

POST GRADUATE HANDBOOK

BATCH 2020-2023



INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

SRI BALAJI VIDYAPEETH, PUDUCHERRY

Declared u/s 3 of UGC Act 1956

Accredited by NAAC with 'A' grade



PREFACE

ABOUT IGIDS/SBV

Postgraduate program @ IGIDS is an enjoyable experience. This booklet gives you an overview of the MDS program and research guidelines for students. The general rules and regulations, infrastructure, hostel, library facilities can be browsed at www.igids.ac.in.

Carefully planned curriculum, dedicated faculty trained in the teaching-learning methodologies will inspire the students as future teacher in this profession. Advanced equipments, experienced faculty and interdisciplinary teaching modules will groom the students to

be a successful clinician in their specialty. Standard research protocols, exposure to research methodology and biostatistics will aspire the students to become researcher and provide avenue to join other higher research bodies all over the world.

In your journey, IGIDS will provide an excellent “en route” to propel you further in right direction with “Quality and Joy of learning” as pivotal point for your success.

TEAM, IGIDS

SRI BALAJI VIDYAPEETH

Sri Balaji Vidyapeeth (Deemed-to-be-University) was established in the year 2008, based on the recommendations of UGC (under section 3 of the UGC Act 1956). This Deemed-to-be University is a state-of-the-art multidisciplinary teaching and research foundation that offers postgraduate programmes in pre-, para- and clinical disciplines at Mahatma Gandhi Medical College & Research Institute, Pondicherry and Sri Sathya Sai Medical College & Research Institute, Ammapettai, Kanchipuram district, the off campus centre of Sri Balaji Vidyapeeth (SBV). Postgraduate programmes in dentistry and nursing are also being offered at Indira Gandhi Institute of Dental Sciences, Pondicherry and Kasturba Gandhi Nursing College, Pondicherry respectively.

measures are being presently adopted with respect to the curricular content and delivery in PG programmes (academics and research), but well within the gamut of the rules laid down by the regulatory bodies.

ABOUT IGIDS/SBV

INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

Vision

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

Mission

- To provide progressive, relevant and robust academic and training environment for the students and staff to hone 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 benchmarks.
- 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 instill 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.

Core values

These core values determine the philosophy and principles that guides the mission and work culture of the institution

- Integrity
- Discipline with compassion
- Progressive Educational approach
- Patient centered care
- Professional attitude
- Social responsibility
- Think globally and act locally

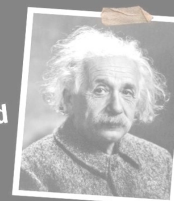
ABOUT IGIDS/SBV

INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES

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.

"Education is not
the learning of
facts, but the
training of the mind
to think."
-Albert Einstein



CONTENTS

PREFACE

All At A Glance	6-9
First Year: AERO Programme	10
Second Year: BICS Programme	11
Third Year: CHAMP Programme	12
Research Boards IRB/IEC	13
Template For IRB	15
Template For IEC	16
Progress IRB Guidelines	17-18
Work Completion Status	19-20
Template For Progress IRB	21
Dissertation Submission Guidelines	22-24
Library Dissertation Sample Pages	25-29
Dissertation Check List	30-32
Library Dissertation Guidelines For Submission	33-35
Library Dissertation Sample Pages	36-39
Academic Calendar 2020-21	40-45
Academic Calendar 2021-22	46-51
Academic Calendar 2022-23	52-58
Important Dates At A Glance	64

All at a glance

Leave rules and regulations

- Total number of working days in postgraduation is 300 days excluding Sundays and national holidays in a year.
- The post graduate is eligible for 20 days leave in each year.
- The final year additional 6 days are given for study holidays.
- They are also eligible to take 14 days leave for conferences.
- So total eligibility in these years is 80 days.
- Dissertation related off-campus visits will be considered as on-duty leave. Maximum permitted is 10 days inclusive of the weekends.
- Extra mural postings that are part of the DCI norms, will also be considered as on-duty leave.
- Any other special external postings if recommended by the head, will be considered on a case-by-case basis.
- All leave letters should be duly signed by the Head and the Vice-principal, Student Affairs. A photo copy should be submitted to the office for filing.
- If the leave is unplanned due to any emergency situation, a mail or an SMS should be sent to the Head, marking a copy to the office, the same day.
- Leave taken beyond 80 days will amount to loss of stipend.
- The leave application form is available in the office.

Responsibility before rights!

The postgraduate can benefit and enjoy their rights of leave only if they fulfill their responsibility of the course requirements. If the work is incomplete, then institution and the departments have the right to use their discretionary powers to deny the students leave.

Each student should obtain minimum 80% attendance in a year.

However it is wise to remember that the post graduation is designed in such a way that it demands 100% of time and dedication for effective learning and practice.

All at a glance

Attendance

- Biometrics should be recorded before 8.30am.
- Late entry may be excused only under the following conditions; If it is only one day in a month OR If the entry is before 8.45am
- Otherwise late entry will be recorded as absent and one day leave should be surrendered for every late report .
- Beyond the prescribed number of days ,it will result in loss of stipend.

Conferences and CDE programs

- The trainee shall be encouraged to attend conference / workshops / advanced courses and also to present at least two scientific papers and two posters at State / National level specialty and allied conferences / conventions during the training period.

Academic activities

- Every postgraduate must complete prescribed number of seminars, journal clubs , case presentations and teaching classes as per the department schedule.
- The library dissertation and dissertation should be done as per the time schedule given by the institute and the department.
- Short studies or any other research apart from the above are highly encouraged.
- It is mandatory to adhere to the DCI prescribed clinical and pre-clinical works to be eligible to appear for exams.

Formative assessment

- A logbook should be maintained as per the departments' specification. The logbook contains evaluation check lists as prescribed by the DCI. All the academic works will be evaluated periodically and signed by the Head of the department
- Apart from this a weekly portfolio in hard copy or e-format must be maintained.

All at a glance

- Quarterly Multi--source feedback will be done once in taking feedback from the patients, colleagues and staff nurse.
- Quarterly performance appraisal by the teachers will also be done every three months.
- All the related forms and criteria for assessment will be available in www.igids.ac.in

Publications

- Scientific Paper / Poster Presentation In State / National Level Conferences (4 Papers/Posters during three years of training period)
- Scientific Publications (optional) (One publication in any indexed scientific journal)

Library

- The IGIDS library is equipped with latest books, journals with back volumes and e access to journal through Proquest and Ebsco host'
- The students can contact the librarian for the user name and password.
- Library access is opened from 8.30 am to 10.00 pm.
- Reprographics is also available

All postgraduates will undergo the BLS course and obtain a certificate from MGMCRI, SBV by AHA.

To remember



Every Monday evening weekly portfolio submission to the Head of the department

Quarterly assessment—performance appraisal by the faculty and Multi-source feedback—March 31st , June 30th, September 30th and December 31st.

All at a glance

Unique Academic Program for IGIDS



This special program benefitting all is a meticulously crafted curriculum design, with excellent latitude of academic flexibility. Curriculum design is based on Education 3.0 principles, thus exposing students to pedagogy, andragogy and heutagogy learning environment.

The aim of this program is to tap the potential of the students and have a holistic approach to bring the best within them.

Integrated teaching in all three years will help them to have multi disciplinary approach, which is the mantra of the present successful post graduate. In addition to the respective speciality training in all three years, each year has specific integrated teaching goals.

The students are exposed to all basics of computing and related digital technology, research methodology and biostatistics in the first year

through ***"AERO: Academic Enrichment and Research orientation program"***.

In the second year, the students are exposed to Basic and applied sciences through the year long program, ***"BICS: Basics Integrated Classes and Seminar"***.

The Final completion year of this MDS program is packed with multi-disciplinary case discussion and treatment execution and post treatment analysis through the program, ***"CHAMP: Clinical-Holistic And Masters Training Program"***.

Thus ***ABC of MDS POSTGRADUATE PROGRAM*** ensures that all students will be ***"AEROBICS-CHAMP"*** in their respective specialization with positive outlook to further propel in individual direction. These programs are unique and practiced in most organized form only in our institution.



AERO—PROGRAM

This year long program for first year post graduates in MDS will prepare the students for their clinical and research intensive second and final year program. With the exponential growth in the field of education, research and technology, it has become imperative for students to face the real life scenario with confidence in these subjects. Thus, tailor-made curriculum, with no set boundaries will expose the students to very best that is available, within their reach. **Every Monday morning 8.30 to 10.30 am, the Aero classes will be conducted for all speciality students as a common class.**

Module I:

- Post Graduate Pedagogy
- Study Skills
- Teaching Learning Principle
- Adult Learning Principle
- Communication skills and Professionalism
- Time & Stress Management
- Lesson Plan & microteaching

Module II:

- Computer Application (MS Office- Word, PPT, EXCEL, Publisher) Adobe Photoshop and Video editing

Module III:

- Dental Case Documentation and Softwares
- Photo documentation
- Citation managers—Zotero/ Mendley/ Docear
- Mind Mapping

Module IV:

- Research methodology and biostatistics
- Selection of Topic
- Protocol Writing
- Evidence based Dentistry
- Dissertation Writing
- Seminar/ Critical appraisal of article
- Paper/ Poster Presentation

BICS—PROGRAM

Applied basic sciences are a very important stepping stone for clinical post graduate students to handle their clinical cases successfully.

Second year “BICS” postgraduate program is fully packed with integrated basic sciences discussions, seminars and classes thus bridging the gap between basic sciences and clinical treatment protocols. This applied aspects is done with problem based learning.

Every Wednesday morning 8.30 to 10.30 am, the Bics classes will be conducted for all speciality students as a common class.

Topics

- Development of Tooth
- Enamel, Dentin and Pulp
- Development of Mandible and Maxilla
- Cranial Nerves
- Muscle of Mastication
- Temporomandibular Joint and Occlusion
- Salivary Glands and Saliva ,
- Local Drugs and its Delivery Systems
- Hypersensitivity
- Microbiology of Orofacial Region
- Bone Physiology and Histology
- Pain, Inflammation and Immunology
- Local Anesthesia
- Anti-Inflammatory Drugs , Analgesics and Antibiotics
- Tongue
- Wound Healing

CHAMP —PROGRAM

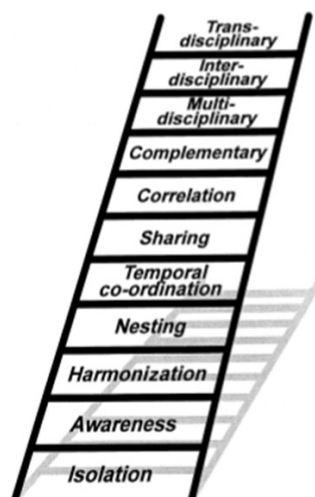
Managing patient comprehensively is success of a good clinician. The disease pathosis and treatment plan that fall into the boundaries of overlapping specialties makes a perplexing situation for the clinician.

To fulfil this void, “CHAMP” will enable the third year post graduate to achieve this goal in a steadfast manner. Students will be exposed and motivated to learn in heutagogy manner, thus taking them beyond the confines of class room learning. All the third year postgraduates and faculties will contribute to the outcome of learning in the interdisciplinary cases and its management.

These sessions will be scheduled as per the convenience of the integrating department as well as the availability of the cases for discussions.

TOPICS

Multi-Disciplinary case presentation and discussion at the treatment planning, completed cases and follow -up level.



Eleven steps in integrated learning. For details refer to

“ The integration ladder: a tool for curriculum planning and evaluation” by Ronald M Harden

RESEARCH BOARDS

Institutional Review Board (IRB)

Institutional Ethical Committee (IEC)

IRB/ IEC

Overview

IGIDS aims to promote quality research and publication at all levels of faculty and students. The Institutional Review Board and the Institutional Ethical Committee are means to realise this.

All the short studies and PG dissertation research proposal have to be submitted to IRB and IEC for approval before starting the research.

The protocol template, the informed consent form templates are available at <http://igids.ac.in/igids-research>.

PG students have to present the proposal to the IEC for clearance. Every six months the progress presentation to IEC must be done to solve any difficulties that arise after submission of proposal. IEC certificates will be issued after every presentation with comments from the board and the committee. After IEC there will be an internal review board meeting within 15 days to verify medications incorporated into protocol as per suggestions of IEC majority members.

All research that proposals have to undergo IEC presentation for ethical clearance. For animal studies separate approval will be there from SBV committee. If the dissertation research is rejected because of ethical issues, then a new proposal has to be submitted. New

proposal should be presented again only in the next scheduled meeting. Hence student should take utmost care while formulating the research proposal.


The presentation to IEC will be of five minutes duration. All necessary supporting documents have to be submitted on announced dates as soft as well as hard copies, duly vetted and approved by the Guides, co-guides and Head of the departments.

Any deviation from the research proposal should be brought to the notice of IEC.

Upon completion of research project, the report has to be submitted for mandatory plagiarism check. Admissible level of plagiarism is 10%.

The dissertation write up has to be done according to the institution policy.

IRB/IEC Shedule2018-19	
I – IEC	3 rd Week of march .
II-IEC	3 rd Week of July .
III – IEC	3 rd Week of November .

To remember		
	First IRB presentation	-
	IEC presentation	-
	1st progress IRB	-
	2nd Progress IRB	-
	Final review	-

TEMPLATE

Power point slides for IRB

<p>Slide 1 Title: Your Name: Guides/ Co-Guides' names: Department name:</p>	<p>Slide 2 Introduction Identify Lacunae Link references to Mendeley Cite the reference in Vancouver style All PDFs should have notes and tags made in Mendeley</p>
<p>Slide 3 Research hypothesis Null Hypothesis Research Question Do not insert references here</p>	<p>Slide 4 Materials and methodology Samples/ inclusion/ exclusion Criteria Pilot study details 2-4 slides in this section Reference links as specified in slide 2</p>
<p>Slide 5 Sample size calculation Links to G power if needed Reference links as specified in slide 2</p>	<p>Slide 6 Statistical analysis Descriptive/ inferential statistics Normality distribution Parametric/ Non parametric Reference links as specified in slide 2</p>
<p>Slide 7 Time Frame in GANTT chart No reference should be done here</p>	<p>Slide 8 Financial frame No reference should be done here</p>

TEMPLATE

Power point slides for IEC

<p>Slide 1 Title: Your Name: Guides/ Co-Guides' names: Department name: Keep link to your IRB PPT Mendeley for references</p>	<p>Slide 2 IRB status Presented and approved/ presented, resubmitted with modification and approved/ presented and resubmitted with modification Links to original protocol, modified protocol and cover letter with justification</p>
<p>Slide 3 Ethical issues ..this study requires ethical clearance as this comes under invivo study/ animal study/ ex vivo study/ invitro study</p>	<p>Slide 4 Materials and methodology In brief with regards to ethical issues. Pilot study details, if any Mendeley for references 2-4 slides in this</p>
<p>Slide 5 Ethical issue justification...This study methodology was adopted or modified from the following evidence: 1..... 2..... Link references with Mendeley</p>	<p><i>Work hard & give your best. Follow the time table and be regular. Regularity pays for sure...</i></p>

The only man who is educated is the man who has learned how to adapt and change; the man who has realized that no knowledge is secure, that only the process of seeking knowledge gives a basis for security. Changingness, reliance on process rather than upon static knowledge, is the only thing that makes any sense as a goal for education in the modern world

PROGRESS IRB

Guidelines

All dissertations and short study extending beyond six months has to submitted to IRB for review again and progress certificate will be issued for the same. The review proposal should be submitted in hard and soft copy.

Submission will include

- Old proposal (including the time frame in GANTT format)
- IRB and IEC certificates,
- Review proposal in the prescribed format,
- Work status and the research write up status endorsed by Head of the Department
- Evidence of all work and write up done.
(eg. consent form, samples photographs (of all samples), group samples photographs, experiment photographs, results tables, statistical analysis)

Status of the dissertation/Research write- up should be mentioned with color coding:

- Completed(C) color coding as **GREEN**
- Partially Completed (PC) color coding as **ORANGE**
- Not Started (NS) **RED**
- Not Applicable (NA) **Blank**
-

Power point presentation will be for five minutes in prescribed manner.

Unavoidable changes in the methodology, samples and size, Guide changes can be addressed in these progress reviews. It also give the students an impetus to gain acceleration towards completion within deadline.

PROGRESS IRB

Guidelines

1	Name of the candidate Phone Number E mail	
2	Course to which admitted	
3	Month and year of admission	
4	Month and year of appearing in the final examination	
5	Month and year of submission of dissertation	
6	Name of the Guide Designation Phone Number E mail	
7	Name of the Co-Guide Designation Phone Number E mail	
8.	Departments involved	
9.	Place of study	
10	Title of dissertation	
11	IRB approval date	

Work completion status

1.	Sample collection/ Patients selection	All samples/Patients have been collected/ selected as per the submitted protocol. (Annexure 1) or Samples or patients have not completely selected. Proof of completed work is enclosed (Annexure 1) The reason for partial completion is Work will be completed by
2.	Sample/ Patient Preparation	All samples/Patients have been prepared as per the submitted protocol. (Annexure 2) or Samples or patients have not completely prepared. Proof of partially completed work is enclosed (Annexure 2) The reason for partial status is Work will be completed by
3	Materials and methodology (procurement and organization)	All the materials required for the study has been procured. Equipment and methodology has been standardized as per the protocol or Material (s) was changed/ not purchased because of.....(Annexure 3- only if necessary) or Methodology/ Equipment were changed because of.....(Annexure 4-only if necessary)
4	Experiment/ Treatment done	Experiment /Treatment were done as per the protocol. or The Experiment /Treatment were modified because of..... (mention the modification in detail with proper references as Annexure 5)
5	Data collected	As per the Protocol (Annexure 6) or Data collection modified from protocol (Annexure 6)

Work completion status

6	Follow up status for clinical cases	All the Cases as mentioned in the protocol were followed up (Annexure 7) or Follow up is not complete as per the protocol. (Mention in detail how many followed up, how much more need to be done - Annexure7)
7	Statistical analysis	Statistical methods and analysis were used as mentioned in the protocol (Annexure 8) or Statistical methods and analysis were modified from the protocol because of(Annexure 8)

Work Status Endorsement

All data and Annexure details in Progress Proforma given by
Dr....., I/II/III year postgraduate,
submitted to IRB committee was shown to me.

Head of the Department

Department of

Indira Gandhi Institute of Dental Sciences

TEMPLATE

Power point slides for progress IRB

Slide 1
 Title:
 Your Name:
 Guides/ Co-Guides' names:
 Department name:
 Keep link to your IRB PPT
 Mendeley for references for all slides

Slide 2
 Time frame in GANTT format submitted earlier

Slide 3
 Work completion status
 Completed—Green colour code
 Partially completed—Orange colour code
 Not started—Red colour code
 Not applicable—no colour

Slide 3

	Sample collection/ Patients selection	Sample/ Patient Preparation	Materials and methodology (procurement and organization)	Experiment/ Treatment done	Data collected	Follow up status for clinical cases	Statistical analysis
Status*							

Fill the boxes with the colours indicating the status of the work

Slide 4

	Introduction	Review of literature	Materials and methods	Statistical analysis	Result	Discussion	Conclusion	Corrected by Guide	Final Proof reading
Status*									

Fill the boxes with the colours indicating the status of the work

Professionalism, is defined as the habitual and judicious use of communication, knowledge, technical skills, clinical reasoning, emotions, values, and reflection in daily practice for the benefit of the individual and community being served.



DISSERTATION

Guidelines for submission

DISSERTATION

Submission Guidelines

Dissertation should be bound in uniform format prescribed by the college.

All bound copies of dissertation to be submitted to the Office of Principal by 20th October, 2018., for signature.

Four bound copies of dissertation should be submitted to Controller of Examination by 31st October 2019

From these 4 copies, two will be sent for evaluation.

Two copies will be returned to the office of principal of which, one will be kept in the central library and one for department library.

Personal copies, copies for Guides, co guides and HOD should be printed as per the discretion of HOD in addition to these four copies.

Model dissertation can be downloaded from www.igids.ac.in

Certificate pages, figures, tables and graphs should be numbered in small Roman numerical.

Rest of the text material should be numbered in Arabic numerical.

All the figures, images can be kept in separate page or immediately after the corresponding text page.

The order of names in acknowledgement must be as follows:

- Chancellor
- Vice-Chancellor
- Dean (Research and Allied Health Sciences)
- Dean, Faculty of Dentistry, Head of the department
- Guide,
- Co-guides,
- other faculty members,
- Statisticians
- clerical support staff (if any),
- fellow postgraduates and other students.
- If it is a clinical study don't forget to thank your patients

To remember



- Topic selection and submission to the IGIDS** -
- Topic and Guides list submission to University** -
- Hard copy submission to the Dean's office** -
- University submission** -

For IRB/ IEC & two progress IRB dates refer to IRB/ IEC section of the book

DISSERTATION

Submission Guidelines

- for volunteering and the parents/ guardians, if the patient is a child.
- End by acknowledging the family.
- References
- Abstract
- Annexures

The order of the content of the dissertation is as follows:

- Inner front page
- Certificate page
- Copyright page
- Acknowledgement
- List of abbreviations
- Table of contents
- List of figures with legends
- List of tables with legends
- List of graphs with the legends
- Main content
- Following annexure should be kept:
 - Key to master chart,
 - Master chart,
 - Consent forms (sample)
 - IRB approval,
 - IRB progress,
 - IRB completion certificate
 - IEC clearance certificate
 - Plagiarism certificate,
 - Detailed description of common procedures (Wherever relevant),
 - Description of statistical methods used.

REFERENCE BOOKS

Medical postgraduate dissertations-a step by step approach by
Dr.N.Ananthkrishnan

How to write Postgraduate Thesis:
Dr.N.Ananthkrishnan

A practical approach to Postgraduation dissertation:
R.Raveendran,B.Gitanjali.

LIBRARY DISSERTATION

Sample pages—Cover



SRI BALAJI VIDYAPEETH

Deemed to be University, U/S 3 UGC Act 1956

DISSERTATION

Type your title in capitals

*Submitted in partial fulfilment for the award of degree of
Master of Dental Surgery in*

Type your specialty in Sentence case

Type your name in capitals

UIN number.....

2020-2023



Indira Gandhi Institute of Dental Sciences

Puducherry 607402

DISSERTATION

Sample pages—Certificate

Certificate

*This is to certify that this Dissertation titled
‘Type the title in Sentence case, bold,’
Is a bonafide record of the work done by
“type your name in sentence case”,
during the period of post graduation from 2020-23*

Guide..... Co-guide.....

Head..... Dean.....



Indira Gandhi Institute of Dental Sciences
Puducherry 607402

DISSERTATION

Sample pages—Declaration

Declaration by the Candidate

*I hereby declare that this Dissertation titled
"Type the title in Sentence case, bold,"
Is a bonafide record of the work done by me, under the guidance of "type
your guide's name in sentence case"
during the period of post graduation from 2020-23*

PG Student

Date:



Indira Gandhi Institute of Dental Sciences
Puducherry 607402

DISSERTATION

Sample pages

Abbreviations in a separate page

LIST OF ABBREVIATIONS USED

DBA	Dentin Bonding Agent
SBS	Shear Bond Strength
BIS-GMA	Bisphenol A Glycidylmethacrylate

Following page, Table of content

TABLE OF CONTENTS

1	INTRODUCTION	1
2	AIMS AND OBJECTIVES	4
3	REVIEW OF LITERATURE	5
4	MATERIALS AND METHODS	12
5	RESULTS	17
6	DISCUSSION	20
7	CONCLUSION	26
8	REFERENCES	27
9	ABSTRACT	31
10	ANNEXURE	33

DISSERTATION

Sample pages

Following page...

LIST OF FIGURES

S.No.	CONTENTS	Page No.
1.	Armamentarium	vii
2.	Sample size	viii
3.	60 extracted molars	ix

Following page...

LIST OF TABLES

S.No.	CONTENTS	Page No.
1.	Material used for this study	xi
2.	Equipment used for this	xii
3.	Group I total etch	xiii

Following page...

LIST OF GRAPHS

S.No.	CONTENTS	Page No.
1.	Q-Q plot graph for non etch	xiv
2.	Q-Q plot graph for total etch	xv

Following page...

LIST OF ANNEXURE

S.No.	CONTENTS	Page No.
1.	As mentioned earlier	xvi
2.	As mentioned earlier	xvii

DISSERTATION

Check list

GENERAL INSTRUCTIONS

- Certificates in order
- Page no in small Roman numbers from acknowledgement till start of introduction and will continue for all tables and list of figures
- Page numbering in Arabic font (from introduction)
- One page Acknowledgment
- Abbreviation used
- Table of contents
- Tables and figures should come immediately after relevant text
- Tables for list of tables, graphs and annexure

INTRODUCTION

- It should consist of 2- 4 pages
- Background information with relevant references
- Should have context flow between paragraphs
- Concepts should end with lacunae
- Lacunae should be followed by research question (PICO format, if applicable)
- Research hypothesis
- Null hypothesis

AIMS

- General statement about purpose of the study

OBJECTIVES

- Primary Objective /Secondary or tertiary objectives, if any

DISSERTATION

Check list

REVIEW OF LITERATURE

- Introduction to ROL (one paragraph)
- 40 to 60 articles
- Title of subcategories in which ROL will be discussed
- Introduction for subcategories, ROL articles in chronological order, Conclusion for subcategories
- Each ROL should be stated - the inference/for what that ROL is referred and the relationship to the dissertation study

MATERIALS AND METHODS (Will differ with study design)

- Study design- with IRB and IEC approval date and number
- Materials in tabular format with expiry date and lot number
- Equipments in tabular format with the model name or number and company name
- Samples with inclusion and exclusion criteria
- Sample preparation
- All Sample photos before and after grouping
- Randomization of samples (in tables) and randomization technique
- Sample allocation and allocation ratio/Samples with proper legends
- Checking the figures and number in order
- Methodology in flow chart wherever required
- Statistical analysis Software used with version
- Inferential statistics with or without post hoc test

DISSERTATION

Check list

RESULTS

- Raw data- values of all groups
- Descriptive statistics
- Inferential statistics Test of significance
- Post Hoc test, if any
- Statistical data in table and diagrammatic representation in the same page (for e.g.: mean and standard deviation of group I to group III is given in Table 1 and figure 1)
- All tables should have proper units and graphs should have x and y axis clearly mentioned.
- Legend for tables and figures is on the top

DISCUSSION

- Place of study
- Justification of the study
- Justification of material and methodology with reference articles
- Justification of results with reference articles
- Exploration of results with reference articles available for the study or against the study
- Limitations of the study
- End with further guidelines

CONCLUSION

- In points

ABSTRACT

- IMRAD format



LIBRARY DISSERTATION

Guidelines for submission

LIBRARY DISSERTATION

Submission Guidelines

Library dissertation should be bound in a uniform format prescribed by the Institute.

Four bound copies of dissertation duly signed by the guides and the head of the department must be submitted to the office of principal by 30th June 2017.

From these four copies, two will be submitted to the central and departmental library. One copy will be given to the Guide and the other one for post graduate scholar.

Additional copies can be printed according to the discretion of the head of the respective departments.

Certificate pages, figures, tables and graphs should be numbered in small roman numerical. Rest of the text material should be numbered in Arabic numerical.

All the figures and tables can be kept in a separate page immediately after the corresponding text page or in continuation with the text material.

The certificate pages and the pages containing the signature of the guides and the faculty members should have an overlying clear sheet.

All the abbreviations used should be described in the first page.

An appropriately labelled CD containing the PDF of the dissertation should be

submitted along with each copy. The CD should be kept in CD pouch pasted on inner cover page of dissertation

Each page should have a running header text at the top right corner of the page indicating the topic or sub topic it discusses.

All the images, diagrams and illustrations used should invariably contain an accompanying legend and marked [for e.g. fig. no.4] and listed in a separate page.

Original sources of the images should be mentioned in the legends wherever applicable.

The prescribed font style is Times New Roman with a font size of 12 for the general text. However a bold font size of 14 should be used for the headings and sub headings. Line spacing should be double with normal margins (1" on all sides).

All the pages containing the text, original images and tables should have a watermark of "IGIDS" across the page in white colour [white, background 1, 5% darker]

The total number of content pages should be within 60-100 pages. Maximum permissible is 120 pages including all references, figures and tables

To remember



- Topic selection and submission to the University** -
- Final write-up approval in the department** -
- Soft copy submission to the department** -
- Hard copy submission to the Dean's office** -

LIBRARY DISSERTATION

Submission Guidelines

The structure of the LD has to be organised as follows.

1. Hard bound cover
2. Inner front page
3. Certificate page
4. Copyright page
5. Acknowledgement
6. Abstract
7. List of abbreviations
8. Table of contents
9. List of figures with legends
10. List of tables with legends
11. Main content with references
12. Plagiarism check certificate

Tip!

Difference between a narrative review and a systematic review

Features	Narrative Literature Review	Systematic Literature Review
Question	Broad	Specific
Source	Not usually specified, potentially biased	Comprehensive sources, explicit search approach
Selection	Not usually specified, potentially biased	Criterion-based selection, uniformly applied
Evaluation	Variable	Rigorous critical evaluation
Synthesis	Often Qualitative	Quantitative *
Inferences	Sometimes evidence-based	Usually evidence-based

* A quantitative synthesis that includes a statistical method is a meta-analysis (Cook, 1997).

Cook D J. et. al. Ann Intern Med 1997;126:376-380

LIBRARY DISSERTATION

Sample pages—Cover



SRI BALAJI VIDYAPEETH

Deemed to be University, U/S 3 UGC Act 1956

LIBRARY DISSERTATION

Type your title in capitals

*Submitted in partial fulfilment for the award of degree of
Master of Dental Surgery in*

Type your specialty in Sentence case

Type your name in capitals

UIN number.....

2020-23



Indira Gandhi Institute of Dental Sciences

Puducherry 607402

LIBRARY DISSERTATION

Sample pages—Declaration

Declaration by the Candidate

*I hereby declare that this Library Dissertation titled
"Type the title of your LD in Sentence case, bold,"
Is a bonafide record of the work done by me, under the guidance of "type
your guide's name in sentence case"
during the period of post graduation from 2020-23*

PG Student

Date:



Indira Gandhi Institute of Dental Sciences
Puducherry 607402

LIBRARY DISSERTATION

Sample pages—Certificate

Certificate

*This is to certify that this Library Dissertation titled
‘Type the title of your LD in Sentence case, bold,’
Is a bonafide record of the work done by
“type your name in sentence case”,
during the period of post graduation from 2020-23*

Guide..... Co-guide.....

Head..... Dean.....



Indira Gandhi Institute of Dental Sciences
Puducherry 607402

LIBRARY DISSERTATION

Sample pages—Copyright

Copyright

*I hereby declare that the Sri Balaji Vidyapeeth, Puducherry, shall have the rights to preserve, use and disseminate this dissertation entitled“
Type your title in sentence case, bold, ” in print or electronic format for academic, research and publication purpose.*

PG Student

Date:



**Indira Gandhi Institute of Dental Sciences
Puducherry 607402**

Your Calendar
July 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Your Calendar

September 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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October 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
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 **Your Calendar**

November 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
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December 2020

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
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Your Calendar

January 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Your Calendar

March 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
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Your Calendar
 May 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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3	4	5	6	7	8	9
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June 2021

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	1	2	3	4	5	6
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Your Calendar
July 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
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August 2021

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9	10	11	12	13	14	15
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Your Calendar
September 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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6	7	8	9	10	11	12
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October 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
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 **Your Calendar**

November 2021

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
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December 2021

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		1	2	3	4	5
6	7	8	9	10	11	12
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Your Calendar
January 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
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February 2022

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7	8	9	10	11	12	13
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Your Calendar

March 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
	1	2	3	4	5	6
7	8	9	10	11	12	13
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April 2022

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4	5	6	7	8	9	10
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Your Calendar
May 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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June 2022

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		1	2	3	4	5
6	7	8	9	10	11	12
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Your Calendar

July 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Your Calendar
September 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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Your Calendar

November 2022

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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December 2022

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5	6	7	8	9	10	11
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Your Calendar

January 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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February 2023

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Your Calendar

March 2023

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April 2023

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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Your Calendar

May 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Your Calendar
July 2023

Monday	Tuesday	Wednes- day	Thurs- day	Friday	Saturday	Sunday
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
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August 2023

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Important dates at a glance

Sl.No:	Library Dissertation	Dates
1	Library dissertation topic selection and submission to university	
2	Final write up approval	
3	Soft copy submission	
4	Hard copy submission	

Sl.No:	Thesis	Dates
1	Topic Submission	
2	Protocol Write Up	
3	Pilot Study Completion	
4	IRB Presentation And Approval	
5	IEC Presentation And Approval	
6	University Submission (Topics And Guides List)	
7	Progress Institutional Review Board-I	
8	Progress Institutional Review Board-II	
9	Study Completion & intimation to IEC and IRB	
10	Hard Copy Submission To Principal Office	
11	University Submission And Acceptance Letter	