

MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
Affiliated to Pondicherry Central University, Recognized by Dental Council Of India
Chalakkara, P.O. Pallor, Mahe-673 310
U.T. of Puducherry. Ph : 0490 2337765
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 academic planning and development, the institution utilizes software from Adroit Technologies, which provides comprehensive student data organized by academic year, including the calendar of events, timetable, attendance, internal marks, subjects, and assigned faculty. Additionally, the institution adheres to the guidelines and notifications set by the DCI, which outline subjects, topics, and corresponding hours, along with any amendments introducing updates and changes.

To enhance the learning process, various other software solutions are installed across different departments, facilitating efficient patient management and practical education.

BDS Syllabus

Semester	Subjects Covered
One year	>General Anatomy, and Histology and osteology. >General Human Physiology and Biochemistry >Dental Anatomy, Embryology and Oral Histology >Practical Dental Materials.
Two years	>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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Three years	>General Medicine >General Surgery >Oral Pathology and Oral Microbiology
Four years	>Oral Medicine and Radiology >Paediatric and Preventive Dentistry >Orthodontics and Dentofacial Orthopedics >Periodontology >Prosthodontics and Crown and Bridge >Conservative Dentistry and Endodontics >Oral and Maxillofacial Surgery >Public Health Dentistry

BDS Internship

- Enhance the dental knowledge of interns.
- Strengthen clinical skills.
- Build confidence in their abilities and communication skills.
- Foster professionalism.
- Develop scientific research capabilities.
- Promote participation in community and volunteer dental projects.

1.Department of Conservative Dentistry &Endodontics - MDS

MINDS, Mahe offers a comprehensive MDS program in Conservative Dentistry and Endodontics. A key feature of the postgraduate course is the advanced PG clinic, which provides individual workstations equipped with chair-side facilities for each student. Patients receive a wide range of aesthetic and functional treatments, including ceramic composites, laminates, teeth whitening, regenerative techniques, root canal treatments, root tip surgeries, full crowns, inlays, and onlays.

The postgraduate clinic is equipped with a state-of-the-art microscope for micro-endodontic procedures and microsurgeries. Additionally, it features a dedicated casting and ceramic laboratory for PG students, as well as an integrated digital imaging section within the clinic.

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2. Department of Oral Pathology and Microbiology – MDS

The Department of Oral Pathology and Microbiology focuses on imparting comprehensive knowledge and expertise in investigative procedures. It plays a crucial role in interpreting laboratory findings, aiding other dental departments in the prevention, diagnosis, and treatment of oral and maxillofacial anomalies and diseases. The department is equipped with state-of-the-art laboratories that cater to three key divisions: Haematology, Cytology, and Histopathology. These divisions support clinicians in critical decision-making and contribute to research initiatives undertaken by postgraduate students across various dental specialties.

Additionally, the department boasts advanced research facilities, including a Pentahead Research Microscope (Olympus BX-53) with image capture software, a stereo microscope, and a well-equipped immunohistochemistry lab.

Our vision is to provide students with comprehensive training in oral and maxillofacial pathology, integrating a university-based curriculum with problem-based learning and critical analysis.

3. Department of Periodontology -MDS

The Department of Periodontics offers comprehensive periodontal education to both undergraduate and postgraduate students, equipping them with the skills to recognize, diagnose, and treat periodontal diseases. Their competency is assessed through didactic examinations, clinical performance evaluations, and various periodontal procedures. A key focus of the department is implant education, featuring an integrated curriculum that highlights laser and implant dentistry. The department performs a range of periodontal surgical procedures, including aesthetic treatments and regenerative surgeries. Well-equipped with experienced faculty, state-of-the-art infrastructure, a piezosurgical unit, and dedicated implant and laser units, the department provides an excellent learning environment. Additionally, it boasts a well-ventilated library stocked with textbooks, journals in both digital and print formats, and internet access.

A modern audio-visual room facilitates seminars and journal club presentations, while a

sterilization room ensures optimal hygiene and a dedicated counseling room is also available to support patient motivation and education.

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4.Department of Pedodontics and Preventive Dentistry – MDS

This dental specialty provides comprehensive care for children up to 13 years old, covering both preventive and therapeutic aspects. Various preventive initiatives, such as health education programs, parent and patient counseling, and school health programs, are conducted to raise awareness and emphasize the importance of good oral hygiene, fostering a positive dental attitude in growing children. Our specialized treatments include endodontic and restorative care for primary, permanent, and young permanent teeth. Developing malocclusions are identified early and managed through various treatment approaches, including space management, habit interception, minor tooth movement procedures, and the use of myofunctional and orthopedic appliances.

With an outpatient volume of 50-60 patients daily, the department, supported by dedicated faculty and postgraduate students, works tirelessly to address the diverse dental needs of children, including those with special healthcare requirements. In certain cases, treatment under general anesthesia is offered in a hospital setting. The department is also committed to academic excellence, incorporating interactive discussions, hands-on clinical sessions, and problem-based learning as key elements of its educational approach, marking significant milestones in its academic achievements.

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

Prosthodontics is a specialized branch of dentistry focused on restoring and maintaining oral function, comfort, appearance, and overall health by replacing missing natural teeth. It also involves the rehabilitation of lost teeth and adjacent oral and maxillofacial structures using artificial substitutes. This field encompasses Fixed, Removable, Maxillofacial, and Implant Prosthodontics. The department is equipped with a state-of-the-art dental laboratory featuring the latest technology to ensure top-quality patient care. A team of skilled technicians operates under the supervision of the Professor to maintain high standards of work. With a daily patient flow of 80-90 cases covering a variety of

treatments, the department offers undergraduate students rich clinical exposure, allowing them to master Prosthodontic procedures under the constant guidance of experienced faculty.

A key highlight of the department is its three-year advanced specialty education program, providing in-depth training in Prosthodontics.

The post graduates will be trained in all phases of rehabilitative procedures including implant

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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 a branch of dentistry focused on correcting tooth and jaw misalignments in both children and adults, enhancing both aesthetics and function. The Department of Orthodontics at MINDS caters to education at undergraduate and postgraduate levels, patient care, and research in the field. It is well-equipped with state-of-the-art dental units and dedicated clinical areas for both undergraduate and postgraduate training. 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:-

- 1.Preventive
2. Interceptive
- 3.Corrective and Surgical

7.Department of Oral and Maxillofacial surgery – BDS

Oral and Maxillofacial Surgery is a specialized branch of dentistry that focuses on surgical procedures involving the head, neck, face, jaws, and both hard and soft tissues of the oral and maxillofacial region. This includes tooth extractions, surgical removal of impacted teeth, facial reconstruction following maxillofacial trauma, orthognathic surgeries for cosmetic correction of skeletal deformities, surgical management of maxillofacial pathologies such as cysts and tumors, correction of congenital deformities like cleft lip and palate, and surgeries for malignancies affecting the oral and maxillofacial region. The department has a very well-designed OPD with 2 minor OT's which give prime importance to sterilization protocols and to provide the best services to the patients. The department is well equipped with emergency drugs and instruments to manage medical emergencies.

Undergraduate students receive hands-on training in minor oral surgeries, including extractions, impactions, alveoloplasty, arch bar wiring, and suturing, under the constant guidance and

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supervision of dedicated faculty members. The department is led by an experienced Professor and Head, supported by three full-time senior lecturers with MDS qualifications.

8.Department of Oral medicine and radiology -BDS

The Department of Oral Medicine and Radiology at Mahe Institute of Dental Sciences serves as a diagnostic centre for oral and maxillofacial pathologies. Located on the ground floor near the reception area, the department is dedicated to patient care, education, and research, focusing on the diagnosis and non-surgical management of orofacial diseases. With a team of experienced and enthusiastic faculty, the department ensures quality education for aspiring dental professionals. The primary teaching objective is to instill in students the importance of obtaining a thorough medical and dental history, conducting comprehensive examinations, accurately diagnosing conditions based on patient complaints, and formulating appropriate treatment plans.

Academic training is provided to third and fourth-year students through clinical sessions and didactic lectures. Emphasis is placed on understanding and managing common mucosal lesions, disorders related to the temporomandibular joint (TMJ), maxillary sinus, and salivary glands. Additionally, postgraduate students from other specialties undergo training in diagnosis and radiology during their departmental postings.

The department plays a crucial role in integrating medicine and dentistry to promote optimal health. Special attention is given to the early detection of oral cancer and potentially malignant disorders. Furthermore, assistance is provided for tobacco cessation, reinforcing the department's commitment to preventive healthcare.

Department of oral medicine and radiology has radiologic facilities like IOPA, bitewing, occlusal, panoramic and cephalometric radiographic procedures. Department is equipped with both conventional film based and digital radiographic systems with appropriate processing units. 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 maintains an optimal ratio of highly qualified and well-trained faculty members, equipped with modern technology to enhance the learning experience. Additionally, it ensures an adequate number of non-technical staff, fostering a conducive environment for self-learning among students.

As part of Mahe Institute of Dental Sciences and Hospital, Pondicherry, the institution is committed to maintaining and enhancing the standards of medical education. All faculty members adhere to the institution's policies, which include:

- Providing appropriate care based on the best available scientific evidence.
- Minimizing unnecessary variations in value-based practices.

- Encourage a more rational and practical approach to the subject being taught.
- Emphasize continuous learning and professional development.
- Promote the efficient utilization of available resources.
- Serve as a centre for quality control, including regular audits.

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.

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2.ADMINISTRATION

The administration wing offers comprehensive support to enhance students' knowledge and foster their overall development in various aspects. Additionally, the Pondicherry University website provides essential information and guidance to help the institution nurture students effectively.

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 responsibilities carried out by the administrative staff and faculty, including financial management and other related processes. Student management and admission coordination also fall under this scope.

The admission coordinator will oversee all activities related to admissions and work closely with the principal. While the principal will not be directly involved in coordination, they will provide periodic updates to the coordinator regarding any policy changes communicated by MINDS.

Admission Strategy:

- Any student or parent inquiring about admissions in person will be assisted by the admission coordinator.
- The SDA will issue the application form at the reception counter upon payment, with the remittance receipt as proof.
- Students or parents seeking detailed information about the admission process or curriculum will be guided by the principal or admission coordinators.
- The campus is equipped with security cameras, which are used to verify grievances raised by staff and students. The recorded footage is archived until the issue is resolved and appropriate legal action, if required, is taken. In cases of minor grievances, lost items will be retrieved and either returned or removed from the system.
- The designated lab attendant is responsible for daily monitoring of the CCTV system. Any issues related to breakage, malfunction, or maintenance will be reported to the office staff and the principal. Complaints will be addressed within three days. If unresolved, a written or email explanation must be provided, specifying the timeline for resolution or replacement.
- Biometric systems have been installed in both the college and library to track attendance. Staff and student (interns, postgraduates, and external students) biometric data will be collected at the end of each month, processed by the office staff in accordance with the MINDS Policy and Procedure Manual, and submitted to the designated authority.

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- Library biometric attendance will be recorded at the end of each session by the library attender and shared with the respective coordinators for reference. The institution has also upgraded its biometric attendance system for teaching and non-teaching staff, as well as postgraduate and undergraduate students. Additionally, a help desk monitors patient registrations through newly 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: Unknown

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

Browse

☐ Card Replacement

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 course must have passed the HSC (+2) Academic Examination conducted by the Board of Higher Secondary Examination, Tamil Nadu, or an equivalent examination. They must have secured a minimum of 50% marks in aggregate (40% for OBC, BCM, MBC, EBC, BT, SC, and ST candidates) in the prescribed subjects, including Physics, Chemistry, and Biology or Biotechnology, Botany, and Zoology. Additionally, they must have studied English as a subject and passed all four required subjects individually.

The BDS and MDS courses are affiliated with Pondicherry University. Admission to these programs is based on the marks and rank obtained in the NEET examination, conducted by the National Testing Agency (NTA). All NEET-qualified candidates must apply for admission through the CENTAC Pondicherry website. Admissions are granted based on the allocations made by CENTAC during Counseling Round I, Round II, MOP-UP Round I, and MOP-UP Round II.

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 operates under the University portal of Pondicherry University. This portal manages various academic processes, including mark entry for individual students, admit card generation, and student data management. A dedicated wing within the portal has been created specifically for our institution.

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The examination scheme follows an annual examination system, conducted at the end of each academic year. Students who fail to clear all subjects in the First BDS University Examination within three years from the date of admission will be disqualified from the course.

Candidates who fail in a single subject are allowed to progress to the next level. However, they must clear the failed subject before they can 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
- Paper – 3 : Endodontic
- Paper – 4 : Essay- Recent advances

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 – Recent advances

Department of Periodontology

MDS – Papers:

- Paper – 1 : Applied Anatomy, Physiology, Pathology, Biochemistry and Pharmacology
- Paper – 2 : Etiopathogenesis
- Paper – 3 : Clinical Periodontology and Oral Implantology
- Paper – 4 : Essay- Recent advances

Department of Pedodontics and Preventive Dentistry

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MDS – Papers:

- Paper – 1 : Applied Anatomy, Physiology, Pathology, Microbiology, Nutrition and Diet
- Paper – 2 : Clinical paediatrics
- Paper – 3 : Preventive and Community Dentistry as applied to Paediatric Dentistry
- Paper – 4 : Essay- Recent advances

Department of Prosthodontics and Crown Bridge

MDS – Papers:

- Paper – 1 : Applied Anatomy, Physiology, Pathology and Dental materials
- Paper – 2 : Removable prosthodontics and oral implantology
- Paper – 3 : Fixed prosthodontics
- Paper – 4 : Essay- Recent advances

Department of Orthodontics and Dento-facial Orthopaedics

MDS – Papers:

- Paper – 1 : Applied Anatomy, Physiology, Pathology , Genetics and Anthropology
- Paper – 2 : Diagnosis and treatment planning
- Paper – 3 : clinical orthodontics and mechanotherapy
- Paper – 4 : Essay- Recent advances



A handwritten signature in green ink, appearing to read "DR ANIL M".

Principal
Mahe Institute of Dental Sciences & Hospital
MAHE