



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## Strategy Development and Deployment

The Strategic Plan of the college for the period 2016-22 comprises of the following dimensions.

1. Ranking and Accreditation
2. Internationalization
3. Student In-take
4. Student Participation and Accolades
5. Faculty Augmentation and Intellectual Output
6. Seeking Endowment Fund

The college aspires to be a citadel of dental education. In order to achieve this, the performance of the college has to be assessed, rated and accredited by government agencies like NAAC, AISHE, NIRF etc. The college constantly subjects itself to be ranked by NIRF and NAAC. Similarly propose to subject itself for annual quality assessment by submitting AQAR for NAAC the college submits itself for assessment and accreditation by NAAC. Having secured 'B' grade in the first cycle, the college goes for the second cycle with the determination of getting a superior grade in 2022.

The college is never tired of motivating the students to participate in various competitions in academic, cultural and sports at the national level. Faculty are encouraged to increase their intellectual output through research. This is evidenced by their involvement in research work.

All the above have been stated in our Strategic Plan for the period 2016-22.

The institution has well defined organisational structure. Academic directors provide guidelines and strategic plans in line with the mission and vision of the institution. The strategic plan approved is effectively deployed through various committees constituted.



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For strategic planning, college has

1. Academic directors ,
2. College council,
3. IQAC
4. Research Committee

Internal Research Steering committee

Working Committee for Research Grants

Working Committee for Research Publications

5. Academic committee.
6. Research committee

For strategic deployment college has following committees

1. Administrative Committee
2. Admission Committee
3. Finance Committee
4. IT Committee
5. Library Committee
6. Dental Education Technology Department
7. Examination Committee
8. Journal Committee
9. Scientific Review Committee
10. Ethical Committee
11. Student Grievance Cell
12. Student council
13. Hostel Committee
14. Maintenance Committee
15. Cultural Club
16. Nature club
17. Anti Ragging Committee
18. Anti Ragging Squads
19. Infection Control Committee
20. Covid Jagratha Samithi
21. Anti Narcotic Cell



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22. Anti SexualHarrasment Committee
23. Anti Discrimination Cell

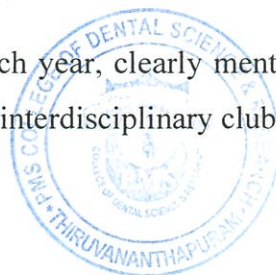
## ACADEMIC DIRECTORS:

### ROLE OF ACADEMIC DIRECTORS

- Plan budget, schedule and resources for college
- Formulate educational process and policies to meet curriculum goals.
- Oversee faculty resources, administrative staffs and other college resources.
- Planning faculty meetings, orientation programmes ,trainings and workshops.
- Support and participate in college and community related activities.
- Provide training to faculty on advanced technology and techniques.
- Plan and implement faculty development programs.
- Develop and execute academic enhancement programs for students.

### RESPONSIBILITIES OF PG DIRECTOR

- Prepare an academic calendar for First year, second year and third year post graduate students.
- Prepare in detail an Orientation schedule for First Year MDS students for 7 days.
- Instruct the HODs to issue a list of Preclinical work to be done in the six months, list of instruments to buy in the first year of MDS course.
- Coordinate with Basic sciences Departments and arrange for Applied Basic Science theory classes everyday between 1-2pm.
- Put up a schedule of clinical timetable for each year, clearly mentioning the time of seminar class, journal club, case discussion or interdisciplinary clubs.



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- Inform the PG students about college timing, Do's and Don'ts in clinics, submissions of Thesis proforma before the scientific review committee and Institutional Ethics Committee.
- Put up a schedule of internal examinations once in 3 months, first and second internal examinations will carry 33% of the portions with no overlap and Model exam will carry the entire portions.
- Keep the First year MDS students informed that they will have a single subject exam at the end of first year on Applied Basic sciences carrying a maximum of 100 marks and MDS Part 2 students will have Theory exams on 3 subjects followed by Practical exams and Viva Voce with Pedagogy spanning 2 days.
- Periodically discuss with the HODS regarding the progress of MDS students and identify the minimal learners and arrange remedial session for them.
- Appraise the students on importance of value added courses, CDE programmes and attending state, PG student conventions and National conferences in an academic year.

## RESPONSIBILITIES OF UG DIRECTOR:

- Preparation of academic calendar, monitoring the progress of class work, syllabus coverage, student counselling, supervising student activity programs.
- Helping Faculty in planning active remedial teaching.
- Translating evaluation data into effective student performances.
- Inviting Faculty from Senior Lecturers and Readers category cadre as mentors.



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- Sustaining proper records for each of the mentors for their performance appraisal and effective imparting of curriculum to students.
- Preserving an up to date record of mentee faculty list.
- Guiding junior faculty in recognizing their areas of interest.
- Directing regular meetings with mentors and mentees once in a month.
- Be reorganized with the technological developments in close collaboration with the subject handling teachers for progressive teaching standards.
- Organise workshops like teacher training programmes, personality development and soft skills trainings.

## COLLEGE COUNCIL

Role & responsibilities of college council:

Council is the governing body of the College. All decisions relating to the functions of the College are to be made by or under the authority of the Council.

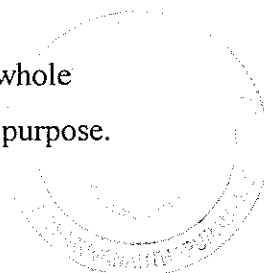
### **Council's functions include:**

- To develop and implement policies and strategic plans for the administration of the College.
- To develop and implement the College's educational policy.
- To oversee the performance of the College as a whole.
- To make and amend by-laws for the College from time to time.

### **Duties of Council Members**

Council Member must:

- Act in the best interests of the College as a whole
- Act honestly, in good faith and for a proper purpose.



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- Exercise a reasonable degree of care and diligence.
- Not make improper use of his or her position to gain an advantage for the member or another person.
- Take an active interest in issues affecting the College.
- Attend meetings, come well prepared and play an active role in proceedings.
- Not disclose confidential information that they acquire as a result of their position.
- Develop a clear understanding of the role and function of Council, its Committees and the environment in which the College operates.
- Treat other Council Members with courtesy and in a collegial manner;

## ACADEMIC COMMITTEE.

Aim of Academic committee is to oversee the academic affairs of the college and make recommendations to the higher authorities about academic programs and strategic priorities. Academic committee meeting held at regular intervals of time to develop the ways and means to assure the quality of teaching-learning process. Following are the roles of academic committee

- Review and assess the quality of academic and other related activities of the college;
- Formulate perspective plans for the development and growth of the college;
- Prepare an Academics Calendar
- Promote Academic innovations
- Plan for sustaining the quality of education, quality improvement and accreditation of the college;
- Monitoring teachers on their academic activities and suggest improvements
- Review, assess student's attendance and initiate corrective measures
- Assurance of smooth conduct of Internal and university examinations, invigilation rosters and internal valuation camp
- Frequent monitoring of university updates



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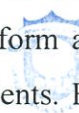
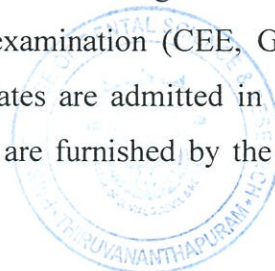
- Result analysis and categorisation of students
- To co-ordinate a mentor meeting following internal examination results
- To instruct mentors to prepare a consolidated report of minimal learners
- To arrange for an interactive session with the inhouse counsellor for psychologic well being
- To collaborate with associate deans (Academics and clinics) for smooth furnishing of year wise time table , clinical posting, remedial coaching session
- The final meeting of the academic committee will be held following the model examination as part of deciding the eligibility of students to appear for the final university examination
- Each academic committee member should be aware of remedial policy, examination policy, university exam regulations, academic policy, mentoring poli

## **ADMINISTRATIVE COMMITTEE:**

Overall monitoring of all activities inside the college campus is the primary role of administrative committee. Planning,organising,implementing, and controlling the college development plans shall be under the purview of administrative committee. This committee will be the one which allots funds to various plans, projects, and activities of the college as per approved budgetary provisions of the college. Administrative committee shall ensure statutory recognitions, affiliations, MOUs, agreements are UpToDate and strictly adheres to all stipulated rules and regulations of council/university. Annual budgetary requirements of various departments will be assessed and intervened by administrative committee

## **ADMISSION COMMITTEE:**

The Admission Committee is responsible for both graduate and post graduate student admissions in the program. The admission process of college is in compliance with the allotment process of the controller of entrance examination (CEE, Govt. of Kerala). The admission committee makes sure that the candidates are admitted in due form and all the necessary documents pertaining to the admission are furnished by the students. Every year



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both the BDS and MDS admissions follow the guidelines given by the office of CEE. Admission committee also oversees and ensures whether quotas and reservations are filled according to the prospectus

## **FINANCE COMMITTEE:**

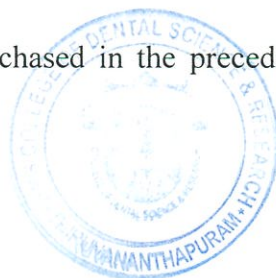
Finance committee formulate and oversee internal audit policy, fund mobilisation policy, accounting procedures, finance policy , free wavier and free ship policy

### INTERNAL AUDIT POLICY

The Institution has established a mechanism for conducting internal and external audits on the financial transactions every year to ensure financial compliance. Internal audit is conducted monthly by the internal financial committee of the institution. The committee thoroughly verifies the income and expenditure details and the compliance report of internal audit is submitted to the management of the institution through principal. External audit is conducted once in every year by an external agency.

The mechanisms used to monitor effective and efficient use of financial resources are as below:

- Before the commencement of every financial year, principal submits a proposal on budget allocation, by considering the recommendations made by the heads of all the departments, to the management.
- College budget includes recurring expenses such as salary, electricity, internet charges, maintenance cost, stationery, other consumable charges etc., and non-recurring expenses like lab equipment purchases, furniture and other development expenses.
- The expenses will be monitored by the accounts department as per the budget allocated by the management.
- The depreciation costs of various things purchased in the preceding years are also worked out.



  
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## **Process of the internal audit:**

All vouchers are audited by an internal financial committee on monthly basis. The expenses incurred under different heads are thoroughly checked by verifying the bills and vouchers. If any discrepancy is found, the same is brought to the notice of the principal. The same process is being followed for the last five years

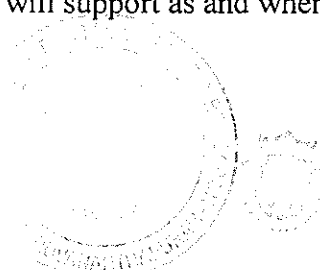

## **Process of the external audit:**

The accounts of the college are audited by chartered accountant, DCR & Associates, Thycaud, Trivandrum, regularly as per the government rules. The auditor ensures that all payments are duly authorized after the audit, the report is sent to the management for review. Any queries, in the process of audit would be attended immediately along with the supporting documents within the prescribed time limits. The institution did not come across with any major audit objection during the preceding years.

All these mechanisms exhibit the transparency being maintained in financial matters and adherence to financial discipline to avoid defalcation of funds or properties of the institution at all levels. The audited statement is duly signed by the authorities of the management and chartered accountant.

## **FUND MOBILIZATION POLICY**

PMS College of Dental Science & Research constituted under the NRI Service and Educational Trust a registered one in Trivandrum. The College does not get any aid or grant from any Government sources or from any statutory bodies both in India and from abroad. The College has to meet all expenses from their own income such as Tuition fee, Room Rent and Mess Fee etc., and when the expenditure exceeds the income will be borrowing from bank loan on temporary basis and will be subsequently repaid when fees collected. One such loan source is from Federal Bank. Management trustee will support as and when needed.

  
  
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All the entire college building is free from any type of encumbrances and machines, vehicles and other infrastructural equipments are purchased by taking loans from Dhanlaxmi Bank. This is the resource utilization process followed in the college.

Apart from this we also allow fee waiver to eligible students.

## ACCOUNTING PROCEDURES

### 1. **General Accounting Policies:**

- Accounts are maintained in Tally ERP9 software and are regularly audited by competent Chartered Accountants.
- Since the institution is formed under a Trust, the registration is done U/s 12A with Income tax authorities.
- Sufficient security procedures are applied on the software and file maintenance regarding confidential matters.
- Institution retains legal consultants to deal with the legal issues.
- Accounts are maintained from for the financial year and year end closing of accounts done on every 31<sup>st</sup> March.

### 2. **Inventory & Assets Management:**

- All materials are placed in the Central Store, and the required materials as per intent are transferred to department store and pharmacy.
- Stock verification is done regularly and the differences are rectified.
- Separate software to monitor the inventory movement is maintained.
- Fixed Assets Register is maintained and all the assets are serial numbered.
- Depreciation of Fixed Asset is done as per income tax rules.

### 3. **Revenue Receipt Procedures:**



  
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- Fee collections from students are the main source of revenue and the collections are done at the time of admission for the new entrances and at the time of starting elevated classes for old students.
- Fee structures are as per Government norms.
- For financing the construction activities and for procurement of costly equipments, the term loans are arranged from Federal Bank, Palayam Branch, Trivandrum.

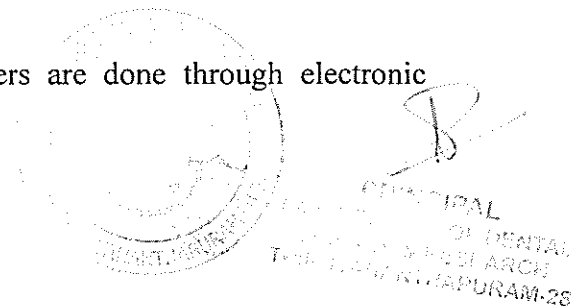
#### 4. Supplier Payment Procedures:

- Supplier Bills are settled within a maximum credit period of 60 days.
- Bills are passed for payment after verified by the purchaser and store in charge.
- Advance payments to suppliers are made where ever necessary.

### FINANCE POLICY

#### Cash & Credit Policies

- Institution maintains current account with Dhanalaxmi Bank, Vattappara Branch for the regular Bank transactions, and at State Bank of India, Vattappara Branch for statutory payments.
- Administrator jointly with Director-Operations is authorized to operate the account.
- Bank Accounts are reconciled regularly and the errors and omissions are rectified now and then.
- Cash payments are authorized either by the Administrator or Director-operations.
- Cheques/DD collected from students towards fee is deposited with bank immediately.
- As a policy of the institutions, the cash receipts from the students are not entertained and in certain required situation, cash are accepted.
- Payment to distant suppliers and interbank transfers are done through electronic media like NEFT/RTGS.





# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## **FINANCE POLICY ON PATIENT MANAGEMENT ENTRY, BILLING AND RECORDS**

To maintain an efficient patient management system in the college

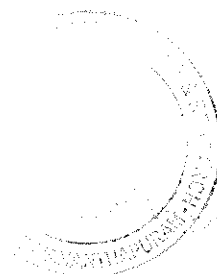
1. A good number of patients are coming in the college for consultation and treatment.
2. Free treatment for BPL card holders should be given and 50% concession is given for camp patients.
3. Free transportation from Seemamula junction to the college is given for all patients.
4. Walk-in patients are directed to the OP by the security guard in front door of the college and the Assistant in the OP should issue the OP card and will direct him/her for consultation.
5. After first consultation in the OP, the Patient should be directed to the concerned department specialty for the specialty treatments.
6. The concerned Doctor will check the patient and treatment advice will be given.
7. The amount of treatment should be intimated to the patient by the chair side assistant and the amount should be paid in the cash counter and pharmacy counter respectively.
8. Patient records only for orthodontic treatment and academic purpose should be kept in the college; all patient records are handed over to the patient after consultation and treatment every time

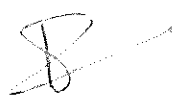
### **FREE SHIP/FEE WAIVER POLICY**

Upon the recommendation of the trustees, the trust grants free ship/fee waiver

(Tuition Fees only) to the following students.

1. Students should be academically brilliant.



  
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2. Students not eligible to any other scholarships, grants etc.
3. Economically and financially backward students.
4. Students who are affected by disaster like loss of parents, illness of parents etc.
5. Students who cannot afford to pay the fees and are on the verge of discontinuing studies.

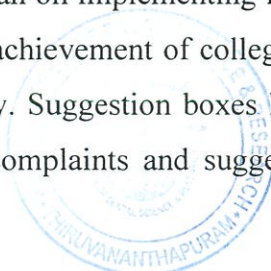
Students who become victims of natural calamities like loss of houses etc

## **IT COMMITTEE:**

College website is maintained and updated regularly by AMC and technologies are updated regularly by IT Department. Purchase, updating and installation of essential software's is performed by technicians of IT department. All broadband services to all department are distributed by IT department. The software maintenance shall be the responsibility of IT department. IT committee supervises the activities of IT department and assist in planning of E governance of college

## **LIBRARY COMMITTEE:**

Central library of PMS dental college serves as the main resource for learning and research. Library is spread over 8000 sq.ft and can accommodate hundreds of students at once with a Peaceful study environment. The library advisory committees were appointed by the principal which is comprised of Faculties, Post Graduates and undergraduate student representatives. The Central Library remains a strong self-learning resource with 5250 books. It has an exhaustive collection of National and International Journals on various specialties in dentistry and around 500 E-journal subscriptions that can be accessed through DELNET and EBSCO with 10 MBps broadband Internet and which is updated periodically by Library staff. The role of Library committee is to offer advice to the Librarian on implementing library policies and development of library and their contribution to the achievement of college mission. Library committee will oversee the following rules in library. Suggestion boxes kept in the library, which helps the students & staff to register their complaints and suggestions and can be



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evaluated regularly by the library committee, and meetings shall be conducted with the students for improvement and maintenance of the library.

## **DENTAL EDUCATION TECHNOLOGY DEPARTMENT**

To foster the development of dental educator skills amongst all teaching faculties, a Dental Education Department has been in place in PMS College of Dental Science & Research since August, 2021. The department is committed to enhance the teaching, learning and assessment skills of the faculty members at various levels of educational initiatives. A committee, consisting of 12 faculty members has been constituted to shoulder the responsibilities and smart functioning of the department.

### **ROLES & RESPONSIBILITIES**

- To update the faculty on the current & emerging trends in dental education teaching technologies.
  
- To provide assistance & formal training to teaching faculties regarding
  - Teaching strategies / methodologies.
  - Student assessment
  - Obtaining feedback
  - Developing e-content
  
- To bolster experimentations & innovations in the field of teaching methodologies and dental education and facilitate research in various aspects of dental education among faculty members.
  
- To ensure continuous quality improvement in teaching learning and assessment in professional education.



  
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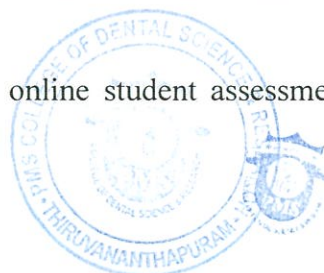


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- To develop a resource pool (both materials & faculty) for effective training of teachers.
- To contribute towards institutional activities of feedback system & student assessment (To perform 'Think Tank' function in the area of result analysis & student assessment by academic council).

## POLICY & PROCEDURES

- Development & Maintenance of Resource Pool.
  - Identify faculty members for training programmes.
  - Collect materials regarding teaching strategies/methodologies.
- In-service training & continuing education programmes for teachers at regular intervals.
  - The Dental Education Department is bound to organize in-service training & continuing education programmes for all teaching faculty members biannually. The programmes should focus on development of e-materials, all possible teaching aids, capacity building of teachers and academic support and research technology incorporated teaching.
- Induction training programme for newly recruited teachers.
- Meetings at regular intervals.
  - Formal meetings of the committee members to be held regularly to assess the progress of ongoing activities and compulsory monitoring for effective implementation.
- Student feedback system.
  - Online feedback forms will be issued to student representatives for feedback of the process.
- To urge the academic council to develop an online student assessment system & result analysis.



  
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- Online examinations along with routine offline exams to be conducted on practical aspects of the topics covered.
- Implement a need based teaching methodology.
- To monitor the implementation of a blended teaching system by incorporating student centric and teacher centric teaching system.

## **EXAMINATION COMMITTEE:**

Examination Committee is a committee which is authorized to conduct examinations and make decisions in regard to organizing and planning examinations, improving systems of examinations, moderations, etc. and also preparing a schedule of examinations and declaring the results. The Examination Committee deals with all the matters in relation to examinations and hears the complaints received pertaining to any matter arising out of the conduct of examinations and decides the course of action. Following are the functions of examination committee

- Examination committee has to establish procedures and instructions for assessing and determining the results of examinations
- Has to assure transparency of the examination procedures
- Setting of the question papers
- Has to appoint examiners for conducting exams.
- Has to take measures against any misconduct
- Has to display the statement of internal marks on student notice board and sending a mark sheet of student to respective parents.
- Has to Plan and schedule remedial exams and midcourse improvement exams
- Has to scrutinize all the checked papers and submission of internal marks to university.
- Has to document and record all procedures







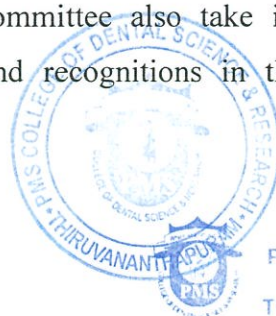
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## RESEARCH COMMITTEE

The aim of the research committee is to provide a conducive research ecosystem in the institution to facilitate research interest among students and faculty. The committee is responsible for providing proper guidance and motivation to students as well as faculty to conduct good quality research. The committee takes initiative in periodically organizing research programmes like research methodology workshops, seminars on intellectual property rights, good clinical practise and promote industry academia collaborations. They are intended to empower students and faculty on relevance, technical and ethical aspects of the research and publication.

The committee should oversee the progress of research projects carried out in the institution and provide necessary guidance for the researchers. Researchers should be encouraged to apply for funding from external funding agencies and workshops are organized to provide orientation in this regard. It is the responsibility of research committee take initiative in collaborating with reputed research institutions of national and international repute. This will provide our researchers an exposure to expand their scientific knowledge, expertise and creative thinking.

The research committee is responsible for organizing research conclave for students, encouraging them to participate in the programme, provide necessary guidance in proposal preparation. The research committee recommends providing seed money for carrying out projects based on the merit of the proposal. The research committee also oversees maximum participation of students and faculty in research programmes and conferences where they get opportunity to present their research work. Research committee also take initiative in felicitating students and faculty who achieve awards and recognitions in the research



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aspect. Internal Research Steering committee, Working Committee for Research Grants and Working Committee for Research Publications are the subcommittees of research committee

## **STUDENT GRIEVANCE CELL:**

The objective of Students Grievance Redressal Cell is to develop a responsive and accountable attitude among all the students in order to maintain a conclusive and harmonious educational atmosphere in the institution.

The SGRC convenes periodic quarterly meetings or as and when needed.

### **(A) The Need for Setting up SGRC in the Institution**

- Differences, conflicts and grievances are essential aspect of student life everywhere.
- It is essential to bring the grievance to the notice of college management for settlement.
- All these cannot be eliminated through grievance handling but can be controlled to a good extent.
- Redressal of grievances relieving students from frustration and helps in improving relationship, commitment level, performance and working environment.
- It leads to enhance overall effectiveness in students.





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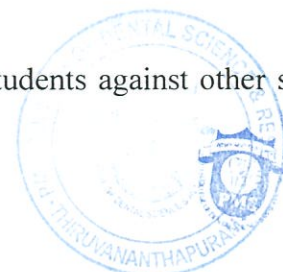
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**(B) The SGRC is Constituted for the Redressal of the Problems Reported by the Students of the College with the Following Objectives:**

1. Upholding the dignity of the college by ensuring stress free atmosphere in the college through student to student and student to teacher relationship.
2. Encouraging the students to express their grievances/problems freely without any fear of being victimized.
3. Students can submit in writing their grievances maintaining anonymity and also give suggestions for improving Academics in the college.
4. Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of conflict arises.
5. To bring to notice of the higher authorities urgently any violations of disciplinary rules.

**(C) Functions of SGRC in PMS College of Dental Sciences & Research**

- To address grievance promptly on receipt in written format from the students.
- To review all grievances and ensure an effective solution with an impartial and fair approach.
- To submit the report to the Associate Dean (Student Affairs) about the grievances addressed and also seek direction and guidance from the higher authorities of the college.
- To advice students of the college to respect each other and be patient whenever any conflict arises.
- To advise all the students to refrain from stirring up students against other students, teachers and college administration.



  
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- Ragging in any form is strictly prohibited inside and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal and also to Associate Dean (Student Affairs). Ragging complaints will be handled as per ragging rules.
- Sexual harassment complaints shall be directed to Chairperson of Anti Sexual Harassment Committee and will be handled as per Government guidelines.

## (D) Mode of Operation of SGRC.

The Grievances may broadly categorized under following

- **Academic**– related to admission, tuition fees, examination, results, discrimination of students, clinical posting, attendance, stipend, clinical work, etc.
- **Non-Academic**– related to harassment by a colleague or the faculty/non-teaching staff, hostel issues, issues related to sports and cultural activities or any other personal problems.

Minor issues are solved by the faculty or mentors at the departmental levels and informing the details to Associate Dean Student Affairs. And for those issues not resolved at this level, the students can approach / are directed to the Student Grievance Redressal Cell and submit the grievance in writing.

## HOSTEL COMMITTEE:

Hostel Committee is responsible for the smooth functioning of the hostel and mess facilities at PMS College of Dental Science and Research under the supervision of the administrator. The term of the committee shall be for one year. The hostel committee shall meet at least twice a year and in case of any emergency. The hostel committee shall take active interest in general welfare of the student residing in the hostel and assist the administrator in maintaining the living standards. The hostel committee





# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

shall report to the administrator or principal on the services given by hostel staff. The hostel committee shall assist the administrator in the timely allotment of the rooms, reports any unauthorized or misuse of hostel or guest rooms and bring to notice any untoward incidence occurring in the hostel premises.

## MAINTENANCE COMMITTEE

The College has a maintenance committee with well-defined maintenance policy and strategy to upkeep its buildings, infrastructure, campus, instruments, machines and other facilities. This is achieved through regular checking, repair and corrective measures. Maintenance committee meetings are conducted monthly under the supervision of college administrator, HR Officer, accountant head, IT department in charge, maintenance department head, Purchase officer, Supervisors, maintenance supporting staffs and hostel wardens.

Maintenance Personnel: Institution has civil, electrical, plumbing, computers, dental lab equipments, ICT tools, sports and cultural facilities maintenance sections with trained personnel. Administrative officer looks after the activities of all the sections. The inputs from the various departments are directed to respective maintenance section.

Maintenance Facility has a maintenance workshop with cutting and welding facilities, laith and basic carpentry unit, sanitary tools etc. and two store rooms for the storage of replacement units.

Maintenance Budget: Annual budgetary provisions are kept for equipments like electrical, plumbing, IT equipments, sports equipment general maintenance and ground maintenance.

Insurance: All major infrastructure facilities are covered under insurance policy.

Maintenance Planning: A maintenance register is provided in all departments and clinics of the College. A weekly maintenance collecting format is prepared and distributed to all the departments and clinics. As per the report collects, a monthly maintenance meeting is called and evaluation of the preceding month's maintenance activities are performed. A



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PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

maintenance team under a supervisor is functioning for undertaking the repair works of buildings and infrastructure. White washing and painting shall be done on a regular basis. Leak proofing and clearance of roof water storage channels and drains shall be done during the summer. Daily cleaning of washrooms and the classrooms are done by housekeeping department under the monitoring of college supervisor.

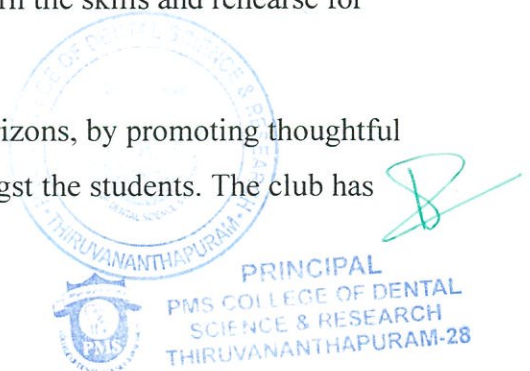
**Sports & Cultural facilities:** The College sports and games facilities halls are maintained by the support staff of the maintenance department and Physical Education department. **Electricity and Plumbing works:** Personnel are there for electrical repairs plumbing works. Maintenance of the Diesel Generator is regularly done on an AMC.

## CULTURAL CLUB

The Cultural clubs in the college is primarily concerned with preparing and promoting students who have taste and potential for various art – cultural performances. The college provides ample opportunities to develop talents in sports and different forms of art like music, singing, literary, Speech & debate, dance, drama etc. In addition, the students are encouraged to take part in competitions held outside the campus. The clubs provide a learning experience for the members as students are responsible for the organizing, funding, public relations, regulating, and scheduling activities for these clubs under the direction of the faculty Coordinators.

**Cultural Arts & Music club:** This club encourages students with an interest in performance realm either as on stage or off stage contributor. The club is designed to provide a venue for exploration of various aspects in the performance for the exchange of ideas amongst students who share a common interest. Students who enjoy all aspects of the performing arts (singing, dancing and acting) are encouraged to join the club as they learn the skills and rehearse for each spectacular show.

**Literary & Debate club:** Aims to broaden the intellectual horizons, by promoting thoughtful reading, writing, discussion and brain storming sessions amongst the students. The club has



PRINCIPAL  
PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

consistently organized elocution competitions, extempore etc, to incorporate the intellectual and creative traditions among students. The budding orators hone their skills and develop confidence.

**Fine Arts club :** Includes Creative art activity. The Fine Arts club incorporates the activities for the preparations of activities like painting, clay modelling etc. This is addressed as the decor of the institute as it documents all the activities of PMS in most creative way. It focuses on the fine arts and allied art in grooming the most ingenious persona of the students.

'A healthy mind in a healthy body'. It is our belief that our students need to be stimulated both mentally and physically, as well as to be enriched by their participation in cultural and sports activities.

## Objectives

1. Enhance their skills and to accentuate their understanding and learning graph. To allow students of PMSians to express themselves, while enlightening their peers.
2. To provide a comforting vent for students who are inclined to share their imaginations and talents.
3. To reach out to the other institutes of the university through various activities and widen their spectrum.

## FUNCTIONS

The decision to hold the Annual Cultural and sports Fest is taken by the governing body and then the faculty in charge of cultural club, Student representatives of each batch is entrusted with the task of organizing the event.

The students, faculties and non-teaching staffs work together as active members in managing the entire event.



PRINCIPAL  
PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

The Principal of the College has consultations with Chairman, Administrator, staff members and student representatives to strengthen the idea of participative decision making,.

Various Committees and Sub Committees under the guidance of Staff Advisors , are constituted to take care of Sponsorship, Finance , Programmes, Publicity and Logistics.

The Finance and Accounts Committee allocates funds to the core committee for their respective events based on the budget prepared by organizing committee.

Each staff member has to voluntarily sign up for the slots of duties on all the days of the event.

## **NATURE CLUB:**

Nature club is a conservation program, is composed of a group of people, who can spread conservation awareness in the society. Through the nature club, India hopes to reach out to nature lovers and budding conservationists. The PMS College of Dental Science & Research, Vattappara, Trivandrum is set amidst greenery blessed by nature's bounty. A nature club has been instituted with the objective to promote, monitor and operate environmentally sustainable activities including love for nature and protection of environment. The Nature Club aim at creating general awareness among the students regarding the different environmental problems and for an appreciation of nature among students. The nature club members enthusiastically participate and monitor activities like tree planting, waste water management, rain water harvesting, pisciculture, apiculture and organic farming

## **ANTI RAGGING COMMITTEE & ANTI RAGGING SQUADS**

Anti-Ragging committee is formed to keep a vigil and stop the menace of Ragging,

Squads In-charge will be Responsible for the following in their areas:



  
PRINCIPAL  
PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28





# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

- They will form duty chart & carryout regular checks for any ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging.
- In case of any incidence noticed, assessment of the incidence be made and necessary action to be taken
- Ensure anti ragging instructions are displayed at visible places in their areas of control.

## INFECTION CONTROL COMMITTEE

The Hospital Infection Control Policies are framed and practiced and monitored by the Hospital Infection Control Team (HICT) and Hospital Infection Control Committee (HICC).

## INFECTION CONTROL COMMITTEE

The Institutional infection Control Committee is responsible for establishing and maintaining infection prevention and control, its monitoring, surveillance, reporting, research and education.

The Infection Control Committee and Subcommittee includes representatives from all clinical departments and other disciplines

HICC shall meet regularly - once a month and as often as required.

Infection Control Team

The Infection control team consists of:

- HIC subcommittee members (All departments)
- Quality manager
- HIC sister- in -charge



  
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PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

ICT takes daily measures for the prevention and control of infection.

The Departmental Duties Schedule will outline process, responsible personnel and schedule of performance of duties related to infection control.

Subcommittee members from all departments have specific areas allotted for them to monitor daily and the HIC sister in charge shall report daily to the quality manager, who will address the matter and action is taken after approval from HIC in charge and administrator.

The Quality Manager and Sister -in -charge also reviews all infection control activities on a weekly basis.

## **RESPONSIBILITIES OF THE INFECTION CONTROL TEAM**

Develop a manual of policies and standard operating procedures for aseptic, isolation and antiseptic techniques.

Supervise and monitor cleanliness and hygienic practices

Oversee sterilization and disinfection and monitor the use and quality control of disinfectants

Advise management of at risk patients and supervision of isolation procedures.

Waste management – Provide relevant information on infection problems to management.

Organize regular training programme for the staff to ensure implementation of infection control practices

Audit infection control procedures and antimicrobial usage



PMS COLLEGE OF DENTAL  
SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28



# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

Surveillance of healthcare associated infections

## ANTI NARCOTIC CELL

The Anti -Narcotics Cell of the college has been established for curbing drug trafficking and use of illegal substances inside the campus and adjacent area. An effective vigilant committee and a squad has been constituted in order to execute the functions of the cell and also to impart an awareness campaign against use of drugs in the campus. The duties of the anti-narcotics cell include organizing awareness programmes in the college and hostels with the help of government authorized agencies/ organizations. Educating the students about the ill-effects of drugs, alcohol and, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs by the students to the higher authorities are also the duties of the anti-drugs cell.

## ANTI SEXUAL HARRASMENT COMMITTEE

Roles and responsibilities of anti sexual harassment committee:

To instil confidence among the students, teaching and non teaching staffs by treating them with undue dignity and respect and strictly adhere by the principle of confidentiality.

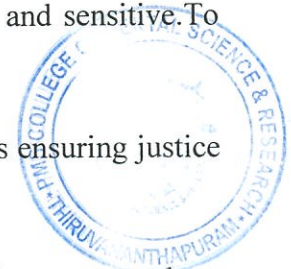
To receive and redress complaints received from any member of the college alleging sexual harassment by another member (s) of the college.


To ensure that the procedure for registering complaints is safe, accessible and sensitive. To prevent sexual assault, rape and other related crimes on girl students.

To deal with the cases of sexual harassment in a stipulated span of time thus ensuring justice to the victim.

To strongly communicate the message of “zero tolerance” for any incidents reported on sexual harassment in the college premises.

To organise gender sensitization awareness programme.



  
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SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28





# PMS COLLEGE OF DENTAL SCIENCE & RESEARCH

## ANTI DISCRIMINATION CELL:

Roles and responsibilities of anti-discrimination cell:

To foster a conducive environment for academic growth and excellence of the students belonging to the college.

To look into the matters which relates to the deprivation of any student, teaching or non-teaching staff on the basis of caste, creed, language, ethnicity, gender or different ability.

To prevent and protect any discrimination against any individual and to ensure stringent punishment against those who indulge in any form of discrimination or harassment.

To ensure equity and equal opportunity to the community at large in the college thus facilitating social inclusion.



  
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SCIENCE & RESEARCH  
THIRUVANANTHAPURAM-28