



SUBBAIAH INSTITUTE OF DENTAL SCIENCES

(A Unit of Tadikela Subbaiah Trust®)

Recognized By Dental Council of India, New Delhi, DCI No. V.I2017/5/2019-DE

Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore

Ref,

Date :

INSTITUTIONAL POLICY DOCUMENT

1. INTRODUCTION

Subbaiah Institute of Dental Sciences is the 1st ESI private dental college of Karnataka to go cashless. The institution is envisioned to provide most affordable, modern preventive and clinical care to a population which by nature is rural and poor. The access to dental implants, orthognathic surgery and cosmetic dentistry should no more be accessible only to the urban elite but to the underprivileged, poor and rural segments of the neighbourhood.

2. VISION AND MISSION:

Vision is to foster and evolve future dentists with clinical skills, critical reasoning, strong foundation of research and understanding of global and national inclusive healthcare needs.

Mission of the institute is:

- To create the state of art infrastructure.
- To make use of ICT to the maximum extent in teaching, learning, evaluation and administration.
- To imbibe the apt and best social skills in students to enable them to be a best practitioner.
- To motivate the teachers to continuously engage in research and publications.
- To achieve maximum results from classroom and community outreach programs.
- To have a committed faculty with a focus on research, development, innovative and an immersive alumni and student support program.

3. CURRICULUM

Subbaiah Institute of Dental Sciences upholds the standards and quality of education as prescribed by RGUHS and DCI and abides by the guidelines and advocacy of TadikelaSubbaiah Trust, our regulatory bodies and the affiliating university in effective curriculum planning and delivery. The Institution has a well planned structured and meticulous timetable with a year's academic schedule displayed and issued to all the students in the form of prospectus. There is an enriching curriculum with specific relevance to issues regarding our environment, human values and empathy, gender, physical well being and professional ethics. Add on courses were also introduced to give an insight to the participants about the profession. They Pursue and also give students a chance to choose subjects of their areas of interest. Students can opt for add on courses to take advantage of hands on training and developing skills which is the need of the hour in the current world of globalization and competition. To enhance and enrich knowledge and clinical skills, we conduct numerous value-added courses which have indeed proved to be successful. All the students and staff are

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always encouraged to participate in these courses to improve and update their knowledge. Feedback is collected from all the teaching faculty, students, alumni, employees, professionals and feedbacks are analysed. The IQAC, academic and feedback committees take all the feedback into consideration and the recommended points are put forward for approval from the governing council and implemented if deemed necessary.

4. TEACHING AND LEARNING

Subbaiah Institute of Dental Sciences provides admission to students from all over India and gives utmost importance for equity and reservations during the admission process. The curriculum is drafted in a manner that students find it simple and easy to adapt to, during their entire course period and help them to find the right path, vision and attitude from the inception of their academic and social life at the institution. The institution takes pride in its committed and dedicated teaching faculty to guide and care for each and every student at all times of their academic schedule. Assessment of teaching and learning is done in an efficient and orderly manner which is dedicated by the pass percentage of the last 5 years. Mentorship program is an approach from us to make sure that all the students excel in their academics and issues are tackled at the earliest and parents are constantly informed regarding their progress in the institution.

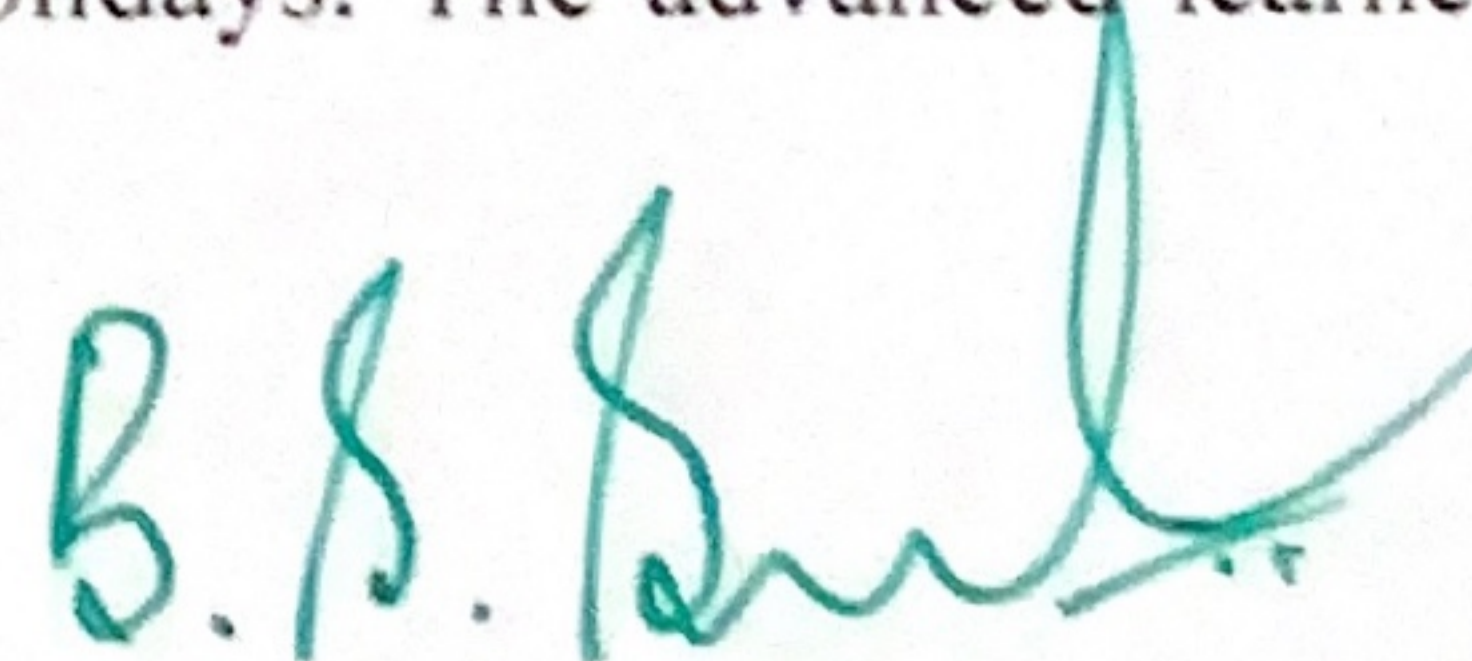
The institution utilizes experiential learning, field visits, interdisciplinary learning, problem-based learning, small group clinical discussions, patient oriented, project oriented and evidence-based learning in both theory and practical/clinical teaching. The BDS course is divided in to 5 years where the 5th year is compulsory rotatory internship. Every intern has to attend postings in specific departments as scheduled and their attendance and no. of patients they treat will be considered before awarding them the internship completion certificate.

All the teachers are encouraged to attend a basic course in educational methodology, which has been conducted at our institution, to make the teachers well versed with various methods of teaching, improve their question paper setting skills and also follow the correct way of evaluating a student's performance in exams.

ICT is used extensively for the benefit of both students and staff. The internal assessments are well formulated for the ease of students. Students and teachers are encouraged to upgrade their knowledge and professional skills by enrolling in continuous dental education programs, attending national and international specialty conferences. The students are always motivated to participate in sports and cultural events to demonstrate their talents and bring laurels to the institution. The students also complete their research projects and present them at national and international levels and have won several prizes in poster, paper presentations and published their papers in national and international journals of high repute. The students also involve in role plays, community-based programs, to create public awareness about oral health care.

5. EVALUATION

We take meticulous care in identifying slow learners and advanced learners at the earliest. The institution has taken measures to address the problems of slow learners by conducting remedial classes after the regular class hours or during holidays. The advanced learners are



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encouraged to secure distinctions in examination and actively participate in community outreach programs to inspire them to involve in research activities.

6. INNOVATION AND RESEARCH

The institution has strived to create an ecosystem for innovative teaching, learning, research and community outreach programs. The institution believes that research and innovation are the two pillars of a successful teaching program. The teachers are recognized by various national and international bodies and have received numerous awards and recognitions. Our dedicated teaching faculty members have also been keynote speakers and resource persons in various conferences and conventions at national and international levels. Also, we take immense pride that our teaching faculty are recognized as reviewers for renowned national and international peer reviewed journals.

The teaching faculty as well as the students are research oriented and strive to keep themselves updated with their respective subjects. Many of the teaching faculty members, as well as students have pursued higher studies and fellowships and have brought laurels to the institution. The institution also provides a suitable environment and support, to all the faculty and students so that they involve themselves in various research projects.

7. EXTENSION ACTIVITIES

The institution conducts several community outreach and extension activities to help students bridge the gap between college and community thereby developing their academic skills, civic responsibility and commitment to the community. The chief aim of these extension activities is to build a long-lasting relationship with the community through teaching. The students are also sensitized to cultivate social values, empathy, moral development and a sense of personal achievement.

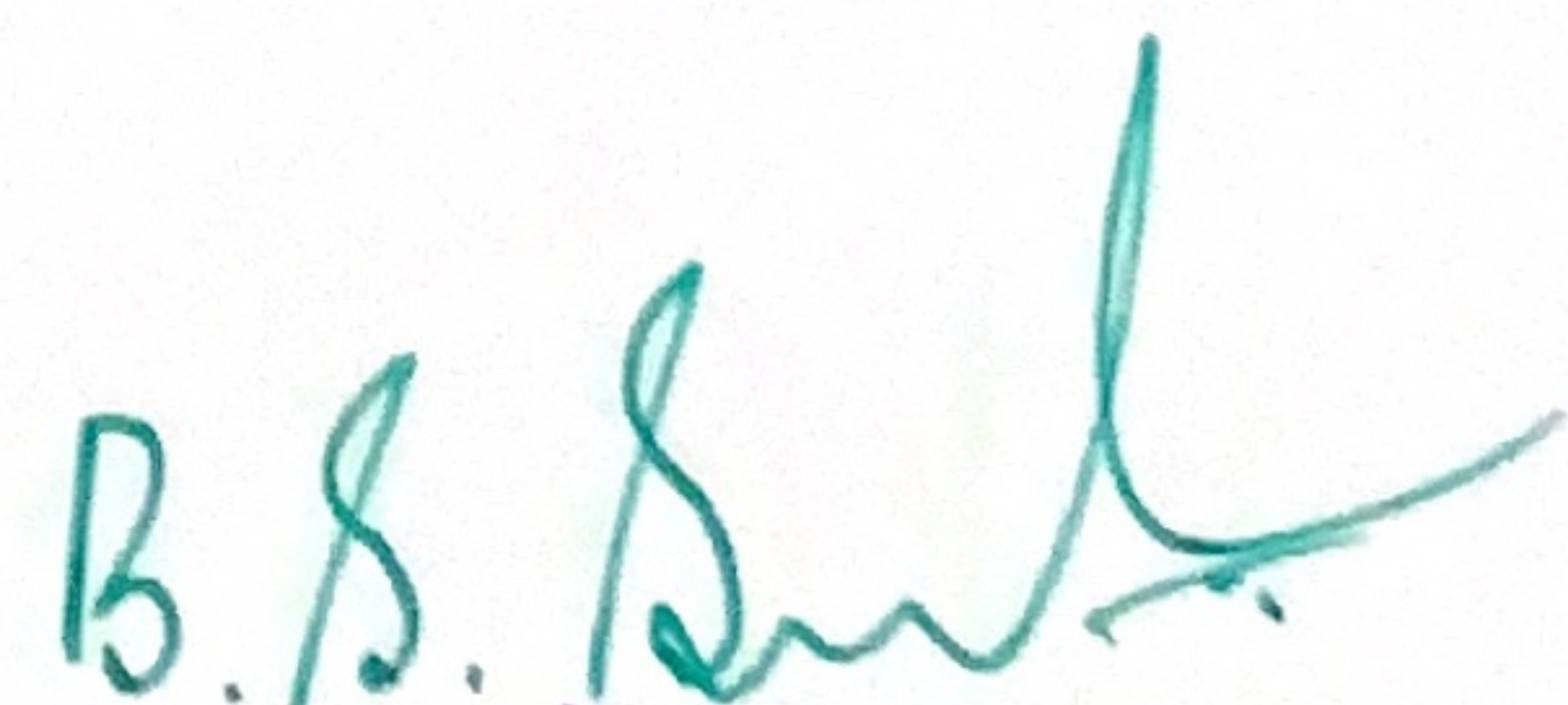
Numerous camps are conducted in collaboration with NSS. There is well established Youth Red Cross wing in the college with the student members actively participating in activities which benefit the community at large. Blood donation camps are conducted every year in the institution where faculty and students participate in large numbers and donate blood.

The institution has well understood is responsibility towards the society at large. It is the individual and institutional constitutional responsibility also. From the point of view of giving exposure to the students and faculty with regard to these values, the institution also conducts various programs like Dantabhagya, Oral hygiene week, no tobacco day to name a few.

Infrastructure

Our institution has an efficient infrastructure and exception learning resources for the benefit of students and patients. The excellent infrastructure stimulates the growth of the institution and improves the quality of care administered to the patients. In the past 5 financial years – approximately 5 crores have been allocated for infrastructure development and augmentation of learning resources.

All the classrooms and clinics are well ventilated and maintained clean and tidy. A high-speed internet facility is available throughout the campus as LAN and Wi-fi facility to improve the learning facility for staff and students. All classrooms and seminar halls are well equipped with ICT facilities.


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Library has more than 1000 books and over 30 journals are subscribed in the central library of our institute. All the equipment and facilities in our institution are maintained systematically through our maintenance departments like civil, electrical, transport, biomedical, engineering, etc.

8. PHYSICAL FACILITIES

The college spreads over more than 5 acres and has a built-up area with all the necessary facilities to meet all the needs of faculty, students as well as patients. The following is the list of physical facilities available:

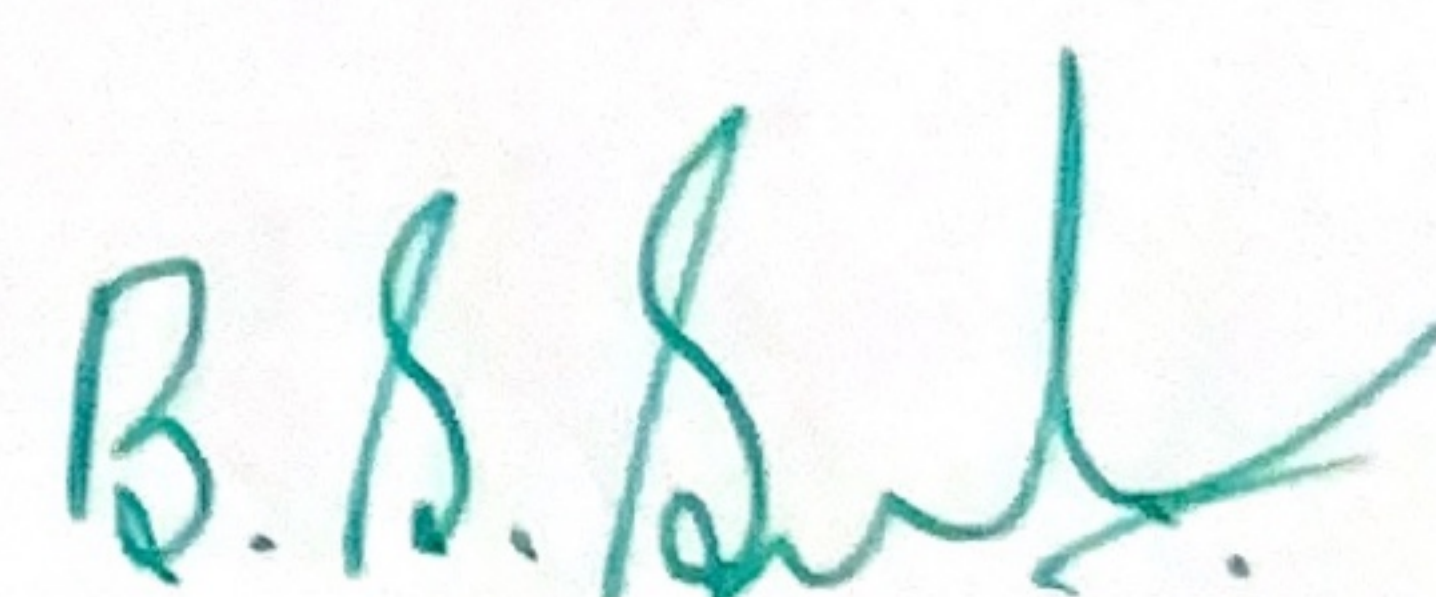
1. Administrative office, HR services, Chairman's office
2. Board room
3. Staff rooms for faculty members and separate chambers for Reader, Professor and Department Heads.
4. ICT enabled lecture halls and seminar rooms
5. State of art clinical facilities with electronic dental chairs in both undergraduate and post graduate clinics
6. Excellent preclinical laboratories for Post graduate and Undergraduate students at departmental level
7. Dental education museum
8. Tobacco cessation unit
9. Toilets for faculty, students and patients at the college
10. Elevator for elderly patients requiring wheelchair assistance.
11. Canteen for faculty, students and patients.
12. Common room for boys and girls with locker facility
13. Hostel for boys and girls with clean, well ventilated rooms, attached rooms which has geyser fixed, nonstop water supply, electricity, cots, tables and chairs.
14. Recreational facilities for sports activities
15. Parking facilities for faculty and students
16. Safe campus with 24 hours security provided by guards at the entrance. CCTV cameras installed all over the campus
17. 24 hours ATM is available

9. STUDENT SUPPORT ACTIVITIES

Subbaiah Institute of Dental Sciences always promotes a harmonious atmosphere and encourages teamwork between the management, staff and students for effective and innovative teaching, learning methods and building an improvised behavioural experience.

The institution aims to significantly increase the student's capability of learning the practical skills to acquire immense knowledge regarding their profession by helping them understand the importance regarding their future professional practice, and also improve their communication skills through various programs which streamlines their focus in the right direction to success.

Students are trained and guided for competitive examinations and conduct career-oriented programs. The college has dedicated faculty members who encourage BDS students to pursue



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MDS and prepare for their upcoming competitive examinations during internship in the college premises.

Several students during the last 5 years have qualified in various competitive examinations like NEET, UPSC, etc. Numerous students are self employed or placed in various professional organizations, employed as academicians in reputed dental colleges all over India and are excelling in their career.

Various programs are conducted for the physical and mental well being of students like yoga, meditation classes, personality development programs, gender sensitization programs, etc. Student counselling is also done at mentor level.

Alumni association is registered and consists of former students, stakeholders, members of the management, the principal and the vice principal of the institution. The alumni meet is held every year and a structured committee which comprises of a president, secretary, treasurer and executive committee members will be elected by the alumni association. Alumni association will help in conducting various CDE programs, hands on workshops in various advanced academic sessions for students as well as alumni members to excel in their clinical practices.

10. GOVERNANCE

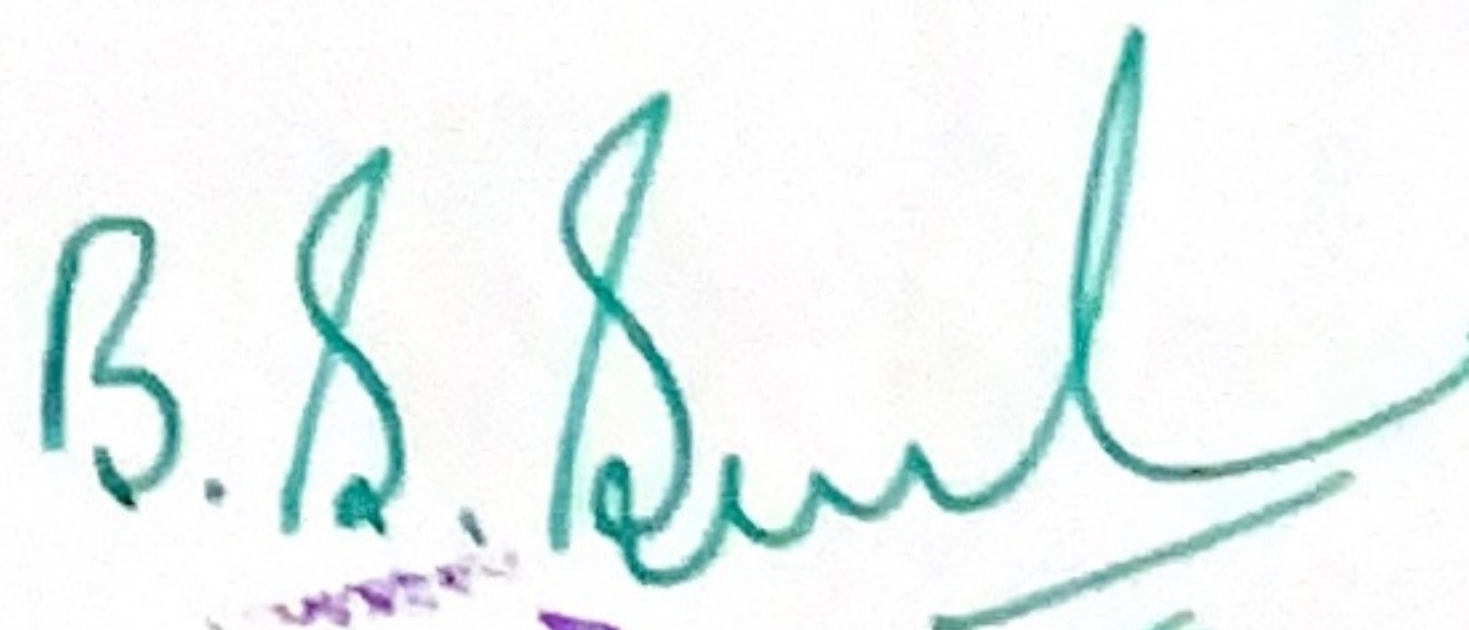
Tadikela Subbaiah Trust is the managing body of Subbaiah Institute of Dental Sciences which is responsible for planning, organizing, staffing, leading, controlling, budgeting and motivating the excellence of the institution. The members of the management hold formal meetings with the faculty members to know the progress of the institution.

The governing council consists of members of the Tadikela Subbaiah trusts, university nominated senate members, parent teacher representative, principal, vice principal, faculty members and is responsible for overseeing the institutional activities, determining its future direction and fostering an environment in which the institutional vision and mission is achieved.

The internal quality assurance cell monitors the quality through comprehensive feedback mechanism for continuous improvement of the curriculum, teaching learning process by the external academic peers' external examiners help to know the strength and weaknesses of the system evaluation, research, finance management and student support services. The college obtains the feedback from the students on teaching, learning resources and student support services. Regarding the welfare measures, the best teaching and administrative non-teaching staff award is in practice to encourage the faculty. The non-teaching staff and their families are benefited extremely by the ESI collaboration and regular camps conducted by the college.

11. ORGANOGRAM

The institution has its own organizational structure with the governing council at the top, departments/activities at the bottom grass root level. Strategic plans are prepared by the institution considering Vision and mission of the institution and the academic calendar prepared by the institution and directions given by Tadikela SubbaiahTrust, Shimoga. The academic calendar prepared by the circular and guidelines issued by the stakeholders with


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regard to curriculum, teaching, learning, evaluation, infrastructure, professional skills and ethics largely needed for quality dental health care education and practice.

12. e-GOVERNANCE

The institution has to make efforts to introduce e-governance measures in its academic and administrative functioning. The institution also has a fully digitalized accounts department which manages accounts efficiently and effectively thereby allowing planning of all the resources required for accomplishing vision and mission of the institution. We have an e-governance system for smooth functioning of the office and administrative work. Students are informed about classes, holidays, exam notifications through SMS/Whatsapp groups.

We also have a vaccination drive for COVID in our institution which has largely benefitted the staff and students alike.

13. RESOURCE MOBILIZATION

Governing council of the institution, on advice or directions by Tadikela Subbaiah Trust makes the financial plan for the institution every year. The financial plan of the institution is based on the academic and administrative requirements submitted by the principal. The application of funds, fee, departmental and routine expenditures is calculated according to the periodical indent submitted by the principal to the management. Both revenue and expenditures are properly accounted for according to the existing norms including the provisions under Income Tax act 1963.

14. RECRUITMENT AND PROMOTIONS

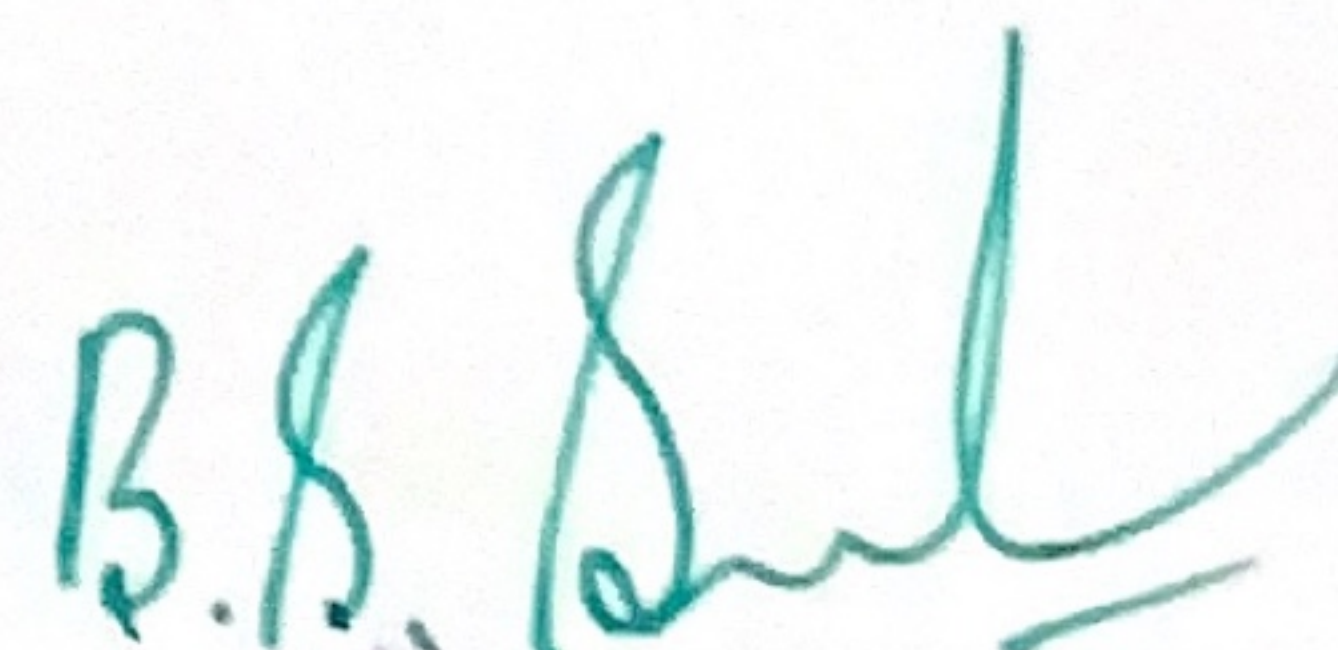
The governing council along with the faculty selection committee are responsible for the proper staffing in the institution which follows the DCI protocols and also guides in recruiting and selecting the best person for the said job. Faculty members are promoted as is the requirement. The college also has an efficient HR division with a strategic aim to attract and retain the talented and diverse staff we need to achieve the college's vision and mission.

15. SPORTS AND CULTURAL ACTIVITIES

Students have participated in various sports and cultural events at different levels. Sports and cultural events are conducted every year and all the UG and PG students are encouraged to participate in the events. Students collectively take part in the cultural and sports events in the campus which provide the students with a sense of social responsibility.

Cultural integration and social harmony are promoted by celebrating festivals together irrespective of their individual background. Students come together to celebrate Ganesh Chaturthi, Holi, Onam, Ayudh Pooja, Christmas together every year. Students are given special permission to offer their Friday prayers too.

Celebrations concerning each department which focuses on imparting knowledge to students as well as patients about the importance of each specialty and its inception and the treatments offered by that specialty. Children's day, oral hygiene day, oral cancer day awareness day, no tobacco day are some of the days celebrated in the institution.


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16. EMPLOYEE BENEFITS/WELFARE:

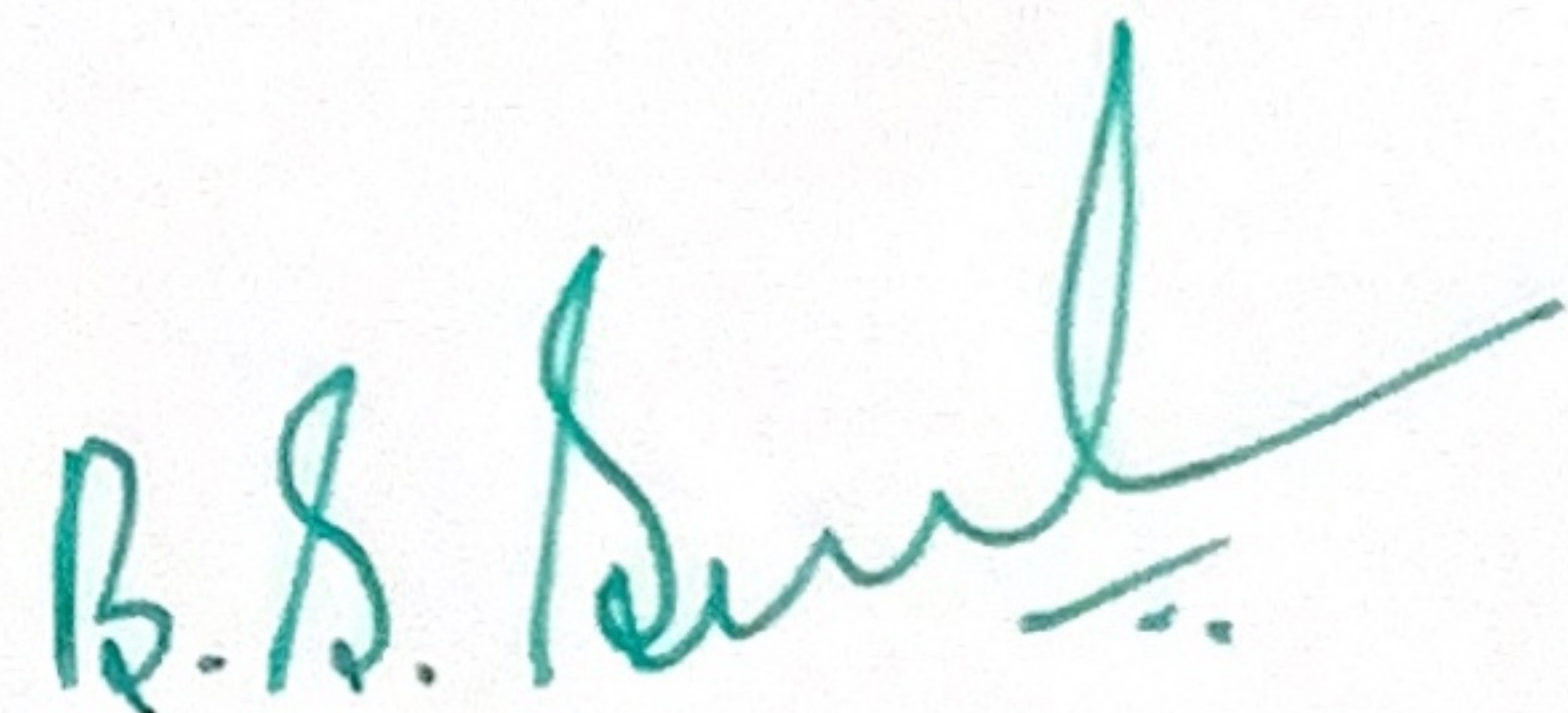
1. All the staff members enjoy the privilege of good pay and increments every year. There are various other benefits which all the employees utilize:

- Special leaves for attending conferences/exam duties
- Registration fee for the conference if they are presenting scientific paper/poster
- Maternity leave – 3months
- Paternity leave – 15 days
- PF and ESI contributions for non-teaching staff
- Free transportation facility for teaching and non-teaching staff
- 20% discount in treatment charges for all the staff and students
- Uniforms are provided for the non-teaching faculty
- Aprons are provided to all the teaching staff
- Free lunch for all the staff and non-teaching faculty during inspections, examinations, CDEs/workshops/seminars etc.

2. Free transportation facility to the students participating in cultural fests, seminars, conferences organized outside institution by govt. or non-govt. organizations.

17. CODE OF CONDUCT

There is a set of conduct of the institution which is provided to each and every student on admission to the institute which has to be followed and respected. It is the institute's principles, standards, moral and ethical expectations which faculty, staff and students should meticulously follow. Every individual associated with the institute must and should hold up the high standards and integrity and bring pride to the institution.



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