



SHARAVATHI DENTAL COLLEGE & HOSPITAL

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AFFILIATED TO RAJIV GANDHI UNIVERSITY OF HEALTH SCIENCES,
BANGALORE, KARNATAKA

SHARAVATHI DENTAL COLLEGE AND HOSPITAL

INSTITUTIONAL POLICY

1.Introduction:

The institution, established in 1991, is the product of an exemplary human being, a visionary, Mr.S Bangarappa, former chief minister of Karnataka, who strived to bring higher education to small towns and rural areas of Karnataka, under the Sharavathi Education Trust. The college is affiliated to Rajiv Gandhi University of Health Sciences and is also recognised by the Dental Council of India, New Delhi, and offers BDS and MDS courses. The institution has formulated an overall policy for the smooth functioning of day-to-day activities and future development of the institution. The policy aspects are discussed in detail at the governing council and IQAC meetings and adopted.

2.Vision and Mission

❖ Vision:

Creation of quality excellence for quality dental care through penetrative teaching, learning and research activities.

❖ Mission:

1. To create a state of the art infrastructure.
2. To create an effective ICT ambience.
3. To train and motivate faculty to conduct research, consultation and community services.

3.Curriculum

Sharavathi dental college and hospital upholds the standards and quality of education as prescribed by RGUHS and DCI and abides by the guidelines and advocacy of Sharavathi education trust, our regulatory bodies and the affiliating university in effective curriculum planning and delivery. The institution has a well-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. It is advised to the students to opt for at least one add on course 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 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 & Learning

Sharavathi dental college 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 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 (Student: Teacher Ratio 3:1) at all times of their academic schedule. Assessment of teaching and learning is done in an efficient and orderly manner which is dictated by the pass percentage of the last 5 years (average pass percentage). 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 ward's 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 fifth year is compulsory rotatory internship. Every intern has to attend postings in specific departments as scheduled and their attendance and number 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 the 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 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 key-note speakers and resource persons in various conferences and conventions at national and international levels. Also, we take immense pride that our teaching faculty are recognised 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.

The institution has tie-ups with other colleges, universities, both national and international to facilitate research outcomes. The research MOU's with numerous universities and various research projects have come out through these MOU's which are in the process of publication.

The institution is in the process of setting up a bio-incubation centre so as to promote industry-academy collaborations. In this regard, speakers were invited from Manipal to brief on the projects which can be taken up in collaboration with their open facility situated at Manipal University Campus.

7.Extension Activities

The institution conducts several community outreach and extension activities to help students' bridge the gap between the college and the 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 sensitised to cultivate social values, empathy, moral development and a sense of personal achievement.

Numerous camps are conducted in collaboration with NSS. There is a well-established Youth Red Cross wing in the college with 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 its 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 Swacch Bharath Abhiyan, Dantabhagya, oral hygiene week, no tobacco day to name a few.

8.Infrastructure

Our institution has an efficient infrastructure and exceptional 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 Rs.7 to 8 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.

The library is equipped with bar code system and book details are uploaded using KOHA version 2.0 software as well as automation of central library. Our library has more 4500 books and over 30 journals are subscribed in the central library of our institute. Rs.92.5 Lakhs were spent in the last 5 financial years for the purchase of books and journals. All the equipment and facilities in our institution are maintained systematically through our maintenance departments like civil, electrical, transport, biomedical, engineering etc.

9.Physical Facilities

The college spreads over more than 5-6 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 a list of physical facilities available:

- a) Administrative, office, HR services, chairman's office.
- b) Board room
- c) Staff rooms for faculty members and separate chambers for Reader, Professor and Department Heads
- d) ICT enabled lecture halls and seminar rooms
- e) State of the art clinical facilities with electronic dental chairs in both undergraduate and post graduate clinics
- f) Excellent preclinical laboratories with patient simulators
- g) Preclinical labs for post graduate students at departmental level which are equipped with patient simulators
- h) Dental education museum in every department
- i) Tobacco cessation unit
- j) Toilets for students and patients at the college
- k) Ramp and elevator for elderly patients requiring wheelchair assistance
- l) Canteen for faculty, students and patients

- m) Common room for boys and girls with locker facility
- n) Hostel for boys and girls with clean, well-ventilated rooms, attached bathrooms which has solar heated hot water, non-stop water supply, electricity, cots, table and chairs
- o) Auditorium with a seating capacity of over 500
- p) Recreational facilities including volleyball court, badminton court, carom, chess, table tennis for students
- q) Rain water harvesting plant
- r) Safe campus with 24 hours security provided by guards at the entrance. CCTV cameras installed all over the campus.

10. Student Support Activities

Sharavathi Dental College and Hospital 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 programmes. The college has dedicated faculty members who coach NEET aspirants by conducting mock tests and encourage BDS students to pursue MDS and prepare for their upcoming competitive examinations during internship in the college premises. Coaching encompasses objective pattern examinations during weekends on a pre-scheduled subject which is followed with explanatory classes.

Several students during the last 5 years have qualified in various competitive examinations like NEET, JIPMER. 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 and meditation classes, Zumba and strong nation, personality development programs, gender sensitization programmes. Student counselling is also done at mentor level and there is a qualified Psychiatric counsellor within the campus.

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 twice a 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 also helps 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. Recently we conducted BLS workshop in which the speaker was a successful alumnus of our institution and holds the post of Vice-Chairman, Indian Red Cross, Karnataka branch. One of our alumni is a current senate member in RGUHS.

11. Governance

Sharavathi Education Trusts is the managing body of Sharavathi dental college and hospital 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 Sharavathi Education Trust, University nominated senate members, parent teacher representative, principal, vice-principal, faculty members and is responsible for overseeing the institutions 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 examiner's 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 a regular camps conducted by the college.

12. 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 taking into account Vision and Mission of the institution and the academic

calendar prepared by the institution and directions given by the Sharavathi Education Trust® Shivamogga. The academic calendar prepared by the circular and guidelines issued by the stakeholders with regard to curriculum, teaching, learning, evaluation, infrastructure, professional skills and ethics largely needed for quality dental health care education and practice.

13.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 efficient e governance system for smooth a smooth functioning of the office and administrative work. Students are informed about classes, holidays, exam notifications through SMS/email.

Patients have to mandatorily get tested for hepatitis and HIV We also have a vaccination drive for hepatitis B and COVID in our institution which has largely benefitted the staff and students alike.

14.Resource Mobilization

Governing council of the institution, on advice or directions by Sharavathi Education Trust® (SET) 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.

15.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

16.Sports and Cultural Activities

Students have represented the institution in various sports and cultural events at national and international level and have brought laurels to our college in the form of awards, medals, cash prize, certificates and overall championship for their outstanding performance in the events they have participated in. Sports and cultural events are conducted every year and all the UG and PG students are encouraged to participate in the events. Student council is active and it collectively takes part in activities which concerns hostel, academics, extracurricular facets like organizing the cultural and sport 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 Chaturti, Holi, Onam, Ayudha Pooja, Christmas together every year. Students are given special permission to offer their Friday prayers.

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, world AIDS day, oral cancer awareness day are some of the days celebrated in the institution.

17.Salary and Other Benefits

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

- a) Special leaves for attending conferences/ exam duties
- b) Registration fee for conference
- c) Maternity leave- 6 months
- d) PF and ESI contributions
- e) Free transportation facility for non-teaching staff
- f) 50% concession in treatment charges for faculty members and 25% concession in treatment charges for relatives of faculty members. 100% concession is given to cases of academic interest
- g) Concession in tuition fee to children of faculty/employees
- h) Uniforms are provided for the non-teaching faculty

- i) Free transportation facility to the students participating in cultural fests, seminars/conferences organised outside the institution by government/ non-government organisations

18.Code of Conduct

There is a set code 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 uphold the high standards and integrity and bring pride to the institution.

The policy draft was discussed at institution's governing council meeting held on Dated **02/11/2019** at Governing Council meet vide resolution number **Nov-2019/C-52(A)**



Signature of the Principal

Principal
Sharavathi Dental College & Hospital
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