

CHAPTER – 3 (Manual – 2)

3.1 Powers And Duties Of Officers And Employees :

DEAN:

1. The Dean as a Head of the Institution shall be the Chief Academic and Executive Officer of the college and for the imparting of instruction and maintenance of discipline therein. All other staff of the college shall be subordinates to the Dean. He shall be the custodian of the records, the funds of the college and such other properties of the college as the Board may commit to his charge.
2. The Dean shall have such other powers and perform such other duties as may be delegated or assigned to him by the Board.
3. The Dean may delegate any of his powers to any of his subordinates with the approval of the Board.
4. The Dean shall act as the Secretary of the Society, the Board and such other Committees as the Society or the Board may decide.
5. In the event of the post of the Dean remaining vacant or the Dean being absent or unable to perform his duties for any reason, it shall be open for the Board to direct any officer or officers in the services of the Society to exercise temporarily such powers and perform such functions and duties of the Dean as the Board may deem fit.

REGISTRAR:

1. The Registrar shall be directly responsible to the Director of the college for the proper discharge of his duties and functions as may be laid down.
2. The Registrar shall exercise such powers and perform such duties as may be delegated or assigned to him by the Board or the Dean.

EXECUTIVE ENGINEER:

1. The Engineering Cell functioning in this Campus is the nodal wing looking after the Engineering activities of the Institution.
2. The main duty of the Engineering Cell is development of the Campus such as Construction of Buildings, roads, drains, providing water supply arrangements and development of lawns, etc.
3. Apart from the development work, the Engineering Cell is In-charge for maintenance of the civil infrastructures and Electrical installations and units.

LIBRARIAN:

Librarian is the custodian of all the Books and Journals kept in the Library. He is the solely responsible for the maintenance of the Library. He issues and receives the Books / Journals, etc. both the students and faculties.

ASST. ENGINEER (CIVIL):

The Asst. Engineer (Civil) shall be In-charge of all the Civil works such as construction of buildings, roads, drains, providing of water supply arrangements and development of lawns, etc.

ASST. ENGINEER (ELECTRICAL):

The Asst. Engineer (Electrical) shall be In-charge of maintenance of all the Electrical installations and units of the Institution.

ASST. REGISTRAR (ACCADEMIC) and ASST. REGISTRAR (Estt.):

Asst. Registrar shall in-charge of the Academic and Establishment Section of the MGPGI.

ASST. REGISTRAR (FINANCE & ACCOUNTS):

ASST. REGISTRAR (FIN. & ACC) shall be in-charge of the Accounts system of the MGPGI.

SUPERINTENDENT GRADE – I:

Superintendent Gr. I is in-charge of Accounts and Establishment Section and is to maintain an up-to-date allocation of works among the dealing assistants in the Section. He will discharge the functions and duties as prescribed in the Office Manual for the Govt. of Puducherry.

JUNIOR ENGINEER (CIVIL):

The Junior Engineer (Civil) will look after all the Civil works such as construction of buildings, laying of roads and drains, providing of water supply arrangements of this Institution.

SUPERINTENDENT GRADE – II:

Superintendent Gr. II is in-charge of Academic and Establishment Section and is to maintain an up-to-date allocation of works among the dealing assistants in the Section. He will perform the duties and functions, as enunciated in the Office Manual, etc.

The Establishment, Accounts and Academic Section consists of LDCs supervised by the Superintendent Gr. I and II. Each member of the staff is responsible for the work assigned to them. They are also responsible for all official papers and articles belonging to this Institution, which are entrusted to them for there. The Office Manual for Puducherry Administration has already specified the duties and responsibilities of the Ministerial employees of Puducherry Administration.

DUTIES OF THE TEACHING STAFF (1. PROFESSOR – HOD, 2. ASSOT. PROFESSOR AND 3. ASST. PROFESSOR) :

1. **Department of Oral Medicine and Radiology:** They are taking up the initial evaluation of the patients, radiographic investigations, diagnosis and treatment planning.

2. **Department of Oral and Maxillofacial Surgery:** They are carrying out oral and maxillofacial surgeries and dental extractions. Trauma care is also carried out in the department.

3. **Department of Periodontics:** They are treating for oral prophylaxis and surgical procedures involving the supporting tissues of the teeth.

4. **Department of Prosthodontics:** They are dealing with all Oral and Maxillofacial prostheses, fixed partial dentures, Implant Prostheses and all other types of Removable Prostheses.

5. **Dept of Conservative Dentistry and Endodontics:** They are carrying out restoration of the decayed teeth with special attention to Endodontics.

6. **Department of Orthodontics:** They are carrying out correction of malaligned teeth.

7. **Department of Community Dentistry:** They are imparting dental treatment at the grassroot level and in the peripheral areas and also takes preventive measures.

8. **Department of Pedodontics:** They are catering to the needs of the child patients.

9. **Department of Oral Pathology:** They are carrying out histo-pathological examination and Cytological examination apart from Immune histo-chemical studies for confirmatory diagnosis of oral diseases.