

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

**ORGANOGRAM – OFFICES/ COMMITTEES/ BOARDS AND RESPONSIBILITIES**

<b>Dean</b>	-	Dr. Carounanidy Usha
<b>Vice Principal Academics</b>	-	Dr. R. Saravanakumar
<b>Vice Principal Student Affairs</b>	-	Dr. A. Santhadevy

**Committees and Responsibilities under the Dean**

**1. Institutional Ethical Committee**

Chair	: Dr.Ranganathan (RAAGAS, Chennai)
Dental Clinician members	: Dr.Raikumar(SRM, Chennai), Dr.Ranu (MGPGI, Pondy)
Medical members	: Dr.Lokesh ( MGMCRI), Dr. Stephen ( MGMCRI),
Lawyer	: Mr. L. Swaminathan
Non-medical member	: Mr. Muthumanickam, Principal, Krishnasamy college for women, Cuddalore.
Social science member	: Dr.Srinivasan, RMMCH, Annamalai University
Member Secretary	: Dr.Prathiba, Professor, IGIDS
Deputy Member Secretary	: Dr.VarshaMurthy,J Professor, Prosthodontics, IGIDS
Meeting Assistant	: Dr. Ramesh V, Sr. lecturer, IGIDS

**Objective:** To critically evaluate the research proposals (PG, faculty & UG) for ethical issues and provide clearance

**2. Institutional Review Board**

Advisor	: Dr. Carounanidy Usha, 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.Kayalvizhi.G Professor, Pedodontics , Dr.Srinivasan.S.V, Professor , Oral medicine MGPGI Dr.S.Nandhini,Reader , Conservative Dentistry & Endodontics Meenakshi Ammal Dental college , Chennai

Mr.Richard Kirubakaran,Biostatistician, Christian medical college,  
Vellore

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. Carounanidy Usha, 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. Suresh V, Professor, 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. Carounanidy Usha, Principal  
Periodontologist : Dr. Saravana kumar, Head, Dr. Pratebha, Professor  
Prosthodontist : Dr. Manohar, Head, Dr.Siva Senthil, Reader  
Oral Surgeon : Dr. Suresh, Professor, 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. Carounanidy Usha, 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, Prostho  
: 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

Dr.Ughabharathy, PG (Perio)

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

#### 8. **Dental Educational Unit**

ADVISOR: Dr. Carounanidy Usha 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. Carounanidy Usha, 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. Subhalakshmi. S, Tutor, Oral Pathology

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

Dr. Yuvaraj. V, Professor, Oral Surgery

**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. Carounanidy Usha, 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

Student editors : Dr. Devameena (PG) Prostho

: Dr. Bejoy (PG) Prosthodontics

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

**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. Carounanidy Usha, 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. Anoopmathew 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  
Dr. Abdhul, PG, OMR

**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  
                                      Dr. Bejoy, PG, 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. Carounanidy Usha, Principal  
Member secretary       : Dr. Sivaramakrishnan, Sr. Lecturer, Oral Path  
Members

: Dr. Muneer, Tutor, OMR  
: Dr. Venugopal, PG, Oral Surgery  
: Dr. Geetha, PG, Ortho  
: Dr. Arumugam, PG, Oral Path  
: 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.

## **Committees and Responsibilities under the Vice Principal Academics**

**1. 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.

**2. Deputy controller of exams** - Dr. Sivasenthil, Reader, Prosthodontics

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

### **3. 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, Prosthodontics
Member secretary UG program	: Dr. Geena, Tutor, Cons & Endo
	: Dr.Vandana Reader, OMR
	: Dr.Ramesh Sr. Lecturer Pedo
	: 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.

### **4. PG Performance Appraisal**

Member secretary : Dr. Karpagavinayagam, Professor, Cons & Endo

**Objective:** The officer reviews, evaluates, discusses, and documents the performances of the postgraduates.

### **5. Internal Assessment Committee**

Member secretary : Dr. V. Suresh, Professor, Oral Surgery  
Dr. Nitin, Sr. Lecturer, Oral Surgery  
Dr. Anoop, Sr. Lecturer, Ortho  
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)

#### **6. Feedback Committee**

Member secretary : Dr. Jananni M, Sr. Lecturer, Perio

Dr. Ramu, Tutor, PHD

Dr. Prasanya, Tutor, Prosthodontics

Dr. Nansi, Tutor, PHD

Dr. Lakshmidhevi, Tutor, Cons & Endo

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

#### **7. Faculty Leave Application**

Office IGIDS

#### **8. 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.

#### **9. 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, Prosthodontics
Finance Advisor	-	Dr. Senthil, Professor, PHD
Sports Advisor	-	Dr. Ramesh, Sr. Lecturer, Pediatrics
Fine Arts Advisor	-	Dr. Janani, Sr. Lecturer, Periodontology
Cultural Advisor	-	Dr. Kalaiselvi, Tutor, Conservation & Endodontics
Editorial Advisor	-	Dr. Suganya, Sr. Lecturer, Oral Pathology
Literary Advisor	-	Dr. Kiruthiga Sr. Lecturer, Pediatrics

**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, Conservation & Endodontics
		Dr. Jananni, Sr. Lecturer, Periodontology
		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 <sup>st</sup> Year BDS
Dr. Padmaraj,	- 2 <sup>nd</sup> Year BDS
Dr. R.Suganya	- 3 <sup>rd</sup> 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 and Dr. T.S. Balaji

**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, Prosthodontics

**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