ACADEMIC POLICY MANUAL

KMCT DENTAL COLLEGE,

This policy defines the standardized format and content requirements for cover pages in documents, ensuring consistency and professionalism in representing KMCT Dental College. It outlines guidelines for admission policies, curriculum, evaluation, staff policies, student code of conduct, student supportive services and research policy, promoting a cohesive and visually appealing institutional image.This policy aims to maintain brand integrity and enhance document presentation.



KMCT Dental College
Manassery, Mukkam

ACADEMIC POLICY MANUAL

Creating an academic policy manual for a dental college is a comprehensive task. Such a manual should cover various aspects of the institution's academic policies, including admissions, curriculum, grading, faculty expectations, student conduct, and more. Below is a sample outline for an academic policy manual for a dental college. Please note that this is just an outline, and you should expand on each section to create a detailed and customized manual:

KMCT DENTAL COLLEGE Academic Policy Manual

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1. Introduction

- **Mission**
  - To provide a strong foundation of sound knowledge of dentistry by adopting value based dental education through:
  - Comprehensive dental care and a multidisciplinary treatment approach, wherein the students learn to see the patient as a whole,
  - Research based on innovations to ease dental practice as well as to alleviate pain and discomfort
  - Adopting technologies of global standards to provide the best learning experience to students.
  - Training students in recognizing oral health care needs of the marginalized and providing affordable dental care services for the needy,
  - Identifying the emerging challenges in the field of dentistry and adopting methods to overcome this without compromising on the ethical values.
  - Our mission is to graduate another outstanding class of practice – ready dentists, hygienists, new specialists and scientists in every year.
- **Vision**
  - To be one among the globally acclaimed teaching institutions in dentistry.

- **Brief History Accreditation and Affiliation**

The inception of KMCT Dental College in 2006 was another successful accomplishment of the KMCT Group of Institutions. It is located at Mukkam, about 35 km north-east of Calicut city, Kerala, along the valley of the Western Ghats, India. A town bathed in serenity, greenery and calm, placid rivers. The college is recognized by the Dental Council of India and Government of India. It is affiliated to the Kerala University of Health Sciences (KUHS) from 2010. KMCT Dental College is a minority status institution with a mission of serving humanity inculcating supreme moral values to the students. The college conducts BDS and MDS courses in eight specialities.

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Eminent faculties of this institution polish the amateurs to be competitive dental professionals with a human touch. Paramount of infrastructure including highly sophisticated labs, preclinical labs, and advanced instruments foster the skills of students. The constant inflow of patients on an average 400 patients per day to the institution reflects the goodwill of this institution. The adequate number of patients helps the undergraduate and postgraduate students to develop good skills and confidence.

A library spread over 8500 sq. ft. with over 6000 books and 100 plus international and national journals provide a scholarly environment for learning. The two satellite dental treatment centres under the supervision of the college deliver care to the indigent population. The college proudly owns a fully air conditioned mobile dental van with which every month 8-12 dental treatment camps are conducted at schools and for the rural population. Various CDE programs by renowned speakers from different parts of the country are conducted at regular intervals for updating students and faculties about the current trends in dentistry. The college dental journal (Dental Bites), a peer-reviewed quarterly journal, publishes various research activities of the students and faculties. The college shows a keen interest in encouraging the students in their co-curricular activities and sports. The institution also encourages the students to conduct research in various specialities of dentistry, which could facilitate a change in the society and upliftment of the community. A harmonious environment for teaching and learning empowers the students to fulfil their dreams.

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ACADEMIC AND ADMINISTRATIVE COMMITTEE

CHAIRPERSON

Dr. MANOJ KUMAR KP (Principal, HOD Dept Of OMFS)

COMMITTEE MEMBERS

Dr Usha Balan	Reader Dept of Oral Pathology	1st year Co-ordinator
Dr Rohit M	Senior Lecturer Dept of Oral Pathology	1st year Co-ordinator
Dr Ashik M	Reader Dept of Cons Dentistry	2nd year Co-ordinator
Dr Nicholas M	Reader Dept of Prosthodontics	2nd year Co-ordinator
Dr Mayeesh R	Professor Dept of Oral Pathology	3rd Year Co-ordinator
Dr Swapna Honwad	Reader Dept of Oral Pathology	3rd Year Co-ordinator
Dr Tim Peter	Reader Dept of OMR	Part-1 Co-ordinator
Dr Navia G	Reader Dept of Periodontics	Part-1 Co-ordinator
Dr Asif Ismail	Reader Dept of Pedodontics	Part-2 Co-ordinator
Dr Subin B	Reader Dept of Cons Dentistry	Part-2 Co-ordinator
Dr Harish Kumar.V V	Professor Dept of Periodontics	PG Co- ordinator

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CURRICULUM COMMITTEE

CHAIRPERSON

Dr. MANOJ KUMAR KP (Principal, HOD Dept of OMFS)

COMMITTEE MEMBERS

Dr SHEEJITH M	Professor, HOD Dept of Prosthodontics
Dr HARISH KUMAR VV	Professor, HOD Dept of Periodontics
Dr BINU PURUSHOTHAMAN	Professor, HOD Dept of Orthodontics
Dr MANOJ VENGAL	Professor, HOD Dept of OMR
Dr RAJEESH MOHAMMED	Professor,HOD Dept of Oral Pathology
Dr DHANYA M	Professor, HOD Dept of PHD
Dr ELSY P SIMON	Professor, HOD Dept of Conservative Dentistry
Dr AMITH ADYANTHAYA	Professor, HOD Dept of Pedodontics

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UG/PG PROGRAM MONITORING COMMITTEE

CHAIRPERSON: DR MANOJ KUMAR KP, PRINCIPAL, KMCT DENTAL COLLEGE

PG COORDINATOR	**DR HARISH KUMAR VV**
UG COORDINATOR	**DR RANJITH M**
COMMITTEES INVOLVED	**CURRICULUM COMMITTEE** **ACADEMIC MONITORING CELL** **CO CURRICULAR COMMITTEE** **EXTRACURRICULAR COMMITTEE**

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CO CURRICUALR COMMITTEE

CHAIRPERSON

- Dr Harish Kumar VV

FACULTY MEMBERS

- Dr Navia George
- Dr Aparna TK

EXTRA CURRICULAR COMMITTEE

SPORTS COMMITTEE

- Dr. Ashik Mohammed
- Dr. Nivea Francis

CULTURAL COMMITTEE

- Dr. Sajai Bharath
- Dr. Anjali Sathyan

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ACADEMIC POLICIES FOR DENTAL COLLEGE

Academic policies for a dental college are essential to ensure the quality of education, student success, and compliance with professional standards

1. Admission Requirements:

No candidate shall be allowed to be admitted to the medical curriculum of first Bachelor of Dental Sciences (BDS) course until:

a. He/She has completed the age of 17 years on or before the 31st of December of the year commencing the prescribed academic session of the said course.

b. He/ She has passed qualifying examination as under:

The higher Secondary Examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology/Biotechnology and English with minimum 50% marks for Physics, Chemistry and Biology/Biotechnology together and 50% in Biology/Biotechnology separately. In respect of candidates belonging to Socially & Educationally Backward Classes the minimum marks required in qualifying examination in Physics, Chemistry and Biology/Biotechnology taken together and in Biology/Biotechnology separately is relaxed to 45% instead of 50% as above. With respect to candidates belonging to Scheduled Castes and Schedules Tribes the minimum marks required in qualifying examination in Physics, Chemistry and Biology/Biotechnology taken together is relaxed to 40%. The eligibility criteria for admission to persons with locomotory disability of lower limbs (40 to 70%)– will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in BDS course or any other examination which, in scope and standard is found to be equivalent to the intermediate science examination of an Indian University/ Board, taking Physics, Chemistry and Biology/ Biotechnology including practical test in each of these subjects and English

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2. Curriculum Structure:

Subjects of Study:

First Year

a) General Human Anatomy including Embryology and Histology b) General Human Physiology and Biochemistry, Nutrition and Dietetics c) Dental Materials d) Dental Anatomy, Embryology and Oral Histology e) Preclinical Conservative Dentistry f) Preclinical Prosthodontics and Crown & Bridge

Second Year

a) General Pathology and Microbiology b) General and Dental Pharmacology and Therapeutics c) Dental Materials d) Pre clinical Conservative Dentistry e) Preclinical Prosthodontics and Crown & Bridge f) Pre clinical Orthodontics g) Oral Pathology & Oral Microbiology

Third Year

a) General Medicine b) General Surgery c) Oral Pathology and Oral Microbiology d) Conservative Dentistry and Endodontics e) Oral & Maxillofacial Surgery f) Oral Medicine and Radiology g) Orthodontics & Dentofacial Orthopaedics h) Paediatric & Preventive Dentistry i) Prosthodontics and Crown & Bridge j) Periodontology k) Public Health Dentistry

Final Year -Part I (One Year programme)

a) Orthodontics & Dentofacial Orthopaedics b) Oral Medicine & Radiology c) Public Health Dentistry d) Periodontology e) Prosthodontics & Crown and Bridge f) Conservative Dentistry and Endodontics g) Oral & Maxillofacial Surgery h) Paediatric & Preventive Dentistry 17 KUHS BDS Regulations /Syllabus-13

Final Year- part II (Six months programme)

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a) Prosthodontics and Crown & Bridge b) Conservative Dentistry and Endodontics c) Oral & Maxillofacial Surgery d) Paediatric & Preventive Dentistry Emphasis on Comprehensive Dental Care / Electives/ Research

3. Assessment of marks and evaluation

Evaluation is a continuous process, which is based upon criteria developed by the concerned authorities with certain objectives to assess the performance of the learner. This also indirectly helps in the measurement of effectiveness and quality of the concerned B.D.S. programme. ii. Evaluation is achieved by two processes 1) Formative or internal assessment 2) Summative or university examinations. Formative evaluation is done through a series of tests and examinations conducted periodically by the institution. Summative evaluation is done by the university through examination conducted at the end of the specified course. b) METHODS OF EVALUATION: Evaluation may be achieved by the following tested methods: i. Written test ii. Practical examination iii. Clinical examination iv. Viva voce c) INTERNAL ASSESSMENT EXAMINATION: The internal assessment examinations in theory and practical/ clinical may be held at least twice in a particular year followed by a model examination in the pattern of university examination to be held at the end of the year of study. Internal assessment marks for a candidate in a subject will be calculated as the average of, the marks obtained in the model examination and the highest among all other

4. Attendance and Punctuality:

Attendance requirement shall be as follows:

a) 80% in theory and 80% in Practical/ clinical, in each subject separately in each year. b) In case of subjects in which the instructional programme extend through more than one academic year and when there is no University examination in the subject for a particular year (i.e. non-exam going subjects), the attendance requirement shall not be less than 70% in Lectures and Practical/ Clinical in the non-exam year. c) Condonation for 10% in the attendance once in the entire course period can be granted by the Principal of the Institution/College Council. A formal application from the candidate for condonation is mandatory. A comprehensive register (refer section XI) for the same to be maintained by the College authorities recording the details of

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condonation granted to each student. Condonation register along with the records will be subject to periodic scrutiny by the University.

5. Academic Integrity:

Academic integrity refers to the ethical principles and values that should guide students, educators, and researchers in their pursuit of knowledge and learning. It involves honesty, responsibility, and fairness in all academic activities, including writing papers, conducting research, taking exams, and collaborating with others.

Violations of academic integrity can include plagiarism, cheating, fabrication of data, and other dishonest behaviors that undermine the educational process. Institutions typically have codes of conduct and policies in place to promote and enforce academic integrity.

Maintaining academic integrity is crucial not only for personal and professional development but also for the reputation and credibility of educational institutions and the broader academic community. It's important to understand and adhere to the specific guidelines and rules set by your educational institution regarding academic integrity.

6. Course Registration:

Selection of students: The selection of students for the Under Graduate course shall be made based strictly on merit as decided by the Entrance Examination conducted by the competent authority approved by the Government of Kerala/Kerala University of Health Sciences and as per guidelines of the Dental Council of India (DCI). The admission shall be completed by each Dental college/Institution as per the statutory time schedule for admissions and in no case any admission will be made in the BDS course after 30th of September under any circumstance. The university shall not register any students admitted beyond the said date. The College authorities concerned shall organize admission process in such a way that teaching in first semester starts by 1st of August each year.

Registration: A candidate on admission to the BDS course shall apply to the University for Registration by making a formal application in the prescribed format and submitting: 1) Original mark lists of qualifying examination. 2) Transfer certificate from the previous institution. 3) Allotment letter from the competent authority who conducted the Entrance Examination/

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allotment letter from the Principal in the case of NRI candidates. 4) Equivalency and migration certificate wherever needed. 5) Original SSLC/equivalent certificate. 6) Document for sponsorship of the student, employment certificate and copy of passport of the sponsor in case of NRI candidates. 7) The fees prescribed for the registration.

7. Progression Requirements:

For declaration of pass in a subject, a candidate shall fulfill the following criteria: i. Fifty percent of the total marks in each subject computed as aggregate for a) theory, i.e., written, viva voce and internal assessment and b) practicals including internal assessment (125 marks out of 250). ii. A candidate shall secure a minimum aggregate of 50% marks in the theory section, which includes University theory examination, viva voce examination and theory internal assessment (i.e. a minimum of 75 marks out of 150). Besides this there should be a separate minimum of 50% in the university theory examination (i.e. 50 marks out of 100). iii. A candidate shall secure minimum aggregate of 50% marks in Practical/ clinical section, which includes University practical/clinical examination and practical/clinical Internal Assessment (i.e. a minimum of 50 out of 100 marks). Besides this there should be a separate minimum of 50% in the University Practical/clinical exam (i.e. 40 marks out of 80). iv. In case of Pre clinical Orthodontics, Pre clinical Prosthodontics and Pre clinical Conservative Dentistry in 2nd BDS examination, where there is no written examination, minimum for pass is 50% of combined total marks of the University Practical, viva voce and the internal assessment (i.e. a minimum of 50 out of 100 marks) for each subject. Besides this there should be a separate minimum of 50% for the University Practical examination (i.e. 30 marks out of 60). v. A candidate who obtains 75% and above of grand total marks is eligible for Distinction. Successful candidates-who obtain 60% to 74% of grand total marks i.e. total of all subjects, shall be declared to have passed the examination in First class. Other successful candidates will be placed in Second Class. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or first class. j) Ranking: i. Only candidates who have passed all the subjects of the examination in first attempt will be considered for ranking. ii. Marks obtained in supplementary examinations will not be considered for ranking. iii. Rank will be awarded only after the Final BDS Part II examination. iv. For ranking, aggregate marks secured in all the subjects from I BDS to Final BDS Part II will be counted.

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8. Clinical Rotations:

Subjects	Lectures (Hrs)	Practical (Hrs)	Clinical (Hrs)	Total (Hrs)
General Human Anatomy including Embryology and Histology	100	175		275
General Human Physiology	120	60		180
Biochemistry, Nutrition and Dietetics	70	60		130
Dental Anatomy, Embryology and Oral histology	105	250		355
Dental materials	80	240		320
General and Dental Pharmacology & Therapeutics	70	20		90
General Pathology	55	55		110
General Microbiology	65	50		115
General Medicine	60		90	150
General Surgery	60		90	150
Oral Pathology &Oral Microbiology	145	130		275
Oral Medicine & Radiology	65		200	265
Paediatric & Preventive Dentistry	65		320	385
Orthodontics & Dentofacial Orthopaedics	70	160	200	430
Periodontology	80		200	280
Oral & Maxillofacial Surgery	70		370	440
Conservative Dentistry & Endodontics	160	200	370	730
Prosthodontics and Crown & Bridge	160	380	370	910
Public Health Dentistry	60		200	260
Total	1660	1780	2410	5850

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9. Student Evaluation:

Objective Structured Clinical Evaluation: The clinical /practical examination should include different procedures for the candidate to express one's skills. A number of examination stations with specific instructions to be carried out may be provided. This can include clinical procedures, laboratory experiments, spotters etc. Evaluation must be made objective and structured. The method of objective structured clinical examinations should be followed. This will avoid examiner bias because both the examiner and the examinee are given specific instructions on what is to be observed at each station.

ii. Records/Log Books: The candidate should be given credit for his records based on the scores obtained in the record. The marks obtained for the record in the first appearance can be carried over to the subsequent appearances if necessary.

iii. Scheme of clinical and practical examinations: The specific scheme of clinical/practical examinations, the type of clinical procedures/experiments to be performed and marks allotted for each are given in subsequent sections. Changes if any should be discussed and finalized by the Chairman and members of the board of examiners and to be published prior to the conduct of the examinations along with the publication of time table for the practical examination. This scheme should be brought to the notice of the external examiner as and when the examiner reports. The practical/clinical examinations should be evaluated by two examiners of which one shall be an external examiner appointed from other zones of the university or outside University. Each candidate should be evaluated by each examiner independently and marks computed at the end of the examination.

iv. Viva Voce: Viva voce is an excellent mode of assessment because it permits a fairly broad coverage and it can assess the problem solving capacity of the student. An assessment related to the affective domain is also possible through viva voce. It is desirable to conduct the viva voce independently by each examiner. In order to avoid vagueness and to maintain uniformity of standard and coverage, questions can be pre-formulated before administering them to each student. Twenty five marks are exclusively allotted for viva voce and that can be divided amongst the two examiners.

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10. Leave of Absence:

Attendance requirement shall be as follows: a) 80% in theory and 80% in Practical/ clinical, in each subject separately in each year. b) In case of subjects in which the instructional programme extend through more than one academic year and when there is no University examination in the subject for a particular year (i.e. non-exam going subjects), the attendance requirement shall not be less than 70% in Lectures and Practical/ Clinical in the non-exam year. c) Condonation for 10% in the attendance once in the entire course period can be granted by the Principal of the Institution/College Council. A formal application from the candidate for condonation is mandatory. A comprehensive register (refer section XI) for the same to be maintained by the College authorities recording the details of condonation granted to each student. Condonation register along with the records will be subject to periodic scrutiny by the University.

11. Academic Advising:

To create a graduate in Dental Science who has adequate knowledge, necessary skills and such attitudes which are required for carrying out all the activities appropriate to general dental practice involving the prevention, diagnosis and treatment of anomalies and diseases of the teeth, mouth, jaws and associated tissues. The graduate should also understand the concept of community oral health education and be able to participate in the rural health care delivery programmes existing in the country

12. Student Conduct:

Student conduct in dental college, like in any educational institution, is guided by specific policies and standards to ensure a safe and productive learning environment. While the exact code of conduct may vary from one dental college to another, here are some common principles and expectations for student behavior:

1. Professionalism: Dental students are expected to demonstrate professionalism in all interactions with faculty, staff, patients, and peers. This includes maintaining a respectful and empathetic attitude, practicing good communication skills, and showing integrity in all actions.

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2. Ethical Behavior: Dental students must adhere to a high standard of ethical behavior. This includes respecting patient confidentiality, conducting research with integrity, and following the ethical guidelines of the dental profession.

3. Academic Integrity: Upholding academic integrity is crucial. Students should avoid plagiarism, cheating, and any form of dishonesty in coursework, exams, and research.

4. Patient Care: Dental students should provide competent and compassionate patient care. This includes obtaining informed consent, respecting patient autonomy, and maintaining the highest standards of infection control and hygiene.

5. Professional Appearance: Students are often required to adhere to specific dress codes and maintain a professional appearance, including wearing appropriate clinical attire.

6. Attendance and Punctuality: Regular attendance and punctuality in classes, clinics, and other educational activities are essential. Missing classes or clinic appointments can have a detrimental impact on both the student's learning and patient care.

7. Collaboration: Collaboration and teamwork are often emphasized in dental education. Students should work effectively with colleagues, faculty, and healthcare professionals to provide the best care to patients.

8. Adherence to College Policies: We have Specific policies related to academic progression, assessment, and other areas. Students should be familiar with and adhere to these policies.

9. Communication Skills: Effective communication is critical in dentistry. Students should work on developing strong communication skills with patients and colleagues.

10. Respect for Diversity: Our college often emphasize the importance of respecting diversity in patient populations and among fellow students. Cultural competence and sensitivity are valued qualities.

13. Appeals Process: A candidate who fails in one subject in an examination, except in the second year, is permitted to go to the next higher class. But he/she has to pass that failed subject in order to be eligible to appear for the examination of the next higher class. Since clinical study in the third year involves treatment on patients under the guidance of faculty it is mandatory that

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the candidate should clear all the three non preclinical basic subjects, (i.e. General Pathology and Microbiology, General and Dental Pharmacology and Therapeutics and Dental Materials). Candidates who have passed all the above mentioned three basic subjects but failed in any one of the three preclinical subjects will also be permitted to go to the next higher class.

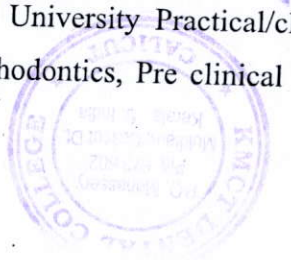
But he/she has to pass that failed subject in order to be eligible to appear for the examination of the next higher class. Clinical postings in the failed preclinical subject can be started only after successful completion of the same. A student will be eligible to appear for Final year Part II examination only if he/she has appeared for final year part I examination. He/she can appear for the failed subjects (if any of part I) along with the final year Part II examination.

Revaluation: No re-evaluation of Answer scripts is allowed since evaluation strategy includes double valuation. Only re-counting of marks will be allowed on request.

Grace Marks: i.Grace Mark may be awarded for an examination limiting to a maximum of five. ii.Grace Mark will be awarded to one subject only provided the candidate gets a whole pass in the examination. (i.e. candidate should have passed all the other subjects in which examination is held for the year of study) iii.Grace Mark may be awarded to either theory or practical or both. iv.Grace marks will be awarded at the discretion of the Pass Board and will not be the right of the student.

14. Degree Requirements:

Fifty percent of the total marks in each subject computed as aggregate for a) theory, i.e., written, viva voce and internal assessment and b) practicals including internal assessment (125 marks out of 250). ii. A candidate shall secure a minimum aggregate of 50% marks in the theory section, which includes University theory examination, viva voce examination and theory internal assessment (i.e. a minimum of 75 marks out of 150). Besides this there should be a separate minimum of 50% in the university theory examination (i.e. 50 marks out of 100). iii. A candidate shall secure minimum aggregate of 50% marks in Practical/ clinical section, which includes University practical/clinical examination and practical/clinical Internal Assessment (i.e. a minimum of 50 out of 100 marks). Besides this there should be a separate minimum of 50% in the University Practical/clinical exam (i.e. 40 marks out of 80). iv. In case of Pre clinical Orthodontics, Pre clinical Prosthodontics and Pre clinical Conservative Dentistry in 2nd BDS



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examination, where there is no written examination, minimum for pass is 50% of combined total marks of the University Practical, viva voce and the internal assessment (i.e. a minimum of 50 out of 100 marks) for each subject. Besides this there should be a separate minimum of 50% for the University Practical examination (i.e. 30 marks out of 60). v. A candidate who obtains 75% and above of grand total marks is eligible for Distinction. Successful candidates-who obtain 60% to 74% of grand total marks i.e. total of all subjects, shall be declared to have passed the examination in First class. Other successful candidates will be placed in Second Class. Only those candidates who pass the whole examination in the first attempt will be eligible for distinction or first class.

15. Research and Ethics:

Students should also be encouraged to participate in simple research project work

Instruction should be given in dental jurisprudence, legal and ethical obligations of dental practitioners and the constitution and functions of Dental Council of India.

16. Professionalism:

Professionalism is a fundamental aspect of education in dental colleges, as it is in all healthcare professions. Dental students are expected to uphold high standards of professionalism throughout their education and throughout their careers as practicing dentists.

1. Ethical Behavior: Dental students must adhere to a strict code of ethics, which includes honesty, integrity, and respect for patients' rights and confidentiality. This is fundamental to maintaining the trust of patients and colleagues.

2. Patient-Centered Care: The primary focus in dental education is on patient care. Students are expected to provide the best possible care, which involves not only clinical competency but also compassionate and empathetic treatment of patients.

3. Professional Appearance: Dental students are typically required to maintain a professional appearance, including wearing appropriate clinical attire, adhering to infection control protocols, and maintaining personal hygiene.

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4. Communication Skills: Effective communication is critical in dentistry. Students must develop strong communication skills to interact with patients, colleagues, and other healthcare professionals.

5. Continuing Education: Dentistry is a constantly evolving field. Professionals are expected to engage in lifelong learning and stay current with the latest advancements in the field.

6. Adherence to Regulations and Guidelines: Dental students must follow local, state, and national regulations governing dental practice. This includes staying up-to-date with licensing requirements and practicing within the scope of their training and licensure.

7. Teamwork: Collaboration is essential in healthcare. Dental students must work effectively as part of a team, which may include other dentists, dental hygienists, dental assistants, and healthcare providers in other specialties.

8. Time Management: Dental education can be demanding, and students must manage their time effectively to balance coursework, clinical training, and other responsibilities.

9. Professional Development: Students should actively seek opportunities for professional development, such as attending conferences, joining professional organizations, and participating in community outreach programs.

10. Respect for Diversity: Our college emphasize the importance of respecting and valuing diversity among patients and colleagues. Cultural competence and sensitivity are essential qualities.

11. Adherence to College Policies: Students should be familiar with and adhere to all policies and regulations of their dental college, including those related to academic progression, assessments, and professional conduct.

17. Accreditation Standards:

The Kerala University of Health Sciences is proceeding with the Accreditation Program (KUHS-QAS) [as envisaged KUHS Act 2010, Ch. II-5 (iii), 6 (xx, xxi)]. This has been approved by the Governing Council of the University vide decision no.54.07.

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1. KUHS proposes to give Quality Accreditation to all affiliated Institutions, as part of its commitment to enhance quality.

2. This is a hand holding activity of the KUHS towards excellence.

3. Accreditation will be conducted in a transparent manner with minimal paper work.

4. The gradation will be B+, A, A+.

5. The concept is to bring an element of quality consciousness to all activities, infrastructure and processes of the institutions.

6. The list of accredited institution will be prominently displayed in the KUHS website and they will be permitted to publish the achievement in all their advertisements and publications.

7. The accreditation is expected to improve the preparedness of the institutions in the emerging highly competitive scenario.

8. The Accreditation will be for Three years. Thereafter renewal of accreditation will be made after submitting application in the prescribed format. Re-Accreditation fee and period of extension as fixed by KUHS from time to time.

18. Student Support Services:

1. Academic Advising: Academic advisors help students plan their course schedules, track their progress toward graduation, and address academic concerns or challenges.

2. Tutoring and Academic Assistance: Our college often provide tutoring services or study groups to help students who may be struggling with coursework. These resources can include peer tutors or professional tutors.

3.Mental Health Counseling: Mental health counselors or psychologists available for counseling sessions (SSGP) to support students dealing with stress, anxiety, depression, or other emotional challenges. Mental health support is critical in high-stress educational environments.To reduce stress a Happiness and Wellness department is functioning.

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4. Career Services: Career advisors help students explore career options, prepare for job interviews, create resumes, and connect with potential employers. They may also offer guidance on post-graduation opportunities, such as residency programs or specialty training.

5. Financial Aid and Scholarships: Staff in the financial aid office can assist students in understanding their financial aid options, applying for scholarships, and managing their student loans.

6. Disability Services: We have offices that provide accommodations and support services for students with disabilities. This ensures that all students have equal access to education and clinical training.

7. Library and Research Support: Librarians and research specialists can help students with their research needs, literature searches, and access to academic resources. They can also provide guidance on citation and reference management.

8. Student Organizations and Clubs: student-led organizations and clubs that promote leadership, community involvement, and networking opportunities. These organizations can also provide peer support.

9. Health and Wellness Services: On-campus health clinics that offer medical services, vaccinations, and health education. These services contribute to students' overall well-being.

10. Peer Mentoring Programs: Peer mentoring programs pair upperclassmen or experienced students with newer students to provide guidance, share experiences, and offer academic and personal support.

11. Cultural and Diversity Support: Offices or programs dedicated to diversity and inclusion can offer resources and support for underrepresented minority students and promote a welcoming and inclusive environment.

12. Orientation Programs: Orientation programs for new students to help them become familiar with the campus, policies, and resources available to them.

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19. Student Grievance Procedure:

1. Informal Resolution: Many grievances can be resolved informally through open communication. Students are encouraged to discuss their concerns with the individual(s) involved, such as faculty members, administrators, or classmates. Often, this initial step can lead to a satisfactory resolution.

2. Academic Advising: If the grievance is related to academic matters, students may seek guidance from their academic advisors or program coordinators. Advisors can provide advice on academic concerns and help students navigate the appropriate procedures.

3. Formal Grievance Procedure: If the grievance cannot be resolved informally, students may need to follow the formal grievance procedure established by the dental college. This typically involves submitting a written complaint or grievance to a designated office or administrator.

4. Grievance Committee: Grievance committee responsible for reviewing and addressing student grievances. A Complaint box (Suggestion box) is installed in front of the office in which the students, who want to remain anonymous, put in writing their grievances and their suggestions. Students can directly approach to the GRDC (Grievance Redressal and Discipline Committee) members. Students can also send their grievances through email. This committee may include faculty members, administrators, and sometimes student representatives. The committee evaluates the grievance, conducts investigations if necessary, and makes recommendations for resolution.

5. Documentation: Students should keep detailed records of all relevant communications, documents, and events related to their grievance. This documentation can be crucial in supporting their case during the grievance process.

6. Confidentiality: Student grievances are typically handled with confidentiality to protect the privacy of the parties involved. However, information may be shared on a need-to-know basis with those directly involved in the resolution process.

7. Appeals: If a student is dissatisfied with the outcome of the initial grievance resolution, there may be an appeal process in place. This allows students to request a review by a higher-level administrator or committee.

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8. Timelines: Specific timelines and deadlines for filing grievances and completing the resolution process. It's important for students to adhere to these timelines to ensure their grievances are addressed in a timely manner.

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2. ADMISSION POLICIES

Admission policies for a dental college are essential to ensure the quality of education, student success, and compliance with professional standards

1. Admission Requirements:

No candidate shall be allowed to be admitted to the medical curriculum of first Bachelor of

Dental Sciences (BDS) course until:
a. He/She has completed the age of 17 years on or before the 31st of December of the year commencing the prescribed academic session of the said course.
b. He/ She has passed qualifying examination as under:

The higher Secondary Examination or the Indian School Certificate Examination which is equivalent to 10+2 Higher Secondary Examination after a period of 12 years study, the last two years of study comprising of Physics, Chemistry, Biology/Biotechnology and English with minimum 50% marks for Physics, Chemistry and Biology/Biotechnology together and 50% in Biology/Biotechnology separately. In respect of candidates belonging to Socially & Educationally Backward Classes the minimum marks required in qualifying examination in Physics, Chemistry and Biology/Biotechnology taken together and in Biology/Biotechnology separately is relaxed to 45% instead of 50% as above. With respect to candidates belonging to Scheduled Castes and Schedules Tribes the minimum marks required in qualifying examination in Physics, Chemistry and Biology/Biotechnology taken together is relaxed to 40%. The eligibility criteria for admission to persons with locomotory disability of lower limbs (40 to 70%) will be a minimum of 45% marks instead of 50% taken together in qualifying examination and competitive entrance examination for admission in BDS course or any other examination which, in scope and standard is found to be equivalent to the

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intermediate science examination of an Indian University/ Board, taking Physics, Chemistry and Biology/ Biotechnology including practical test in each of these subjects and English.

5. Faculty and Staff Policies

Faculty Responsibilities and Expectations

Comprehensive details on your roles and responsibilities as faculty members, including expertise and competence, classroom and clinical instruction, curriculum development, research, mentorship, evaluation, professional development, ethical conduct, collaboration, and community.

THE ROLE OF A PRINCIPAL

The role of a principal in a dental college is multifaceted and involves a wide range of responsibilities that contribute to the overall functioning and success of the institution. Here are some key roles and responsibilities of a principal in a dental college:

1. **Academic Leadership**: The principal is responsible for maintaining the academic standards of the college. This involves overseeing curriculum development, course planning, and ensuring that the teaching methods and materials are up-to-date and effective.

2. **Faculty Management**: The principal is in charge of hiring, evaluating, and managing the faculty members. This includes conducting performance evaluations, providing professional development opportunities, and addressing any faculty-related issues that may arise.

3. **Student Affairs**: The principal plays a crucial role in student affairs. This involves creating a conducive learning environment, addressing student concerns, and ensuring that the college provides the necessary support services for students' academic and personal development.

4. **Administrative Oversight**: The principal is responsible for overseeing the administrative functions of the college, such as budget management, resource allocation, and facilities maintenance. They need to ensure that the college operates efficiently and effectively within its allocated resources.

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5. **Accreditation and Regulatory Compliance**: Dental colleges need to adhere to various accreditation standards and regulations set by governing bodies. The principal is responsible for ensuring that the college meets these requirements and maintains its accreditation status.

6. **Research and Publications**: Encouraging and supporting research activities within the college are another important role of the principal. They might facilitate research collaborations, secure funding for research projects, and promote the dissemination of research findings through publications and presentations.

7. **Community Engagement**: Principals often represent the dental college in the broader professional and local community. This involves forging partnerships with dental clinics, hospitals, and other relevant institutions, as well as participating in community outreach programs.

8. **Strategic Planning**: The principal is involved in developing and executing the college's strategic plans. This could include setting goals, identifying areas for growth and improvement, and adapting the college's programs to meet changing trends in dental education and practice.

9. **Crisis Management**: In times of crises or emergencies, the principal takes a leadership role in making critical decisions, communicating with stakeholders, and ensuring the safety and well-being of the college community.

10. **Advocacy and Promotion**: The principal often advocates for the college's interests and accomplishments, both internally and externally. This could involve promoting the college's achievements, attracting prospective students, and representing the college in professional associations.

11. **Continuous Improvement**: The principal should continuously seek opportunities for improvement in all aspects of the college's operations. This might involve gathering feedback from students, faculty, and staff, and implementing changes to enhance the overall educational experience.

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In essence, the principal of a dental college plays a pivotal role in shaping the institution's academic excellence, organizational efficiency, and contribution to the field of dentistry. The position requires a combination of educational leadership skills, management acumen, and a commitment to the well-being and development of students and faculty.

ROLE OF PROFESSOR

The role of a professor in the academic functioning of a dental college is vital in ensuring high-quality education, research, and professional development for students. Professors play a crucial role in shaping the learning experiences of students and contributing to the overall success of the institution. Here are some key roles and responsibilities of a professor in a dental college:

1. **Teaching**: One of the primary responsibilities of a professor is teaching. They design and deliver lectures, practical sessions, and clinical training to impart theoretical knowledge and practical skills to dental students. Professors create engaging and effective learning experiences that align with the curriculum and educational goals of the college.

2. **Curriculum Development**: Professors are often involved in developing and updating the curriculum to reflect current trends in dentistry and healthcare. They work with colleagues to design courses, select appropriate teaching materials, and integrate new technologies and teaching methods into the curriculum.

3. **Mentoring and Advising**: Professors serve as mentors and advisors to students, providing academic guidance, career counseling, and support for personal and professional development. They help students set educational goals, make informed decisions, and navigate challenges throughout their academic journey.

4. **Research and Scholarship**: Professors engage in research activities that contribute to the advancement of dental knowledge and practice. They may conduct original research, publish scholarly articles, and present their findings at conferences. Research-active professors enhance the reputation of the college and contribute to evidence-based teaching.

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5. **Clinical Supervision**: In dental colleges, clinical training is a crucial component of education. Professors supervise students' clinical work, providing guidance, feedback, and oversight to ensure that students develop clinical competency and professionalism.

6. **Professional Development**: Professors are expected to stay current with the latest developments in dentistry. They attend conferences, workshops, and seminars to update their knowledge and skills, which they then bring back to the classroom and clinical settings.

7. **Assessment and Evaluation**: Professors design and administer assessments to measure students' understanding and proficiency in various dental topics. They evaluate students' performance in both theoretical knowledge and practical skills, providing constructive feedback to support their growth.

8. **Collaboration**: Professors collaborate with colleagues within the college and in other institutions to share best practices, develop joint research projects, and contribute to the advancement of dental education and research on a broader scale.

9. **Community Engagement**: Many dental colleges have community outreach programs. Professors may be involved in organizing and participating in dental health camps, awareness programs, and initiatives to provide oral health services to underserved populations.

10. **Leadership and Committees**: Professors often serve on academic committees within the college, contributing their expertise to decisions related to curriculum development, faculty hiring, student affairs, and more.

11. **Role Modeling**: Professors serve as role models for students, exemplifying professionalism, ethical behavior, and a commitment to lifelong learning. They inspire students to strive for excellence in their academic pursuits and future careers.

Overall, the role of a professor in a dental college extends beyond traditional teaching to encompass research, mentorship, leadership, and community engagement. Professors contribute significantly to the growth and success of the institution and play a critical role in shaping the next generation of dental professionals.

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ROLE OF ASSOCIATE & ASSISTANT PROFESSOR

The roles of associate and assistant professors in a dental college are integral to the academic functioning, research, and overall success of the institution. While their responsibilities may vary based on the specific college and its structure, here are some general roles and responsibilities associated with these positions:

Associate Professor

1. **Teaching**: Like assistant professors, associate professors continue to engage in teaching activities, but often at a more advanced level. They may take on more complex topics and have a deeper involvement in curriculum design.

2. **Curriculum Development**: Associate professors may play a significant role in shaping the curriculum. They contribute to the development of new courses, revision of existing ones, and integration of emerging trends in dentistry.

3. **Research Leadership**: Associate professors are usually expected to be more research-active. They might lead research projects, secure funding, publish in reputable journals, and participate in collaborative research efforts.

4. **Mentoring and Advising**: Associate professors often take on leadership roles in mentoring and advising. They provide guidance not only to students but also to junior faculty members, helping them develop their teaching and research skills.

5. **Clinical Leadership**: In addition to supervising students, associate professors might take on leadership roles within clinical departments, overseeing the clinical training of students and ensuring high standards of patient care.

6. **Community Engagement**: Associate professors often contribute to community outreach programs and initiatives, using their expertise to address oral health needs in the broader community

7. **Professional Development**: Assistant professors continue to enhance their own knowledge and skills by attending conferences, workshops, and seminars relevant to their field. Committee

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Participation: Associate professors frequently serve on academic committees, contributing to decisions related to curriculum development, faculty hiring, and other institutional matters.

8. **Professional Development**: Associate professors continue their professional development by engaging in advanced training, pursuing leadership opportunities, and contributing to the advancement of the dental profession.

Both assistant and associate professors contribute significantly to the educational environment, research endeavors, and professional growth within a dental college. Their roles are vital in shaping the institution's reputation and its impact on dental education and practice.

ASSISTANT PROFESSOR

1. **Teaching:** Assistant professors are actively involved in teaching dental students. They design and deliver lectures, practical sessions, and clinical training. They ensure that the curriculum is effectively communicated to students and that learning objectives are met.

2. **Curriculum Development**: Assistant professors may contribute to curriculum development by designing course content, selecting appropriate teaching materials, and integrating new teaching methods and technologies into the curriculum.

3. **Mentoring and Advising**: Assistant professors often serve as mentors and advisors to students, providing guidance on academic matters, career paths, and personal development. They support students in setting goals and navigating challenges.

4. **Research:** While research expectations for assistant professors can vary, they are typically encouraged to engage in research activities. This might involve conducting research projects, collaborating with colleagues, and contributing to the advancement of dental knowledge.

5. **Clinical Supervision**: In dental colleges, clinical training is essential. Assistant professors may be responsible for supervising students' clinical work, offering guidance, feedback, and ensuring adherence to professional standards.

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6. **Assessment and Evaluation**: Assistant professors design and administer assessments to evaluate students' understanding of dental concepts and clinical skills. They provide constructive feedback to help students improve.

TUTORS

Tutors play a crucial role in dental colleges, contributing to the education and development of future dentists. Their roles and responsibilities may vary depending on the specific institution and program, but generally, tutors in dental colleges have the following important functions:

1. **Teaching and Instruction**: Tutors are responsible for delivering lectures, conducting practical demonstrations, and facilitating discussions on various dental topics. They help students understand the theoretical and practical aspects of dentistry, including anatomy, physiology, dental procedures, and patient care.

2. **Supervision and Guidance**: Tutors supervise students during clinical rotations and laboratory work. They provide guidance on proper techniques, patient interactions, and infection control protocols to ensure that students gain practical skills and clinical competence.

3. **Assessment and Evaluation**: Tutors assess students' progress through examinations, quizzes, practical assessments, and patient evaluations. They provide constructive feedback and track students' performance to help them improve their skills and knowledge.

4. **Curriculum Development**: Tutors often contribute to the development and revision of the dental curriculum. They collaborate with faculty members to ensure that the curriculum remains current, evidence-based, and aligned with industry standards and advancements.

5. **Mentorship and Counseling**: Tutors serve as mentors to dental students, offering academic and career guidance. They may help students set goals, choose specialties, and navigate the challenges of dental school.

6. **Research and Scholarship**: In some dental colleges, tutors are also involved in research activities. They may conduct their research or collaborate with faculty members on dental-related research projects, contributing to advancements in the field.

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7. **Professional Ethics and Values**: Tutors play a role in instilling professional ethics and values in dental students. They emphasize the importance of patient confidentiality, informed consent, ethical treatment decisions, and professional conduct.

8. **Continuing Education**: Tutors themselves must stay updated with the latest developments in dentistry. They may attend conferences, workshops, and seminars to enhance their knowledge and teaching skills, ensuring that they provide the best education to their students.

9. **Administrative Duties**: Tutors may have administrative responsibilities, such as scheduling classes, maintaining records of student progress, and participating in faculty meetings.

10. **Interprofessional Collaboration**: Dental tutors may collaborate with tutors from other healthcare disciplines, fostering interprofessional education and teamwork, which is crucial in modern healthcare settings.

- **RESEARCH AND PUBLICATION SUPPORT**

Research and publications are essential components of academic and professional development for dental faculty members. Engaging in research helps faculty members contribute to the advancement of dental knowledge, stay updated with the latest developments in the field, and provide better education to their students. Here are some general guidelines for dental faculty regarding research and publications:

1. Selecting Research Areas:

Faculty members should choose research areas aligned with their expertise and interests. They can focus on clinical research, basic science research, translational research, or educational research within the field of dentistry.

2. Collaboration:

Collaborate with other faculty members, researchers, and experts within and outside the institution. Collaborative research often leads to more robust and impactful outcomes.

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3. Research Ethics:

Adhere to ethical guidelines and obtain necessary approvals when conducting research involving human subjects, animals, or sensitive data. Uphold the highest ethical standards in research.

4. Research Proposal:

Develop a well-defined research proposal outlining the research objectives, methodology, expected outcomes, and timeline. Clearly state the significance of the research and its potential contributions to the field.

5. Funding:

Seek funding opportunities to support research projects. Many dental associations, research institutions, and government agencies offer grants for dental research. Funding can help cover research expenses, materials, and equipment.

6. Data Collection and Analysis:

Collect data using appropriate methods and techniques. Ensure accurate data collection and analysis to draw valid conclusions from the research.

7. Publication:

Prepare research findings for publication in reputable dental and medical journals. Follow the specific guidelines and formatting requirements of the chosen journal.

8. Peer Review:

Submit research manuscripts to peer-reviewed journals for evaluation by experts in the field. Peer review ensures the quality and validity of the research before publication.

9. Presentations:

Present research findings at conferences, seminars, and workshops to share knowledge with peers and receive feedback. Presenting at conferences also helps build a network of colleagues.

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10. Continuing Education:

Stay updated with the latest research trends, techniques, and technologies through continuing education courses, workshops, and seminars.

11. Mentorship:

Provide mentorship to junior faculty members and students who are interested in research. Share your experiences and guide them through the research process.

12. Balancing Teaching and Research:

Find a balance between teaching responsibilities and research pursuits. Effective time management is crucial to excel in both areas.

13. Impact and Outreach:

Aim for research that has a meaningful impact on the field of dentistry, patient care, or oral health. Research outcomes should contribute to improved practices and patient outcomes.

14. Publication Record:

Maintain a consistent record of research publications. A strong publication record enhances the reputation of the faculty member and the institution.

15. Multidisciplinary Collaboration:

Consider interdisciplinary collaborations with researchers from other fields to address complex oral health issues from multiple perspectives.

Faculty evaluation

Faculty evaluation and growth are integral aspects of maintaining the quality of education and research in a dental college. An effective faculty evaluation system helps identify areas of improvement, provides feedback for professional development, and ensures that faculty members are contributing positively to the institution's goals. Here are some key considerations for faculty evaluation and growth in a dental college:

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1. Performance appraisal system

A performance appraisal is a systematic and periodic process of measuring an individual's work performance against the established requirements of the job. It's a subjective evaluation of the employee's strengths and weaknesses, relative worth to the organization, and future development potential.

2. Regular Evaluation Cycles:

Establish regular evaluation cycles, such as annual or biennial reviews, to assess faculty performance and growth. This ensures that faculty members receive timely feedback and opportunities for improvement.

3. Self-Assessment:

Include a self-assessment component in the evaluation process where faculty members reflect on their accomplishments, challenges, and goals. This can provide valuable insights into their perceptions of their own performance.

4. Peer Evaluation:

Incorporates peer evaluations where colleagues provide feedback on teaching methods, research projects, and collaborative efforts. Peer reviews can offer different perspectives and enhance the evaluation process.

5. Student Feedback:

Utilizes student evaluations to assess teaching effectiveness and gather insights on faculty members' interactions with students. Student feedback can identify areas for improvement in instructional methods.

6. Research and Scholarly Activities:

Evaluate faculty members' research productivity, publications, presentations at conferences, and grant acquisition. Recognize the quality, impact, and relevance of their research contributions.

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7. Clinical Excellence (if applicable):

If faculty members are engaged in clinical practice, evaluate their clinical skills, patient interactions, and adherence to ethical and professional standards.

8. Service Contributions:

Recognize faculty members' involvement in institutional committees, community outreach, and professional organizations. Service contributions demonstrate a commitment to the institution and the broader field.

9. Professional Development:

Encourage faculty members to pursue continuous professional development through workshops, conferences, courses, and certifications. Support their efforts to enhance their teaching and research skills.

10. Mentorship and Guidance:

Provide mentorship and guidance to junior faculty members, helping them navigate their careers, build their strengths, and address areas for growth.

11. Feedback Sessions:

Conducts regular feedback sessions where faculty members meet with their supervisors or department heads to discuss their performance, achievements, challenges, and growth opportunities.

12. Recognition and Rewards:

Acknowledge and reward faculty members for exceptional performance, innovative teaching methods, impactful research, and dedicated service.

13. Career Advancement:

Establish pathways for career advancement based on faculty members' achievements and contributions. Offer opportunities for promotions, leadership roles, and increased responsibilities.

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14. Data-Informed Decision-Making:

Utilize data from evaluations to make informed decisions regarding faculty development, resource allocation, and strategic planning for the institution.

Grievance Redressal & Support Systems:

Implementing effective grievance Redressal and support systems in a dental college is crucial to ensure a positive and supportive environment for students, faculty, and staff.

1. Grievance Redressal Committee:

A dedicated committee comprising faculty members, administrative staff, and student representatives. This committee should be responsible for addressing grievances promptly, fairly, and confidentially.

2. Clear Grievance Policy:

Develop a comprehensive grievance policy that outlines the types of grievances that can be addressed, the process for submitting complaints, and the steps involved in resolving issues.

3. Multiple Channels for Reporting:

Provide multiple channels for reporting grievances, such as online forms, email, physical forms, or in-person meetings. Ensure that these channels are easily accessible to all members of the college community.

4. Confidentiality:

Emphasize the importance of maintaining confidentiality during the grievance process to encourage individuals to come forward without fear of reprisal.

5. Timely Response:

Establish a clear timeline for responding to grievances. A prompt response shows that the institution takes grievances seriously and is committed to addressing them.

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6. Mediation and Resolution:

Attempt to resolve grievances through mediation whenever possible. Mediation involves a neutral third party facilitating a conversation between parties to find a mutually agreeable solution.

7. Formal Grievance Process:

If mediation is unsuccessful, have a formal process for investigating and resolving grievances. This may involve gathering evidence, conducting interviews, and reaching a fair resolution.

8. Appeal Mechanism:

Provide an appeal mechanism for cases where parties are dissatisfied with the initial resolution. An appeal committee can review the case and provide a final decision.

9. Regular Communication:

Keep the individuals involved in the grievance informed of the progress and status of the resolution process. Communication helps manage expectations and reduces anxiety.

10. Documentation:

Maintain thorough documentation of each grievance, including the complaint, the investigation process, and the resolution. This documentation can be valuable for future reference.

11. Training for Committee Members;

Train committee members in conflict resolution, mediation techniques, communication skills, and relevant laws and regulations.

12. Awareness Campaigns:

Conduct awareness campaigns to educate the college community about the grievance redressal process, encouraging individuals to come forward with concerns.

13. Anonymous Reporting:

Allow individuals to submit grievances anonymously if they feel uncomfortable revealing their identities. This can help address sensitive issues.

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14. Support Services:

Establish counseling and support services for individuals who may need emotional or psychological assistance during the grievance process.

15. Preventive Measures:

Focus on preventing grievances by promoting open communication, respect, and a positive work and learning environment.

16. Feedback Loop:

Collect feedback from individuals who have gone through the grievance process to identify areas for improvement and ensure that the system is effective.

17. Continuous Improvement:

Regularly review and refine the grievance Redressal and support systems based on feedback, changing needs, and evolving best practices.

18. Cultural Sensitivity:

Ensure that the grievance Redressal system is culturally sensitive and takes into consideration the diverse backgrounds of the college community.

By establishing a robust grievance Redressal and support system, you create an environment where concerns are addressed promptly, conflicts are resolved fairly, and everyone feels valued and heard within the dental college.

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KMCT DENTAL COLLEGE

RESEARCH POLICY

PREAMBLE:

Scientific research is a field which has improved the understanding of intricacies and has led to the advancement of scientific knowledge. Research helps in pursuing one's interest, learn something new and achieve problem solving skills. Advanced scientific knowledge in higher education paves pathway to quality research, promotes innovation and enhances quality education.

KMCT Dental College (KMCTDC) is committed to creating a conducive environment for Faculty and Students to take up Quality research that is scientifically sound and socially relevant. Research is encouraged through a support system which comprises of supportive mentoring, infrastructural facilities and financial support for research.

SCOPE:

Research policy applies to all research conducted by a researcher including under graduate, postgraduate students, internship students, doctoral students, faculties, Fellowship students, students/faculty from other institutions conducting research as a part of exchange program or fellowships etc

The aim of this policy is to establish the framework for the research activities and to create an academic environment that is conducive for research and thereby cultivate a scientific temper in its faculty and students. Prescribe standards of responsibility and ethical conduct expected of all persons engaged in research in the Institution.

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RESEARCH POLICY GUIDELINES:

GENERAL GUIDELINES:

- All Research undertaken in the Institution will be coordinated by the Institutional Research Committee with comprising of coordinators to look into each aspect of Research within the Institution.
- All Research undertaken in the Institution has to be conducted according to the Institutional Ethics Committee Guidelines and are to follow the Code of Ethics of KMCT DENTAL COLLEGE (KMCTDC).
- All Research work including under graduate, postgraduate students, internship students, doctoral students, faculties, Fellowship students, students/faculty from other institutions, has to be first submitted to the Scientific Research Committee (SRC) for approval followed by Institutional Ethics Committee (KMCTDC IEC) for ensuring scientific validity of the research work as well as maintaining Ethical standards and ensuring safety of the participants of Research.
- No Research work will be permitted to be conducted without SRC and IEC approval.
- All Researchers are expected be aware and familiarize the guidelines of research policy of KMCTDC.

1. FACULTY RESEARCH:

GUIDELINES:

1.1. All faculty are expected to undertake high quality Research projects that are novel, scientifically sound, and socially relevant.

1.2. Faculty should abide by the research policy guidelines and Code of Ethics for Research of KMCTDC.

1.3. Faculty shall be given time off from duties in College to conduct their research projects. The request to avail leave for Study, needs to be approved by the Head of the Department and forwarded to the Principal through the Institutional Research Committee for approval.

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1.4. The Principal shall forward the approved proposal to the Central Research and Development Office (CRDO), which is the final authority approving the faculty research.

1.5. The Central Research and Development Office will approve the duty leaves based on Research Protocol cleared by the Scientific Review Committee and approved by the Institutional Ethics Committee of KMCTDC. Research with scope for external funding, Novel & Innovative, Socially significant and focused on thrust areas of research will be given due consideration.

1.6. The research proposal submitted should mention the number of days off from duty that will be required for conducting the research.

1.7. While applying for duty leave the concerned faculty has to ensure that the functioning of their parent Department is not affected and the duties entrusted as faculty of KMCTDC are appropriately handed over to other faculty in the department and the same should be approved by the Head of the Department.

1.8. Continuous leave of absence in the name of Research without due justification will not be considered as 'Study leave'. The Institutional Research Committee will monitor the progress of the Research.

1.9. Faculty members are encouraged to initiate research with a scope for external grant funding.

1.10. Researcher has to ensure that funds received have to be utilized with honesty and integrity and maintain accountability.

1.11. Sources of funding should be acknowledged in all Publications be it extramural as well as seed grants from the institution.

1.12. All research undertaken has to culminate in quality Publications and presentation of research work in National/International Conferences.

1.13. Supportive environment conducive to research will be provided in the form of financial support, intramural grants, travel grants, manpower assistance, technical guidance, mentoring, Research Collaborations with reputed companies and Institutions of National/International repute etc from KMCTDC.

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INNOVATION AND ENTREPRENEURSHIP DEVELOPMENT CENTRE

1.14. Faculty training programs on Good Clinical Practice Guidelines, Research Methodology, Research Grants, Scientific Writing, Industrial Collaborations etc will be periodically organized by the Research Committee.

1.15. Faculty Research initiated from KMCTDC, has to be credited to the institution (KMCTDC), even in the event the Faculty leaves the institution.

1.16. Patents arising from the Faculty Research done from KMCTDC should be applied through KMCTDC.

1.17. Intellectual Property generated as a result of Collaborative Research of the research will follow inventor-ship rules in accordance with applicable Patent Laws.

1.18. All copyrights, patents, trademarks, trade secrets, and any other intellectual property rights ("IPR") disclosed in connection with the Collaborative Research shall solely remain the property of the party introducing and,/or disclosing the same to the other party as part of Collaborative Research of the PhD program.

1.19. Intellectual Property that is first conceived or reduced to practice jointly by Research team or agents of both parties of the Collaborative Research shall be 'jointly owned' in accordance with applicable Patent Laws. Jointly owned means both parties can utilize the jointly developed IP with mutual consent.

1.20. Faculty are encouraged to enhance and update their level of scientific knowledge and skills by enrolling for clinically relevant courses, National/International Fellowships, Continuing Dental Education programs, Faculty Development Programs etc.

1.21. Faculty will be permitted Duty Leaves to attend such courses. The request for Duty leave has to be forwarded to the Head of the Institution (Principal) through the Head of the Department. The Principal will forward the approved request for attending the course to CRDO and HR manager for further processing.

1.22. Author list and order should be decided before initiating the projects based on factual contributions envisioned. Any modifications in author list should be decided after mutual consent based on the author contributions.

1.23. Appropriate acknowledgements must be given to the concerned departments/Institutions involved in contributions to the research works.

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2. DOCTORAL RESEARCH:

2.1. The KMCTDC is a recognized Center for Research under Kerala University of Health Sciences (KUHS).

2.2. The Institution offers Ph.D. courses in all the departments for eligible candidates as per criteria defined under the Ph.D. regulations of KUHS and its amendments for full time and part time PhD.

2.3. The quality of the Doctoral Research undertaken has to be of high standards and follow the ethical guidelines and Code of Ethics for Research of KMCTDC.

2.4. Candidates seeking registration to the PhD Programme, whether full time or part time, shall hold a Master's Degree/Post Graduate Degree (or accepted as equivalent to it and declared eligible for doing PhD, by Kerala University of Health Sciences) in the concerned or allied/cognate subject with minimum 50% marks and declared a pass.

2.5. Permanent Academic staff/Teaching faculty/Scientific staff/Research staff of Institutions affiliated to KUHS or of Schools/Centres/Academic Staff College of KUHS, with at least 3 (three) years of continuous approved Post PG teaching/research experience are eligible.

2.6. Permanent Academic Faculty of KMCTDC who have been employed in the institute for at least three years and having good track record are eligible to apply for PhD program in other National/International Institutions of good repute and standing.

2.7. The request for applying for part-time PhD in other institutions offering PhD programs from Faculty employed at KMCTDC should be forwarded by the H.O.D of the concerned department along with No Objection Certificate (NOC) to the Head of the Institution and the same shall be forwarded to the CRDO for approval.

2.8. The candidate for part-time PhD has to get NOC from the Head of Institution (Principal) of KMCTDC stating that the candidate is permitted to do part-time PhD (in the same Institution or another Institution) and will be permitted to complete the course related requirements in a recognized Institution offering PhD program. The same shall be forwarded to the CRDO for approval.

2.9. A Memorandum of Understanding has to be signed with the Institution offering the PhD program for the purpose of the research project of the PhD scholar once the eligibility criteria is satisfied.

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2.10. Part time PhD scholars from KMCTDC pursuing their PhD program in other Institutions shall be permitted attendance at the concerned institution providing admission for Part time PhD as specified in their course guidelines and specified in the MoU signed for the purpose.

2.11. Faculty of KMCTDC pursuing their Part time PhD program shall be permitted time off from their duties in College to conduct their PhD thesis as per the Research Protocol cleared by the Doctoral Committee, Institutional Ethics Committee of KMCTDC and approved by the Protocol/Methodology Committee at the University (KUHS) or the concerned committee entrusted for approving the thesis protocol for PhD program in other Institutions outside KUHS. The PhD thesis protocol should be forwarded to the Head of Institution (Principal) and the same should be sent to CRDO.

2.12. If the Faculty requires time off from duty as part of fulfilling the requirements of the PhD program, the concerned faculty has to ensure that the functioning of their parent Department is not affected and the duties entrusted as faculty of KMCTDC are appropriately handed over to other staff in the department and the same should be approved by the Head of the Department.

2.13. The request to avail the leave for Study needs to be approved by the Head of the Department and forwarded by the Doctoral Committee to the Principal through the Institutional Research Committee for approval. The PhD research proposal shall be submitted along with mention of number of days off from duty that will be required for conducting the research which will be forwarded by the Principal to the CRDO for approval and further processing.

2.14. The Continuous leave of absence without due justification will not be considered as 'Study leave'.

2.15. Publications arising from the Doctoral Research done from KMCTDC under KUHS should be published with affiliation to KMCTDC.

2.16. Patents arising from the Doctoral Research done from KMCTDC under KUHS should be applied through KMCTDC.

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2.17. Intellectual Property generated as a result of Collaborative Research of the PhD program will follow inventor-ship rules in accordance with applicable Patent Laws (Indian Patent Act, 2005).

2.18. All copyrights, patents, trademarks, trade secrets, and any other intellectual property rights ("IPR") disclosed in connection with the Collaborative Research of the PhD program shall solely remain the property of the party introducing and,/or disclosing the same to the other party as part of Collaborative Research of the PhD program.

2.19. Intellectual Property that is first conceived or reduced to practice jointly by Research team or agents of both parties of the Collaborative Research of the PhD program shall be 'jointly owned' in accordance with applicable Patent Laws. Jointly owned means both parties can utilized the jointly developed IP with mutual consent.

2.20. Publications, presentations and other communications created jointly by the parties as part of the Collaborative PhD program need to be reviewed and approved in accordance with policies of both parties prior to publication or presentation. Substantial contribution by either of the parties need to be given due publication credit as an author.

2.21. Publications arising out of the Collaborative PhD program will have as primary affiliation the Institution offering the PhD program.

2.22. Author list and order should be decided before initiating the projects based on factual contributions envisioned. Any modifications in author list should be decided after mutual consent based on the author contributions.

2.23. Appropriate acknowledgements must be given to the concerned departments/Institutions involved in contributions to the research works as part of PhD program.

3. COLLABORATIVE RESEARCH:

3.1. Interdisciplinary/Collaborative Research is strongly encouraged and supported by KMCTDC.

3.2. Principal Investigator/Co-investigator from the Institute (KMCTDC) shall be responsible for Collaborative research involving multiple Institutions.

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3.3. Research will be carried out based on the terms of agreement in the Memorandum of Understanding signed between the Institutions intending to collaborate for Research, in which clear definition of roles of each party including sharing of IPR is mentioned.

3.4. Sharing of financial and other resources for purpose of Research shall be finalized between the parties prior to starting the Collaborative Research project.

3.5. Prior to finalizing the MoU, the agreed upon draft of terms of agreement have to be forwarded by the Institutional Research Committee to the Principal and CRDO for approval.

3.6. The researchers from partnering institutions have to be aware of the research policy of the Institute (KMCTDC) and comply with the regulatory guidelines.

3.7. Intellectual Property generated as a result of Collaborative Research will follow inventor-ship rules in accordance with applicable Patent Laws.

3.8. All copyrights, patents, trademarks, trade secrets, and any other intellectual property rights ("IPR") disclosed in connection with the Collaborative Research shall solely remain the property of the party introducing and,/or disclosing the same to the other party as part of Collaborative Research.

3.9. Intellectual Property that is first conceived or reduced to practice jointly by Research team or agents of both parties of the Collaborative Research shall be 'jointly owned' in accordance with applicable Patent Laws. Jointly owned means both parties can utilized the jointly developed IP with mutual consent.

3.10. Publications, presentations and other communications created jointly by the parties as part of the Collaborative need to be reviewed and approved in accordance with policies of both parties prior to publication or presentation. Substantial contribution by either of the parties need to be given due publication credit as an author.

3.11. Author list and order should be decided before initiating the projects based on factual contributions envisioned. Any modifications in author list should be decided after mutual consent based on the author contributions.

3.12. Appropriate acknowledgements must be given to the concerned departments/Institutions involved in contributions to the research works.

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4. SHARING AND TRANSFER OF BIOLOGICAL SPECIMENS WITH EXTERNAL COLLABORATORS:

4.1 Any research project that involves transfer of biological specimens with collaborators outside the KMCTDC must seek specific, explicit approval from the Institution ethics Committee of KMCTDC (KMCTDC IEC) for the same.

4.2 A written mutually acceptable agreement has to be entered into with the external collaborators regarding the confidentiality and intellectual property rights arising from sharing of such material.

4.3 All guidelines of ICMR pertaining to transfer of Biological materials and data sets (National Ethical Guidelines for Biomedical and Health Research involving human participants, 2017) have to be followed including informed consent, clarity on custodianship and post benefit sharing.

4.4 All legal provisions applicable to transfer of such material have to be adhered to.

5. UNDERGRADUATE/INTERNSHIP RESEARCH:

In order to develop interest and aptitude in the field of Research, Undergraduate students and Interns are encouraged to take up short term research projects.

Undergraduate/Internship research is facilitated through mentoring, training and supervision to ensure academic integrity and ethical conduct of Research.

GUIDELINES:

5.1 Mentors will be allotted for each undergraduate student interested in pursuing short term research.

5.2 Mentors will ensure students stay committed to scientific and ethical conduct of Research.

5.3 Students will be guided on choice of topic, study design and methodology and publication, ownership of intellectual property etc.

5.4 The short term research project should be completed within a period of three months from the date of allotment.

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5.5 The students are permitted to start the study only after Scientific Review and Institutional Ethical Clearance of the study proposal.

5.6 Research topics can focus on patient care, material sciences, teaching methods, surveys etc.

5.7 All studies have to follow observational study designs- Experimental studies are not allowed as a part of this research.

5.8 When selecting the topics, Mentors have to keep in mind feasibility of the study and possibility of completing the study within the stipulated time.

5.9 The research work should not be clubbed with any PG theses or their short term research paper work.

5.10 Students are encouraged to apply for ICMR Short Term Studentship grant and the mentor allotted will guide the student according to the guidelines for ICMR STS.

5.11 KMCTDC will provide facilities and financial assistance for conduct of the ICMR STS if accepted which will be approved by the CRDO as per the budget allocation for Research for KMCTDC.

5.12 Mentors will ensure that publications arising from Undergraduate/Internship Research are free from Plagiarism and other malpractices.

5.13 All publications arising from undergraduate research should acknowledge affiliation with KMCTDC.

6. POST GRADUATE RESEARCH:

6.1 Post Graduate (PG) students should conduct their Thesis research according to the regulatory framework and guidelines of KUHS and Code of Ethics for Research of KMCTDC.

6.2 All PG Students should get their thesis protocol forwarded by their guide and H.O.D of the department to the Institutional Research Committee who will forward the proposal to Scientific Review Committee (SRC) for scientific validation and approval of the Institutional Ethics Committee (KMCTDC IEC) prior to submitting the protocol to KUHS for review.

6.3 Post Graduate students are encouraged to focus their research on recent advances in field of dentistry beneficial to the community.

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6.4 Guides should ensure that the students have been advised of their obligations in respect of academic integrity and the ethical conduct of research and that the students have received a copy of the regulatory framework relevant to their particular research.

6.5 PG Guide will be the Principal Investigator (PI) in all PG Research.

6.6 All Clinical Trials should register with Clinical Trial Registry of India (CTRI) and conform to the guidelines of National Ethical Guidelines for Biomedical and Health Research Involving Human Participants 2017.

6.7 PG guides shall mentor the students to apply for extramural funding such as ICMR support for Post Graduate thesis.

6.8 Additional financial support will be provided for exemplary students undertaking research in cutting edge areas.

6.9 In order to ensure quality in Postgraduate Research, KMCTDC will organize workshops and sessions related to Research Methodology, Research Grants, Scientific Writing and Publications, Good Clinical Practice Guidelines etc. Post Graduate students are expected to attend the certificate program on Basic Research Methodology organized by the Institution in their first year prior to starting the Research work and the certificate of course completion has to be submitted to the concerned H.O.D and Principal prior to their final exams.

7. COPYRIGHTS OF STUDENT DISSERTATION AND THESES

7.1 KMCTDC holds copyright of all intellectual property arising from research conducted in the College, including student dissertation / theses projects as these are supported by the KMCTDC and are guided and supervised by faculty members employed by KMCTDC.

7.2 Students / scholars are entitled to authorship in publications arising from student dissertations / theses in accordance with the guidelines specified in guidelines of International Committee of Medical Journal Editors (ICMJE).

7.3 KMCTDC holds a perpetual, irrevocable, royalty-free, nonexclusive, worldwide license (including the right of sub-license) to use data and material arising from student dissertation / theses projects for its (KMCTDC's) teaching and research purposes.

7.4 Income generated form commercialization of IPR originating from student dissertation / theses is subject to regulation as specified in the Intellectual Property Rights guidelines of KMCTDC.

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8. PUBLICATIONS:

8.1 Faculty and students are expected to Publish their research in peer reviewed journals indexed in leading data bases such as Clarivate Analytics (Web of Science), Scopus and PubMed and UGC Approved list of Journals.

8.2 Researchers must follow guidelines of International Committee of Medical Journal Editors (ICMJE), Committee on Publication Ethics (COPE) on publication ethics for the publication of their research work.

8.3 Authorship should be duly given to all those who have substantially and scientifically contributed to the research as per guidelines of International Committee of Medical Journal Editors (ICMJE). Ghost authorship and gifted authorship will not be entertained.

8.4 Publications arising from Research conducted from KMCTDC should be published with affiliation to KMCTDC.

8.5 It is mandatory that author affiliations to the KMCTDC, and department are clearly stated in all publications arising from work conducted in the KMCTDC.

8.6 It is the responsibility of the Principal author and Co-authors to ensure no breach in Publication ethics such as Plagiarism, Falsification, Fabrication etc are present.

8.7 Applications for Publication reimbursement will be verified by the Institutional Research Committee and forwarded to the Head of the Institution and to CRDO for approval.

8.8 Reimbursement of publication charges for papers published in journals with an Impact Factor of 0.5 or more may be claimed by the Corresponding Author of such a paper. Actual charges up to a maximum of Rs.20,000/- may be claimed for each such publication depending on the Institutional budget allocation for Research each year.

8.9 Any forms of Plagiarism/Self-Palgiarism or research misconduct (Fabrication/Falsification), misrepresenting others work if found will lead to rejection of application for incentives and disciplinary action by Institutional Ethics Committee as per the guidelines of KMCTDC EC.

8.10 Faculty/Students are advised to use Plagiarism detection tools prior to manuscript submission.

8.11 Any disputes in authorship not resolved by the research group should be brought to the notice of the Head of the Institution and if not resolved internally will be forwarded to the CRDO.

8.12 All Publications of faculty and students will be archived in the designated repository maintained by KMCTDC (OPAC).

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9. RESEARCH SUPPORT:

OBJECTIVES:

KMCTDC encourages research productivity and instil quality consciousness through an incentive based program for faculty.

9.1 WORKSHOPS AND SEMINARS FOR RESEARCH:

Knowledge and application of sound research methodology is the key to quality research outcomes. Developing a sound research culture among students and faculty of KMCTDC is a priority focus for Institutional Research Committee.

Institutional Research Committee will organize workshops and seminars to provide comprehensive theoretical knowledge along with hands-on training covering all areas related to Research such as Research Grants, Research Methodology, Industry Academia Collaborations, Good Clinical Practice Guidelines, Scientific Writing etc., for Faculty and Students.

9.2 INNOVATIVE ECOSYSTEM AND INSTITUTIONAL COLLABORATIONS:

9.21 In order to facilitate Interdisciplinary Research of High Standards and which require Technical advice and guidance, KMCTDC will enable collaborations with Institutions of Eminence such as NIT, MVR Cancer center, Institute of Palliative Medicine etc through various Memorandums of Understandings (MoU).

9.22 KMCTDC focuses on developing an ecosystem supporting all of our fraternity which includes undergraduate students, post graduate students, teaching and non teaching faculty or anyone who wants to connect to our incubation system (KIIC-KMCT Innovation and Incubation Center).

9.23 KMCTDC encourages faculty and students to commercialize Intellectual Property and become Entrepreneurs.

9.24 The Institution facilitates best practices especially in early stage entrepreneurs and researchers who have a vision and support faculty and Students at both the Incubation and Acceleration steps.

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9.25 Incubation Center and Innovation and Entrepreneurship Cell (IEDC) of KMCTDC supports ideas from conception all the way up through development of a project/prototype.

9.26 Innovative ideas can be anything between academic research and business ideas to become entrepreneurs, start up with collaborations or a researcher.

9.2 SEED GRANT:

Purpose:

- Offer financial support to encourage faculty members to initiate research projects that have the potential to gain extramural funding.

Who Can Apply:

- Faculty of KMCTDC who have worked in the institution for at least 1 year with no Prior funding from the institution (KMCTDC)
- Can be availed only once by an individual during service at KMCTDC
- Applicants who have not received external funding will be preferred

Funding:

- Upto 2,00,000/- for 2 years for equipment / personnel / consumables

No. of Grants Per Year:

- Upto 3 grants per year : Total of 6,00,000/- funding each year based on the yearly Institutional budget allocation for research.

Submissions Required:

- Project report, at least one manuscript for publication, Follow-up grant proposal for external funding

9.3 SUPPORT FOR PARTICIPATION IN NATIONAL/INTERNATIONAL CONFERENCE

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Who Can Apply:

- Any Faculty member who have completed one year of service in the Institution and who is participating and either presenting a scientific paper or chairing a scientific session in National/International Conference.

Funding:

- Registration fees of the National/International conference will be reimbursed.

Submissions Required:

- Receipt of Conference registration, Certificate of Participation, Scientific Presentation and Certificate of Chairing the scientific session.

9.4 FACULTY FELLOWSHIP GRANT:

Purpose:

- Stipendiary support for meritorious Ph.D candidates

Who Can Apply:

- Full time Ph.D candidates with no other financial support

Selection process:

- Entrance test results / interview for fulltime Ph.D application

Grant Funding:

- Rs. 15,000 per month for a maximum duration of 3 years

No. of Grants Per Year:

- Upto 3 grants per year subject to budget allocation for research.

Submissions Required:

- Ph.D dissertation

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9.5 INCENTIVES FOR PUBLICATIONS:

9.51 Faculty members of KMCTDC will be offered incentives for publications in scientific Journals and contributions in textbooks and Monographs.

9.52 Only publications in legitimate peer-reviewed journals in the UGC Approved Journals1 list or in PubMed /Scopus/Web of Science are eligible for incentives.

9.53 Articles published in Journals that are indexed with Clarivate Analytics (Web of Science), Scopus, PubMed and UGC Approved list of Journals will receive incentives based on calculations as per Table 1.

9.54 Impact factor as assigned by ISI Web of Science, Thomas Reuters in Journal Citations Report. Librarian of the KMCTDC will assist in finding the Impact Factor.

9.55 Corresponding Author as specified in the article, irrespective of author position (order), provided he/she is not also the First Author.

9.56 Co-Author(s) – Author(s) other than First Author and Corresponding Author.

9.57 Points shown in this column are to be divided between all Co-Authors irrespective of affiliation or student/faculty status.

9.58 Contributions in Books/Book Chapters may be claimed once in the year of publication of first edition / revised edition(s). Reprint not eligible for new claim. Soft copy of contribution will need to be submitted.

9.59 Publication in "Vanity Press" will not be eligible. Evidence for actual sale of the books will need to be provided to claim the incentive.

TABLE 1: Articles and Publications in peer reviewed journals

S.No.	Type of Publication	First Author	Corresponding Author	Co- Authors (Rs to be equally divided)
1.	Original Research/Case report/Review/Letter to editor/Invited editorial in indexed Journals with an Impact Factor (IF) of 0.5 or more			
	IF >5.50	7500+*	7500+*	7500+*
	IF 4.50 TO 5.50	6500	6500	6500
	IF 3.51 TO 4.50	5500	5500	5500

	IF 2.51 TO 3.50	4500	4500	4500
	IF 1.51 TO 2.50	3500	3500	3500
	IF 0.50 TO 1.50	2000	2000	2000
2.	Original Research/Case report/Review/Letter to editor/Invited editorial in indexed Journals with an Impact Factor (IF) of <0.5	1500	1500	1500
3.	Original Research/Case report/Review in other peer reviewed non-indexed journals (UGC Approved Journal List)	500	500	500

*7500+ Rs 150 for every additional 0.1 IF over 5.50.

TABLE 2: Author of Books or Contribution in Book Chapters

S.No.	Description	Amount (Rs)
1.	Editor / Section Editor / Single Author of academic textbook / monograph	**10,000**
2.	Contributor to Chapter(s) in an academic textbook / monograph	**5,000**

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9.6 UNDERGRADUATE STUDENT GRANTS

Purpose:

- Encourage Undergraduate students through short-term research fellowships
- Support for Short-term Undergraduate research projects

Who Can Apply:

- Undergraduate Dental students prior to completion of their Final year part II.

Selection process:

- Evaluation of research proposals for novelty, scientific merit and social relevance by the Institutional Research Committee.

Grant Funding:

- Up to Rs. 5,000 for consumables

No. of Grants Per Year:

- Upto 10 students per year: Total of 50,000/- per year subject to budget allocation for research.

Submissions Required:

- Project report and Publication in peer reviewed indexed journal.

9.7 POSTGRADUATE STUDENT GRANT

Who Can Apply:

- Any Post Graduate student for thesis support if the Research is novel, socially relevant and focuses on research advances in Oral Health.

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Selection process:

- Evaluation of research proposals for novelty and scientific merit by the Institutional Research Committee.

Grant Funding:

- Upto 50,000/- per year for maximum of 2 years subject to budget allocation for research.

Submissions Required:

- Project report, at least one manuscript for publication, Follow-up grant proposal for external funding OR a paper presentation at a National / International Conference

10. GRANT FUND MANAGEMENT:

10.1 Institutional Research Committee will forward eligible research proposals for availing Intramural grants to the Principal following SRC and IEC approval.

10.2 The Grant will be utilized by the Principal Investigator only for the purpose sanctioned. The Statement of Expenditure report should show the Headings for which the grant fund was utilized travel, contingency, allowances, equipment purchase etc.

10.3 KMCTDC will take all administrative responsibilities for management of Research funds.

10.4 Separate account will be maintained to manage seed grants from the Institution to faculty, students and other researchers.

10.5 The account will be jointly managed by Principal of KMCTDC and Administrative officer.

10.6 Extramural grants will also be maintained by KMCTDC in the same savings account, unless otherwise specified by the sanctioning agency, for which a separate account will be opened and maintained.

10.7 The finance office shall maintain the audited annual statement of the accounts and utilization certificates.

10.8 Copies of the sanction orders, terms of reference and other documents shall be submitted by the PI to the Institutional Research Committee and Principal of KMCTDC along with any agreement that has to be entered with the funding agency, KMCTDC shall do so with a tripartite agreement between the Principal Investigator and KMCTDC and agency.

10.9 A completion report of the grants with outputs and milestones achieved shall be submitted to the Institutional Research Committee and Principal of KMCTDC.

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11. CONFLICT OF INTEREST:

All Researchers are to disclose any Conflict of Interest that may influence the conduct of the Research project which includes other institutions, funding agencies, conference organizers, Journals and Publishers.

12. RESEARCH MISCONDUCT:

12.1 Any conduct contrary to the Regulations and guidelines of Research Policy and Code of Ethics for Research of KMCTDC if found will be reported to the Principal by the Research Committee and forwarded to the Chairman of IEC of KMCTDC and disciplinary action will be taken according to the S.O.P's of handling Research Misconduct of the Institutional Ethics Committee of KMCTDC.

12.2 Principal of KMCTDC will be the appellate authority.

13. **INTELLECTUAL PROPERTY RIGHTS (IPR) OWNERSHIP AND LICENSING GUIDELINES:**

These Guidelines are applicable to all Intellectual Property at KMCDC generated by Faculty (Teaching and Non-teaching), Students and Others.

13.1 All conducting research should sign an agreement that they are aware of the IPR guidelines applicable and binding prior to taking up any research in KMCDC and would abide by the same.

13.2FACULTY-

13.21KMCTDC owns all IP, arising out of research conducted by faculty when faculty is employed at KMCTDC and has utilized resources of the Institution.

13.22However, KMCTDC will not claim ownership of IP in situations where the researcher has not used resources of the Institution Or the research was completely funded by Collaborator/Funding agency/R&D centers/Sponsors Or if the IP is outside the purview of their employment.

13.23Faculty who take up research projects as part of PhD/Fellowship programs at other Institutions/Universities should make the collaborating institution aware of the IP guidelines of KMCTDC and appropriate IP guidelines are to be formulated under the MoU made with other Institution for the same.

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13.3 STUDENT-

13.31 IP generated as part of Research Projects taken up during the course of their study at KMCTDC using Institutions resources, guidance by faculty members will be owned by KMCTDC.

13.32 If the IP generated is part of Collaborative Research, then the IP ownership will be based on IPR terms as per the signed MoU or contract.

13.4 OTHERS (Persons other than faculty, students or employees of KMCTDC)

13.41 IP generated by 'Others' making substantial use of resources of KMCTDC and during the scope of their tenure at KMCTDC will be owned by KMCTDC unless specifically mentioned in a signed written agreement.

13.42 An IP disclosure form disclosing any IP created during their tenure at KMCTDC should be signed and submitted to the Head of the Institution through the Institutional Research Committee.

13.5 EDUCATIONAL MATERIALS:

13.51 Educational materials are any material that is used for teaching an educational course such as seminars, lectures, workshops, teaching activities etc.

13.52 KMCTDC will own IP in course materials created by Faculty or 'Others' however will grant royalty free, non-exclusive license to use educational materials created by them for teaching and research activities at KMCTDC.

13.6 SCHOLARLY WORKS:

13.61 Faculty members and students have the right to publish their scholarly works, however any scholarly work that has the possibility of disclosing any IP of KMCTDC should be first discussed and cleared with the Head of the Institution and Institutional Research Committee on measures to protect the IP.

13.62 Faculty, Students and 'Others' will grant KMTDC royalty free, non-exclusive license to use Scholarly works for Research and teaching purposes.

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13.7 DISPUTE:

Any disputes on IPR that are not resolved internally will be brought to the notice of the Head of the Institution and redressal shall be brought by a committee convened for the purpose.

13.8 VIOLATION:

Breach of IPR Guidelines will be dealt with by the Head of the Institution through recommendations from the Institutional Research Committee and as per the provisions in the laws governing such.

14. POLICY TERM:

Research policy will be reviewed annually and modified based on inputs received from all stakeholders.

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SOP FOR ACADEMIC
& ADMINISTRATIVEBODIES





Sl.	Names of academicand administrative bodies	Functions and responsibilities
1.	**Governing Body**	▪ Evolves the Vision, Mission and Objectives of the College and ensures that they are achieved ▪ Ensures Total Academic and Administrative Autonomies for achieving Short Term and Long Term objectives of the Institute. ▪ Governing Council makes all policy decisions (Autonomous Institute Policy, Quality Policy, HR Policy, Admission Policy, Administration Policy, Finance Manual, Alumni Manual, IT Policy, Globalization Policy, Innovation & Incubation Policy and Patent Policy etc.) regarding courses to be offered, recruitment of staff, service conditions of teaching and non-teaching staff, conduct of staff and student's academic and non- academic activities, also it ensures that they are periodically updated ▪ Approves the curriculum as recommended by the Academic Council. • Approves new programmes of study leading to degree. • Approves scholarships, fellowships, studentships, medals, prizes and certificates on the recommendations of the Academic Council. And ensures the adequacy of financial resources for asset management. • All matters concerning the Academic and Finance Committees are thoroughly discussed and their recommendations/ comments are communicated to the concerned. • It administers the physical resources of the Institute. • Reviews the performance of the Institute and guide to function effectively to Achieve Excellence in Academics, Research and Industry collaborations. • Ensures the Regulatory Compliance of all the decisions

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		by the concerned Authorities like the Principal, HoD and other Officers of the Institute in all matters of fundamental concern. • Ratifies and resolves the minutes of Academic Council, BOS, Finance Committee and IQAC. •Reviews to apply Accreditations of different regulatory bodies(NIRF,QAS,AUTONOMOUS]. • Monitors on the effective functioning of different non statutory committees of the college. • Encourages and gives directions to apply for funds from different funding agencies

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Sl.	Names of academic and administrative bodies	Functions and responsibilities
2	**Academic Council**	• To promote the overall academic affairs of the institute. • To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards. • Consider matters of academic interest either on its own initiatives or at the insistence of the Governing Body and take proper action there on. • To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods. • To introduce value added courses/ certificate courses which are required to meet industry needs. • To prescribe courses of study leading to undergraduate and Post graduate degree of the institute. • To develop the regulations for student's admission based on government policies. • To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university. • To maintain proper standards of the examination. • To promote research within the institute and acquire reports on suchresearch from time to time for further guidance and advice • To prescribe measures for departmental coordination. • Ratifies and resolves the minutes of Board of Studies
		To make recommendations to the governing council for the following: i. Inception of new courses ii. Initiate measures for improvements of standards of teaching, Training and research iii. Institution of fellow ships, Travelling fellowships,

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2	**Academic Council**	• To promote the overall academic affairs of the institute. • To provide direction with regard to methods of instruction, evaluation or research or improvement in academic standards. • To approve the proposals/regulations recommended by the Board of Studies on academic regulations, framing of syllabus and evaluation methods. • To introduce value added courses/ certificate courses which are required to meet industry needs. • To prescribe courses of study leading to undergraduate and Post graduate degree of the institute. • To develop the regulations for student's admission based on government policies. • To formulate guidelines for the conduct of examinations in conformity with bye-laws of the institute and the affiliating university. • To maintain proper standards of the examination. • To promote research within the institute and acquire reports on such research from time to time for further guidance and advice • To prescribe measures for departmental coordination. • Ratifies and resolves the minutes of Board of Studies To make recommendations to the governing council for the following: i. Inception of new courses ii. Initiate measures for improvements of standards of teaching, Training and research iii. Institution of fellow ships, Travelling fellowships, scholarships, medals, prizes etc. iv. Establishment or discontinuation of courses / centers and formulate bylaws guiding the academic functioning of the institute admissions and examinations.

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Sl.	Names of academic and administrative bodies	Functions and responsibilities
	Finance Committee	• The annual accounts and financial estimates of Institute shall be placed before the Finance Committee for scrutiny and thereafter submitted to the Governing Body together with the comments of the Finance Committee for approval. • The Finance Committee shall fix limits of the total recurring expenditure and the total non-recurring expenditure for the year based on the income and resources of the Institute. No expenditure shall be incurred by the Institute in excess of the limits so fixed. • No expenditure other than that provided in the budget shall be incurred by the Institute without the approval of the Finance Committee. • To provide the financial estimates in respect of building and other infrastructural facilities that are planned to be provided based on the recommendations of Institute Development Committee • Estimates the income from fees and other sources • Estimates the fund received from UGC and any other funding agency • Prepares plan of expenditure for running of the institution on day-to-day basis • Scrutinizes the budget submitted by the different depts. and monitor the utilization of department's budget. • Proposes the budget for the financial year for the departments and the institute. • To consider audited accounts of the Institute and submits the audited accounts to GC.

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		To make recommendations to the Governing Council for the following to: i. Advise the Governing Body on all financial matters. ii. To scrutinize the budget submitted by the different departments and monitor the utilization of department budget. iii. Propose the budget for the financial year for the departments and institute iv. Consider and submit the audited accounts.
4	**Boards of Studies**	• To approve the Course Outcomes (COs), Program • Outcomes (POs), Program Specific Outcomes (PSOs) and program educational objectives (PEOs) of the programs offered by the department • Design the syllabus as permission, vision, program outcomes, program specific outcomes, and course outcomes of all programs offered by the department. • Prepares the contemporary syllabi for different programs basing on the changing needs of the profession and the requirements of the industry for all courses with respect to the objectives of the college, stakeholders, societal/local/ national/regional/global developmental needs. • Approve the curriculum and its structure for all the programs of the department. • Advises innovative pedagogical methods teaching and evaluation methods. • Suggest panel of names to the academic council for appointment of examiners, Co-ordinates research, teaching, consultancy and any other academic matters for the growth of the department/institute.

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		To make recommendations to the Academic Council for the following: • Starting of new courses • Initiate measures for improvements of standards of teaching, Training and research

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Sl.	Names of academic and administrative bodies	Functions and responsibilities
5	**Institute Academic Committee**	• Plan, monitor and control of the academic systems of all the Departments. • Introduce innovations in Teaching, Learning and Evaluation practices. • Introduce the additional infrastructural facilities required to strengthen the Departments for the changing needs curriculum revision or introduction of new disciplines. • Evolve processes for inducting Academic Audit both at the Institute level and at the Department level.
6	**Research Advisory Board**	• Identifying the funding agencies • Finalize thrust areas for institutional R&D projects • Identifying the Research projects • Review the progress of the research projects • Review of new/ existing Center for Excellence in the Institute • Efforts looking for additional resources for research infrastructure • Contributing towards the development of curriculum • Recognizing recent trends in science and technology • Identifying the thrust / emerging research areas and advises on the research processes and current technological practices.

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Sl.	Names of academicand administrativebodies	Functions and responsibilities
9.	**Internal Quality AssuranceCell (IQAC)**	• Dissemination of information on various quality parameters of highereducation. • Facilitating the creation of a learner-centric environment. • Developmentand application of quality benchmarks /Parameters for all the academic and administrative activities of theinstitution. • Acting as a nodal agency of the Institution for coordinating quality-related activities. • Development of quality concerned culture in the institute.
9	**Staff Selection Committee**	• Properly scrutinize and short list the applications as per the JobRequirements • Conduct the tests and rank the applicants as per the test scores Conduct the Interviews and rank the applicants as per theInterview scores • Make final list of selected candidates and recommend for theapproval by the Governing Council. • To select the qualified, meritorious, talented and efficient faculty. Responsible for appointment of technical, administrative and otherstaff. • To recommend the Governing Body for approval/ratification ofappointments made to different positions.
10	**Purchase Committee**	• Maintains the approval letters • Collects the quotations from various vendorsCompares the prices from these quotations Finalizes the competitive prices • Places the Purchase Order Settles the bills and submits the same for auditing purpose

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11	**Examination Committee**	• Prepares relevant time tables of the Institute based on the Examination Time Table • Prepares and display an overall Supervision Duty List • The Exam Committee shall hold a pre-exam meeting to brief themembers of faculty with regard to the examination procedures

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Sl.	Names of academicand administrative bodies	Functions and responsibilities
		• Committee collects list of examiners for assessment and moderation of each subject from respective HODs. • Ensures that the evaluation and moderation process is completed on time • Prepares smooth conduct of Examinations, time – table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc. • Ensures that the entire exam related documents reach the university in time. • Conducts Internal Assessment examination as per academic calendar. • Distributes marks lists to the students after the results of various examinations received from the University. • Processes all Circulars, Guidelines, Office Orders, Notifications received by the University

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17	**Grievance Redressal Committee**	• All the grievances of the students/staff which could not be settledin the routine process should be referred to this committee. • Committee tries to settle the issues amicably in a time bound manner. • Introduces a reasonable and reliable solution for grievances of variousissues received from students/parents • Ensures that the grievances are resolved on time impartially and confidentially.
18	**Anti-Ragging Committee**	• Ensures that at least one faculty member will be present at any particular time at all the locations to avoid ragging activities. • Takes precautions to avoid ragging activities at other locations likebus stops and gives instructions to the student volunteers and secret informers at various boarding points. • Canvases about anti-ragging in the forms of Flexes, Posters and Boards in college premises and surrounding areas where there is a chance of ragging. • Arranges counseling and guidance programs arranged for thefresher's and parents regarding ragging. • Takes affidavits from the students and parents regardingRagging during the Admission. • Provides helpline details inside and outside college premises. • Resolves the complaint received from the victim • Verifies the facts through enquiry • Awards disciplinary action against culprit.
19	**Women Cell**	• Eve teasing incidents in the campus and the college buses. • Inappropriate behavior towards women staff. • Improper treatment of girl students. • Passing of unaesthetic and provocative comments and messages. • Equips the female students, faculty and staff members with the knowledge of their legal rights. • Safeguards the rights of female students, faculty and

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Sl.	Names of academic and administrative bodies	Functions and responsibilities
		members. • Provides a platform for listening to complaints and redressal of grievances
20	**Disciplinary Committee**	• Maintains discipline in the institute by corrective or punitive action against acts of indiscipline and disruption by the students in the institute premises • Counsels the indiscipline students • Counsels the students about ill-effects of ragging Enlights the students on the consequential administrative and legal implications. • Monitors the movement of the students in the college and prevent students loitering around in the corridors during the college working hours. • Ensures that all the students attend classes without bunking & prevent the students from leaving the college early • Maintains proper discipline in the college canteen, student waiting room, corridors and canteen during the college working hours. • Assists the college anti-ragging committee in preventing ragging in the College and to spread anti- ragging campaign throughout the student's community.
21	**Editorial Board, KMCT The Annual Magazine**	• Gathers and sorts information under various headings Checks and edits the information • Does proof reading • Gives a final shape to the magazine • Invites quotations from the printers, identifying printer • Receives printed copies from printer and arranges
22	**Extra Curricular & Co-Curricular Committee**	• The committee shall plan for creating the infrastructural facilities • Submission of quarterly report regarding the adequacy and quality of the maintenance of the facilities

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