



**IMPLEMENTATION DOCUMENT ON E-GOVERNANANCE**

**Implementation of E-governance is mentioned under the following 5 headings; such as:**

1. Academic planning and development
2. Administration
3. Finance and accounts
4. Students admission and support
5. Examination

**1. ACADEMIC PLANNING AND DEVELOPMENT**

For the purpose of academic planning and development, the institution utilizes the software by Adroit technologies which offers all the relevant data regarding each student by academic year wise such as calendar of events, time table, attendance, internal marks, subjects and staffs covering it etc. Rather than this, the institution follows the rules and notifications offered by the DCI where each subject, topic wise with relevant hours etc are mentioned and also amendments carry new changes and updations to be followed.

For the purpose of making the learning process easy, several other softwares are installed in different departments whereby patient management and education is done in a better practical manner.

**BDS Syllabus**

**BDS Academic Planning and BDS Syllabus year-wise as under .:**

<b>Semester</b>	<b>Subjects Covered</b>
<b>One year</b>	>General Anatomy, and Histology and osteology. >General Human Physiology and Biochemistry >Dental Anatomy, Embryology and Oral Histology >Practical Dental Materials.
<b>Two years</b>	>General Pathology and Microbiology >General and Dental Pharmacology and Therapeutics >Dental Materials >Pre-Clinical Conservative Dentistry >Pre-Clinical Prosthodontics & Crown & Bridge >Dental Materials.



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<b>Three years</b>	>General Medicine >General Surgery >Oral Pathology and Oral Microbiology
<b>Four years</b>	>Oral Medicine and Radiology >Paediatric and Preventive Dentistry >Orthodontics and Dentofacial Orthopaedics >Periodontology >Prosthodontics and Crown and Bridge >Conservative Dentistry and Endodontics >Oral and Maxillofacial Surgery >Public Health Dentistry

**BDS Internship**

- Improve dental knowledge of intern.
- Improve clinical skills.
- Develop confidence in his/her skills and abilities to Improve communication skills.
- Develop professionalism skills.
- Develop scientific research skills.
- Enhance community and volunteer dental projects.

**1.Department of Conservative Dentistry &Endodontics - MDS**

MINDS, Mahe offers a comprehensive MDS course in conservative dentistry &endodontics. The highlight of the PG course includes a state-of-the-art PG clinic with individual workstations for PGs with chair-side equipment. The treatment options for patients include multidimensional aesthetic and functional protocols such as ceramic composites, laminates, bleaching, regenerative techniques, RCT and root tip surgeries, full crowns, inlays, on-lays, etc.

The postgraduate clinic is equipped with a modern generation microscope to perform micro endodontic procedures and microsurgeries, a separate casting and ceramic lab to cater to the PG students along with a digital imaging section attached to the PG clinic.

**2.Oral Pathology @ Microbiology - MDS**



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The specialty of oral pathology and microbiology aims at procuring adequate knowledge and the necessary expertise to carry out investigatory procedures. The department is also concerned with the ability to interpret laboratory findings, thus helping other dental departments in the prevention, diagnosis, and treatment of anomalies and diseases of the oral and maxillofacial region. The department is having well equipped laboratories catering to three important divisions:

Haematology, Cytology, and Histopathology help the clinician in vital clinical decision making. The three wings also undertake research endeavours of postgraduate students of all dental specialities.

The department is provided with excellent research facilities like a Pent ahead research microscope Olympus BX-53 with image progress capture software, stereo microscope, a well-equipped immunohistochemistry lab, etc.

Our vision is to bring forth training to students in the field of oral and maxillofacial pathology that encompass a university-based curriculum supplemented with problem-based learning and critical analyses.

### **3. Department of Periodontology -MDS**

The Department of Periodontics provides periodontal education to undergraduate and postgraduate students in recognizing and diagnosing periodontal diseases and providing periodontal therapy to their patients. This competency is measured through their performances on didactic examination and thorough clinical performance assessments and various types of periodontal procedures . Undergraduate and postgraduate education of implants is a major focus of our department. The department presents an integrated implant curriculum that emphasizes laser and implant dentistry. Various types of periodontal surgical procedures are performed like periodontal aesthetic procedures and varieties of regenerative surgeries are also practiced.

The department is well equipped with experienced faculty, infrastructure, piezosurgical unit, implant, and laser unit. Good ventilated library with various textbooks, soft copies and hard copies of journals and an internet connection, audio-visual room with latest facilities for seminar and journal club presentation, modern sterilization room and also counselling room for patient motivation

### **4. Department of Pedodontics and Preventive Dentistry - MDS**

This dental specialty provides comprehensive dental care right from the preventive to therapeutic aspect for children below the age of 13 years. Various preventive programs like health education, parent & patient counselling, school health programs are conducted to create awareness & stressing the importance of maintaining good oral health & thereby instilling a positive dental attitude in growing children. Our specialized treatment includes endodontic & restorative management of primary, permanent & young permanent teeth in children. Future developing malocclusions are diagnosed & treated at early growing stage by various treatment modalities like space management, interception of habits & minor tooth movement procedures, and also by my functional & orthopaedic appliances.



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We have an outpatient strength of 50-60 patients in a regular working day. The department with its dedicated fraternity and post-graduate students works round the clock to serve every possible need and wellbeing of children with special health care needs and in some cases are given choice for treating under general anaesthesia in the hospital.

The department has also sphere headed its excellency in delivering prospective learning with interactive discussions, interactive clinical sessions, problem-oriented learning processes as some of the milestone steps in its academic progress and achievements.

5. Department of Prosthodontics and Department Crown & Bridge- MDS

Prosthodontics is that branch of dentistry which deals with the restoration and maintenance of oral function, comfort, appearance, and health of the patient by the restoration of the missing natural teeth. It also deals with the replacement of missing teeth and contiguous oral and maxillofacial tissues with artificial substitutes. This discipline includes Fixed, Removable, Maxillofacial and Implant Prosthodontics. The department has a very well designed dental lab with all the latest, state of the art equipment's

to provide best services to the patients. The lab is well staffed with talented technicians, and they are all under control of the Professor to maintain the quality of work. The department treats about 80-90 patients per day, with all different types of cases. The undergraduate students have excellent clinical materials to learn all the treatment modalities in Prosthodontics under the continuous guidance and supervision of dedicated staff. The main attraction of our department is the three year advanced speciality education programme.

The post graduates will be trained in all phases of rehabilitative procedures including implant placement and maxillo-facial prosthetic rehabilitation. The candidates also need to complete a research project in their post graduate programme under the guidance of the concerned heads. The Department has two full time Professors, two Readers and one Sr. Lecturers with MDS qualification and seven Lecturers with BDS qualification.

6. Department of Orthodontics and Denton-facial Orthopaedics -MDS

Orthodontics is the branch of dentistry that deals with the correction of tooth and jaw malpositions in children and adults, thereby, improving aesthetics along with function. Department of Orthodontics at MINDS meets the needs of education at the undergraduate and postgraduate level, patient care, and research in the field of Orthodontics. Department is equipped with the latest dental units with undergraduate and postgraduate clinical areas. Students learn a variety of treatment modalities under the supervision of experienced and outstanding faculty. Department has more than two hundred running Orthodontics cases and maintains a large OPD for regular new patient inflow. The section of Orthodontics has a wide range of activities covering all aspects of Orthodontics:-

Preventive



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Interceptive  
Corrective and Surgical

### **7. Department of Oral and Maxillofacial surgery - BDS**

Oral and Maxillofacial Surgery is the branch of dentistry that deals with the surgical procedures involving head, neck, face, jaws, hard and soft tissues of Oral and Maxillofacial region. This includes extraction of tooth, surgical removal of impacted teeth, reconstruction of face after maxillofacial trauma, orthognathic surgeries for cosmetic correction of skeletal deformities, surgical treatment for maxillofacial pathologies like cyst and tumours, correction of congenital deformities like cleft lip and palate and surgeries for malignancies involving oral and maxillofacial region.

The department has a very well-designed OPD with 2 minor OT's which give prime importance to sterilisation protocols and to provide the best services to the patients. The department is well equipped with emergency drugs and instruments to manage medical emergencies.

The undergraduate students are trained in minor oral surgeries like extractions, impactions, alveoloplasty, arch bar wiring and suturing under the continuous guidance and supervision of dedicated staffs. The department has three full time senior lectures with MDS qualification led by a well experienced Professor and Head of Department.

### **8. Department Of Oral Medicine & Radiology- BDS**

Department of Oral Medicine and Radiology at Mahe Institute of Dental Sciences is a centre for diagnosis of all oral and maxillofacial pathologies. Department is situated in the ground floor close to reception area. Department deals with patient care, teaching and research involving diagnosis and nonsurgical management of diseases of orofacial complex. Department is having well experienced and enthusiastic staff members who impart their knowledge to the budding graduates.

Objective of teaching in the department is to emphasize the responsibility of students in obtaining a thorough medical and dental history, performing a comprehensive medical and dental examination, to reach at a diagnosis as per patient's complaints and formulating a treatment plan. Academic activities are provided for 3<sup>rd</sup> year and 4<sup>th</sup> year students in terms of clinical teaching and didactic lectures. Additionally, a focus on knowledge on management of common mucosal lesions, diseases related to TMJ, maxillary sinus and salivary gland are also emphasised. Post graduates from other specialities are posted in the department for a specified time period and they are offered training in the field of diagnosis and radiology. Department caters the need of patients by integrating medicine and dentistry to promote optimum health. Early diagnosis of oral cancer and potentially malignant disorders is given utmost importance while examining the patient. Assistance will be provided for tobacco cessation.

Department of oral medicine and radiology has radiologic facilities like IOPA, bitewing, occlusal, panoramic and cephalometric radiographic procedures. Department is

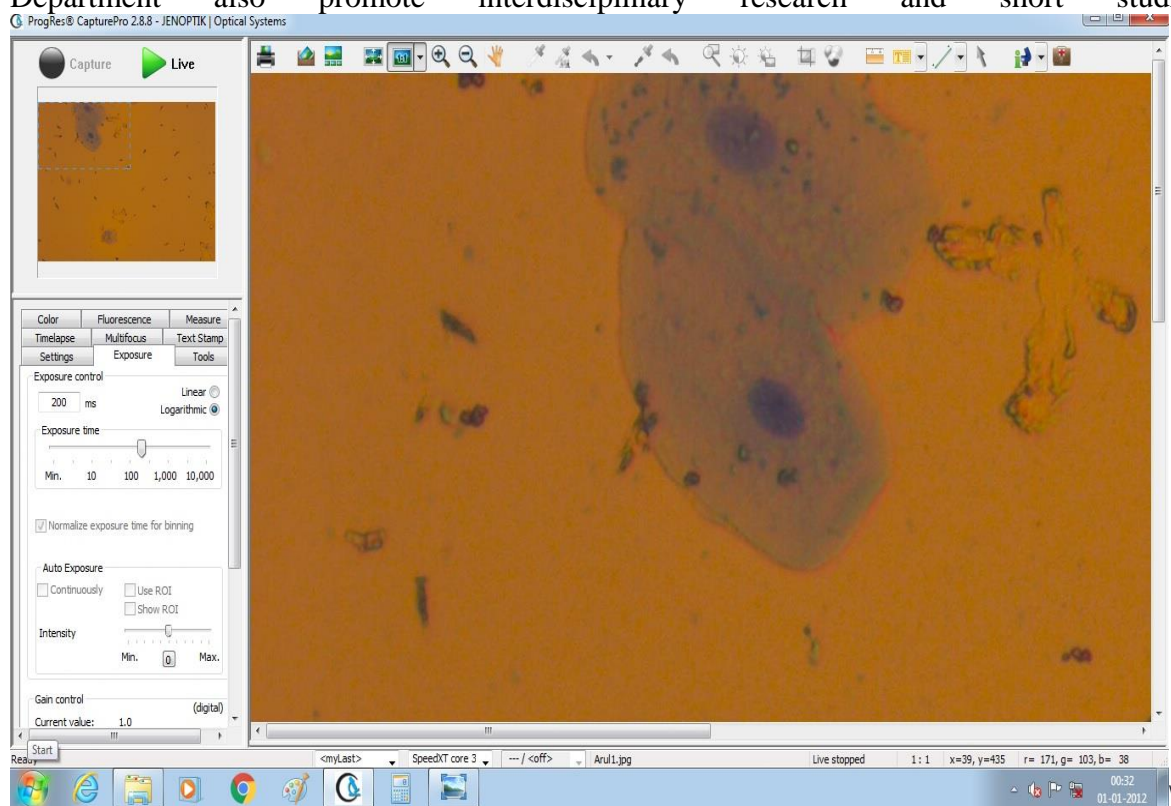


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equipped with both conventional film based and digital radiographic systems with appropriate processing units.

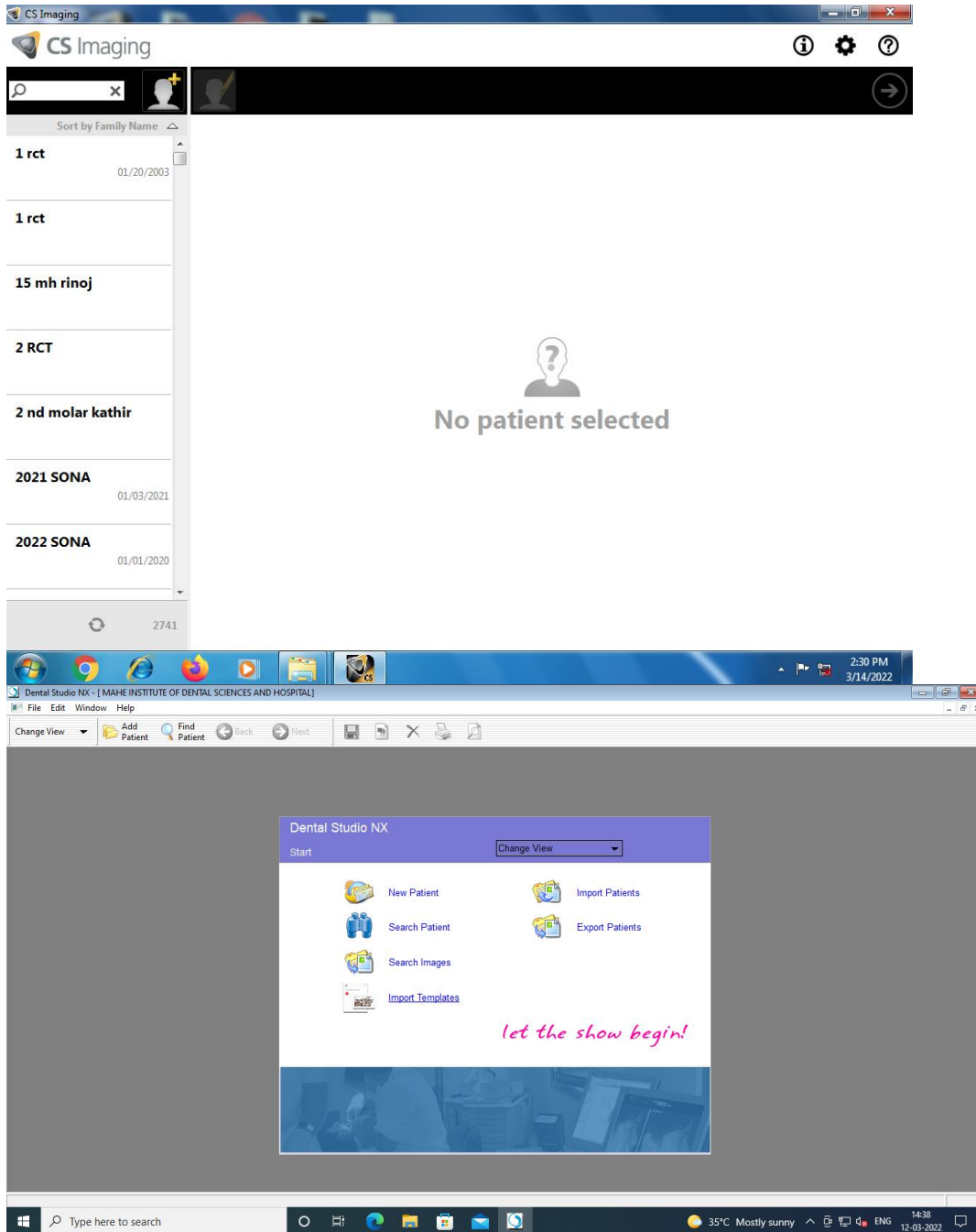
Department frequently participate in college activities by conducting hands on workshops and CDEs, participating in clinicopathologic conferences thereby imparting knowledge and updating the recent advances.

Department of oral medicine and radiology conducts various awareness programs for public and students and celebrates important days like international radiology day, world cancer day, world no tobacco day and conducts street plays and skits. Students are trained to attend national and state level conferences and encourage the students to present papers and posters. Department also promote interdisciplinary research and short studies.





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## Faculty & Staff

This College provides a good ratio of well-trained and highly educated faculty members equipped with modern technology. It also provides sufficient numbers of non-technical staff to provide an ambiance of self-learning to the students. As Mahe Institute of Dental Sciences and Hospital Pondicherry, they are responsible for contributing and sustenance the standards of medical education in the institution. All the faculty of the campus comply with the relevant policies, which are given below:

- Describe appropriate care based on the best available scientific evidence.
- Reduce inappropriate variation in value-based practices



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- Provide more rational and practical behaviour towards the subject Taught.
- Focussing more and more on continuing education
- To promote efficient use of available resources
- To act as the focus for quality control, including audit

### **LECTURE HALLS**

The spacious lecture halls provide the most conducive in the right ambiance for focused learning. Lecture rooms are air-conditioned and are equipped with a facility such as a computer and internet.

### **SEMINAR HALLS**

The college provides facility both UG and PG students seminar presentations to Improve their learning and technical skill in all specialty departments.

### **SMART CLASSES**

Smart classroom fixed at 4th-floor hall namely NAVARATNA.

## **2. ADMINISTRATION**

Administration wing provides all the required help and support to bring up the students knowledge and help them develop better in various aspects. The Pondicherry University website provides all required data and guide the institution in bringing up the student in the perfect way.

The Administrative office houses Chairman Room, Principal Room, Vice Principal Room, HR Section, Accounts Section, Administrative Wing and HOD Rooms, Faculties sections, etc.

The scope of this includes all administrative duties done by administrative staff and faculty including finance and other processes. Student management admission coordination. The person in charge of all activities will be the admission coordinator who will work closely with the principal. The principal will be free from coordination: The person in charge of all activities will be the admission coordinator who will work closely with the principal. The principal will from time to time update the coordinator of any changes in policy as communicated by MINDS. Admission strategy Any students /parents enquiring regarding admission in person will be attended by the Admission coordinator and the SDA will issue the application form at the reception counter on payment to the bank through producing the remittance receipt . Any students or parents who wish to know detailed information regarding the admission process or curriculum will be guided by the principal or admission coordinators.

**The campus is installed with security cameras**, which will be taken for any confirmation for grievances of staff, students It will be archived until the conflict is resolved with proper legal actions are taken. If the grievance is minor the item lost will be recovered and will be





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removed or discarded from the system. The person in charge- Lab attendee will be checking the CCTV working status daily and any breakage, Non-functionality, and Maintenance will be conveyed to the office staff and Principal. The issue will be resolved within 3 days of the complaint being raised. If not proper explanation should be given in written/ email when it will be replaced or work is done. Biometric library and college Biometric is installed in college and library The biometrics will be collected of staff and students (Interns, Postgraduates, External college students) at the end of the month and will be calculated for attendance by MINDS POLICY AND PROCEDURE MANUAL the office staff which will be later submitted to concerned person in charge.

Library biometrics will be calculated at the end of a session by the library attender and will be given to respective coordinators for reference. Institution has upgraded Bio-metric attendance system for Teaching and Non Teaching staff/Postgraduate and undergraduate Students. Help desk monitoring the patients registration system through recently installed Software.

Patient Creation | Other Details | Personal Documents

### Patient Creation

Reg No: H22-4238 | Reg Date: 14/03/2022

Patient Name (In Full): Mr [ ]

Age: 0 Year(s) | 0 Month(s) | 0 Day(s)

DOB: 14/03/2022

Gender: Unknown | Blood Group: Unknou

C/O: [ ]

Mother's Name: [ ]

House Name: [ ]

Street: [ ]

PB No.: [ ]

City: [ ]

Zip Code: [ ]

State: [ ]

District: [ ]

Nationality: INDIA

Marital Status: Single

Category:  Staff

Staff Type: [ ]

Spouse Name: [ ]

Contact Details

Mobile: +91 [ ]

Land Line: [ ]

Email: [ ]

Emergency Contact Details

Name: [ ]

Relation: None

Contact Number: [ ]

Working Company: [ ]

Identification Details

Identification: [ ]

ID No: [ ]

Issue Dt.: [ ] | Expiry Dt.: [ ]

PHOTO

Card Replacement

Browse

Activate Windows

Go to Settings to activate Windows

Save | Card Print | Exit

### **3. FINANCE AND ACCOUNTS**

Tally is a computerized system for accounts. It is used to record financial Activities of the institutions. It is a multipurpose software including inventory management and accounting.

### **4. STUDENTS ADMISSION AND SUPPORT**

Eligibility Criteria for Admission to Bachelor of Dental Surgery (BDS):



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Candidates seeking admission to the B.D.S., Degree courses must have passed HSC (+). (Academic) examination conducted by the Board of Higher Secondary Examination of Tamil Nadu or any other equivalent thereto, with a minimum of 50% marks (40% of marks for OBC / BCM / MBC / EBC / BT / SC / ST candidates) in aggregate, in the prescribed subjects of Physics, Chemistry and Biology or Biotechnology, Botany and Zoology. Further, they should have studied English as one of the subjects and they must have passed the above four subjects individually.

BDS and MDS course is affiliated with Pondicherry University. Admission to the BDS and MDS program is based on marks and rank secured in the NEET Examination conducted by National Testing Agency (NTA). All the NEET-qualified candidates need to apply for admission through the CENTAC Pondicherry website. Based on the allocation made by the CENTAC in the Counselling Round I, Round II, MOP UP Round I, and MOP UP Round II, admissions are made in the Institution.

**FEE STRUCTURE FOR UG DENTAL (B.D.S.) IN PRIVATE COLLEGES**

The fee is fixed for Govt. Quota amount in Rs.250,000/- per annum.
The fee fixed for Management Quota Amount is Rs.650,000/- per annum. (Fees 6.00 lakhs + 50,000 towards Development Charges)
The fee fixed for NRI Quota Amount in 9.50 lakhs (Fees 9.00 lakhs + 50,000 towards Development Charges)

**Fee Structure for PG Dental Clinical (MDS)**

The fee fixed for Govt. Quota amount in Rs.622,000.00 per annum
The fee fixed for Management Quota amount is Rs.14,00,000.00 per annum

**5. EXAMINATION**

The examination section is dealt under the University portal of Pondicherry University. The addition of marks to the individual student, the generation of admit card and the data filling up of all student is done under the site which has separate wing created for our institution.

The scheme of Examination involves an annual Examination at the end of every academic year. Any student who does not clear the First BDS University examination in all subjects within 3 years from the date of admission will be discharged from the course.

Any candidate who fails in one subject in an examination is permitted to go to the next level class and appear for the subject and complete it successfully before he/she is permitted to appear for the next level examination.

**Department of Conservative Dentistry & Endodontic**  
**MDS -Papers**

- Paper – 1 : Applied Anatomy, Physiology, Pathology and Dental Materials
- Paper – 2 : Conservative Dentistry & Aesthetic Dentistry



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- Paper – 3 : Endodontic
- Paper – 4 : Essay

**Department of Oral Pathology and Microbiology**

**MDS PAPERS**

**Paper - 1 : Applied Anatomy, Physiology, Pathology and Research Methodology**

**Paper - 2 : Oral pathology, Microbiology and Oncology**

**Paper - 3 : Laboratory Techniques and Diagnosis**

**Paper - 4 : Essay**

**Department of Periodontology**

**MDS PAPERS**

**Paper - 1 : Applied Anatomy, Physiology, Bio-chemistry, Pathology and Pharmacology**

**Paper - 2 : Etiopathogenesis Paper - 3 : Clinical Periodontology and Oral Implantology**

**Paper - 4 : Essay**

**Department of Pedodontics and Preventive Dentistry**

***MDS papers***

**Paper - 1: Applied Anatomy, Physiology, Pathology, Microbiology, Nutrition and Diets**

**Paper - 2: Clinical Paediatric Dentistry**

**Paper - 3: Preventive and Community Dentistry as applied to Paediatric Dentistry**

**Paper - 4: Essay**

**Department of Prosthodontics and Crown Bridge**

***MDS PAPERS***

**Paper - 1 : Applied Anatomy, Physiology,**

**Paper - 2 : Removable Prosthodontics and Oral Implantology**

**Paper - 3 : Fixed Prosthodontics**

**Paper - 4 : Essay**

**Department of Orthodontics and Dento-facial Orthopaedics**

**MDS papers**

**Paper - 1: Applied Anatomy, Physiology, Pathology, Genetics physical anthropology and Dental Materials**

**Paper - 2: Diagnosis and treatment Planning**

**Paper - 3: Clinical Orthodontics and Mechanotherapy**

**Paper - 4: Essay**

**Department of Oral and Maxillofacial Prosthodontics**

**MDS PAPERS**

**Paper - 1 : Applied Anatomy, Physiology,**

**Paper - 2 : Removable Prosthodontics and Oral Implantology**

**Paper - 3 : Fixed Prosthodontics**

**Paper - 4 : Essay**