

**INDIRA GANDHI INSTITUTE OF DENTAL SCIENCES
SRI BALAJI VIDYAPEETH**

ORGANOGRAM – OFFICES/ COMMITTEES/ BOARDS AND RESPONSIBILITIES

Principal	-	Dr. R. Saravanakumar
Vice Principal Student Affairs	-	Dr. A. Santhadevy

Committees and Responsibilities under the Dean

1. Institutional Ethical Committee

Chair	: Dr.Muthu. M.S (SRMC, Chennai)
Dental Clinician members	: Dr.Balamurali. P.D (MGPGI), Dr. Rajasekar.S (RMDCH)
Medical members	: Dr.Anil Porthi (PIMS), Dr. Lokesh (MGMCRI)
Lawyer	: Mr. Solomon Raja. L, Pondy
Non-medical member & Social science member	: Dr. Shahin Sultana (Pondicherry University)
Research Expert	: Dr. Balanehru. S, CIDRF
Member Secretary	: Dr.Prathiba, Professor, IGIDS
Deputy Member Secretary	: Dr.VarshaMurthy.J Professor, Prosthodontics, IGIDS

2. Institutional Review Board

Advisor	: Dr. Saravanakumar, Principal
Member secretary	: Dr. Yuvaraj.V, Professor, Oral Surgery
Members	Dr. Saravanakumar.R HOD, Periodontology, IGIDS Dr. Manoharan.P.S HOD, Prosthodontics & Crown and Bridge, Dr.Prathiba.B , Professor. Periodontology, Dr. Vishwanath Rangdhol, Prof & Head,OMR Dr.VarshaMurthy.J Professor, Prosthodontics Dr. Gopichander, Professor, Prostho, SRM Dr. Palanivel, Associate Professor, JIPMER Dr.Balamurali, Professor, Oral Pathology, MGPGI

Meeting Assistants:

Dr. Padmaraj, Sr. lecturer, Conservative Dentistry and Endodontics

Dr. Aniruddh Yashwant.V, Sr. Lecturer, Ortho

Objective: To critically evaluate the research proposals (PG, Faculty & UG) for research design, biostatistic and validity of subject content and provide clearance.

3. Tumor Board

Advisor	: Dr. Saravanakumar, Principal
Convenor	: Dr. Vezhavendhan, Professor, Oral Pathology
Oral pathologist	: Dr. Santhadevy, Head, Oral Pathology
Oral Medicine & radiologist	: Dr. Vishwanath Rangdhol, Prof & Head OMR Dr. Vandana, Reader, OMR
Oral Surgeon	: Dr. Sathyanarayanan R, Prof & Head, Oral surgery Dr. Yuvaraj V, Professor
Public Health Dentist	: Dr. Senthil M, Head, Dr. Viknesh, Reader
Prosthodontics	: Dr. Manohar P.S, Head, Dr. Shivashakthy, Reader
Surgical oncologist	: Dr. Balasubramanian, Professor
Radiation oncologist	: Dr. Reddy KS, Head

Objective: Apart from discussion and management of established oral cancer lesions, the main objective is to focus on prevention of oral cancer by door to door oral cancer screening camps.

4. Implant board

Advisor	: Dr. Saravanakumar, Principal
Periodontologist	: Dr. Saravana kumar, Head, Dr. Pratebha, Professor
Prosthodontist	: Dr. Manohar, Head, Dr.Siva Senthil, Reader
Oral Surgeon	: Dr. Sathyanarayanan R, Head
Co -ordinator	: Dr. Rajkumar Sr. Lecturer, Prostho

Objective: To provide quality implant services to the patients and document a the follow-up and conduct researches on implantology

5. Anti-Ragging Committee

Advisor	: Dr. Saravanakumar, Principal
Members:	
	: Dr.Senthil, Reader, PHD
	: Dr.Bindu, Reader, Cons and Endo
	: Dr.Vidyalakshmi, Reader, Oral Pathology
	: Dr.Sakthi Devi, Sr. Lecturer, Perio
	: Dr. Selvabalaji, Sr. Lecturer, Pedo
	: Dr. Mithunjith, Sr. Lecturer, Cons & Endo
	: Dr. Nansy, Tutor & Dr. Muneer, Tutor
	: Dr, Dhanraj, PG, OMR & Dr. Bharathi, PG, O. Surgery

: Dr. Kavitha, PG, Pedo, Dr. Sonia, PG, Prosthodontia
: Mr. Kamaleshwar, Intern & Mr. Ashok, Intern &
Ms. Abinaya, Intern

Objective: To ensure SBV as “Zero tolerance for ragging campus” and be vigilant constantly to protect the students.

6. Women welfare Cell

Member secretary : Dr. Bindu M, Reader, Cons & Endo

Objective: To address the issues pertaining to the women students and faculty.

7. SC/ST CELL

Chair : Dr. Santhadevy, Professor & Head, Oral Pathology

Members

Dr. Premlal, Reader, Oral Pathology

Dr. Sakthidevy, Sr. Lecturer, Periodontia

Dr. Saralakannan, Tutor

Dr. Ramu, Tutor, PHD

Objective: To address the issues pertaining to the faculty and students in this category and protect their interests.

8. Dental Educational Unit

ADVISOR: Dr. Saravanakumar Principal, IGIDS

CO-ORDINATOR: Dr. Shivasakthy M, Reader, Prosthodontia

TREASURER: Dr. Saravanakumar R Vice-Principal, IGIDS

CO-ORDINATORS-INTERNAL CONSULTANCY:

Dr. Pratebha B, Professor, Periodontology

Dr. Senthil M, Head, Public Health Dentistry

CO-ORDINATOR-EXTERNAL CONSULTANCY:

Dr. Saravanakumar, Principal, IGIDS

Dr. Manoharan P.S, Head, Prosthodontia

FEEDBACKS: Dr. Jananni M, Senior Lecturer, Periodontology

Dr. Vikneshan, Senior Lecturer, Public Health Dentistry

MINUTES & REPORTS:

Dr. Bindu Meera John, Reader, Conservative Dentistry

Dr. Sanguida A, Reader, Pedodontia

MEMBERS:

Dr. Suganya. M, Senior Lecturer, Pedodontia

Dr. Nansi.R, Tutor, Public Health Dentistry

Objective: To conduct faculty development program in the science of education for teachers and to suggest constructive curricular changes and to improve educational research.

9. **IQAC Co-ordinators:**

Dr. Senthil. M, Professor, PHD

Objective: To ensure quality initiative and assurance in all aspects of the institute

10. **Chronicle**

Ass editor : Dr. Shivasakthy, Reader, Prostho

11. **Journal of Scientific Dentistry**

Advisor : Dr. Saravanakumar, Principal

Chief Editor : Dr. R.Saravanakumar, Head, Periodontics

Narrative review editors : Dr. Vezhavendhan, Professor, Oral Pathology

Original research editors : Dr. Pratheba.B, Professor, Periodontology

: Dr. Yuvaraj.V Professor, Oral Surgery

: Dr. Viknesan.M Sr. Lecturer, PHD

Case report editors : Dr. Sivaramakrishnan, Sr. Lecturer, Oral Path

: Dr. Jananni.M, Sr. Lecturer, Periodontics

: Dr. Suganya.R Sr. Lecturer, Oral Path

Technical report / editors : Dr. Karpagavinayagam.K, Professor, Conservative

: Dr. Shivasakthy, Reader, Prostho

Product profile editors : Dr.Senthil, Reader, PHD

Publication & circulation manager: Dr. Rajkumar.E Sr. Lecturer, Prostho

Objective: To compile and publish quarterly the scientific articles from the institute as well as provide platform for articles from other institutes.

12. Scientific and Academic forum

Advisor : Dr. Saravanakumar, Principal
General Secretary : Dr. Vineela K Reddy, Reader, Periodontics
Joint secretary : Dr. Padmaraj.S.N Sr. Lecturer, Conservative
Dr. Aniruddh Yashwant.V, Sr. Lecturer, Ortho
Dr. Praveen Rajesh, Sr. Lecturer, Conservative
Dr. Lakshmi Devi, Tutor, Conservative
UG members: Miss. Ramya (Intern)
Miss. Katherina Barman (Intern)
Mr. Kevin Ruther (Intern)
Miss. Vijayashanthi (Intern)
Mr. Ajith Kumar (IV year)
Miss. Soubarnika (III year)

Objective: To foster the spirit of science among the students and faculty to conduct programs with the same objectives

13. Clinical Society Meeting Coordinators

Member secretary : Dr. Hanumanth, Sr. Lecturer, Ortho
Dr. Aniruddh Yashwant.V, Sr. Lecturer, Ortho
Dr. Nithin, Sr. Lecturer, Oral Surgery
Dr. Mithunjith, Sr. Lecturer, Conservative
Dr. Priyadharshini, Sr. Lecturer, Periodontics

Objective: To ensure monthly meeting to share rare and interesting clinical cases to the clinical students and faculty.

14. Web Information Committee

Member's secretary: Dr. John Baliah, Sr. lecturer, Oral medicine

Members:

Dr. Sanguida, Reader, Pedodontics
Dr. Balaji, Sr. Lecturer, Prosthodontics

Objective: To ensure that the website of the institute is updated every month with current events and information

15. Dental Hospital Superintendent

Member secretary: Dr. Sathyanarayanan, Prof & Head, Oral Surgery
Dr. Sivasenthil, Reader, Prostho

Objective: To monitor cleanliness, disinfection, sterilization of the hospital, ensure prompt, proper and safe care for patients; improve census and revenue of the institute.

16. Library Committee

Advisor : Dr. Saravanakumar, Principal

Member secretary : Dr. Sivaramakrishnan, Sr. Lecturer, Oral Path

Members

: Dr. Muneer, Tutor, OMR

: Mr. Mithun, Intern

: Miss. Elavarasi Intern

Assistant Librarian & Information Officer

: Mr. Seralathan, Librarian

: Mr. Srinivasan, Librarian

Objective: To monitor the inflow of books and journals, recommend the same for purchase and ensure utility of the library services by the students

17. Faculty Performance Appraisal

Objective: To evaluate and give constructive feedback to the faculty every 6 months.

18 . Deputy Registrar - Dr. Sanguida, Reader, Pedo

Objective: To support the academic affairs of the dean for the proper and proactive functioning of the registry and responsible for student conduct, discipline and appeal.

19. Deputy controller of exams - Dr. Sivasenthil, Reader, Prostho

Objective: To be the officer in charge to conduct university examination, test and the declaration of the results.

20. Curricular Committee

Member secretary PG AERO program	: Dr. Vishwanath, Head, OMR
Member secretary PG BICS program	: Dr. Vidya, Reader, O.Path
Member secretary Interns program	: Dr. Manohar, Head, Prostho
Member secretary UG program	: Dr. Geena, Tutor, Cons & Endo
	: Dr.Vandana Reader, OMR
	: Dr.Priyadharshini Sr. Lecturer Perio
	: Dr.Muneer Tutor, OMR
	: Dr.Kishore Tutor, O.S
	: Dr.Prasanna Tutor, Ortho

Objective: The curricular committee reviews, advises, proposes, additions or deletions to core curriculum.

21. PG Performance Appraisal

Member secretary	: Dr. Karpagavinayagam, Professor, Cons & Endo
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Objective: The officer reviews, evaluates, discusses, and documents the performances of the postgraduates.

22. Internal Assessment Committee

Member secretary	: Dr. V. Saravanakumar, Principal
	Dr. Nitin, Sr. Lecturer, Oral Surgery
	Dr. Selvabalaji, Sr. Lecturer, Ortho
	Dr. Suganya, Sr. Lecturer, Pedo
	Dr. Ramu, Tutor, PHD

Objective: It aids the processes of evaluating the student progress periodically (3 internal assement and 1 model exam)

23. Feedback Committee

Member secretary	: Dr. Jananni M, Sr. Lecturer, Perio
	Dr. Ramu, Tutor, PHD
	Dr. Prasanya, Tutor, Prostho
	Dr. Nansi, Tutor, PHD
	Dr. Lakshmidevi, Tutor, Cons & Endo

Objective: To obtain information about the performance of students, faculty and use it as a basis for improvement.

24. Faculty Leave Application

Office IGIDS

25. Research Committee

Member secretary : Dr. Yuvaraj, Professor, Oral Surgery
Dr. Vandana, Reader, OMR
Dr. Karhikeyan, Sr. Lecturer, Perio
Dr. Arvina, PG, Perio

Objective: To promote research publications, grants and researches presentations for the faculty and students.

26. Parent teachers Meeting Committee

Member secretary: Dr. Vezhavendan, Professor, Oral Pathology
Mr. Durai, Office
All Batch Coordinators

Objective: To support the dean for the conduct and interaction between the parents and faculty pertaining to academics and discipline.

Committees and Responsibilities under the Vice Principal Student Affairs

1. Student Council

Staff Advisor - Dr. Rajkumar, Sr. Lecturer, Prostho
Finance Advisor - Dr. Senthil, Professor, PHD
Fine Arts Advisor - Dr. Janani, Sr. Lecturer, Perio
Cultural Advisor - Dr. Kalaiselvi, Tutor, Cons & Endo
Editorial Advisor - Dr. Suganya, Sr. Lecturer, Oral Path
Literary Advisor - Dr. Kiruthiga Sr. Lecturer, Pedo

Objective: To represent student body, to foster communication among students, administrator staff and community and to promote organise and execute activities that encourages students pride.

2. Mentorship Committee

Member secretary - Dr. Suganya
Dr. Bindu, Reader, Cons & Endo
Dr. Jananni, Sr. Lecturer, Perio
Dr. Nitin, Sr. Lecturer, O. Surgery

Objective: Mentoring program to establish a trusting relationship with responsibility between the mentor and mentee and to focus on the rehabilitative needs by giving by creating healthy relationship.

3. **Disciplinary Committee**

All heads of the departments

Objective: To maintain discipline to campus college classes and hospitals premises, to achieve the goal of creating safe and motivating environment by positive attitudes and to uptake measures for inappropriate behaviour.

4. **Batch Co-ordinators**

Dr. Sivasankari,	- 1 st Year BDS
Dr. Padmaraj,	- 2 nd Year BDS
Dr. R.Suganya	- 3 rd Year BDS
Dr. John	- IV Year BDS
Dr. Sivaramakrishnan	- Intern

Objective: To co-ordinate the academic and non academic activities of the students with departments and institutes.

5. **Yoga**

Dr. Sanguida

Objective: To guide and organise students to involve in the yogic practice

6. **NSS**

Member secretary: Dr. Ramu

Objective: It is part of our academic, social and personal life that allows the students to actively involve and contribute their services for the community and nation through which the students involve with real life social activity and thereby become a responsible citizen of India.

7. **RRC**

Member secretary: Dr. Shivasakthy

Dr. Siva Sankari, Sr. Lecturer, OMR

Dr. Prasanya, Tutor, Prostho

Objective: It is to encourage the students to take up various activities such as

awareness programs on AIDS day, voluntary blood donation poster makings, slogan writing competition, essay writing, quiz etc, by which awareness transferred to the community.

8. Hostel students welfare committee

Member secretary: Dr. Kalai & Dr. Ramu

Dr. Nandhini, PG, Cons & Endo

Mr. Mithun, Intern

Ms. Jayasree, III Year

Ms. Karishma, III Year

Ms. Narmadha, II Year

Objective: To create an atmosphere of harmony and co-operation amongst the boarders, to create an environment to enable the students to excel in studies and personality development and to create a sense of accommodation and to inculcate discipline.

9. All UG and PG leave Applications

Dr. A. Santhadevy

Office IGIDS.

Objective: To ensure the students to submit the leave forms and to strictly follow the leave application norms.

10. English Class

Dr. Siva Sankari, Sr. Lecturer, OMR

Objective: To improve on communication skills vocabulary