulations but to checkout library resources one will need to become a library member.
2. Outside Visitors are not allowed without prior permission from Principal / Top Management.
3. Identity Card is compulsory for getting access to the library.
4. Enter your finger print in the biometric register kept at the entrance counter before entering and leaving the library.
5. Cell phones, laptops, Audio or Video devices and bags are prohibited inside the library.
6. Students should keep all their belongings in the shelves provided at the library entrance.
7. Use of mobile phones is strictly prohibited in the library.
8. Computers and Internet will be used only for academic purposes.
9. Marking, underlining or writing on library books, journals and reading tables is strictly forbidden.
10. Discussion / Group Study is not permitted inside the library.
11. All users must observe total silence in the library and its environs at all times.
12. No library equipment may be moved, modified or tampered with without permission from the librarian.



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CIRCULATION RULES

THE TERMS AND CONDITIONS FOR BOOK LENDING FOR THE STUDENTS AND FACULTIES WERE FINALIZED THEY ARE AS FOLLOWS

1. They should have renewed the books once in three days, maximum two renewal allowed.
2. Delay in book return to attract the fine of Rs.100/- per day.
3. In case of missing the issued books replacement of the book with five times of the MRP rate as fine will be collected.
4. Any damages, missing pages, writing in the book attract fine of two times the rate of the book.
5. Reference books and current periodicals will not be issued to any student. These can be referred and photocopying is allowed.



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3. FINANCE & ACCOUNTS

POLICY DOCUMENT FOR FINANCE & ACCOUNTS

1. ACCOUNTS MANAGER

- 1.Reconciliation of cash credit, Current and term loan accounts.
2. Matching the capital bills with purchase/work order and recording.
3. Preparation of general and staff insurance payments.
4. Any other duties as assigned by the management from time to time.
5. Preparation daily funds flow
6. Receipt & recording of bills from purchase, stores and all others departments.
7. Receipt & recording the purchase orders.
8. Matching the bills with purchase order and reporting of any deviation to mangers.
9. Preparation of monthly expenses statement
10. Creditor's confirmation
11. Distribution of salary and Incentives.
12. Also working as cashier for all other programs
13. Any other work assigned by managers
14. Payment's preparation as per funds plan
15. Recording & Checking of receipts & Remittances
16. Physical verification of cash on daily basis
17. Checking the entries made by the account's assistants
18. payment of suppliers for purchase, expenses and capital items
19. Preparation of MIS (Management of Information System)
20. Awareness about all the services and packages available in the hospital

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21. Ensures correct and timely tally entry of petty cash-CD amount, Salary Advance, OP and sales return
22. Ensures credit card entries and implant details are undated periodically
23. Ensures sundry debtor entries are reconciled then and there.
24. Monitoring of Salary Bills including PF and TDS deductions.
25. Monitoring of Admission Procedures, Collection of Fees.
26. Liaison with purchase Department / HR Division /Finance Division Including
27. Cash and Accounts Division.

2. ACCOUNTANT

- 1.Reconciliation of cash credit, Current and term loan accounts.
2. Verification bills with purchase/work order and recording.
3. Preparation of general and staff insurance payments.
4. Any other duties as assigned by the management from time to time.
5. Preparation daily funds flow
6. Receipt & recording of bills from purchase, stores and all others departments.
7. Receipt & recording the purchase orders.
8. Matching the bills with purchase order and reporting of any deviation to mangers.
9. Preparation of payment of vouchers and cheques
10. Preparation of advance payment after due approval.
11. Creditor's confirmation.
12. Making cash & cheques receipts entries.
13. Disbursement of cheques to suppliers



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14. Preparing the payment of salary, consultant fees & statutory dues. Checking the payment of suppliers for purchase, expenses and capital items
15. Preparation & Reconciliation of TDS, VAT on monthly, Quarterly and Annual.
16. Reconciliation of supplier accounts & confirmation
17. Monitoring the advance payment and settlement of bills
18. Monitoring the other departments petty cash and advance settlement.
19. Awareness about all the services and packages available in the hospital
20. Ensures correct and timely tally entry of petty cash-CD amount, Salary Advance, OP and sales return.
21. Receiving of cheques from Insurance companies & others and enter them in tally.
22. Preparation Salary Bills including PF and TDS deduction.
23. Monitoring of Admission Procedures, Collection of Fees.
24. Liaison with purchase Department / HR Division /Finance Division Including

3. JUNIOR ACCOUNTANT

1. Providing support to the Accounts Department.
2. Performing basic office tasks such as filing, data entry, answering phones etc.nynk
3. Processing transactions, issuing checks, and updating ledgers, etc.
4. Assisting with internal auditors
5. Prepare bank deposits
6. Enter financial transactions into internal databases
7. Maintain digital and physical financial records
8. Review and file payroll documents
9. Remittance of cash and deposit of cheques to bank.

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10. Daily visit bank

11. Maintain the petty cash and general receipt reports.

12. Preparation of journal vouchers

13. Ensures correct and timely tally entry of petty cash-CD amount, Salary Advance, OP and sales return.



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4.STUDENT ADDMISION & SUPPORT

POLICY DOCUMENT FOR STUDENT ADDMISION & SUPPORT

1. The Tamil Nadu Dr.M.G.R.Medical University will allot 100 seats for UG based on DCI approval.
2. Through the selection committee, counseling will be conducted for the BDS course (65 seats — Government quota & 35 seats management quota).
3. After the Counseling by the Government and the issue of the allotment order. The students should produce their allotment order along with their tuition fee receipt (paid to the selection committee) issued by the DME. The senior assistant should check the allotment order and other supporting documents of the student, the Admin Manager has to verify the same then inform the student to fill the application form.
4. Those candidates have to fill their college application form and university application form (TamilnaduDr.M.G.R Medical University, Chennai) and submit all the original documents like Transfer Certificate, SSLC mark sheet, HSC mark sheet, Community Certificate, attendance certificate, Income Certificate, NEET Result copy, Aadhar Card copy, Address proof, photo, Physical Fitness certificate (other state candidates should produce their eligibility certificate, migration certificate along with these documents, if not the candidate should apply through the institution with in a month).
5. Simultaneously we have to send letter, the no of students list admitted with in the cut of date before 5.pm to the selection committee, DME through mail and Courier.
6. Admin staff are support to senior assistant till the completion of the process on day-to-day admission work
7. Entering all the student's data should upload in online (DCI Web Site &University Website — Institution level R1 & R2) with in the period.



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8. The hard copy of final list sent to the University. The admission data are entered in CIS.

9. Hard copies of Eligibility and Migration Certificate should be sent to the university along with the covering letter.

10. For other state candidates should apply for genuineness certificate to CBSE with the demand draft and that certificate should sent to university with covering letter.

11. College application with documents are verified by Admin Manager, Principal and Correspondent. In University application is signed by Principal.

12. All the original documents are scanned and taken 3 set of Xerox copies. Original documents kept in leaf cover in alphabetical order and kept in box file in the cupboard — year wise.

13. One set of Xerox copies of documents should file in individual file and arranged in the individual rack (alphabetical order with labelled). Another set of copies given to spiral for university purpose and the other set is used for scholarship purpose.

14. University called for spot registration for verification all the original documents and the spiral documents are taken along with it including the university registration payment through NEFT/RTGS Xerox copy, to allot the register number for all the candidates.



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5.EXAMINATION

POLICY DOCUMENT FOR EXAMINATION

1. As per the direction of the TN.Dr.M.G.R University, it is mandatory to handle examination in online.
2. Confidentially and secrecy of the examination is maintained and the college chief superintendent of examination supervise the entire process of the examination under the guidance of Principal of the college
3. [https:// www.tnmgrmu.ac.in/index.php/results-dental.html](https://www.tnmgrmu.ac.in/index.php/results-dental.html) of Tamil Nadu MGR Medical University- handles all the examination related quarries such as filling of the examination form re-evaluation forms, Photo copy forms, Obtaining Hall tickets, receiving of examination papers and uploading of practical exam marks.
4. Examination committee takes responsibility in conducting three term internal assessment exam & University as per TN.Dr.M.G.R University norms & DCI regulations.
5. To monitor the central evaluations and report to the head of institution.



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