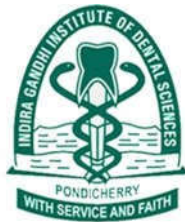


UNDER GRADUATE HANDBOOK

BATCH 2020-2021



INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

SRI BALAJI VIDYAPEETH, PUDUCHERRY

Declared u/s 3 of UGC Act 1956

Accredited by NAAC with 'A' grade

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This handbook is informational only. IGIDS/ SBV reserves the right to change the contents any time without prior information to the students.

OFFICE OF SBV

OFFICE	NAME
Chairman	Mr. M.K. Rajagopalan
Vice Chancellor	Prof. Subash Chandra Parija
Dean Faculty	Dr. N. Ananthakrishnan
Dean Research	Dr. C. Adhithan
Registrar	Dr. A.R. Srinivasan
Deputy Registrar	Mr. S. Joseph Naresh
Controller of Examinations	Dr. Srirangaraj
Chief Warden	Dr. Joseph Dilip George Mrs. Asmath

Important number

Registrar's Office: 0413-2615449– Ext 731/ 761

IMPORTANT OFFICES WITH NUMBERS

OFFICE	NAME	NUMBER
Principal	Dr. R. Saravanakumar	9840887003
Vice Principal / Administration	Dr. Sathyanarayanan .R	9894027921
Vice Principal / Students affairs	Dr. A. Santhadevy	9443634624
Student Advisor	Dr. Vijayaraja	9003337901
Deputy. Controller of exams	Dr. Raghu	9043328474
Deputy. Registrar	Dr. Vidhyalakshmi	9442503635
Anti-Ragging Committee	Dr. Jagat	7401750470
First year coordinator	Dr. Lidhya	9003531964
Second year coordinator	Dr. Sivashankari	9443877381
Third year coordinator	Dr. Suganya	9962542053
Final year coordinator	Dr. John Baliah	9655979852
Interns coordinator	Dr. M. Shivramakrishnan	9842455302
SC / ST cell	Dr Santhadevy Dr. Vezha Dr.Shakthidevi	94436 34624 9176628565
Women's Cell	Dr.Vidhyalakshmi	9442503635

IMPORTANT OFFICES WITH NUMBERS

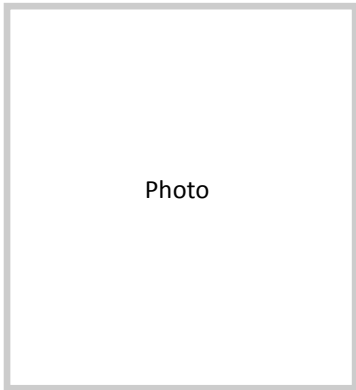
DESIGNATION/COMMITTEE	NAME	NUMBER
Curricular Committee	Dr. Saravanakumar	9840887003
Internal Assessment Committee	Dr. Shivaramakrishnan	9842455302
Parent-Teachers co-ordinator	Dr. N. Vezhavendan	9176628565
Library committee	Dr. Hanumanth	9003425955
Office	Ms. M. Valli	0413 2615450 ext 857

PERSONAL INFORMATION OF THE STUDENT

Name of the student	
University Identification number	
Mobile number	
Landline number	
E mail ID	
Current address	
Father's Name	
Mobile number	
Landline number	
E mail ID	
Address	
Mother's Name	
Mobile number	
Landline number	
E mail ID	
Address	
Guardian's Name	
Mobile number	
Landline number	
E mail ID	
Address	

PERSONAL INFORMATION OF THE STUDENT

Blood group	
Allergic to	
Vaccination for Hepatitis B	Done / Not Done
Mother tongue	
Date of Birth	
Mentor's Name	
Hobbies	



Signature of the student

GARUDA is a student database management system that is being used in our college. The data entered in this is used for many vital purposes such as exams, results conduct certificate etc. Thus it is important that any change in the above mentioned data should be updated with the office immediately.

COLLEGE ANTHEM

Coming from miles apart, to stay here and never depart

Black stones we were, you made us shining stars

Roaming clouds we were, you made us raining sky

You are the spark to reach our destiny

We are proud to say we are IGIDANS

Ni dhan en ilakkaiadaiya kaaranam

Perumidham kolgirom naangal IGIDANS

You gave determination to strive on, you gave motivation to build on

Sacrifice done untold, you are portrayed much worthier than gold

You are a temple of learning, fortress of healing

You are the spark to reach our destiny

We are proud to say we are IGIDANS

Aapki madhath se hum pohanuche hamaari manzil

Hume garvhai hum hai IGIDANS

Maa lakshya saadhanaku mere spoorthi

Garvamka cheppakuntam meyem IGIDANS

Ente lakshathilekulla prachodhanam niyaanu

Abhimaanathodu parayatte nyangal IGIDANS

Ni dhan en ilakkaiadaiya kaaranam

Perumidham kolgirom naangal IGIDANS

COLLEGE PRAYER

Anbenum pidiyul agappadum malaiye !

Anbenum kudil pugum arase !

Anbenum valaikku utpadum paramporule !

Anabenum karuthamar amude!

Anbenum kadathul adangidum kadale

Anbenum anuvular oliye !

Anbenum uyirinil olirtharumarive !

Anburuvaam param porule !

அன்பெனும் பிடியில் அகப்படும் மலையே

அன்பெனும் குடில் புகும் அரசே

அன்பெனும் வலைக்கு உட்படும் பரம்பொருளே

அன்பெனும் கருத்தமர் அமுதே

அன்பெனும் கடத்துல் அடங்கிடும் கடலே

அன்பெனும் அணுவுளார் ஒளியே

அன்பெனும் உயிரினில் ஒளித்தரும் அறிவே

அன்புருவம் பரம்பொருளே !

Note: Acknowledgements to Dr. Nalini and Dr. Ranjani for the Anthem and the Prayer

MISSION AND VISION OF SRI BALAJI VIDYAPEETH

OUR VISION

To be in forefront of higher education in order to give India the high calibre manpower she needs.

OUR MISSION

To provide quality collegiate education from undergraduate level to postdoctoral programs.

To ensure a high standard of behavior and discipline , amongst our student community.

To guarantee rapid transfer of the very latest research findings into our Institution.

To create a climate of joyful learning to impart skills in students which will make them successful in their endeavor

To provide meaningful industrial education, research and training at all levels.

To offer a wide range and flexibility of options especially in the areas of non-formal and continuing education.

To set a high standard of professional conduct and ethics for staff and students alike.

MISSION AND VISION OF INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

OUR VISION

To evolve as a centre of excellence in education, health care and research in dentistry.

OUR MISSION

To provide progressive, relevant and robust academic and training environment for the students and staff to hence the necessary skills needed for a dental health professional.

To develop core competencies needed for the dentists of tomorrow and to be leaders in the field.

To stretch horizons of academic and clinical training and research to achieve and excel the global benchmark.

To reach out to the public, educate them in disease prevention and provide quality treatment.

To ensure high standards of discipline and professionalism among students.

To install ethical, humanistic and moral values in education, research and patient care.

To develop the spirit of inquiry and thirst for life-long learning in the profession to deliver quality of care.

INSTITUTIONAL GOALS OF IGIDS

OUR GOALS

- * To provide to the students a comprehensive dental curriculum that encompasses the must-know areas of knowledge, skills and values .
- * To provide to the students a curriculum that is flexible enough to incorporate the latest and modern concepts in dentistry.
- * To provide a curriculum that incorporates integration of knowledge vertically as well as horizontally.
- * To train the students to evolve as generalists so as to provide basic necessary services to the patients in need.
- * To impart high standard clinical proficiency to the students to practice speciality dentistry also.
- * To expose the students to community-based experiences through camps, so that they are sensitised in imparting oral health and awareness among the rural population.
- * To provide platform for the continued dental education of students even after graduation.
- * To foster among students creative and critical thinking by encouraging them in research and innovative projects.
- * To improve the capacity of the faculty through faculty development programs in research and educational science.

ANTI-RAGGING POLICY

IGIDS HAS ZERO TOLERANCE POLICY IN RAGGING. IF NOTICED, THE PUNISHMENT IS VERY SEVERE; WILL BE SENT TO JAIL/ DEBARRED FROM COURSE.

ANTI-RAGGING COMMITTEE MEMBERS	DESIGNATION	CONTACT NUMBERS
Dr. Saravanakumar .R, Principal IGIDS	Principal	9840887003
Member secretary Dr. Jagat Reddy	Prof & Head OMR	7461750470
Faculty Members		
Dr. Sathyanarayanan. R	Prof & Head	9894027921
Dr. Santhadevy .A	Prof & Head	9443634624
Dr. Senthil. M	Professor	9486365954
Dr. Sanguida. A	Professor	8056105873
Dr. SakthiDevi. S	Reader	7598492021
Dr. Sivasankari. T	Reader	9443877381
Dr. Shivashanakar. K	Lecturer	9003949330
Dr. Pratheeba. B	Professor	9894360543
Student members		
Dr. A. V. Jothyarvind (PG - Oral Pathology—2 nd year)	PG STUDENT	8903989682
Dr. Jaikiran Kaur (PG—Paedodontics—3 rd Year)	PG STUDENT	9899787960
Nasser (CRRl)	UG STUDENT	9487459005
Dharani S (CRRl BDS)	UG STUDENT	9487172446
Rathnapriya K (IV BDS)	UG STUDENT	9751577277
Abhijeet (III BDS)	UG STUDENT	9011630197

ANTI-RAGGING POLICY

Ragging constitutes one or more of any of the following acts involving freshers by senior students :

- Any conduct of Act which has the effect of teasing, treating or handling with rudeness of a fresher.
- Indulging in activities which are likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher.
- Asking any student to do any act which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the fresher.
- Any act that prevents or disrupts or disturbs the regular academic activity of a fresher.
- Exploiting the services of a fresher for completing the academic tasks assigned to a senior student or Any act of forceful expenditure burden put on a fresher
- Any act of physical abuse including: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
- Any act of abuse by spoken words, emails, post, public insults which would actively or passively participating in the discomfiture to fresher .
- Any act that affects the mental health and self-confidence of a fresher.

Steps taken by the Institute against Ragging:

- All the students should submit an **undertaking on Anti-ragging** at the time of joining the institute.
- It is also mandatory to take an **online undertaking as per the UGC norms**.
- **Anti-ragging Squad** consisting of faculty and students has been constituted which will be on constant vigilance inside the campus as well as in the hostel.
- The squad can be readily identified by a badge. The student council members will play a major role in maintaining a ragging free campus.
- **Posters will be displayed** everywhere sensitizing the students not to indulge in this atrocity. It also encourages the juniors to immediately notify the squad.
- **Skits will be enacted** for the senior students for the same purpose.
- Faculty members will be staying in the hostels for **night vigilance**. This

ANTI-RAGGING POLICY

will continue for more than two months.

- The fresher will be protected by having **different bus timings, breaks and food timings in the hostel.**
- They are **discouraged to go to the Library / cafeteria/ canteen alone** for a short period of time.
- **CCTV cameras and alarm bells** are installed in various locations.
- As an ice breaking session, an exclusive **sports meet** (In compliance with UGC) between the freshers and rest of the students

How to reach us:

- **Help line numbers** will be displayed around the campus for the freshers to contact immediately.
- An exclusive **Whatsapp group** including freshers and anti-ragging squad will be formed.
- Complains can also be registered through SBV university website or facebook page.

Refer to this site for more information:

<http://antiragging.in>

Kindly familiarize yourself with clause 3, 7 & 9 of ragging gazette, DCI

http://www.dciindia.org.in/Rule_Regulation/DCI_Regulations_Anti_Ragging_2009.pdf

RAGGING IS A CRIME

REWARD IS JAIL

OVERVIEW OF THE BDS PROGRAM

BDS course is for four years with one year of compulsory rotary residential internship.

SUBJECTS COVERED IN THE RESPECTIVE YEARS

FIRST YEAR	<ol style="list-style-type: none">1. General Human Anatomy, Histology and Embryology2. General Physiology3. Biochemistry, nutrition and dietetics4. Dental Anatomy, Tooth morphology and Oral Histology
SECOND YEAR	<ol style="list-style-type: none">1. General Pathology2. General Microbiology3. Pharmacology4. Pre-Clinical Prosthodontics5. Pre-Clinical Conservative Dentistry6. Dental Materials
THIRD YEAR	<ol style="list-style-type: none">1. General Medicine2. General Surgery3. Oral Pathology and Microbiology
FINAL YEAR	<ol style="list-style-type: none">1. Oral Medicine and Radiology2. Oral and Maxillofacial Surgery3. Orthodontics and Dentofacial Orthopedics4. Conservative Dentistry and Endodontics5. Periodontology6. Prosthodontics and crown & Bridge7. Pedodontics and Preventive Dentistry8. Public Health Dentistry

One year rotary internship will be in 9 dental subjects only.

OVERVIEW OF THE BDS PROGRAM

DEPARTMENTS AND RESPECTIVE HEADS

Department	Head of the Department
ANATOMY	Prof. Lakshmi Devi
PHYSIOLOGY	Prof. Jennath
BIOCHEMISTRY	Prof. Sumathy
MICROBIOLOGY	Prof. Joshy
PHARMACOLOGY	Prof. K. Manimegalai
PATHOLOGY	Prof. Sowmya
GENERAL MEDICINE	Prof. Lokesh
GENERAL SURGERY	Prof. Ganesh Babu
ORAL MEDICINE	Prof. Jagat Reddy
ORAL PATHOLOGY	Prof. A. Santhadevy
ORAL SURGERY	Prof. R. Sathyanarayanan
PEDODONTICS	Prof. G.S. Prathima
PERIODONTICS	Prof. R. Saravana Kumar
PROSTHODONTICS	Prof. P.S. Manoharan
CONSERVATIVE DENTISTRY	Prof. Dhanavel
PUBLIC HEALTH DENTISTRY	Prof. M. Senthil
ORTHODONTICS	Prof. Pavithranand

INDIRA GANDHI INSTITUTE OF DENTAL SCIENCE

I YEAR BDS – TIME TABLE 2020-21

DAY	8.30 – 9.30 a.m	9.30 – 10.30 a.m	11.00 – 1.00p.m	1.00 – 2.00 pm	2.00 – 4.00 pm
MONDAY	Oral Histology Lecture	Biochemistry lecture	Physiology lab – A Biochemistry lab – B	Lunch	Oral Histology Lab - A Library - B
	Physiology lecture	Oral Histology Lecture	Physiology lab – B Biochemistry lab – A		Anatomy lab
TUESDAY	Biochemistry lecture	Physiology lecture	Dental materials lab		Oral Histology Lab – B Library—A
WEDNESDAY	Biochemistry lecture	Physiology lecture	Pre Clinical Prosthodontics Lab		Oral Histology Lab - A Library—B
THURSDAY	Biochemistry lecture	Physiology lecture	Anatomy lab		Oral Histology Lab – B Library—A
FRIDAY	Anatomy lecture	Anatomy lecture			
SATURDAY	Anatomy lecture	DM lecture Before vacation After vacation - consultation	Oral histology lecture		

II YEAR BDS –TIME TABLE

DAY	8.30 – 9.30 a.m	9.30 – 10.30 a.m	11.00 – 12.00p.m	12.00 – 1.00 pm	1.00 – 2.00 pm	2.00 – 4.00 pm
MONDAY	PCC lab - B	Microbiology lab	Microbiology lab			PCC lab - A
	PCP lab - A					PCP lab - B
TUESDAY	PCP lecture	Microbiology lecture	Gen Pathology Lecture	Gen Pathology Lecture		PCC lab - B PCP lab - A
WEDNESDAY		Dental materials lab		Pharmacology lab/Lecture		PCC lab - A PCP lab - B
THURSDAY		Pharmacology lab/lecture		Gen Pathology Lab		PCC lab - B PCP lab - A
FRIDAY	PCC lab - A		Microbiology lecture	Remedial class (basic/dental)	LUNCH	Early clinical postings
	PCP lab - B			Regular (library)		
SATURDAY	DM Lecture Before vac – Cons After vac - Prosthodontics	PCC Lecture		Dental materials lab		

III YEAR BDS – TIME TABLE

Day	8.30 – 9.30 a.m	9.30 – 10.30 a.m	11.00 – 1.00 pm	1.00pm – 1.30 pm	2.00 – 4.00 pm	
Monday	Oral pathology lecture	9.30 – 10.00 am recess	General medicine A/ General Surgery B	Lunch	Dental clinical postings	
Tuesday	Prosthodontics lecture	Conservative lecture	Prosthodontics lab		Dental clinical postings	
Wednesday	Oral Pathology lecture	General medicine lecture	Oral pathology Lab		Dental clinical postings	
Thursday	Oral pathology lecture	General Surgery lecture	Oral pathology Lab		Dental clinical postings	
Friday	Periodontics lecture	9.30 – 10.00 am recess	General medicine B / General Surgery A		12:00-1:00 Remedial hour	Dental clinical postings
			Dental clinical posting			
Saturday	Oral Medicine/ oral surgery Lecture	9.30 – 10.00 am recess				

IV YEAR BDS –REVISED TIME TABLE

DAY	8.30 – 9.30 a.m	10.00 – 1.00 pm	1.00 – 2.00 pm	2.00 – 3.00 pm	3.00 – 4.00 pm
MONDAY	Periodontics lecture	Dental clinical posting	Lunch	Ortho lecture	Conservative lecture
TUESDAY	Pedodontics lecture	Dental clinical posting		Oral medicine lecture	PHD lecture
WEDNESDAY	Prosthodontics lecture	Dental clinical posting		Periodontics lecture	Oral surgery lecture
THURSDAY	Conservative lecture	Dental clinical posting		Orthodontics lecture	Prosthodontics lecture
FRIDAY	Oral medicine lecture	Dental clinical posting		Pedodontics lecture	Oral Surgery lecture
		12:00-1:00 pm Remedial postings only for III year subject failures			
SATURDAY	PHD lecture	Dental clinical posting			

ACADEMIC CALENDAR—REGULAR BATCH

DATE	EVENTS
14.01.2021	Pongal
15.01.2021	Thiruvalluvar day
26.01.2021	Republic day
14.04.2021	Tamil New Year
April 3rd Week	1st Internal Assessment Exam
01.05.2021	May day
14.05.2021	Ramzan
July 3rd Week	2nd Internal Assessment Exam
15.08.2021	Independence day
16.08.2021	Dejure transfer day
September 3rd week	3rd Internal Assessment Exam
10.09.2021	Vinayagar Chaturthi
02.10.2021	Gandhi Jayanthi
14.10.2021	Saraswathi Pooja
01.11.2021	Pondicherry Libration day
04.11.2021	Deepavali
25.12.2021	Christmas

BDS EXAMINATIONS

1. Three Internal Assessment exams and one model exam will be conducted in a year apart from class tests/ unit tests. The marks of these would be averaged for the Internal assessment. The records and projects are also evaluated with marks, which will be included in internal assessment.
2. The internal assessment mark is 20 marks which is distributed as 10 marks each for theory and practical/ clinical respectively.
3. Only those students who have minimum of 80% attendance and minimum 50% of Internal assessment marks are eligible to appear for exams.
4. The final exams start by July and January every year for the regular and supplementary batch respectively.
5. The student has to register for the exams before the deadline as prescribed by the Controller of examinations office for each subject.
6. Each student should obtain 'no dues' certificate from the departments, accounts section of university, hostels and library for registering.
7. All subjects will have theory (70 theory paper + 10 theory Internal assessment + 20 viva voce marks = 100) and Practical examinations (90 practicals/ clinicals + 10 Internal assessment practicals/ clinicals = 100) except for Preclinical Prosthodontics and Preclinical Conservative Dentistry and Endodontics, which would have only practical for 100 marks (80 practicals/ spotters/ viva + 20 Internals = 100) each.
8. A minimum of 50% is considered as pass and all students are expected to obtain the pass marks individually both in theory and practical examinations.
9. The practical and clinical examinations will be conducted in the Objective structured manner (OSPE and OSCE) as part of formative assessment.
10. All scoring is done in special Optical Magnetic Reader [OMR] coding sheets attached to the answer sheets, which are bar coded and information of the candidate is concealed till the results are tabulated.
11. The results are announced soon after the last practical examination within a week.
12. The students can apply for revaluation or re-totaling after paying the appropriate fee within a stipulated time.
13. If the student has failed in one paper only, he/she is eligible to go to the next year by carrying that paper, which should be cleared within 6 months.
14. If they fail in more than one paper they are not eligible to attend the next year. However remedial coaching will be done in the following 6 months. So they should attend college compulsorily.
15. It is mandatory that the final year students clear all the 8 subjects to be eligible to enter into the Compulsory Rotating Internship.

BDS EXAMINATIONS

Any student who does not clear the 1st BDS University examinations in all subjects within 3 years from the date of admission shall be discharged from the course. (according to DCI)

Copying / Malpractice

Copying / malpractice in tests and examinations will be viewed very seriously and strict disciplinary action will be initiated against erring students. If a student is found copying or in possession of materials he/she will have to appear before the enquiry committee and if alleged offence proved will not be allowed to appear for examination for 1 year.

**Refer to this website for more information on curriculum details
www.dciindia.org**

“There is no end to education. It is not that you read a book, pass an examination, and finish with education. The whole of life, from the moment you are born to the moment you die, is a process of learning.”

Jiddu Krishnamurti

FORMS

ASSESSMENT FORMS—FIRST YEAR

Ist Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Anatomy				
Physiology				
Biochemistry				
Oral Anatomy				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

IIInd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Anatomy				
Physiology				
Biochemistry				
Oral Anatomy				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—FIRST YEAR

IIIrd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Anatomy				
Physiology				
Biochemistry				
Oral Anatomy				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

Model Examination

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Anatomy				
Physiology				
Biochemistry				
Oral Anatomy				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—SECOND YEAR

Ist Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Pathology				
Microbiology				
Pharmacology				
Dental Materials				
Pre-clinical Conservative				
Pre-clinical Prosthodontia				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

IInd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Pathology				
Microbiology				
Pharmacology				
Dental Materials				
Pre-clinical Conservative				
Pre-clinical Prosthodontia				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—SECOND YEAR

IIIrd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Pathology				
Microbiology				
Pharmacology				
Dental Materials				
Pre-clinical Conservative				
Pre-clinical Prosthodontia				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

Model Examination

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Pathology				
Microbiology				
Pharmacology				
Dental Materials				
Pre-clinical Conservative				
Pre-clinical Prosthodontia				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—THIRD YEAR

Ist Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Gen Medicine				
Gen Surgery				
Oral Pathology				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

IInd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Gen Medicine				
Gen Surgery				
Oral Pathology				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—THIRD YEAR

IIIrd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Gen Medicine				
Gen Surgery				
Oral Pathology				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

Model Examination

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Gen Medicine				
Gen Surgery				
Oral Pathology				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—FINAL YEAR

1st Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Oral Medicine				
Oral Surgery				
Conservative				
Prosthodontia				
Pedodontia				
Orthodontia				
Periodontia				
Public Health Dentistry				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—FINAL YEAR

IInd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Oral Medicine				
Oral Surgery				
Conservative				
Prosthodontia				
Pedodontia				
Orthodontia				
Periodontia				
Public Health Dentistry				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—FINAL YEAR

IIIrd Internal Assessment

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Oral Medicine				
Oral Surgery				
Conservative				
Prosthodontia				
Pedodontia				
Orthodontia				
Periodontia				
Public Health Dentistry				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

ASSESSMENT FORMS—FINAL YEAR

Model Exam

[ensure duly filled]

Subject	Theory marks	Practical Marks	Theory Attendance	Practicals Attendance
Oral Medicine				
Oral Surgery				
Conservative				
Prosthodontia				
Pedodontia				
Orthodontia				
Periodontia				
Public Health Dentistry				

Remarks:.....

Student's sign

Mentor's Sign

Parent's Sign

Principal's sign

FORMS

UNDERTAKING BY THE PARENT / GUARDIAN & HOSTEL STUDENT

As a parent / guardian I undertake the responsibility that my son / daughter will be punctual and / regular to the classes, class tests etc. I agree to remit the mess fee of my son/daughter, on or before the last date fixed for the payment by the Hostel Management. I assure that my son/daughter will take full care of the safety of his/her belongings including cash in the hostel premises. I undertake the responsibility for the proper behaviour of my son / daughter both in hostel / college campus. I assure the my son / daughter will not indulge in any activity that will amount to ragging. I am well aware that ragging in any form is a punishable offence which will attract severe disciplinary proceedings or FIRs can be lodged. In case, my son / daughter is found misbehaving I am well aware that he / she is liable for suitable disciplinary action and in accordance with rules and regulations of the Hostels.

Signature of the student

Signature of the parent / guardian

Contact Details :

Date :

Place :

VACCINATION CERTIFICATE

This is to certify that Mr./Ms./Dr. has
taken 3 doses / booster dose of hepatitis-B vaccination in the month of January 2017.

The vaccine taken is Genevac-B (Hepatitis—B rDNA Vaccine).

You have to take the booster dose after 5 years.

Dental Hospital Superintendent

INSTITUTIONAL FACILITIES AND POLICIES

INFRASTRUCTURE AND FACILITIES

The dental clinical departments are distributed between two spacious buildings with all facilities as prescribed by the Dental Council of India. More than **200 dental chairs** are functional for the patient service.

There are **four lecture halls** to accommodate 100 students each with the Audio Visual aids.

Being attached to the medical college, IGIDS benefits from the facilities and faculties for the **basic medical and clinical medical sciences**.

Spacious, **well equipped labs** are available for the preclinical Prosthodontia. The department is also equipped with **state-of-the art Hi-tech Ceramic and Casting lab**.

Conservative department has **60 phantom tables** with all necessary attachments for the preclinical training. It is also equipped with state-of the art gadgets to provide training in minimal invasive dentistry as well as in Cariology. The oral pathology lab is well equipped with light microscopes, **penta-head microscope with Polarized Light microscopy attachments** etc. A **tumor board** functions from this department.

The Orthodontia and Pedodontia labs are sufficiently equipped for the undergraduate training. The Orthodontia department houses **the Cleft and Craniofacial Board**.

A laser surgery clinic is functional from the Periodontia department.

The Public Health dentistry department has a **Mobile Dental Van** that is used to mobilize dental services to the needy patients in the villages.

The university has a **central Library** with sufficient number of books and journals in basic as well as dental sciences. E library with AV aids and net connectivity is also available to access online journals. **Exclusive Dental Library** is placed in the new building in 6000 sq ft. Library hours are from 8 am to 10 pm on weekdays and 9.00 am to 5.00 pm on Sundays.

VIP Dental Clinic and the Implant Board clinic is present in the new building .

Separate hostels are available for the male and female students. Air conditioned single rooms are also available.

A sprawling sports ground with gallery is present near the hostel with all facilities for outdoor games.

A massive, impressive Auditorium is in the making with halls of varying capacity from 300 to 1000.

Bus facility is available that covers adequate geographical areas to transport the student to and fro.

A cafeteria inside the college and a **canteen** inside the university campus provides clean and safe food and beverages to the students

INSTITUTIONAL FACILITIES AND POLICIES

CO-CURRICULAR ACTIVITIES

- The students are encouraged to participate in the **National and Regional level conferences** to present papers and poster. They are also encouraged to attend **intercollegiate scientific competitions** and quiz programs.
- **Scientific and Academic Forum of IGIDS** conducts periodic CDE programs for various specialties. The students are encouraged to present their papers in this forum also. The clinical students' attendance is mandatory in all the SAF meetings.
- **Journal of Scientific Dentistry** is a peer reviewed biannual indexed journal of our institute where quality publications are done. There is a students section with student editors. The purpose of adding this section is to inculcate the culture of publication among students at a very young age
- Monthly once a **clinical society meeting** is held to share the clinical experiences of various departments. This again is compulsory for all the clinical students.
- Commemorating the National Science Day on February 28th, **Science Quest** celebration is held where science is made enjoyable and interesting.
- The public health dentistry encourages the students to do **socially useful projects on dental health education and awareness**. They also compose flash mobs and skits to motivate the patients.
- Students are encouraged to do research such as **STS projects for ICMR**. They are also encouraged to compete in the table clinic competitions, **Student Clinician Program**, held by the IDA– Denstply at the national level.
- To bridge the gap between pre-clinical knowledge with the clinical applications, the students undergo **Early Clinical Exposure** through integrated **postings** scheduled for the 1st and 2nd years in the dental clinics. This exposure is done weekly once, in the second half of the curriculum.

EXTRA- CURRICULAR ACTIVITIES

- The **physical education hour** is embedded in the time table itself for the pre clinical students.
- The students' **Music Club** has been created under the student advisor.
- The students are highly encouraged to showcase their talents in various National, regional **inter collegiate cultural, literary and sports competitions**.
- **IG-Nite is the annual College day** function where spectacular events happen. It is a culmination of series of competitions on Sports (**Arena**), Literary activities (**Loquentia**), Fine arts (**Dextrix**) and cultural activities (**Celestial**) .
- **Mr and Miss IGIDS** are selected by elite judges in this event.
- Graduate Reception Day, **Crescendo** is held in the beginning of the year. The graduates are awarded their scroll of honor. The toppers are appreciated with a certificate of Excellence.

INSTITUTIONAL FACILITIES AND POLICIES

HOSTEL RULES AT A GLANCE

1. All inmates are expected to maintain strict discipline in the campus and in the hostel.
2. Ragging in any form causing physical or emotional hardship to anyone is strictly prohibited. Any student found indulging in ragging will be expelled from the hostel immediately and further action will also be taken as per rules.
3. No student should possess or consume narcotics drugs or liquor in the hostel or in the campus. If anyone is found violating the rule, he or she will be expelled from the hostel.
4. No one should convene or arrange or participate in any unauthorized meeting in the hostel or campus
5. No student will be allowed to stay outside the hostel without prior permission of the warden.
6. The hostel gate will be closed at 7.00 p.m and no one will be allowed to enter after the gates are closed.
7. If any member falls ill the warden should be informed immediately for the necessary action.
8. Any student found absent will be dealt with seriously or parents will be summoned.
9. Disfigurement of hostel property and wall and damaging the hostel property in any manners are prohibited and strict disciplinary action will be taken on those found guilty
10. The hostel authorities will inspect the rooms at any time and the member shall co operate with them.
11. Students have to submit leave application prior. Leave will be approved by the chief warden based on the recommendations of the residential warden. On no account they should leave the hostel before they are permitted to do so. On extending the leave the parents should intimate the hostel in charge or warden.
12. The students going out of the college campus should enter the date and time of leaving and returning to the hostel in the register available in the hostel. They are not permitted to go out of the campus after 6.00 p.m and those who left the hostel prior to 6.00 p.m should return by 7.00 p.m
13. Ignorance of rules and regulation of the hostel will not be treated as an excuse.
14. Possession of Gold ornaments, Valuables & Heavy Cash is not encouraged inside the hostel. Management is not responsible the loss of any of the above.

Parents have to fill up the undertaking form in the forms section of this book

INSTITUTIONAL FACILITIES AND POLICIES

INFECTION CONTROL MEASURES

Dentists are prone for infectious diseases if proper precautions are not taken.

1. Sterilize all instruments placing them in the sterilization pouches. The instruments should be dry when placed inside the pouch.
2. Check the color change in the biological monitors to ensure the effectiveness of the sterilization process.
3. Disinfect/ use cold sterilisation for the sharp cutting instruments.
4. Disinfect and wrap with cling film or aluminum foil, all the potential areas that are frequently touched by hands, such as trolley handles, light handle tray handles etc.
5. Sterilize and disinfect the hand pieces, scaler tips and three way syringes.
6. Always use Personal Protective Equipment, such as gloves, mask, head cap eye wear and impermeable gowns while treating patients.
7. Clean and dry all the instruments after the procedure. Use the ultrasonic cleaner to prevent damage to skin.
8. Handle sharp instruments carefully. Take immediate first aid measures in case of puncture wounds with such instruments. Wash with water and soap.
9. Hand washing before and after procedure should be followed diligently.
10. Keep fingernails short with smooth, filed edges to allow thorough cleaning and prevent glove tears.
11. Use gloves while handling the x-ray films. Use x ray holders that can be sterilized.
12. Disinfect the impressions and models before sending to the lab.
13. Handle biological specimens such as tissues and extracted teeth as biohazard material. Keep them in clean and tightly closed container with biohazard symbol.
14. Discard the scrap amalgam in a bottle that contains water or old fixer solution. Keep the bottles closed. Do not handle mercury with bare hands.
15. Dispose the soiled cotton, gauze, paper towels, paper cups, aluminum foils and the syringe and needles in the Bio-waste management bins that are color coded. Use the needle burner and syringe cutter before disposing the needle and syringes.

You will be vaccinated for Hepatitis B by the institute in your first year BDS program. Booster doses will be given as per schedule. A certificate of vaccination is enclosed in this book. Please get it duly filled after vaccination.

Refer to this site for more information on infection control: www.cdc.gov

INSTITUTIONAL FACILITIES AND POLICIES

DRESS CODE

In order to feel comfortable and confident in yourself, also to make your working companions and faculty comfortable and to keep up with the expectations of the patients, the following dress code is followed in IGIDS.

1. All students should strictly comply by these rules inside the campus from 8.30 to 4.30 on all working days.
2. The students who do not follow the dress code are denied permission into the classes, clinics, labs and library.
3. The students should be possessing minimum 3 uniform sets and white slip-on shoes and white socks, which they have to wear from home/ hostels.
4. They have to be cleaned and laundered frequently to maintain them clean and neat.
5. In the pre-clinical prosthodontia labs, dental materials lab and conservative labs, they have to wear reusable impermeable plastic aprons to avoid splattering of lab materials on them.
6. In the clinical departments while treating the patients, a disposable impermeable gown should be worn. Head cap and mask should be worn also.
7. The gown used in the clinicals should NOT be worn as street wear or outside of patient care areas.
8. ID card should be worn at all times.
9. Heavy ornaments, finger rings and bangles and flowers should not be worn.
10. Strong smelling scents should be avoided as some patients are allergic to it.
11. Fingernails must be clean, manicured to be short. No nail polish allowed.
12. All female students should put up their hair in a bun or secure it in a clutch. Hair should not fall on their faces.
13. All male students should be clean shaven. Properly groomed and trimmed moustaches or beards may be allowed.

INSTITUTIONAL FACILITIES AND POLICIES

LEAVE RULES

The student should have a minimum of 80% attendance to be eligible to appear in the exams. Therefore do not take excess leave without any reason.

Prior information should be given compulsorily through the form that is enclosed here .

Leave without prior intimation will be viewed severely. The student will not be given attendance for three consecutive days, but should attend the classes.

Before taking medical leave, a certificate from a Registered Medical Officer should be obtained mentioning the tentative period of leave. Another letter should be given with the doctor's certificate, if the leave is extended for the same medical reasons. On joining back, again a joining report with a medical certificate from the same doctor should be submitted indicating the complete period of leave.

INSTITUTIONAL FACILITIES AND POLICIES

STUDENT WELL-BEING MEASURES

MENTOR –MENTEE SYSTEM

The aim of this system is to individually take care of the students' academic, personal and psychological well being. Dedicated and volunteering faculties take over as mentors for most of the students, specifically for the problem or the slow learners. They provide private audience to their mentees once in every two months. The mentees are encouraged to talk very frankly to their mentors. The mentor-mentee form is enclosed in the Forms section of this handbook which has to be duly filled and signed after every meet. Confidential issues need not be mentioned in the form.

The guidelines are:

1. Confidentiality of personal information will be maintained between mentor and mentee
2. Monitoring mentees attitude at regular basis will be done
3. Interests of the students will be discovered and encouraged, be it curricular/ co-curricular/ extra-curricular .
4. Weakness will be identified and will be strengthened at the earliest.
5. Motivation, reassurance and support will be given at all times of need.
6. Appreciation of even small improvements will be done to boost their confidence level.
7. Habits correction, if any , will be done at the earliest
8. Frequent updates will be done to the head of the institute/ parents/ guardians

COUNSELLING SESSIONS

SBV has a dedicated student counselor who handles personality, habitual or academic related issues of the students. The students are sent for the counseling sessions only after obtaining consent from the parents/ guardians as well as from the students. An initial consultation is followed by appropriate therapy by the counselor to the students. This system has helped transform many students, therefore the students who need to talk, need not hesitate to contact the mentors or the Principal in this regard. All the session details are kept confidential.

PARENT-TEACHERS MEETING

Though the institute aims to handle the students as adult learners and encourage self directed learning and self motivation, it becomes the institution's moral obligation towards the parents to keep them updated about their ward. Therefore the parent-teachers co-ordination committee holds

INSTITUTIONAL FACILITIES AND POLICIES

meetings minimum 3 times a year or as and when it is required in special situations. The teachers interact with the parents on all affairs of the student. The parents who are abroad or not able to visit the meetings, are requested to communicate through mails or phones.

The parent—teacher meeting form is enclosed in the Forms section of this handbook. It has to be duly filled and signed by the teachers, students and the parents.

CAREER GUIDANCE AND PLACEMENT BOARD

The aim of this board is to ensure that the young alumni of IGIDS are well placed in their professional career.

The main objectives are:

1. To augment the skill based proficiency through Skill Enhancement Program for Alumni (SEA)
2. To provide placement opportunities through campus interview
3. To provide guidance and information for placements in India and abroad
4. To conduct PG entrance coaching programs.

STUDENT COUNCIL

The student council is a body that represents the student community. The goals of the council to act as a bridge between the faculty and the student population. Being in the student council also enhances the leadership qualities of the members. They assume equal responsibilities as the faculties or the administrators in enforcing discipline and decorum in all facets of the student's campus life.

However, the council is also supervised and ably guided by the Section staff advisors and the student advisor.

The office of the council consists of the following:

1. President
2. Vice president
3. Secretary
4. Treasurer
5. Joint Treasurer
6. Sports Secretary
7. Cultural Secretary
8. Editorial Secretary
9. Joint Editorial Secretary
10. Literary Secretary
11. Fine Arts Secretary

INSTITUTIONAL FACILITIES AND POLICIES

ALUMNI IGIDS—GUILD

The graduates of IGIDS have registered an alumni association called as GUILD-IGIDS. The objective of the alumni association is to keep the link intact between the Alma-mater and the alumni. The institute is thus able to provide help and advices to the young graduates in pursuing higher studies, setting up private practice etc. In the future, the alma mater will be mutually benefitted from the alumni as an when they achieve academic and professional excellence. Annual General Body Meetings of the Alumni is held in the college day event. They also participate in that cultural evening and dinner.

CAPACITY BUILDING OF THE FACULTY

To foster a joyful and productive learning experience for the students, the faculty members undergo capacity development programs. The Dental Education Unit of IGIDS ensures that every faculty of IGIDS is well educated on the educational science. This improves the quality of the classes, clinical training, evaluation and assessment methods. The teaching–learning experience is transformed from teacher-centric to student-centric. Online feedbacks of the curriculum, subjects and individual classes are obtained from the students to accelerate this transformation.

GENERAL HEALTH AND DENTAL SCREENING

The first year students will be screened by the Dental college and the Medical college hospitals. Case records will be done for all the students. They can avail the facilities of both the hospitals any time. 50% concession is given for major treatment services for the students. As mentioned earlier, the student will be vaccinated against Hepatitis B at the program’s beginning.

VACATION

Vacations are provided for the regular students as winter vacation in the month of December and Supplementary batch students as summer vacation in the month of May.

GRIEVANCE CELLS

Students’ grievance cells, SC/ST cells, hostel student’s’ grievance cells and womens’ grievance cells are constituted to address the problems of the students in academic and non-academic issues. Drop-box are placed in most of the places in the institute, in which the students can write and drop the grievances. The student can choose to be anonymous. Confidentiality will be maintained in case of any grievance reported.

CODE OF CONDUCT

Code of conduct is committed to providing students with a safe, supportive and intellectually challenging study environment. The basic principles that underpin an effective code of behavior are providing clarity , affirming that everyone’s behavior matters , focusing on promoting good behavior , balancing needs , recognizing that relationships are crucial , focusing on personal responsibility , ensuring fairness and equity , promoting equality , recognizing educational vulnerability , attending to the welfare of students , attending to the welfare of staff , promoting safety and freedom from threat. Teachers, parents and students may have different understandings about behavior. A common understanding will provide a sound foundation for a whole-college approach to promoting good behavior and for responding to inappropriate behavior. The factors that contributed most to good behavior were college and departmental policies, student aspirations, ambitions and expectations. Promoting good behavior is the main goal of the code.

College management and staff should actively foster a college ethos, policies, and practices that help to promote positive behavior and prevent inappropriate behavior. The objective of the policy is to support staff and students in creating a positive environment, in which learning can take place and all people in the college community can feel valued and appreciated. The policy has a set of overarching concepts, but these have been refined with details relating to particular groups or individuals. Hence the Code guides will help day-to-day practice and helps them to understand their responsibilities in caring for service users in a safe, ethical and effective way. The Code will support ethical decision-making, on-going reflection and professional self-development and also sets standards for the regulation, monitoring and enforcement of professional conduct.

YOUR RESPONSIBILITIES AT A GLANCE

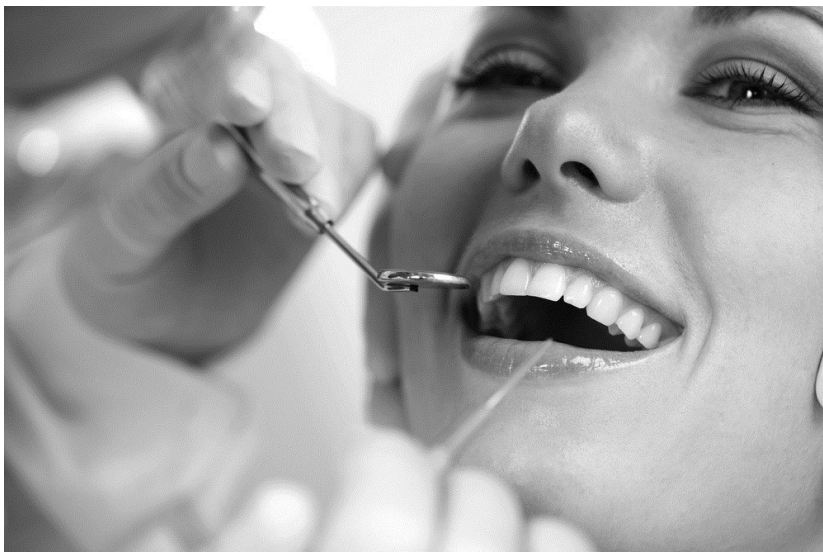
1. Dress and act in a dignified and professional manner at all times.
2. Be cleanly and properly attired.
3. Always wear your identity card. If lost, get another from the office.
4. Maintain the dignity and decorum as a professional student in every part of the campus, hostel and bus.
5. Follow rules and regulations of the college and hostel diligently.
6. Be punctual for the classes, labs and clinics.
7. If taking leave, give prior information with a leave letter or message through the class representative.
8. If your class is cancelled due to unavoidable reasons use that time to spend in the library or to complete other unfinished responsibilities in other departments.
9. Utilise the library facilities to the maximum. Books are the lifeline in professional advancement.
10. Aim to obtain 100 % attendance; you will be awarded at the year end. Remember minimum requirement to appear in exams is 80%.
11. Be attentive in class and have active participation in the classroom activities.
12. Mobiles should be in silent mode in classes, labs and clinics.
13. Complete the assignments and projects on time.
14. Attend the class tests and the internal assessment exams without fail and prepare for them sincerely. Your internal assessment marks can go up to 100% if you do this.
15. Establish a healthy and friendly relationship with all students of not only your class or batch, but with all students of the SBV family.
16. Develop a healthy, professional and respectful relationship with all the teachers.
17. Be aware of the boundary that demarcates a friend and a facilitator in a teacher. Do not cross that boundary within the campus.
18. Always be honest and truthful.
19. Be mature enough to maintain your moral and mental integrity at all times of stress.
20. Take responsibility for your actions.
21. Take leaderships at appropriate time.
22. Keep your parents or guardians informed about the activities and instructions of the institute.
23. Bring them for the Parent teachers meet without fail. In case they are unable to attend, encourage communication through mails or phone calls with the faculty in-charge

YOUR RESPONSIBILITIES AT A GLANCE

24. Provide honest and appropriate feedback on course, subjects, lessons and facilitators.
25. Do periodic self-assessment and identify your limitations and immediately seek counseling with the faculty.
26. Have a healthy and professional interactions with patients; be respectful to them.
27. Be sensitive to the needs and wants of the patients; do not make them wait or cancel their appointments without any good reason. If it is needed to do so, take the help of the faculty in deciding the course of action.
28. Be constantly aware of the infection control protocols while operating on patients. Ensure that you utilize the vaccination protocol of the institute.
29. Maintain the property of the institute as if it your own; do not misuse or mishandle them. If anything is found to be inappropriate inform the office for immediate rectification.
30. Participate actively in the co-curricular activities such as conferences and workshops.

Always have a smile on your face because that is what your profession is;

Giving smiles to all!



HIPPOCRATIC OATH

At the time of being permitted to be a dentist in training, I _____ solemnly take the following pledge:

1. I acknowledge and accept the privileges and responsibilities given to me today as a dentist in training and promise not to misuse them.
2. I will approach all aspects of my education with honesty and integrity, embracing opportunities to learn from patients, teachers and colleagues.
3. I will value the knowledge and wisdom of the dentists who have preceded me.
4. I will record only that, which I have personally verified.
5. I will recognize my weakness and strength and strive to develop those qualities that will earn the respect of my patients, my colleagues, my family and myself.
6. I will respect the humanity, rights and decisions of all the patients and will attend them with compassion and without bias.
7. I will maintain patient confidentiality and be tactful in my words and actions.
8. I will value the diversity of patient's cultures, beliefs and values because it enriches my learning experiences and enhances my capacity to care.
9. I will remember that there is an art to dentistry as well as a science and that warmth, empathy and understanding are integral to quality patient care.
10. I will strive to earn the trust of my patients place in me and the respect that society places upon my profession.
11. Even as a student, I have a responsibility to improve the standard of health in my community, to increase access to care for the undeserved and to advance dental knowledge.
12. I commit myself to a lifelong journey of learning how to cure, relieve and comfort with humanity and compassion.
13. As I accept these new responsibilities, I will not forget the importance of my own health and well-being.
14. I, _____ promise to act to preserve the finest traditions of my calling and may I long experience the joy of healing those who seek my help.

Refer to this link for the 'dentists act'

http://www.dciindia.org/announcment_pdf_files/pdf_files/ODEFETHICSREGULATIONS1976.pdf

