

**INSTITUTE OF DENTAL SCIENCES SEHORA JAMMU**

**STUDENT HANDBOOK**

## **About the Institute**

Institute of Dental Sciences, Jammu is a venture of "TriKuta Charitable Trust"

The trust was formed with the objective of imparting the best professional education to students of science. The trust believe that path to the socio - economic & ethical transformations of the country is through quantity education.

### **Vision :-**

"To become center of excellence in dental education and dental care in Jammu and Kashmir"

### **Mission**

"To provide high quality dental education and dental care services with strong moral and ethical values to the community at affordable prices with focus on learner-cantered education and patient-centered service"

### **Foreword by the Director Academics**

Institute of Dental Sciences, Sehora, Jammu, always remained dedicated to the service of the J&K, thus holding immensely significant place in the history of higher education in J&K.

I heartily thank Professor Dr. Sarbjeet Singh, Principal of Institute of Dental Sciences & his team for bringing out this booklet which will be immensely useful to all our student.

### **Goals and Objectives**

Goal 1: To provide quality dental education and research facilities with focus on ethics and morality.

Goal 2: To provide quality dental healthcare services with focus on evidence based dentistry.

Goal 3: To provide community development services in the dental healthcare and hygiene.

Goal 4: To impart experiential learning to the students with focus on imparting knowledge, skills and competencies.

Goal 5: To promote high quality dental practice with focus on patient centered care.

### **Admission:**

Admission to UG courses is done through JK BOPEE to the students qualifying NEET Examination.

### **Campus Life:**

Student life in the campus is well taken care in all aspects by the institution. The Regulations are framed keeping student academic interests as the focal point. The set of values that are enforcing the professional and quality academic ambience in the campus are Discipline, Commitment and Skill development.

### **Student Induction Programme:**

First year students are provided with orientation programme by the respective institute. The orientation schedule comprises of the information related to campus facilities, campus tour, introduction to the academic infrastructure, Roles and responsibilities of a mentor/Counselor, Anti- ragging committee interaction, Access to various forums/cells in the campus and their functions, support from student help desk, Motivational talks, Alumni Interaction, academic Student welfare committee Medical facilities. Mentor/Counselor is assigned to every class and he/she will act as a single point of contact for giving guidance/support in curricular, co-curricular and extracurricular activities.

### **Institution Timings:**

**a) Timings:**

9.00 A.M. to 3.00 P.M.

**b) Bus Timings for Day-scholars:**

Arrival at the Campus : 8.45 A.M.

Departure from the Campus: 3.15 P.M.

**c) Hostel students are provided with Breakfast, Lunch evening snacks-tea and dinner.**

### **Dress Code:**

**Boys** shall wear White Shirt, Gray Trousers, Black Shoe & White Apron with badge.

**Girls** shall wear White Churidar/Salwar Kameez / black shoe Apron with badge.

### **Identification Card:**

Each student will be provided with an Identification Card and library card with his / her photo and name on it. The students have to **compulsorily wear the ID card** inside the Campus. Students are also informed to wear their ID card while representing our institution in other College / University events such as sports, cultural and other academic activities.

### **Academics:**

Institute is headed by a Principal and each department is headed by head of the department. The staff members of each department are allotted portfolios such as year coordinator, class counselor, time-table incharge, sports coordinator, cultural coordinator. Our academic curriculum is governed by DCI & regulated by university of Jammu.

### **Attendance regulations:**

- a) Students are expected to reach before 9.00 A.M. to the campus and in no circumstances a student is allowed to leave the campus before 3.00 P.M.

However, in the case of emergencies, if the parent accompanies the student to leave the campus on a genuine health related problems, students shall be allowed to leave. In the case of any other unfortunate incidents such as loss of blood relation will be considered upon the verification from the parent over phone.

Attendance will be taken in every lecture and practical class.

- b) Attendance is compulsory for both the Continuous Assessment Tests.
- c) 75% attendance for theory classes and send up for practical sessions is compulsory. Students are not eligible to appear for the Send Up Examinations, if they have attendance below the required percentage.
- d) If leave is required for more than two days on medical grounds, parents should intimate department about the duration of leave required through letter with the necessary proof attached
- e) If a student is requiring an immediate medical assistance, he/she shall approach the student Welfare Committee, first aid will be given for the student in Medical Room (Department of Physiology).
- f) Online classes are conducted (due to prevailing pandemic situation as per the government guideline).

### **Hostel:**

We have 1 Hostels for Boys and 2 Hostels for Girls, AC room facility also available. Spacious rooms with attached bath are available for both Boys and Girls. Student is entitled to get admission into the hostel if agreed to abide by the rules and regulations of the hostel. Any damage to hostel property is seriously viewed.

If hostel inmates wish to vacate the hostel, he or she has to get the written concurrence from the parent.

Few of the facilities provided in the Hostel:

- Uninterrupted power supply (Generator available).
- Medical facility available with free medicines provided to sick students
- Fresh supply of water provided to all the rooms
- Canteen
- Indoor and Outdoor Games facility
- Laundry and Ironing facility
- Yoga sessions are conducted for students to help them maintain both HealthyMind and Body.

**Feedback:**

The feedback from students is periodically collected by Internal Quality Assurance Cell (IQAC). Online feedback system is in place to take the feedback on academic support and other facilities of the campus.

**Security Instructions:**

Loss of Identity card shall be reported immediately to the Administrative block. After paying the requisite fee, the ID card shall be received within two working days. Students are requested to take the safe custody of personal belongings (mobile, money, laptop or any other valuables). Management will not be responsible for any theft or loss of student's property in the campus or in the hostel.

**Usage of Mobile Phones:**

Mobile phone usage is not allowed during the college hours. Disciplinary action will be taken if found the improper usage of mobile phone in the campus and it may also lead to confiscating of the mobile phone.

**Ragging:**

Ragging is strictly prohibited inside and outside the institution. Action will be taken against those who indulge in such activities as per the supreme court regulations. Anti ragging undertaking to be submitted by the student/parent within 15 days from date of commencement of 1 year classes .We have Ant ragging committee, Anti Ragging squad. Institute organizes Anti Ragging Seminar for newly admitted 1<sup>st</sup> yr every year.

**Transport:**

Buses are operated from every corner of the city of Jammu for the ease of

commute for the students and faculty. The bus route details are provided to the students through Bus Incharge.

### **General Discipline:**

Discipline being the foremost priority of the institution, we endeavor decency in behavior of the students in the campus. Any indisciplinary activity is seriously viewed by the disciplinary committee and necessary punitive action will be taken after proper inquiry.

Students are requested to maintain the decorum of a classroom adhering to the dress code of the institution. Silence while accessing the library facilities and exhibition of examination ethics.

Students are expected to maintain good behavior during the transit by institution bus.

### **Student Development Committee**

The main objective of the Student Development Committee (SDC) is to identify the potential of every student and to facilitate them in achieving their academic goal.

It provides an exclusive platform for different dimension of learning, networking and socializing outside of the classroom. SDC organizes a variety of events such as workshops, skill development courses, power lecture series, value added courses, seminars and many more.

### **Central Library:**

A state of library with world class amenities situated in an area of 8088 square feet is a monumental addition to the infrastructural excellence of the Institution. The Library is open from 9.00 A.M. to 3.00 P.M. on regular days and extended during examination period for the benefit of the students. The Library consists of around 3827 books with a spectrum of titles, back volumes and various reputed magazines & e journals. This is equipped with a Digital library section, reference section, audio visual rooms with CCTV facilities.

### **Extra Mile – Beyond classroom learning opportunities:**

#### **Peer to Peer Learning:**

Students are given an opportunity to disseminate their knowledge acquired to fellow students through a unique program known as “LEAD TALKS” organized by SDC. Interested students shall register on the call for participation.

**Skill development Courses:**

The institution established SKILL DEVELOPMENT CENTRE, which is offering various skill development courses. Under the guideline of student Welfare committee.

**Sports :**

Sports always played an important role in the evolution of the institution and claims a fair share in our progress. We are proud of not only having excellent sports facilities, but in having produced sportsmen of the highest caliber, who have represented the National/University/State level in various disciplines like Cricket, Badminton & Swimming .

We encourage students in participation of the National tournaments and several students achieved laurels to the institution.

**Cultural Fest:**

Cultural programs are organized annually to encourage creative pursuits of the students and to encourage their artistic and cultural talents.

**Student Support System:****a) Student Welfare, and Development Committee**

These Committees acts as the primary level of support for the students and functioning till 3.00 P.M. in the campus. All Bonafide certificates, fee receipts, any other student related issues are taken care at Administrative block.

**Updating Student Contact Details in Database:**

If there is any change of address or change in the mobile number of the parent, student is advised to approach Administrative block for the necessary update in the data. This will be useful for the purpose of sending the SMS to the parent related to attendance report and also for other updates.

**b) Student Counseling and Psychological Support**

Counseling is done if required. Identity is kept confidential. A team of professionally trained counselors offer counseling services.

**c) Student monitors representing the class**

Two Student monitors one girl & one boy from class is nominated by the

class representing the voice of students from each class. The views or grievances of the fellow classmates are raised by the student monitors in the meeting.

**d) Student Grievance Cell:**

Students' Grievance Redressal cell is functioning to address the grievances of the students in the campus. Students shall write about their grievances to or shall post their grievance to students grievance cell. Grievance will be redressed as earlier as possible based on the nature of the issue.

**e) Anti-ragging Committee:**

The institution offers protection to the new entrants from the menace of ragging. In this regard our Institute has constituted an Anti Ragging Committee. The cell is headed by Principal, along with committee members comprising of senior faculties and hostel wardens. Anti Ragging Squad members and Bus Incharges have been deputed to monitor students discipline both inside the campus and on board. In order to maintain the discipline among boys and girls hostels, ARC Hostel Incharges have been allotted. Students can contact any of ARC member in case of emergency.

**Parents' Corner:**

**Parent's Corner**

- a) Parents who wanted to know the performance of the ward are informed to report to the Concerned Department.
- b) Parents can know the performance or any other details from the department.
- c) Parents are informed to park their vehicles only in the allotted parking area.

**Alumni Committee**

Alumni meets are held every year and the institute boasts strong alumni. Alumni bring back the proud memories of the institution and also support in many academic and other related activities.