



MATHRUSRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)
ISO 9001:2015 CERTIFIED

Affiliated to Rajiv Gandhi University of Health Sciences
Recognised by Dental Council of India

1/36, Cline Road, Cooke Town, Bengaluru - 560 005
Ph: 080 - 2546 0747 www.mradc.in

ROLES AND RESPONSIBILITIES OF THE ORGANOGRAM MEMBERS

PRINCIPAL

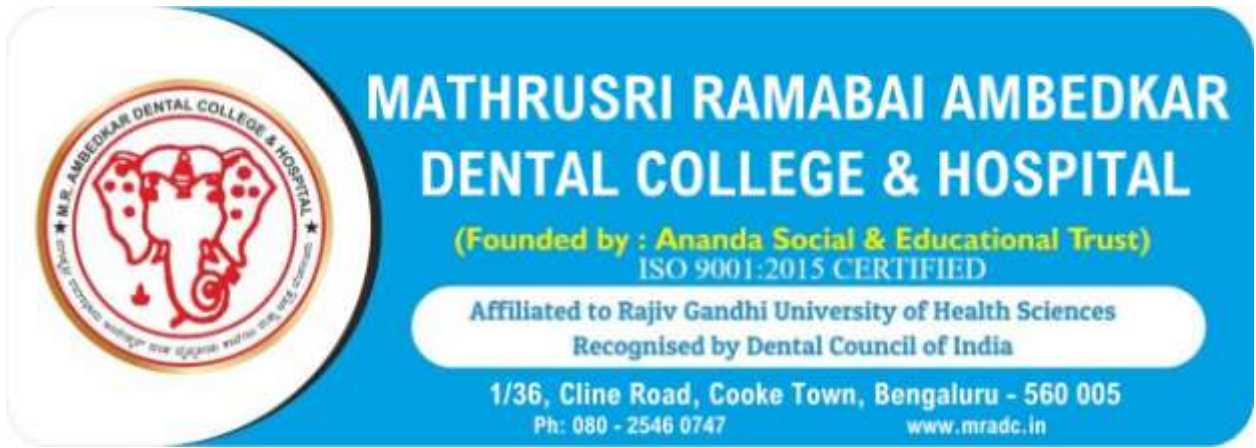


- Be a member of the College Management Team
- Promote and develop good governance within the College compatible with and supportive of overall College governance structures and policies
- Lead the strategic development of the College
- Manage the College budget
- Work with academic units to represent the College to external stakeholders;
- Lead initiatives, in collaboration with academic units, to attain national and international
- visibility/recognition for the College
- Lead initiatives across constituent academic units to enhance the experience of UCC staff, students and alumni
- Work with the Heads of other Colleges to develop inter-College initiatives in research and teaching Diversify the income stream of the College away from traditional sources
- Support the enhancement of research and research centers and institutes within the College and across Colleges

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VICE PRINCIPAL



- Assists the Principal in providing vision, direction, and guidance to the school community.
- Oversees student discipline, attendance, and records.
- Supports curriculum development, implementation, and evaluation.
- Addresses student concerns, provides guidance, and coordinates support services.
- Facilitates communication among students, parents, teachers, and staff.
- Fosters a positive school culture and climate.
- Assists in managing crisis situations and emergency responses.
- Helps manage school budgets and resources.
- Participates in and supports staff professional growth.

The Vice Principal acts as a liaison between students, teachers, parents, and the Principal, ensuring a smooth and effective educational environment.

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DIRECTOR H R

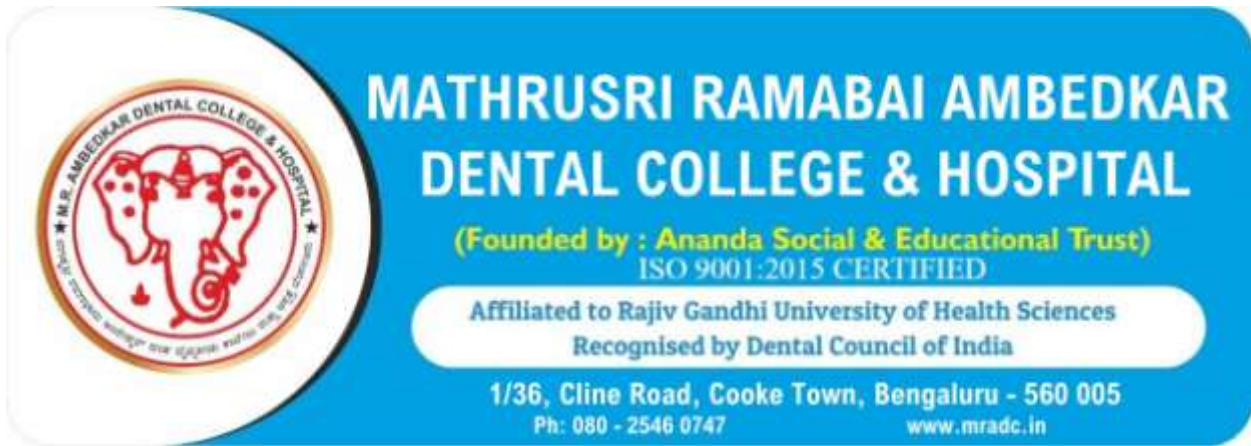
- Team includes : Manager administration including front office ,establishment, accounts ,transport,hostel.
- Maintenance supervisor including water supply, electricity, dental chair security, civil work, gardening.
- Hospital manager including lab technicians ,nursing staffs, dental chair assistants and house keeping .
- Training new and existing employee
- Handling recruitment and staffing needs.
- Managing payroll and benefits.
- Implementing organizational development strategies.
- Compliance to regulations and employment laws
- Compensation and benefits administration
- Assessment and development of organizational health
- Employee well being ,health, and safety
- Coaching and mentoring of employee
- Creating standard operating procedure




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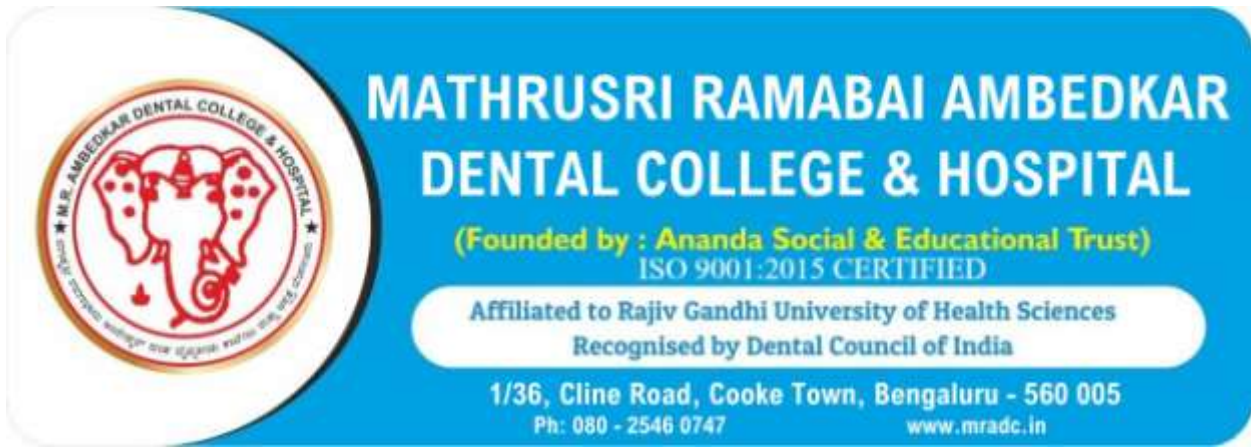
GRIEVANCE AND REDRESSAL CELL

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- Upholding the dignity of the College by ensuring strife free atmosphere in the College through promoting cordial Student-Student relationship and Student teacher relationship etc.
 - Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
 - Suggestion / complaint Box have been installed in front of the Administrative Block in which the Students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the Academics / Administration in the College.
 - Advising Students of the College to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
 - Advising All the Students to refrain from inciting Students against other Students, teachers and College administration
 - Advising all staffs to be affectionate to the Students and not behave in a vindictive manner towards any of them for any reason.
 - Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

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MANAGER ADMINISTRATION

The role of a Manager of Administration involves overseeing the administrative functions within an organization to ensure smooth and efficient operations and generally includes the following key responsibilities:

- Ensure that office procedures and operations run smoothly.
- Monitor inventory and order supplies as needed.
- Ensure that the physical workspace is well-maintained and safe.
- Supervise administrative staff, including hiring, training, and performance evaluations.
- Assign tasks and projects to administrative team members.
- Address any workplace issues or conflicts.
- Develop and implement efficient administrative processes and procedures.
- Ensure accurate and secure maintenance of records and documentation.
- Ensure adherence to company policies and relevant regulations.
- Manage the administrative budget, including expenses for office supplies and other administrative costs.
- Track and report on administrative spending and ensure alignment with the budget.



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- Facilitate effective communication between different departments and teams.
- Act as a point of contact for external stakeholders, such as vendors and service providers.
- Oversee the implementation and maintenance of administrative software and systems.
- Work with IT departments to ensure that technology supports administrative needs.
- Identify areas for improvement in administrative processes and implement changes.
- Develop and update administrative policies and procedures.
- Ensure that administrative practices comply with legal and regulatory requirements.
- Identify and manage potential risks related to administrative functions.
- Effective written and verbal communication skills.
- Ability to address and resolve administrative challenges.
- High level of accuracy in managing records and documentation.
- Familiarity with office software and administrative systems.

In essence, the Manager of Administration ensures that all administrative functions support the overall goals of the organization, contributing to its efficiency and success.

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HOSPITAL MANAGER

A Hospital Manager plays a crucial role in ensuring the smooth operation and effective management of a healthcare facility. This position involves overseeing various aspects of hospital administration, staff coordination, and patient care.

- Ensure that hospital operations run smoothly, including managing patient flow, coordinating between departments, and overseeing logistical aspects.
- Efficiently allocate resources such as medical supplies, equipment, and personnel. Hire, train, and supervise hospital staff, including doctors, nurses, and administrative personnel.
- Conduct performance reviews, address staff issues, and implement professional development programs.
- Manage staff schedules to ensure adequate coverage and avoid burnout.
- Develop and manage the hospital budget, including monitoring expenditures and optimizing cost-efficiency.
- Oversee billing processes and revenue cycle management to ensure accurate and timely billing.
- Prepare financial reports and ensure compliance with financial regulations and policies.
- Monitor and improve the quality of patient care, ensuring adherence to healthcare standards and protocols.
- Enhance patient satisfaction by addressing complaints and implementing service improvements.

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MEDICAL SUPERINTENDENT

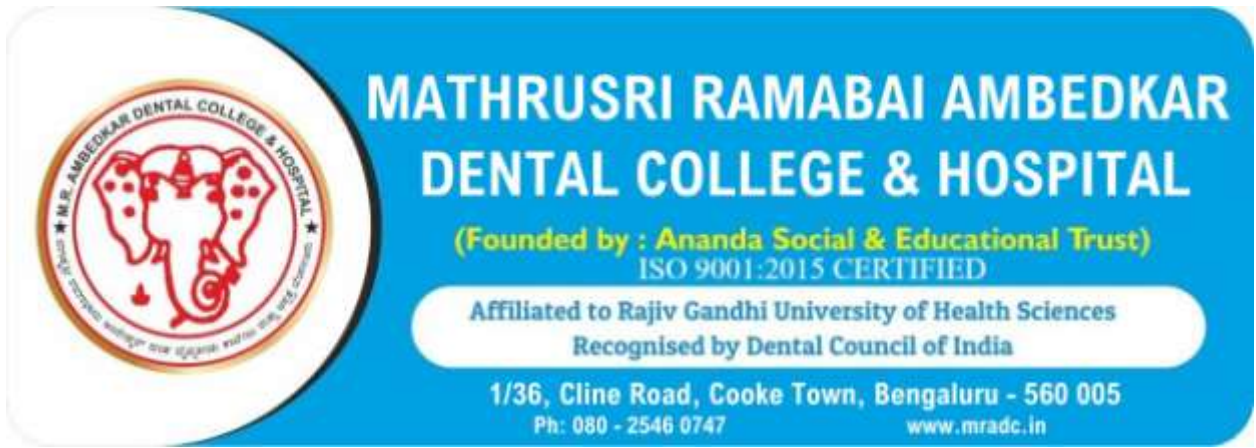
- Manage strategic and day-to-day operations, ensuring full and comprehensive staffing in all dental departments.
- Supervise clinical departments and medical/non-medical staff to ensure the delivery of high-quality dental services within a patient safety environment
- Ensure facility support for hospital clinical work, including sound financial investments, adequate staffing patterns, and adherence to policies and procedures.
- Collaborate with heads of departments to formulate, implement, and review internal SOPs and treatment protocols
- Hold final authority for quantifying pharmaceutical needs and ordering medical drugs and consumables within the approved budget.
- Manage relationships and communication with health authorities and local/international bodies; ensure timely and detailed reporting tied to donor contracts and MOUs.
- Promote data utilization within the facility for informed decision-making in patient care, financial management, and clinical outcomes.
- Provide strategic leadership, ensuring alignment of operational plans with the hospital's strategic plan and budget
- Lead personnel recruitment, selection, appraisals, and performance reviews; ensure licensing compliance for medical staff.
- Chair meetings with hospital clinical staff and ensure periodic CME for staff.



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FACILITY DIRECTOR

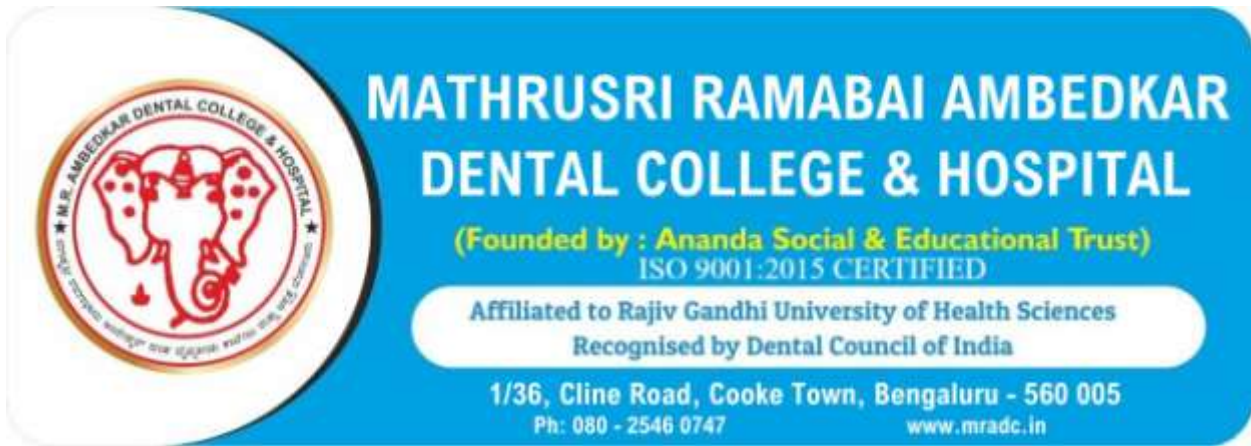
- Responsible for the functioning of that Department as per the laid down policies of the college.
- Consults with and report to Director Academics in technical matters coming within the purview of the Director Academics.
- Allocate the subjects to the faculty members well in advance before commencement of the semester/year
- Plan and form various Committees required in the department and assign them to various faculty members in the beginning of the academic year.
- Collect lesson plans from teaching staff before the commencement of class work and ensure that the information provided is in accordance with the format.
- Make sure that the time tables are prepared as per the guidelines given by the principal and inform the Faculty members and students at least one week before the commencement of the class work.
- Send staff attendance register after making necessary entries to the principal office by 9:30 A.M every day.
- Interact with students (Section wise) of their branch once in a fortnight, identify the problems and find solutions in consultation with the principal.
- Verify the student attendance registers maintained by the staff members once a week and submit to the Director Academics for verification once in a fortnight and to the Principal once in a month



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C.O.E (EXAM)

- Report to the Chief Superintendent at least 30 minutes before the commencement of Examination. Collect the seating arrangement, examination stationery and be present at the respective hall at least 15 minutes prior to the commencement of examination.
- The candidates should be present in the examination halls before the commencement of examination and no candidate should be allowed after the commencement of the Examination. Ensure that the candidate should not carry any material except Hall ticket, ID card and non-programmable calculator into the examination halls. Programmable Calculators, Cell Phones and Pagers are not allowed for the examinations.
- There are four question papers with set number (1, 2, 3 and 4) for each subject. Ensure that the relevant question papers are given for distribution in the hall.
- Distribute the question papers starting with the correct set number from the first candidate onwards and follow the distribution as in EAMCET examination.
- Ask the candidates to enter the set number of question paper received by him / her in the two blocks on the first page of “Main Answer Book” and verify the signature affixed by the candidate. You have to sign on the title page of “Main Answer Book” after checking the Hall Ticket Number and set number of question paper issued to him.
- Every candidate has to enter Serial No. of the “Main Answer Book” and the question paper set number in the “HALL-WISE ATTENDANCE” sheet and he / she has to put his/her signature. Fill up the entries at the bottom of this sheet and affix your signature.

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- Candidates are not allowed to leave the examination hall until 30 minutes from the commencement of examination. Please ensure to collect question papers from the students leaving the hall prior to last 30 minutes.
- Please ensure to collect the answer book from the candidates before they leave the examination hall.
- Please enter the set number of the question paper issued to each candidate in the "Seating Arrangement". If the candidate is "absent" put a cross mark across the Hall Ticket Number in the seating arrangement with red ink.
- At the end of examination collect the answer scripts from the candidates and arrange them as per question paper set number (1,2,3,4) separately in the increasing order of the Hall Ticket numbers and handover to the officer-in-charge of examinations



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