

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

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

<b>Principal</b>	-	Dr. R. Saravanakumar
<b>Vice Principal Academics</b>	-	Dr. R. Sathyanarayanan
<b>Vice Principal Student Affairs</b>	-	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

**2. Institutional Review Board**

Advisor	: Dr. Saravanakumar.R, IGIDS, Principal
Member secretary	: Dr. Prathiba, Professor, Periodontology, IGIDS
Members	Dr. Manoharan.P.S, HOD, Prosthodontics & Crown and Bridge, Dr.Prathiba.B , Professor. Periodontology, Dr. Jagat Reddy, Prof & Head,OMR 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. Anti-Ragging Committee

Advisor : Dr. Saravankumar. R, Principal

Members:

: Dr. Jagat Reddy, Prof & HOD, Oral Medicine  
Dr. Sathyanarayanan. R, Prof & HOD, Oral Surgery  
Dr. Santha Devy Prof & HOD, Oral Path  
Dr.Senthil. M, Prof & Head(I/C), PHD  
Dr. Sanguida.A, Reader, Pedo  
Dr. Selvabalaji, Sr. Lecturer, Pedo  
Dr. Sivasankari, Sr.Lecturer, OMR  
Dr. Gayathri, PG, Oral Path  
Dr. Sanchayita Roy, PG, Prostho

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

### 4. Women welfare Cell

Chair : Dr.Pratebha. B, Professor, Perio

Member secretary : Dr. Vidya, Reader, Oral Path

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

### 5. SC/ST CELL

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

Members

Dr.Premlal, Reader, Oral Pathology

Dr.Sakthidevy, Sr.Lecturer, Periodontia

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

### 6. Dental Educational Unit

ADVISOR: Dr. Saravankumar. R Principal, IGIDS

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

TREASURER: Dr. Saravanakumar R Principal, IGIDS

CO-ORDINATORS-INTERNAL CONSULTANCY:

Dr. Pratebha B, Professor, Periodontology

Dr. Senthil M , Head I/C, Public Health Dentistry

CO-ORDINATOR-EXTERNAL CONSULTANCY:

Dr. Saravakumar. R, Principal, IGIDS

Dr. Manoharan P.S, Head, Prosthodontia

FEEDBACKS: Dr. Jananni M, Senior Lecturer, Periodontology  
Dr. Vikneshan, Reader, Public Health Dentistry

MINUTES & REPORTS:

Dr. Sanguida A, Reader, Pedodontia

MEMBERS:

Dr. Suganya. M, Senior Lecturer, Pedodontia

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

7. **IQAC Co-ordinators:**

Dr. Sanguida, Reader, Pedo

Dr. Viknesan, Reader, PHD

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

8. **Chronicle**

Asst editor : Dr. Shivasakthy, Reader, Prostho

9. **Journal of Scientific Dentistry**

Advisor : Dr. R.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. Viknesan.M Reader, PHD

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

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

: Dr. Suganya.M Sr. Lecturer, Pedo

Technical report / editors : Dr. Shivasakthy, Reader, Prostho

Product profile editors : Dr.Senthil, Professor, 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.

#### **10. 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

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

#### **11. Clinical Society Meeting Coordinators**

Member secretary : Dr. Jagat Reddy, Prof & HOD, OMR  
Dr. Aniruddh Yashwant.V, Sr. Lecturer, Ortho  
Dr. Nithin, Sr. Lecturer, Oral Surgery  
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

**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. R, Principal  
Member secretary : Dr. Sivaramakrishnan, Sr. Lecturer, Oral Path  
Assistant Librarian & Information Officer  
: Mr. Seralathan, Library Asst.  
: Mr. Srinivasan, Library Asst.

**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. Vidya, Reader, Oral Path

**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. Vandana, Reader, OMR

**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. Jagat Reddy, 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.Vandana Reader, OMR  
: Dr.Priyadharshini Sr. Lecturer Perio

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

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

Member secretary : Dr. Sathyanarayanan, Prof & HOD, Oral Surgery

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

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

Member secretary : Dr. Saravanakumar, Principal, IGIDS  
Dr. Nitin, Sr. Lecturer, Oral Surgery  
Dr. Selvabalaji, Sr. Lecturer, Ortho  
Dr. Suganya. R, Sr. Lecturer, Oral Path

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

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

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

**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. Karhikeyan, Sr. Lecturer, 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. Vijayaraja, Sr. Lecturer, Cons & Endo  
Finance Advisor - Dr. Senthil, Professor, PHD

**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. M, Sr. Lecturer, Pedo  
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. Lidhiya - 1<sup>st</sup> Year BDS  
Dr. Sivasankari - 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, Reader, Pedodontia

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

## 6. NSS

Member secretary: Dr. Senthil, Professor, PHD

**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, Reader, Prosthodontia  
Dr. Siva Sankari, Sr. Lecturer, OMR

**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. Santhadevy, Prof & HOD, Oral Path  
Dr. Gnanasagar, Sr. Lecturer, Oral Surgery

**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

