



D.A. PANDU MEMORIAL R. V. DENTAL COLLEGE & HOSPITAL,
J.P. NAGAR I PHASE, BENGALURU

STUDENT SUPPORT AND WELFARE COMMITTEE

Head of the committee: Dr. Prashanth C. S

Contact No: +91 999455 51555

ABOUT THE COMMITTEE:

The committee was formed with the purpose of ensuring students' well-being and advancement of their abilities. This will in turn facilitate learning and maintain a harmonious atmosphere in the campus.

OBJECTIVES:

1. To provide support to students for the advancement of academic, extra-curricular and personal aptitudes through various welfare activities.
2. To scrutinize and resolve student grievances regarding institutional activities, and helping other committees regarding the same.
3. To strengthen the relationship between students, and between students and teachers.

RULES & REGULATIONS:

1. The committee shall define the activities and adhere to them
2. The committee shall meet on a regular basis
3. All the members to attend the meeting compulsorily, and any reason for not attending a meeting to be communicated to the Head of the committee.
4. All members should discharge their duties diligently.
5. The committee shall plan/conduct/facilitate the activities listed. The activities list shall be reviewed and updated on a regular basis
6. The minutes of every meeting shall be recorded (written) and maintained.

ACTIVITIES OF THE COMMITTEE:


1. Assist students in their learning process – including academics and practical/clinical learning experience
2. Help students with special needs to overcome academic, personal and social hindrances.
3. Help students to analyse and solve educational difficulties, including limitations in language, and suggest solutions for the same.
4. Help in development of soft skills, particularly communication skills.
5. Conducting White Coat Ceremony and related enrichment courses for the students.

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6. Organizing personality development programmes.
7. Managing the needs for extracurricular activities.
8. Steering annual cultural and sports activities in the institution.
9. Conducting Graduation ceremony / college day annually.
10. Facilitate parent – teacher interactions.
11. Conduct continuous performance assessments of the students.
12. Encourage and help the students in participating in intercollegiate events.
13. Facilitate special coaching for slow learners
14. Assist in feedback collection from students.
15. Assist in anti-ragging activities.


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Committee for antiragging and prevention of sexual harassment

Rules and regulations

1. Committee members should include both male and female faculty, along with wardens from the girls' and boys' hostel. The Principal is the Chairman of the committee. Two student members (one boy and one girl) from the hostel are also part of this committee
2. The names of the committee members along with their phone numbers is displayed in the college campus (excluding that of student members)
3. CCTV cameras are to be installed in the college campus.
4. Squads (comprising of 2 members) are selected to conduct surprise visits of the campus.
5. Surprise visits are to be conducted once every 3 months to the library, common rooms, boys' and girls' hostel, following which a record is maintained for the same and countersigned by all the members
6. The fresh batch of I BDS and I MDS should be introduced to the committee members and they should be briefed about the existence, role of the committee and consequences of ragging and sexual harassment.
7. An affidavit which gives information about the helpline numbers and other details pertaining to ragging is signed by the I year undergraduates and postgraduates and their parents and the same is to be filed.
8. Annual workshops to highlight the harmful effects of ragging in the presence of a DCI member need to be carried out. The details of the workshop are to be filed and maintained in a register
9. Minutes of the meeting which are to be conducted every 2-3 months are recorded. Additional meetings are carried out if the need arises
10. Any new updates (pertaining to ragging) need to be checked routinely on the DCI website and then discussed and implemented if required.


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Committee for antiragging and prevention of sexual harassment

Norms of the committee

- All committee members shall voice their opinion on issues/matters being discussed.
- The appointed members shall support the committee and suggest modifications if required.
- All the members shall work as a team and ensure smooth functioning of the committee.
- The members of the anti ragging committee shall be responsible for maintaining all the circulars and other relevant official correspondence.




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Committee for antiragging and prevention of sexual harassment

Strategic plan

1. To continue to conduct annual workshops on ragging and its detrimental effects during the month of September/October for the new batch of undergraduates and postgraduates.
2. To collect and file the anti ragging affidavits from the parents and students of the new batch.
3. To carry on the surprise visits in the campus to keep a check on ragging.
4. To continue the video demonstrations that are carried out during the workshop to highlight the ill effects of ragging and spreading awareness.
5. To ensure the campus is student friendly without any ragging and sexual harassment.




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Committee for antiragging and prevention of sexual harassment

Guidelines

1. It is the committee's responsibility to make sure that the 1 year undergraduates and postgraduates sign the antiragging undertaking/affidavit at the beginning of the academic year
2. The committee plays a key role in identifying any incident of ragging or sexual harassment and reporting it immediately to the higher authority.
3. The committee also has the responsibility of maintaining a campus free of ragging and sexual harassment.
4. The committee has the task of conducting the annual workshop to create awareness about ragging.
5. The committee is in charge of carrying out the workshop in the presence of a DCI member
6. The antiragging committee is also entitled to update details of workshops, any reported incidents of ragging and other relevant information to the DCI website as per the requirement/communication.


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Rules, Norms and Guidelines- HICC

Introduction

Hospital Infection Control Committee (HICC) was formed with the goal to reduce and prevent infections in the Hospital through standard precautions, decontamination, waste management and surveillance

Rules

Principles of governance of committee is based on guidelines from the NABH, CDC and WHO

NORMS- Standards set from HICC are as per the guidelines of NABH, CDC and WHO

- Committee recommends that all the health care personnel follow the standard precautions set by HICC at all times

A) Structure of the committee

- Superintendent of the hospital – Principal, IQAC Chairman
- Head of the committee – Doctor- Pathologist
- Microbiologist
- Coordinator (NAAC)
- Members from each department
- Infection control nurse

Co- opted members

- Laboratory technician
- Maintenance Engineer
- Student representatives (Interns)
- Housekeeping in-charge

B) Functions

- To develop infection control policies and procedures
- Assign responsibilities to members of each department to follow recommendations of the committee



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- Continued surveillance
- Develops training programmes for hospital staff
- To ensure control measures in the events of infection outbreak

Rule

C) Frequency of meeting

- Committee meets quarterly in a year
- All meetings of the committee shall have at least 50% of the member

POLICIES *Norms →*

- To have an active infection control programme
- To create awareness and train the health care personnel regarding policies and procedures of infection control, prevention and role of surveillance
- To evaluate the methods and strategies for effectiveness

Handwritten notes:
 and
 Hepatitis B Immunization is mandatory for all health care personnel through surveillance, immunization procedures.
 Norms

GUIDELINES

1. Are prepared from HICC, DAPMRVDC
2. Reviewed periodically during committee meeting for the improvement
3. Committee recommends to follow the guidelines prepared by the committee, as "protocols in infection control", DAPMRVDC
4. Committee has prepared a logbook for all departments, so that on regular basis the infection control protocols are followed
5. Surveillance is done by the committee team in charge of sterilisation and infection control



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Library and Information Centre

INTRODUCTION: -

Library and Information Centre (LIC) of D A Pandu Memorial R V Dental College and Hospital is Rapidly developing into one of the most sought professional education and research referral Learning Resource Centre. It started its service in 1992. It is having good collection of printed and electronic documents. It is subscribing to both Indian and international Journals. To enable its members of faculty and students to keep abreast with growth of knowledge in the areas of Dental and Medical sciences, it is procuring latest documents from time to time.

MISSION

To satisfy users (Members of faculty and students) by providing quality service, it's expeditiously and exhaustively.

GOALS

- ❖ To plan and design use of printed and electronic documents by applying Cost Efficient methods
- ❖ To assist the users in making use of resources of LIC to the maximum extent
- ❖ To implement new version of the following Five Laws of Library Science ,enunciated by Great Librarian of the world, namely, Late Dr. S R Ranganathan
- ❖ Library Serves Humanity
- ❖ Respect all forms by which knowledge is communicated
- ❖ Use technology intelligently to enhance service
- ❖ Protect free access to knowledge
- ❖ Honor the past and create the future

LIBRARY ADVISORY COMMITTEE MEMBERS:-

1. Dr. Asha R Iyengar Principal and Chairman of Library advisory Committee
2. Dr. K Shashikala Committee Head
3. Dr. G Baghyalakshmi Member
4. Dr. Madhura M G Member
5. Dr. Subhash B V Member
6. Dr. Ravish Krishnamurthy Member
7. Dr. Bhumika S (PG STUDENT)
8. Ms. Devyani D K (UG STUDENT)

SPACE

LIC occupies plinth area of 4545 square feet. It is having separate Reading Rooms for Staff, under graduate and post graduate students, with seating capacity of 200 seats. It is also having separate internet section. And a separate discussion room is provided for discussions. There is sufficient space for further expansion.



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STAFF DETAILS:-

Senior Librarian: - Dr. Ravish Krishnamurthy V B.Sc., M L I Sc., M Phil., PhD., PGDCA
Junior Librarian: - Ningana Gouda. A H B.A., M L I Sc
Library Attender: - Gowramma C
Library Attender:- Lingaraju M
WORKING HOURS:-


Working hours of LIC are from 09.00 AM to 06.00 PM on all the working days. Timings of the Library will be extended during the examination based on the request of the student.

INFRASTRUCTURE:-

To make LIC more useful to the users, it is having- (a) Stack Section (b) Periodicals Section: (c) Circulation Section (d) Internet and Multimedia section with 32 computers and 2 printers for providing surfing facilities and print out from e resources and Reprographic section with an advanced Sharp Copier-cum-Printer to provide copies form the documents to the users on demand.

COLLECTION

Sl. No.	TYPE OF DOCUMENT/ E RESOURCES	SUB DIVISIONS	TOTAL
1.	Books		
	(a) Purchased Books	6784	
	(b) Donated Books	1067	
	(c) Books of Book Bank	151	8002
2.	Current Subscription to National and International Periodicals (Journals)		
	(a) National	13	
	(b) International	45	58
3.	Current Subscription to National and International Print and E Journals Through HELINET Consortium		
	(a) Print Journals		
	(1) National	80	
	(2) International	66	
	(b) e Journals		
	(1) National	NIL	
	(2) International	289	435


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4. e-books through HELINET Consortium	306
5. Bound Volumes of Journals	1663
6. Journals and DVD's on Dental Medical Science	607
7. Dissertations/Thesis	527
8. General Magazines	07
9. Newspapers	06

ARRANGEMENT OF RESOURCES

Books are classified according to a special classification scheme Library of Congress, United States of America, Books are arranged in a classificatory sequence (Subject-wise) and this is enabling the users to find their required books easily and quickly.

INSTITUTIONAL MEMBERSHIP

We have institutional membership of

- ❖ HELINET (Health Sciences Information Network) of RGUHS- which is a Digital Library.
- ❖ British Library, Bangalore

LIBRARY INTERCONNECTIVITY

We have interconnectivity with all the educational institutions of RGUHS through Internet to share resources of knowledge, information and data, under inter Library cooperation.

LIBRARY COMMITTEE

The Library Committee formulates policy and guidelines for the smooth and efficient functioning of LIC. It includes 7 members addition to chairman.

LIBRARY AUTOMATION & COMPUTERISED INFORMATION RETRIVAL:-

Considering the importance of Library Automation, standard and useful Library Automation Software, Namely LIBSOFT 12.0.0 Standard Version of software is installed in LIC. LIBSOFT 12.0.0 provides several special facilities such as digital library, Virtual Library. Direct Link to MS-Word, MS EXCEL in case of report generation. Direct email facility, CAS (Current Awareness Service), SDI (Selective Dissemination Service of Information) OPAC (On Line Public Access Catalogue) enables our users to search within few seconds the required information such as (a) whether a book or journal or CD or DVD or thesis is available in LIC; (b) if it is there, whether if is issued to other user, the same can be reserved by either informing or sending e mail to Senior Librarian.



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Since Databases in LIC are constantly updated as and when new documents are added. Our users can have quick access to latest information either by visiting LIC or from their Departments because our whole campus is networked through Wi-Fi technology. All most all the functions of LIC such as (a) Acquisition, (b) Serial Control, (c) Cataloguing (d) Circulation (e) OPAC (f) Documentation (g)SDI (h) Compiling Bibliographies (i) Reports Generation (j) Library Stock Verification (k) Management of LIC are automated.

There is not only saving precious time of users, but also enhanced the efficiency of functioning of LIC, since bar coding is done for documents are issued to users.

There are 14 PC's with broadband connections in internet section of LIC.

The whole campus is networked through Wi-Fi Technology to share the information of LIC.

HELINET

Our College is a member of HELINET consortium of RGUHS (Rajiv Gandhi University of Health Sciences) since 2004, by making initial payment of Rs.500000/- towards our College Membership, during January 2004.

HELINET is an Health Sciences information Network which enables our members of faculty and students to have quick and easy access to e-resources and printed documents (Hard copies), such as : - (1) 42 e-journals in Dental Sciences; (2) 242 e journals and 34 e books in Medical sciences; (3) 80 print Indian Journals and 66 Print International Journals (Hard Copies) in Medical Sciences through Document Delivery System and (4) 218 LWW Lippincott William Wilkins) archival e-journals in Medical Sciences available for Document Delivery @RGUHS from Vol-1 and Issue-1. In case of e-resources at serial numbers 1 and 2, our members of faculty and students are having access to 284 e-journals and 34 e books daily, in the internet section of our Library and Information Centre. Whenever they need any paper or part of a book, they download and take hard copies, since two printers are available.

In case of e-resources at serial numbers 3 and 4, they can have access to content electronically and whenever hard copy of the full text of the same is required, they can request our Senior Librarian who will provide the same after obtaining it from RGUHS, under Document Delivery System.

E-resources of HELINET as mentioned above are for the year 2014. These e-resources will be enriched by RGHUS periodically and the same will be available to us.

SERVICES

1. Bibliographic Service
2. Reference Service
3. Referral Service
4. Internet, Printing, Scanning Services
5. Reprographic Services
6. Current Awareness Service
7. Inter Library Loan Service
8. Book Bank Service
9. News Paper Clipping Service
10. Content Page Service
11. Mail Alert Service



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12. Lending Books
13. Overnight issue of current and back volumes of journals
14. Helping in access to e journals and e books from HELINET
15. Providing borrowing facilities from British Library, Bangalore

Senior Librarian and Junior Librarian who are professionally qualified persons help the members of faculty and students in searching their required books, journals and other documents quickly.

ADDITIONAL FACILITIES:-

1. The Library Advisory Committee and Librarians are recommended to attend the workshop or symposium pertaining to Library and Information Science
2. Librarians are encouraged to participate and present scientific papers National and International conferences.
3. Librarians are encouraged to take up additional trainings in subject domain.
4. To create the awareness of Digitalization Techniques Guest lectures are organized by persons of eminence.
5. Collection of annual feedback forms from staff and students for the development of Library and Information services
6. Tea, Coffee and Soft Drinks made available in the premises.
7. Versatile wheel chair made available from lift to LIC for the handicapped students and faculty members.
8. Puregaurd which is a water cooler-purifies is installed for the benefit of the students and faculty members
9. The LIC gives incentives by way of annual Awards to the students and faculty members for making maximum use of LIC.
10. The LIC provides training for Basic Computer concepts, information retrieval. Database search and searching e-journals and e books from HELINET to the users.



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HOSTEL COMMITTEE

STRATEGIC PLAN DEPLOYED:

1. Usage of ecofriendly disposables (spoons, cups, plates etc.)
2. Complete solarization of the hostel for energy saving
3. Methods to reduce water wastage
4. Proper disposal of the waste from the mess
5. Proper pest control methods
6. Installation of mosquito repellants in each floor of the hostel
7. Usage of disinfectant for floor cleaning, kitchen cleaning and cleaning of washrooms etc.


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UNDERGRADUATE COMMITTEE

The undergraduate committee is a committee formed to ensure that the undergraduate program of the institution runs within the framework and the requirements set by the University as well as the governing body. It ensures that the academic standards of the undergraduate course are maintained at the topmost level.

Rules :

- The committee will be composed of one head and year wise coordinators appointed by the head of the institution (I BDS to Internship).
- There will be one year wise coordinator per year who will be responsible for the academic activities of that particular year as well as facilitating communication between the respective faculty.
- The committee shall meet for a minimum of 5 times per year.
- During the meeting for any particular year the coordinator will ensure the presence of at least one representative faculty responsible for the different subjects of that particular academic year.
- Recording of the minutes of the meeting and the attendance is mandatory.
- In situations of conflict the decision of the committee head and/or the head of the institution will be considered final.

Norms :

- All committee members shall review all relevant material prior to the meeting.
- All committee members shall voice their opinion on the issue being discussed.
- Committee members shall support the committee and institutional head and carry out all relevant work assigned to them.
- Committee members should work as part of a team and ensure that the work and the policy of the committee is in accordance to that of the vision and mission of the institution.
- Committee members shall be responsible for maintaining all the official correspondence, circulars etc. related to their respective years.

Guidelines :

- The committee is responsible for charting out the entire academic calendar before the beginning of the course each year.
- The committee is responsible for all major activities of the academic calendar such as determining the internal assessment examinations, vacations etc.
- The committee is responsible for drafting changes in the timetable in order to meet with the requirements of not only the university curriculum but also after taking into account the requirements of all the stakeholders.
- The committee plays a key role in identifying the underperformers using certain predetermined guidelines and takes necessary steps in order to monitor their performance as well as to bring about an improvement in their level of functioning.
- The committee also has the responsibility to respond to issues faced by the different stakeholders with respect to the undergraduate teaching programme.

Schedule:

Members of the committee meet at regular intervals to facilitate the smooth execution of the academic session.

An annual calendar is designed for the committee wherein meetings are planned prior to the beginning of the academic session to chart out the course as well as to coincide to periods just prior to the scheduled assessment exams. Committee also meets after the examinations in order to review the performance of the students.


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Policy of the Undergraduate Committee

The undergraduate committee is a committee formed to ensure that the undergraduate program of the institution runs within the framework and the requirements set by the University as well as the governing body. It ensures that the academic standards of the undergraduate course are maintained at the topmost level.

The key guidelines of the committee are as follows :

- The committee is responsible for charting out the entire academic calendar before the beginning of the course each year.
- The committee is responsible for all major activities of the academic calendar such as determining the internal assessment examinations, vacations etc.
- The committee is responsible for drafting changes in the timetable in order to meet with the requirements of not only the university curriculum but also after taking into account the requirements of all the stakeholders.
- The committee plays a key role in identifying the underperformers using certain predetermined guidelines and takes necessary steps in order to monitor their performance as well as to bring about an improvement in their level of functioning.
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Schedule :

Members of the committee meet at regular intervals to facilitate the smooth execution of the academic session .

An annual calendar is designed for the committee wherein meetings are planned prior to the beginning of the academic session to chart out the course as well as to coincide to periods just prior to the scheduled assessment exams. Committee also meets after the examinations in order to review the performance of the students.

Duties of the committee members:

Each committee member is entrusted one particular year of the undergraduate course and he/she is responsible for the academic activities of the students belonging to that particular year.



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UNDERGRADUATE COMMITTEE

The undergraduate committee had been formulated with the aim of overall upbringing of the quality of undergraduate training programme.

Key features:

- To create a conducive teaching-learning environment
- To improve overall pass percentage of the students

STRATEGIC PLAN:

Short term plans:


- 1) To boost the learning potential of undergraduates in a creative manner.
- 2) To facilitate the students to cope-up with the current educational methods and challenges.
- 3) To help those, requiring behavioral therapy (counseling).
- 4) To inculcate and promote research culture among undergraduates.

Long term plans:

- 1) To facilitate student exchange programmes at the state, national and international universities of repute.
- 2) To train undergraduates to carry out good research.
- 3) To adopt latest techniques such as artificial intelligence and machine learning as components of teaching-learning methods and media.

COMPOSITION OF THE COMMITTEE:

- 1) Chairman / Committee Head
- 2) Coordinator for I BDS
- 3) Coordinator for II BDS
- 4) Coordinator for III BDS
- 5) Coordinator for IV BDS
- 6) Coordinator for Interns
- 7) Student members


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DAPM RV DENTAL COLLEGE
Institutional Ethics Committee/Institutional Ethics Board approval
IRB Minutes of the meeting document

Date: 16.10.17

Institutional Review Board meeting was conducted on 16.10.17 from 10:00 am to 11.30am in the Board Room, DAPM RVDC to discuss the revised ethical guidelines for biomedical research by Indian Council of Medical Research (ICMR).

The points discussed in the meeting are:

- Since its inception, the Research Sustenance & IRB Committee has been following the 2006 guidelines provided by ICMR (Ethical guidelines for biomedical research on human participants 2006) for its effective functioning. However with release of revised guidelines, the committee discussed the up gradation of the procedures to be followed.
- It was decided that from 16.10.17 onwards, the revised guidelines – National Ethical Guidelines for Biomedical and Health Research involving human participants 2017 will be applied.
- The functioning of Research Sustenance and IRB Committee will be periodically updated as per new guidelines/revisions by ICMR.
- The institutional library and the office of Principal are requested to maintain a copy of the guidelines and the modifications, revisions and additional appendices as per ICMR.

The following IRB members participated in the review process.

1. Dr. Sarita, Clinician
2. Dr. Deepak, Clinician
3. Dr. Deepti, Clinician
4. Dr. Harikiran A.G. Member Secretary & Committee Head

Signature of Principal


Signature of Member
Secretary IRB/IEC

To,

All the departments.


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DAPM RV DENTAL COLLEGE
Institutional Ethics Committee/Institutional Ethics Board approval
IRB Minutes of the meeting document

Date: 21.02.15

Institutional Review Board meeting was conducted on 21.2.15 from 10:00 am to 11.30am in the Board Room, DAPM RVDC to discuss the standard operating procedures to be followed by the committee.

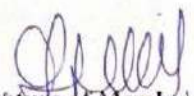
The points discussed in the meeting are:

- The guidelines from ICMR for biomedical research were discussed.
- All the members agreed to follow the 2006 guidelines provided by ICMR Ethical guidelines for biomedical research on human participants 2006 for effective functioning.
- It was decided that from this date onwards, the ICMR Ethical guidelines for biomedical research on human participants 2006 will be applied by the Research Sustenance and IRB Committee.
- The functioning of Research Sustenance and IRB Committee will be periodically updated as per new guidelines/revisions by ICMR.
- The institutional library and the office of Principal are requested to maintain a copy of the guidelines and the modifications, revisions and additional appendices as per ICMR.

The following IRB members participated in the review process.

1. Dr. Sarita, Clinician
2. Dr. Deepak, Clinician
3. Dr. Deepti, Clinician
4. Dr. Harikiran A.G. Member Secretary & Committee Head

Signature of Principal


Signature of Member
Secretary IRB/IEC


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MAGAZINE COMMITTEE
D.A.P.M.R.V.DENTAL COLLEGE

Chairperson: Dr. Asha R. Iyengar

Head of the committee/ Editor in chief: Dr. Sapna N.

Contact No.: 9886066434

About the committee:

The magazine committee was constituted with the main purpose of presenting the events, scientific programs and achievements of the Institution including the achievements of staff and students during a specified period in the form of a newsletter. The committee is represented by the members from both staff and student community.

Objectives:

1. To showcase the Institution's achievements and accomplishments, achievements of the staff and students, events organized and attended, competitions participated and won, developments in the research area, publications and presentations from the staff and students.
2. To assess the Institution's growth in the specified period and compare with the previous years' achievement.
3. To encourage staff and students to showcase their talent and creative side through poems, articles, paintings etc.

Rules:

1. The committee shall define the policies and adhere to them.
2. Establish guidelines for timely review of contents and materials for publication of newsletter.
3. The committee members shall involve volunteers from different departments and students to collect the information in a timely manner.
4. The committee members shall involve actively in screening procedure to review the materials and other information for their appropriateness for publishing.
5. The collected information will be edited and proof read and sent to the editorial board for final approval.



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6. The committee members will take responsibilities of designing and printing the newsletter on rotation basis.

7. The committee shall determine the publication schedules and adhere to the timeline strictly.

8. The Editor-in-Chief and editorial board shall oversee the entire operations including collection of the information, selection, editing and proof reading, getting the financial sanction for publishing, selecting the designing and printing house, designing, printing and distribution of the newsletter.

9. Editor-in-Chief and editorial board shall maintain record of all the contents received.

10. Editor-in-Chief and editorial board shall maintain the proceedings of the committee meetings.

11. The decision of the editorial board's chairperson will be final regarding the publishing of newsletter.

Norms:

1. The committee shall meet on a regular basis.
2. All the committee members will attend the meetings regularly.
3. Members will come for meeting prepared and on time.
4. Members will comply with the rules and commit to their responsibilities.
5. All the members will discharge their duties diligently.

Guidelines:

1. Meetings will be held periodically to discuss about the newsletter- regarding assigning responsibilities, sending circulars, collection and compilation of information, designing and printing etc.
2. Committee will be in-charge of bringing out newsletter, progress report and souvenir (when needed).
3. Responsibilities will be assigned to each member on rotation basis.
4. Student members will be actively involved in the bringing out the newsletter. New students will be included in the committee as and when required.

Strategic plan to be deployed:

The committee plans to bring out the newsletter on a regular basis in the future. On need basis, committee may also bring out report letters.



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STAFF WELFARE COMMITTEE

RULES :

1. Selection of the staff to committee.
2. Staff selected for committee will look into total well being of the employee.

NORMS :

1. Quality of well being – mentally and physically healthy employee.
2. To discharge duties without any fear or favour.
3. To maintain Moral and ethics of working environment.
4. Follow the rules of institution
5. To mine the best from students and maintain good teaching protocol.

GUIDELINES :

1. To address the staff grievance
2. To Conducting annual health check up camps for all faculty.
3. To organising lectures and workshop to enhance the clinical knowledge and skills
4. To organize lecture on distressing and time management.
5. Developing programmes designed to improve the quality of life of staff members.
6. Providing advice on retirement.
7. To provide Mediclaim facilities.
8. Arranging for extracurricular activities and Regular get together/trips for all faculty.
9. Provide Basic CPR training.
10. To conduct regular Inter departmental discussions/case presentations.
11. To organising a talk on medico legal issues.
12. To organize talk on scientific writing.

Head of committee :

1. Dr Sunil Vasudev, HOD, Dept. of Oral and Maxillofacial Surgery

Committee members:

2. Dr Asha R Iyengar, Principal DAPMRVDC
3. Dr M.R. Dinesh ,Professor, Dept. of Orthodontic, Dean of Dental Education RGUHS
4. Dr Dharma R.M, Professor, Dept. of Orthodontics
5. Dr Prashanth C.S, Professor & HOD,, Dept. Of Orthodontics.
6. Dr A.G Harikiran, Professor & HOD, Dept. of Public Health Dentistry.
7. Dr Vinodhini K, Lecturer, Dept. of Public Health Dentistry.
8. Dr Archana Sanketh, Lecturer, Dept. of Prosthodontics.

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NON STATUTORY SCHEMES

Many non statutory welfare schemes may include the following schemes:

1. **Personal Health Care (Regular medical check-ups):** Some of the companies provide the facility for extensive health check-up
2. **Flexi-time:** The main objective of the flexitime policy is to provide opportunity to employees to work with flexible working schedules. Flexible work schedules are initiated by employees and approved by management to meet business commitments while supporting employee personal life needs
3. **Employee Assistance Programs:** Various assistant programs are arranged like external counseling service so that employees or members of their immediate family can get counseling on various matters.
4. **Harassment Policy:** To protect an employee from harassments of any kind, guidelines are provided for proper action and also for protecting the aggrieved employee.
5. **Maternity & Adoption Leave –** Employees can avail maternity or adoption leaves. Paternity leave policies have also been introduced by various companies.
6. **Medi-claim Insurance Scheme:** This insurance scheme provides adequate insurance coverage of employees for expenses related to hospitalization due to illness, disease or injury or pregnancy.
7. **Employee Referral Scheme:** In several companies employee referral scheme is implemented to encourage employees to refer friends and relatives for employment in the organization.



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D.A PANDU MEMORIAL RV DENTAL COLLEGE AND HOSPITALS.

CAREER GUIDANCE AND PLACEMENT CELL.

Mission:

- To encourage and high light about the scope of Dentistry as career option.
- To prepare the graduates to face the competition and challenges in the profession.
- To emphasize the need of ethical practice.

Objectives of Career Guidance Cell:

- Guidance for post graduate competitive exams.
- Motivational lectures / seminar on career awareness.
- Information about emerging career opportunities in and out of India.
- Providing information on academic and research prospects abroad.
- Providing information on foreign degrees and relevant competitive exams.
- Training and preparation modules for the above exams.
- Guidance and information related to self employment.

STRATEGIC PLAN:

- Conducting periodic Pre Admission Guidance and counselling sessions.
- Conducting sessions on development of communication and soft skills.

COMMITTEE MEMBERS:

- Dr H Murali
- Dr Veerendra Kumar
- Dr Apoorva Prakash



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FEEDBACK COMMITTEE
D.A.P.M.R.V.DENTAL COLLEGE

Head of the committee: Dr. Suchetha A.

About the committee:

The feedback committee was constituted to assess the various components of the teaching learning system by obtaining feedback from all the stakeholders. The main purpose for taking this feedback is to find ways of gathering and using that information which will lead to improved services that are more responsive to patients and students needs.

Objectives:

1. To receive regular feedback, self-reflect and help in the further development of the institution.
2. Assessment is taken on all components of teaching learning including, infrastructure, library, teaching abilities and hostel.
3. The analyzed feedback should be used for necessary action to be taken by the respective committees.

Rules:

1. The committee shall define the policies and adhere to them.
2. Committee members have to make sure the feedback forms are made available to all the stakeholders, viz. students, patients, staff and employers.
3. Members shall take responsibility for data collection and analysis.
4. Members shall formulate a plan of action.
5. The committee shall determine the feedback schedules and adhere to the timeline strictly.
6. Head of the committee shall improvise the assessment forms continuously to make them suitable to changing needs.
7. Head of the Committee shall maintain the proceedings of the committee meetings.

Norms:

1. The committee shall meet on a regular basis.
2. All the committee members will attend the meetings regularly.
3. Members will come for meeting prepared and on time.



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Policy for Feedback Committee

The policy sets out to provide a framework for the assessment of various aspects of our institution such as infrastructure, teaching, library and treatment provided. The main purpose for taking this feedback is to find ways of gathering and using that information which will lead to improved services that are more responsive to patients and students needs.

Committee shall:

1. Design assessments in line with the institutional goals.
2. Assessment design will provide us the opportunity to receive regular feedback, self-reflect and help in the further development of the institution.
3. Assessment should involve all the stakeholders; viz. students, staff, patients and employers.
4. Assessment should be objective and easy to interpret.
5. Following the assessment, the feedback should be analyzed.
6. Results of the analysis should be sent to the respective committees for the necessary action.

Assessment schedule:

1. An annual calendar will be designed for the committee to facilitate regular collection of feedback.
2. Regular meetings will be held to ensure the smooth functioning of the committee.

Duties of committee members:

1. Committee members will be entrusted with the responsibilities of making sure the feedback forms are made available to all the stakeholders.
2. Members are responsible for data collection and analysis and to formulate a plan of action.
3. Members have a role in improvising the assessment forms continuously to make them suitable to changing needs.



Dr. Suchetha A
Committee Head
Feedback Committee



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4. Members will comply with the rules and commit to their responsibilities.
5. All the members will discharge their duties diligently.

Guidelines:

1. Meetings will be held periodically to discuss about the regarding assigning responsibilities, sending circulars, and collection of feedback from various stakeholders, analyzing feedback and taking necessary action.
2. Responsibilities will be assigned to each member on rotation basis.

Strategic plan:

We plan to convert all forms to e – forms so that we can go paperless and also to ease the process of data analysis, storage and retrieval.



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RULES & REGULATIONS, NORMS AND GUIDLINES

MESSAGE FROM CHAIRPERSON Dr. Veerendra Kumar B

DAPM R V Dental College has grown into one of the esteemed dental colleges in India with 150 students from across the country residing in our Hostel. A happy mix Non-AC Single and Double rooms to suit students from various strata of society. There is a dedicated team of officials and workers to make the stay of students comfortable and providing an ambience of "**home away from home**". We follow the dictum, '**Pursuit of Excellence**' in managing our hostel to make the stay memorable for our students.

HOSTEL RULES & REGULATIONS RAGGING:-

RAGGING IN ANY FORM IS BANNED INSIDE AND OUTSIDE THE CAMPUS. STRICT ACTION WILL BE TAKEN AGAINST THOSE INDULGING IN RAGGING. SUSPENSION AND OR WITHDRAWAL FROM THE HOSTEL/COLLEGE IS ONE OF THE ACTIONS TAKEN IMMEDIATELY. PUNISHMENT FOR RAGGING UNDER THE KARNATAKA EDUCATION ACT OF 1983 CAN BE UP TO ONE YEAR IMPRISONMENT. SUPREME COURT HAS ALSO DEFINED RAGGING AS A CRIMINAL OFFENCE.

DAPM Anti-Ragging Committee Names and Contact Numbers:

Chairman:

Joint Director:

Chief Warden:

Security Officer:

ALLOTMENT OF ACCOMMODATION:-

- 1, Hostel accommodation is allotted at the discretion of the Chief Warden on a "First Come First Served" basis /, rank in the Entrance Exam. The allotment is done on condition that the student agrees to abide by the rules and regulations of the hostel.
2. The Chief Warden can refuse hostel facilities without assigning any reason /remove a resident from the hostel at any time on disciplinary grounds, in which case, the student may even be required to vacate the room at short notice.
3. Students may also be required to shift to alternate accommodation at short notice due to administrative reasons.
4. No booking / reservation will be entertained on telephone/ E-mail.



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GOALS AND OBJECTIVES OF THE POST GRADUATE COMMITTEE

1. Discuss, the implementation of the PG curriculum within the institution, as per the university guidelines and calendar of events.
2. Plan the schedule of events including orientation, periodic evaluations and mock examinations.
3. Support the creation and development of a high level skills and employability training framework for postgraduate taught students.
4. Help post graduate students with new opportunities and likely future developments.
5. Facilitate the scholarships, publications and resolving the grievances of the Post graduate students.

Dr. A. Anantharaj

Head of PG Committee



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POST GRADUATE COMMITTEE
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Objectives :

1. Discuss, the implementation of the PG curriculum within the institution, as per the university guidelines and calendar of events.
2. Plan the schedule of events including orientation, periodic evaluations and mock examinations.
3. Help post graduate students with new opportunities and likely future developments.
4. Facilitate the scholarships, publications and resolving the grievances of the Postgraduate students.
4. Support the creation and development of a high level skills and employability training framework for postgraduate students.

Rules:

1. The committee is established in the year 2012 .
2. The committee consists of Chairman, Head of the committee and staff and the student members.
3. The term of each member would be for 5 years.
4. When a vacancy on the committee occurs, the head of the committee along with the chairman and the other members would discuss to decide upon the appointment of the new member.
5. The decision of the committee Head would be final regarding the member selection.

Norms:

1. All the members of the committee shall meet once in 4 months or on the need basis.
2. Attendance would be compulsory for all the members of the committee.
3. If any member is unable to attend the meeting then the committee head needs to be informed about same along with the reason for their absence of leave.



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4. Punctuality to be maintained by the members and they are aware of the agenda of the meeting.

5. All the members will actively participate in the meeting and the outcome of the meeting is summarized and mentioned in the minutes of the meeting.

4. Members will comply with the rules and will be committed to their responsibilities.

Guidelines:

1. Meetings will be held periodically to discuss about the Basic science class schedule for the first year post graduates, Orientation programs from the university, Synopsis submission and dissertation submission.
2. Committee will be in-charge of conducting the Biostatistics and Research methodology orientation programs within the Institution.
3. Responsibilities will be assigned to each member on rotation basis.
4. Student members will be actively involved in taking the feedback regarding the smooth conduct of their post graduation programs and the basic science classes.

Strategic plan to be deployed:

- The Committee aims to induct the integrated courses for the post graduate students
- In house training of all Postgraduate students for BLS and CPR program.



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NETWORK COMMITTEE

Rules:

1. The members of the network committee shall report regularly to the Head of the committee.
2. The Head of the network committee shall present the observations of the committee regarding the college website to the Principal for due permission.
3. All the content to be shared on the website must duly be checked by the committee, and certified by the Principal, prior to display on the college website.
4. All the members shall actively contribute to the content of the website.

Norms:

1. The committee shall meet at least once month in order to discuss the updates to the website
2. The committee members shall liaison with the Principal and all the Heads of the Department in order to maintain the content on the website upto date and relevant.
3. The committee shall ensure that only content suitable for the institution website will be displayed.

Guidelines

1. All information pertaining to the college website shall be shared on a group messaging portal to ensure proper information flow.
2. The committee shall maintain minutes of the meetings and recommendations to the technical personnel.
3. The committee shall act only with the permission and guidance of the Principal.

Stategic plan effectively deployed

1. Heads of the Departments must give their Event details to the committee at least a week before in order to announce the same on the college website.
2. Photographs of all the events must be submitted to the committee within 5 working days.
3. Heads of committees shall periodically review all relevant information and documents to ensure that announcements and official communications pertaining to the website will be updated.



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Health Professional Education Unit(HPE)

Role of Health Professional education Unit:

The health professional education unit focuses on faculty development programs which strengthen the teaching learning and assessment systems within the purview of the institution. These faculty development programs are intended for knowledge sharing and skill training on all aspects related to curriculum implementation and mentoring of students. Specifically it aids in designing and implementing and all aspects of a need based curriculum.

It has the potential to contribute towards quality assurance in academic issues of the institution. The HPE unit acts as a bridge between the global best practices in teaching and institutionalizing these best practices for the benefit of all the stakeholders. It is a vital asset to the institution in its endeavour to provide quality education to students of all strata. It helps make the transition towards competency based and outcome based educational systems by building the capacity of the faculty. It can act as collaborating centre with International organizations of repute such as Towards Unity for Health, School of Health Professional Education Maastricht University etc.

Need:

Faculty in health professional institutions are not technically trained teachers. Hence there has been an established need to train faculty in teaching learning and assessment technologies.

This forum also could bring in national and international uniformity in designing the need based curriculum and teaching learning methodologies finally resulting in best treatment protocol on par with the global standards.



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The main objectives of the unit are

1. Designing need based curriculum and its implementation in concurrence with the regional and national apex bodies.
2. Developing innovative Teaching/learning methodologies
3. Devising newer evaluation methods.

Structure of HPEU as recommended by Medical council of India

1. Officer in Charge-: Principal
2. Coordinator – Professor/ Associate Professor -With qualification in HPE (FAIMER Fellowship/PG Diploma/Degree/PhD in Medical Education)
3. MEU faculty (8 core faculty) – Faculty from any cadre who have qualifications in HPE (FAIMER Fellowship/PG Diploma/Degree/PhD in Medical Education/ Certification from University recognized agencies)
4. Support staff -For secretarial work

Infrastructure and equipment requirements:

1. HPEU to have an office set up for discussions and team meetings.
2. A working laptop/ desktop with internet connectivity and printer connectivity
3. Basic equipment required for conducting workshops and training programs



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Women's welfare Committee

The Women's welfare committee is a committee formed as per the directive of Rajiv Gandhi University of Health Sciences (Lette no. RGUHS/DSW/01/2013-14 dated 09-01-2013) .

Rules:

- The committee will have representation form women faculty members, management, parents and women students .
- The committee will periodically meet (minimum every three months) and discuss matters under the purview of the women's welfare committee .
- Any incident that is reported to the shall be attended to immediately with seriousness ,sincereity, sensitivity ,deceny and confidentiality
- All minutes of the meetings shall be recorded and attendance of fair numbers of members is mandatory.

Norms:

- All committee members shall review all relevant material prior to the meeting.
- All committee members shall voice their opinion on the issue being discussed.
- Committee members shall carry out all relevant work assigned to them.
- Committee members should work as part of a team and ensure that the work and the policy of the committee is in accordance to the vision and mission of the institution.
- Committee members shall be responsible for maintaining all the official correspondence, circulars etc.

Guidelines :

- Women's Empowerment through Education. The committee aims to empower female students, faculty and other staff to enhance understanding of issues related to women and to create an awareness of their rights and duties.
- To ensure and maintain an environment of women's safety, dignity and equality on campus and to develop a conducive atmosphere on the campus where women can work safely with poise and equal opportunities.
- The committee aims to facilitate intellectual and social upliftment of women on campus through guest lectures, seminars, awareness programmes and other welfare activity.
- The committee will periodically organize women's health awareness programmes.
- The committee will organize team building and other social activities to improve bonding and interpersonal skills among women on campus.
- The committee will also conduct the woman's day program annually and other women-oriented activities.



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Strategic plan for the future :

1. Women's welfare committee till now has conducted programmes for the female faculty and the office staff . In future the committee intends to also include programmes which cater to the welfare of the Group D female employees. Some of the programmes intended to be conducted are as follows:
 - Breast cancer and cervical cancer awareness
 - Personal Hygiene talks
 - Financial investment including medical insurance
2. Continuation of activities related to Women's day celebrations
3. To conduct programmes related to nutrition, yoga ,and time management .


Principal
D.A.P.M.R.V. Dental College
J.P. Nagar 1 Phase,
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GRIEVANCE COMMITTEE – STUDENT GRIEVANCE REDRESSAL COMMITTEE

DETAILS OF STUDENT GRIEVANCE REDRESSAL COMMITTEE (SGRC) FORMED AS PER UGC REGULATIONS, APRIL 2023 – A COMMITTEE AT INSTITUTIONAL LEVEL

Objective of the committee – To provide opportunities to foster redressal of certain grievances of students (who are already enrolled and those seeking admission)

Structure/composition of the committee

Chairperson – Dr. Bharathi M B, Professor – Dept. of General Pathology and Microbiology

Members

Dr. Kalavathy N, Prof and Head, Dept. of Prosthodontics

Dr. Veerendra Kumar, Prof and Head, Dept. of Oral pathology and Microbiology

Dr. Suchetha A, Prof and Head, Dept. of Periodontics

Dr. Seema Patil, Prof and Head, Dept. of Oral Medicine and Radiology

Dr. Suma S, Reader, Dept. of Oral pathology and Microbiology

Dr. Subhash B V, Reader, Dept. of Oral Medicine and Radiology

Special Invitee, Student Representative - Ms. Sanika and Mr. Praveen K R

Summary of Guidelines

- ★ The term of chairperson and members shall be 2 yrs
- ★ The term of special invitee shall be 1 yr
- ★ Quorum for the meeting including the chairperson, but excluding the Special invitee shall be three
- ★ In considering the grievances before it, the SGRC shall follow principles of natural justice
- ★ SGRC , to send it report with recommendations to the competent authority of institution and a copy thereof to the aggrieved student within a period of 15 working days from the date of receipt of the complaint
- ★ Any student aggrieved by the decision of SGRC may appeal to the Ombudsperson within a period of fifteen days from the date of receipt of such decision
- ★ **Information regarding ombudspersons and student grievance redressal committee:** as appointed by affiliated university


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PROCEDURE FOR REDRESSAL OF GRIEVANCES BY STUDENT GRIEVANCE REDRESSAL COMMITTEE AND OMBUDSPERSON

Institution receives complaint (online/offline) from students



Institution shall refer to SGRC within 15 days (with its comments)



SGRC shall fix a date and communicate to Institution & Student/s



Aggrieved student to appear in person (or authorize a representative)



- ❖ SGRC shall follow principles of natural justice
- ❖ Shall send its report with recommendations to any competent authority of the institution and a copy to the aggrieved student preferably within a period of 15 working days from the date of receipt of the complaint.
- ❖ Any student aggrieved by the decision of SGRC can appeal to Ombudsperson within a period of 15days from the date of receipt of such decision.

- ❖ *OMBUDSPERSON – Shall, after giving reasonable opportunities of being heard to the parties concerned, on conclusion of proceedings, pass such order, with reasons thereof, as may be deemed fit to redress the grievance and provide relief as may be appropriate to aggrieved student.




- ❖ To provide copies of order to the institution and to the aggrieved student with signature [Ombudsperson's signature]



Institution shall comply with recommendations of Ombudsperson

- ❖ Ombudsperson may recommend appropriate action against the complaint, where the complaint is found to be false or frivolous.

*DETAILS OF OMBUDSPERSON – Details as Published under RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES, KARNATAKA, INDIA


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