



(Estd. 2000)

**I.T.S DENTAL COLLEGE**

[www.itsdentalcollege.com](http://www.itsdentalcollege.com)

**I.T.S CENTRE FOR DENTAL STUDIES AND RESEARCH**

**Accredited By NAAC with 'A' Grade**

Delhi-Meerut Road, Muradnagar, Ghaziabad - 201 206

Mobile: 8447753520, 21, 22 E-mail: [dental@its.edu.in](mailto:dental@its.edu.in)

# **RULE BOOK FOR B.D.S PROGRAM**

**Batch 2020**



**Student Name :** .....

**Roll No. :** .....

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# STUDENT'S RULE BOOK

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## **I. DURATION OF COURSE**

- The Undergraduate dental training programme, leading to B.D.S. degree is of 4 years with minimum of 240 teaching days in each academic year and one year of compulsory rotatory internship (4+1).
- During this period, the students shall be required to have engaged in full-time study in the college.

## **II. SUBJECTS OF STUDY**

### **First Year**

1. General Human Anatomy including Embryology and Histology.
2. General Human Physiology & Biochemistry, Nutrition and Dietics.
3. Dental Anatomy & Embryology and Oral Histology.
4. Dental Materials.
5. Pre-clinical Prosthodontics.

*Note: English classes (weekly once) will be provided by the college for students who wish to improve their English skills and opt for the same.*

### **Second Year**

1. General and Dental Pharmacology and Therapeutics
2. General Pathology & Microbiology.
3. Dental Materials.
4. Pre-clinical Prosthodontics.
5. Pre-clinical Conservative Dentistry.
6. Pre-clinical Orthodontics.
7. Oral Pathology & Microbiology.

### **Third Year**

1. General Medicine.
2. General Surgery.
3. Oral Pathology and Oral Microbiology.
4. Conservative Dentistry & Endodontics.
5. Oral & Maxillofacial Surgery.
6. Oral Medicine & Radiology
7. Orthodontics & Dentofacial Orthopaedics.
8. Paediatric & Preventive Dentistry.
9. Periodontology.
10. Prosthodontics & Crown and Bridge.
11. Public Health Dentistry.

#### **Fourth Year**

1. Orthodontics & Dentofacial Orthopaedics.
2. Oral Medicine & Radiology.
3. Pediatric & Preventive Dentistry.
4. Periodontology
5. Oral & Maxillofacial Surgery.
6. Prosthodontics & Crown and Bridge.
7. Conservative Dentistry & Endodontics.
8. Public Health Dentistry.

### **EXAM GOING SUBJECTS**

#### **First Year**

1. General Human Anatomy including Embryology and Histology.
2. General Human Physiology & Biochemistry.
3. Dental Anatomy & Oral Histology.

#### **Second Year**

1. General Pathology & Microbiology.
2. General and Dental Pharmacology and Therapeutics.
3. Dental Materials.
4. Pre-clinical Prosthodontics (Practical only).
5. Pre-clinical Conservative (Practical only).

#### **Third Year**

1. General Medicine.
2. General Surgery.
3. Oral Pathology and Oral Microbiology.

#### **Fourth Year**

1. Orthodontics & Dentofacial Orthopaedics.
2. Oral Medicine & Radiology.
3. Paediatric & Preventive Dentistry.
4. Periodontology.
5. Oral & Maxillofacial Surgery.
6. Prosthodontics & Crown and Bridge.
7. Conservative Dentistry & Endodontics.
8. Public Health Dentistry.

### III. FEE PAYMENT

- No student can withdraw from the course without paying the fee for the whole course & no refund of the fees already paid is permitted.
- In case the fee is revised by the college, as per the instructions of the University/ DCI/ State Government, the same will be applicable and will have to be paid by the students.
- Students will have to pay a fine of Rs. 200/- per day in case of delay in depositing the fee by the scheduled date notified by the college.
- The name of the student will be struck off from the rolls of the college, in case the fees is not paid with a fine of Rs. 200/- per day within 30 days from the date notified by the college.

### V. ATTENDANCE

- Minimum of 75% in Theory, Practical/Clinical separately in all subjects (at the end of each academic year) is mandatory.
- Minimum of 70% in Theory, Practical/Clinical separately in non exam going subjects is mandatory.
- Attendance shortage renders the student INELIGIBLE to appear for any University Examinations.
- Certificate of Excellence for those attending ALL the classes of the Academic year will be given.
- In/out punch is compulsory in the biometric machine in all the Theory & Practical classes.
- Students/Parents can view/monitor the attendance regularly by using the Academic Management Software (refer page 20). Separate User IDs & Passwords will be provided to all students & Parents. **The parents are requested not to share ID & Password with their wards.**

### V. CRITERIA FOR PASSING

- Fifty percent of the total marks in any subject computed as aggregate of theory, (i.e., written, viva voce and internal assessment) and practical (including internal assessment), separately is essential for passing in each academic year.
- Any candidate who fails in more than 1 subject will not be permitted to go to the next higher class.

#### Time Limit For Qualifying The Degree

- **Any student who does not clear the B.D.S course in all subjects within a period of 9 years, including one year compulsory rotatory paid internship from the date of admission shall be discharged from the course.**

### VI. GENERAL CONDUCT AND BEHAVIOUR

- Students shall always carry their Identity Card issued by the college. Students without the Identity Card may not be allowed to enter the college premises. The Identity card must also be shown as and when asked by the college authorities within the campus.



- Students shall behave in a civilized manner during their stay in the college, they must be co-operative with fellow students and will not participate in ragging of any student.
- Students will neither use such language, which disturbs the other students mentally or physically nor use such words which may hurt the feelings or insult other students.
- Students have to stay within the campus during their schedule of classes & practicals/Clinics. Students going out of the campus should seek permission from the HOD/ Co-ordinators/Faculty Members and Principal and fill up the particulars in the prescribed register.
- Students must leave the college building after their classes are over, unless they have specific assigned work, or want to use the library facilities. They are not expected to loiter in the campus before or after their class timings.
- Students must not enter into any kind of monetary dealings with the teaching and non-teaching staff of the college, nor offer any presents or gratification in any form to them.
- Students may be asked to join anyone of the various student committees formed to look after the affairs of the hostel, mess, sports and specified areas of academic and non-academic interest.
- Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out the interactions or instructions given to them from time to time.
- **Intoxicants, including smoking, betel or tobacco chewing, drugs or alcohol are strictly prohibited in the premises of the college.** No students, after consumption of drugs, alcohol or any other intoxicant should enter the premises of the college. Erring students will be fined a minimum of Rs. 5000/- subject to increase at the discretion of the Principal along with appropriate disciplinary action including termination from the hostel or the college.
- Use of mobile phones is strictly prohibited in the College Building Premises and in the library at all times. Any student found doing so will be fined Rs. 1000/- and the mobile phone will be confiscated.
- Tampering with the notice boards or removing any notice (without prior permission from the authorities) is prohibited.
- Absolute silence must be observed in the library. Students must maintain proper discipline and behaviour in the Library. For any help, the Librarian may be contacted.
- It is the moral duty of all students to keep the campus clean. As such garbage must be thrown in the dustbins available at different locations in the campus.
- Every student shall be polite, courteous and obedient in his or her speech and behaviour with the college's academic, administrative and subordinate staff.
- Student must have a high standard of discipline and loyalty to the college and personal conduct of every student should be exemplary.
- Parking space outside the college is provided to park the vehicles at "OWNER'S RISK". Though a security guard is normally present, the students are advised, in their own interest to look after the vehicles properly to avoid any theft or loss. The college will not be responsible for security of the vehicles.

- If any student is found violating the above mentioned rules, the college has the right to withdraw any facilities granted to him/her. The Principal and Management has the right to debar him/her from appearing in the college/University Exam or he/ she may be expelled from the college or hostel.
- Students must ensure that they avoid gathering and shouting near the main entrance and office areas, classrooms, lab etc.

## **VII. DISCIPLINE**

- The following are deemed as acts of indiscipline and lead to debarring a student from attending the course any further.
  1. Violation of rules and regulations laid down by the college.
  2. Taking recourse to unfair means during examination and assessment.
  3. Indecent behaviour or use of abusive or threatening language in the premises.

*The college holds the authority to conduct a surprise inspection of the hostel/rooms/college premises as and when required without prior information.*

## **VIII. DRESS CODE & PERSONAL GROOMING**

- Students should be dressed neatly in the prescribed uniform when coming to attend the classes, practicals, clinics, library, IT Lab and cafeteria or while on any college associated activity inside or outside campus.
- Students are also required to wear only leather shoes for Boys and Sandals/Shoes for Girls (Black/Brown) with uniform.
- Students must ensure well-trimmed nails without nail paint. Female students are required to braid their hair or tie them in a neat bun.
- Students without prescribed uniform may be refused entry by security personnel at the main gate or by the Principal/HOD within the College premises.
- On Saturdays-as per the College Regulations, students are allowed to wear formal coloured dress in the college. Jeans, Jeggings, Casual tops, Casual Trousers, T-shirts and sports, casual or canvas shoes are not allowed.
- Male students must be neatly groomed with trimmed hair. Long hair, punk/spiked hairstyles and BEARDS of any kind are strictly not permitted.
- Visible tattoos and body piercings are strictly not allowed.

## **IX. LIBRARY RULES**

### **ABOUT THE LIBRARY**

- The main function of a library is the collection and preservation of knowledge for its dissemination to all.
- Our Central Library has been designed with a lot of care, paying adequate attention to the needs of both the faculty and students.
- Individual desks are provided to all the students for better concentration.
- Students can search for books, title, author which are available in the library through OPAC software system.

## Timings:

### Library Working Hours

Summer	Winter	
8:30 am to 10:00 pm	8:30 am to 09:00 pm	
Library Timings [UG & PG] TIMINGS		
Particulars	UG	PG
Book Issue & Return (Mon to Sat)	9:30 am 8:30 pm	9:30 am to 9:00 pm
Reading Hours (Mon to Sat)	3:00 pm to 9:00 pm	upto 10:00 pm (summer)/ 09:00 pm (winter)
Reading Hours (Sunday)	9:00 am to 6:00 pm	
Fine Collection on late book return (Mon to Sat)	upto 8:30 pm	upto 9:00 pm
Compulsory Reading Hours for UG-BDS Students [Minimum 4 hrs every week]		
Particulars	Summer	Winter
BDS	3:00 pm to 9:00 pm	3:30 pm to 8:30 pm

*(It is compulsory for all undergraduate students to visit the library for a minimum of Four hours every week as per the schedule notified by the Principal Office).*

### Membership Rules

- Library is primarily meant for students, faculty & staff. Students are required to fill up library membership form and submit the same with 1 passport size photograph to the library for getting library membership.
- Users will be asked to show their identity card each time for using library services.

### Borrowing Rule

- Each BDS student member can borrow 3 Books at a time, for a period of one week.
- Periodical/Magazine will be issued only for Xerox (maximum time limit 30 min.)
- Some books in the Library are designated as Reference (They must be used in the Library only). These titles however, can be borrowed overnight (taken after 4:00 pm and returned by 9:30 am the next day).
- Reference books for BDS students will be provided for consultation / Photocopy within the library premises.

### Overdue Books/Periodicals

- In order to ensure that our stock is used effectively; books/periodicals should be returned on or before the due date otherwise fine will be charged for late returning of books.



## Fines/Penalty

These are as follows:

- Rs. 5 per day for the 1st two days followed by Rs.10 per day.
- Rs. 100 per day for reference books.
- Rs. 50 for lost/damaged/renewal of ID Card.
- Rs. 50 per day for periodical/Magazine.

## Circulation Rules

- Borrowing facilities are given only to the members of the library. Books are issued through the circulation counter on presenting the ID Card.
- New additions can be issued only after completion of technical processing (Accessioning, Classification, cataloguing and clearance of bills).
- **Reference books & journals, magazines, CD's/DVD's are not issued.** Under special circumstances, Reference books/Journals may be issued to students for two days.
- All members of the library should get the 'no dues report' from the library before they leave the college.
- The holder of ID card is responsible for any book issued against his/her ID card as per the library records.
- Newspapers are not allowed to be taken out of the library. Periodicals will not be issued to any member of the library.
- New arrival of books will be listed on the notice board and kept on display in the display shelf meant for new arrivals for a week, after which it will be available for issue.
- If a volume from a multi volume set is lost or damaged, the price of the whole set will be charged, unless the individual volume can be obtained separately, in that case charges of the particular volume will be recovered.
- **For renewing, it is necessary that the book be presented at the counter.** If there is a pending request for the book, renewal may be turned down by the library.
- Librarian can recall study material after 2 weeks of issue. Material to be placed on reserve may be recalled anytime.
- If a book is not returned in the stipulated time, the member will be charged a penalty as per the rules. The fine should be paid at the library book return counter and a valid receipt should be obtained.
- The Librarian can refuse to issue books to members possessing overdue books.

If a member loses a book issued against his/her ID card, the penalty will be as follows:

- (i) He/she will have to replace the book lost. In addition, he/she will pay a fine equivalent to the cost of the book depending on the book lost and the cost of the binding of the book.
- (ii) If a member loses his /her borrower's card, he/she shall make an immediate written report to the librarian. He/she can get the duplicate borrower's card on payment of Rs. 50/-.

- (iii) If the book is not easily available in the market, then the amount double the current cost of the book, or the cost at which the book was procured, whichever is more, will be charged.

### **General Rules:**

- In/out punch is compulsory in the biometric machine to use library services.
- Users should maintain silence in the library and should not disturb others.
- Smoking/eating/talking/chewing is strictly prohibited in the library.
- Mobile phones are strictly prohibited inside the library.
- Submit your belongings at property counter available in library.

### **Help in the Library**

- Students can take assistance of any kind from the Librarian and any other staff in the library during working hours.
- Please do not hesitate to contact the Librarian if you have a problem or a query pertinent to the library or learning resources. He/she will be happy to help. If we are unable to provide a ready response, we will try to answer your query within 24 hours.

### **Feedback Services**

- The Central Library also provides a separate computer system for the feedback on any issues related to all departments. If any student has any issue/problem/suggestion for any department, please use this application. We appreciate true feedbacks and ensure that personal details of students will be kept confidential.

We welcome any suggestions you would seek to make and we look forward to helping you.

## **X. HOSTEL RULES AND REGULATIONS**

- Residents of the Hostel may stay with their Local Guardians on weekend/holidays after obtaining written permission from the parents.
- Parents will issue an authorization letter in the name of the Local Guardian whose consent along with the photograph will be submitted to the warden in the prescribed format.
- Residents will be allowed to stay with the Parents or Local Guardians once a month after seeking permission from the Warden. The Local Guardian's authority letter to send the resident is required to be submitted at least a day in advance to the Hostel Warden.
- Residents will be allowed to go home only in the event of minimum three consecutive holidays in the College.

- Hostel Residents will not be allowed to attend the College from their homes when regular classes are conducted in the College.
- Hostel Residents will be allowed to go out of station with parents/with persons authorized by the parents, or can go home alone after submitting letter, authorizing them to leave alone by their parents during holidays or upon closure of the College.
- Visitors are allowed to meet residents between 4:00 p.m. to 6:00 p.m. The permission of Warden is required to meet the visitors. Residents must ensure that visitors enter their details viz. Name, address, telephone no., cell no., vehicle no., etc. in the register available in the visitors' room and at the main gate.
- A short leave is allowed daily.
- Students permitted to leave the college premises need to report back on time; failure to do so may lead to punitive action against them.

1. **For boys:**

- A. Anytime between 3:00 pm to 6:00 pm for 1st and 2nd year B.D.S. in summers and 3:30pm to 5:00pm in winters, for a maximum duration of 1½ hours.
- B. Anytime between 3:00 pm to 7:00 pm for 3rd year, 4th year BDS and interns in summers and 3:30 pm to 7:00 pm in winters, for a maximum duration of 1½ hours.

2. **For Girls:**

- A. Anytime between 3:00 pm to 6:00 pm in summers and 3:30 pm to 5:00pm in winters, for a maximum duration of 1½ Hours, applicable to all B.D.S girl students of all professional years.
- Written permission is required from the warden for the short leave.
- Residents are allowed to go for day out from the hostel on sunday/holiday from 9:00 a.m. to 5:00 p.m.
- **Weekend offs should not be considered as a right of the student and should not in any way compromise the student's academic activities. Weekend off is given only after written, prior permission from the Warden.**
- Permission of the Warden is required for leaving the hostel even on week days. Residents will have to make entry in registers available with the warden.
- Hostel doors will be closed at 7:00 pm (Girls Hostel) & 10.00 pm (Boys Hostel) every day. However, students (both Girls and Boys) are allowed to be in the library up to 8:00 pm if prior permission has been taken. Residents will not be allowed to enter or leave the hostel after the stipulated time, in case they are going anywhere else except the library. The student has to mark their attendance everyday through Biometric Machine installed in the hostel in the morning, while going to attend classes and in the evening after 8:30 pm. Students are not allowed to stay in their hostel rooms during normal college hours, unless they have written permission from the respective Coordinator/Principal.
- In any case of emergency, if the residents have to go home beyond schedules mentioned above, special permission may be taken through the Warden from the Principal after residents submit the documentary- evidence duly signed by the parents. Residents will submit the Parent's feedback form to the Warden immediately after returning to the Hostel from their homes/local guardian's homes.

- Use of radios, music system, irons, heaters and kettles is strictly prohibited in the hostels. Residents will switch off fans, lights and ACs when they leave their rooms. If lights, fans and ACs are found to be on in their absence they will be penalized.
- Rooms of the students can be changed, if necessary, during the session. Cleanliness of the rooms will be the sole responsibility of the residents.
- It is normally expected that the residents will follow simplicity and will not wear any dress objected by the Warden/Principal.
- Residents are advised not to keep valuables like jewellery with them. The safety of the belongings of residents is not the responsibility of the warden or College.
- Cooking is not allowed in the rooms of the hostel. Carrying meals to their room from Mess is strictly prohibited.
- Expenditure on ailments, illness etc. will be borne by the residents. In case of continuous disease, residents should be taken home by the parents/local guardians. Hostel has arrangements for first-aid treatment only.
- Hostel admission can be cancelled if the authorities are convinced that the resident suffers from a chronic disease or serious illness.
- It is obligatory for the residents of the hostel to attend the classes in the college. Absence, without permission, from the classes will be considered a serious violation and the hostel admission can be cancelled without any notice. The students are mandated to submit a copy of their ERP leave application, duly signed by their coordinators, to the respective faculty in their departments.
- Visitors/day scholars are not allowed to stay with the resident in the hostel.
- While dining in the mess, students are advised to take food as much as they can eat. Don't waste food, it's like wasting one of the most precious things given by the God to us.
- The following committees will be constituted to manage the hostel and to look into the day to day problems of hostel residents.
  1. Cultural
  2. Sports
  3. Discipline
  4. Mess
  5. General Welfare
- These committees will work under the overall supervision of the Warden who will take directions from the Principal from time to time.
- Parties /get together are not allowed in the Hostel without the Warden's/Principal's permission.
- All the Residents will follow the rules strictly and obey the orders of the Warden / Principal.
- The Principal/Management has full powers to modify or change hostel rules.
- Hostellers violating any of the above rules are liable to be terminated from the hostel without any show cause notice or prior intimation. The decision of the College authorities will be final.
- Students are required to bring the following items with them while joining the hostel.
  1. One bed Roll comprising of Bed sheets, Bed covers, Pillow, Dough, Quilt (for winter) etc.
  2. One Bucket, one mug, one water jug, one flask, two glasses.
  3. Toiletries

With regard to the use of Desert coolers in summer, the following is applicable:

1. Cooler will be procured by the concerned resident on his/her own expenses.
2. Electrical installations required for the cooler will be provided by the College in respective rooms.
3. The cooler will be made operational only after depositing the electricity charges as decided by the College Authorities.

- Consumption / possession of Liquor / Smoking / Chewing tobacco or any kind of drugs is strictly prohibited. If any student is found guilty, he/she will be expelled from the hostel as well as from the college.

## **XI. HANDLING OF COLLEGE PROPERTY**

- College property is an asset for all the students. It is the responsibility of all the students to keep the property intact. Articles, pictures, documents etc., must not be torn off from the reading/study material available in the library as it will hamper the needs of fellow students. In case anything is required by the students, permission may be sought from the Principal.
- Students should take care not to deface any part of the college premises. Pasting of posters, charts, pamphlets etc. of any kind is not permitted without prior permission of the Principal.
- In case any financial responsibility is given to a student, he/she must fulfill it cautiously. In case the money is handed over to any individual student for any particular job assigned to him/her, the accounts for the money must be given to the authorized representative of the college within 24 hours of the completion of the job. Day Scholars are allowed to bring mobile phones, but they must be SWITCHED OFF during college hours. Hostellers are NOT ALLOWED to bring their mobile phones to the college at all.
- In case of any emergency, parents/students can use the OFFICE PHONE to call.

## **XII. RAGGING**

- Safety Tips (to juniors) Against Ragging "Ragging can be stopped by creating awareness amongst the students, teachers and parents". (As quoted by Hon'ble Supreme Court).
- A fresher who is new to the College environment and does not know how to react to ragging, can undergo severe psychological consequences. It not only bruises his/her ego, faith and confidence but in extreme circumstances, leads to suicide.

### **Precautions/Safety Measures to Be Observed:**

The apprehension to join the college and the first few days can be easily overcome. All that the students need to do is-

1. To know the concerned person of the college for the complaint against ragging or otherwise.



2. Be aware of the rights under the rules.
3. Don't lash back physically or mentally at any indecent or vulgar act of seniors. He/she can always come back in a group.
4. Don't confront an indecent ragging. Find a way to escape from it.  
As per Supreme Court's ruling of writ petition (Civil No. 656 of 1998) Ragging in any form is strictly prohibited. The most stringent measures against anyone caught ragging shall include the below mentioned disciplinary actions:
  - i. The Student can be expelled from the hostel.
  - ii. He/she can be rusticated from college.
  - iii. The student can be fined by the disciplinary Committee.
  - iv. They may be debarred from taking exams and scholarships.
  - v. The results of the guilty students may be cancelled.
  - vi. The General marks in examinations may be deducted.
  - vii. In case of failure to identify any particular student involved in the ragging incident, the entire group present on the spot of ragging is liable for severe punishment as mentioned in item No.1.
  - viii. Students can contact the following in case of any ragging incident-

**ANTI-RAGGING COMMITTEE:**

S. No.	Name	Designation	Contact No.
1.	Dr. Rajveer Singh	Convenor	9811620426
2.	Dr. Achint Juneja	Deputy Convenor	9953241381
3.	Dr. Manu Dhillon	Member	9219510522
4.	Dr. Divya Shetty	Member	9758683634
5.	Dr. Ashish Behl	Member	7838291787
6.	Dr. Shivani Mathur	Member	8178735050
7.	Dr. Ipseeta Menon	Member	9811194629
8.	Dr. Vidhi C Rathi	Member	9873199604
9.	Dr. Ritu Gupta	Member	9810161504
10.	Dr. Akshay Rathore	Member	9999674543
11.	Dr. Prashansa Sharma	Member	7780853231
12.	Mrs. Radha D Chandra	Manager-Admissions	8447753520
13.	Mr. Anil Kumar	Registrar	8447753534
14.	Mr. Pushkar Singh	Academic Programme Officer	8077931545
15.	Mr. Sajal Mandal	Warden-Boys	7838291773
16.	Ms. Minakshi Chawla	Warden-Girls	7838291769

**ANTI-RAGGING SQUAD (For Day & Night)**

During College		After/Before College	
<b>For Girls</b>			
Dr. Pragya Kumar	9811094275	Dr. Madhulika Srivastava	9838073802
Dr. Vidya Sekhar	9489038724	Dr. Prashansa Sharma	7780853231
Dr. Nidhi Puri	8054946185	Dr. Deepika Sharma	7006670310
<b>For Boys</b>			
Dr. Manoj Kumar	9873320714	Dr. Shivam Agarwal	9634251616
Dr. Amit Gupta	8527788740	Mr. Rohit Raj	6396857033
Dr. Akshay Rathore	9999674543	Mr. Sajal Mandal	7838291773

**WOMEN CELL CHAIRPERSON:**

Dr. Upasana Sethi Ahuja, Professor & HOD  
Department of Oral Medicine  
Mob. No. 9911313405

**STUDENT COUNSELOR:**

Dr. Rishi Rath, Professor & HOD  
Mob. No. 7290019192

### **XIII. EXAMINATION RULES**

- The college will conduct Internal Assessment examinations, surprise tests and pre-university examinations. Students not performing up to the desired level in these tests/exams may be detained from appearing in their university examinations.
- During the examinations the candidates shall be under the discipline and control of the Principal/ Centre Superintendent. If a candidate disobeys the instructions of the invigilators or misbehaves with any of the examiners, he/she may be excluded on the day of examination and if he/she persists, he/she may be excluded from the rest of the examinations by the Principal/Centre Superintendent.
- The invigilators or supervisory staff shall be completely authorized to carry out the search of any student to find out whether the student has got any objectionable material with him /her. Refusal of the candidate to be searched would raise a presumption that he/she is in possession of objectionable material to be used in the examination hall as a result of which he/she is liable to be debarred from the particular examination or from the college, as per the discretion of the Principal/Centre Superintendent.
- The examination hall will open 15 minutes before commencement of the examination. Candidates are expected to take their seats 10 minutes before commencement of the examination.
- Only those candidates will be allowed to sit in the examination hall, who are on the rolls of the college and possess the admit card. They are required to sit in their allocated seats.
- No candidate will be allowed to leave the examination hall till the time of examination is over without the permission of the Invigilator/Centre Superintendent.
- No candidate should go outside the examination hall without handing over the answer sheets to the invigilator on duty.
- Smoking, tea, coffee, cold drinks, snacks or eatables of any kind are not allowed in the examination hall.
- Rules will be updated from time to time and the same will be applicable to one and all. The above instructions/advice should be followed by all students which will help us in developing a cohesive, comprehensive, congenial and friendly atmosphere in the college.
- The division of marks is as follows (Subject to change by the DCI).
  1. Each subject shall have a maximum of 200 marks i.e. (Theory= 100 + Practical 100)
  2. Theory=100 will comprise of University written exam=70 + Viva voce=20 + Internal assessment (Written)= 10.
  3. Practical=100 will comprise of University exam=90 + Internal assessment (Written) = 10.
  4. Practical and Viva-Voce only in university examination BDS 2nd year for pre-clinical Prosthodontics and pre-clinical conservative dentistry)= 100 each, will comprise of University Practical exam: = 60 + Viva voce= 20 + Internal assessment (Written) = 20.

#### **XIV. AWARDS**

- The scholar students would be awarded with cash prize, certificates and medals. The students getting first three positions in college will get the following awards.
- First position = Rs. 10,000/-
- Second position = Rs. 7,500/-
- Third position = Rs. 5,000/-
- Additional amount as per following details will be paid to students securing top three positions in the University.
- First position = Rs. 10,000/-
- Second position = Rs. 7,500/-
- Third position = Rs. 5,000/-
- Books worth Rs. 1,000/- each will be given to the next seven positions at college level.
- First 10 toppers of the college will also be awarded with certificates and medals.

#### **XV. CLINICAL POSTING**

The students would be posted in the Clinical OPD of various Dental and Medical Departments. B.D.S I<sup>st</sup> & II<sup>nd</sup> year will be given knowledge about clinical departments & their functioning. Upon the commencement of III<sup>rd</sup> year, they would be undertaking clinical treatment of the patients under the supervision of the faculty members. A brief outline of General guidelines to be followed in the clinical postings are mentioned below, however, respective departments will issue further/ additional guidelines to the students during the clinical posting. All these guidelines must be followed diligently by students at all times.

##### **General guidelines for clinical postings-**

- Students shall always carry their Identity Card issued by the college and should wear their name badge on their aprons within the college premises.
- Students shall behave in a civilized manner during their stay in the clinics; they must be courteous, polite, gentle and co-operative with patients/ fellow students/family members.
- Students will neither use any abusive/aggressive language which disturbs the patients/other students/family members mentally or physically, nor use such words which may hurt the feelings or insult patients/other students.
- Students are required to report to the department Practical/Clinics on time. Students going out of the department during clinical posting should seek permission from the HOD/faculty members.
- Students shall devote their whole time to the assigned work and shall faithfully, diligently and willingly carry out the interactions or orders given to them from time to time in the clinics.
- Students are expected to report to the clinics in full uniform, neatly dressed and in presentable manner. Girls are supposed to trim their nails and tie hair in a neat bun

while working on patients. All students are supposed to take off any rings, bangles ornaments, threads, bands, etc. from their hands before entering the clinics. They should follow strict sterilization and asepsis guidelines in the clinics.

#### **XVI. BATCH CO-ORDINATORS & MENTORS**

- Students can approach their respective batch Co-ordinators & mentors for any help or in case of any academic queries. There are separate Co-ordinators for every year.

##### **Coordinator UG Academic**

Dr. Achint Juneja, Professor  
Department of Orthodontics  
Mob. No. 9953241381  
E Mail: achintjuneja@its.edu.in

##### **BDS Ist Year Coordinator**

Dr. Ashish Behl, Professor & HOD  
Department of Physiology  
Mob. No. 7838291787  
E Mail: hod.phys.gzb@its.edu.in

##### **Mentors:-**

- Mentors are allotted to the students every year. Students can approach their respective mentors/coordinators for any kind of personal or academic problems.



## **XVII. WOMEN CELL**

### **Chairperson:**

1. Dr. Upasana Sethi  
Professor & HOD, Department of Oral Medicine  
Mob. No. 9911313405  
E Mail: wcell.dntl.gzb@its.edu.in

### **Members:**

2. Dr. Divya Shetty  
Professor, Department of Orthodontics  
Mob. No. 9758683634  
E Mail: divyashetty@its.edu.in
3. Dr. Ipseeta Menon  
Professor, Department of Community Dentistry  
Mob. No. 9811194629  
E Mail: dr.ipseeta@its.edu.in

## **XVIII. STUDENT COUNSELOR**

The aim of student counselling is to function as support for individual students during their studies at the college. Students are advised to contact the following student counselors for any personal/professional assistance. Likewise, the students may also contact their mentor faculty for the same.

Dr. Rishi Rath, Professor & HOD  
(Mob. No. 7838291785)

## XIX. LIST OF HOLIDAYS

S. No.	Name of Festival
1	New Year Day
2	Id-ul-Milad
3	Republic Day
4	Mahashivratri
5	Holi / Dhulendi
6	Ram Navmi
7	Mahavir Jayanti
8	Ambedkar Jayanti
9	Id-ul-Fitter
10	Shiv Ratri
11	Independence Day
12	Raksha Bandhan
13	Janmashtmi
14	Id-ul-Zuha
15	Gandhi Jayanti
16	Durga Navmi
17	Dusshera
18	Moharram
19	Balmiki Jayanti
20	Deepawali/ Goverdhan Pooja/ Bhaiya Dooj
21	Guru Nanak Birthday
22	Christmas

## XX. TEACHING SCHEDULE (TENTATIVE) FOR FIRST YEAR

**Fresher's party:** 1<sup>st</sup> month of joining

**1<sup>st</sup> terminal examinations:** 3<sup>rd</sup> to 4<sup>th</sup> month

**2<sup>nd</sup> terminal examinations:** 6<sup>th</sup> to 7<sup>th</sup> month

**3<sup>rd</sup> terminal examinations:** 9<sup>th</sup> to 10<sup>th</sup> month

**Final examinations:** within one year of joining

**Summer vacation:** between June and July for 15 days

**Winter vacation:** between December and January for 8 days

\*(For every respective year, the academic calendar is provided to the students which includes tentative dates of examinations, cultural / sports activities & vacations).

## **FEEDBACK, SUGGESTIONS, COMPLAINTS**

Your suggestions and feedback are valuable. If you have any suggestion / complaints, please send them to us. Any kind of feedback will be greatly appreciated.

*PLEASE WRITE TO*

[feedback.dntl.gzb@its.edu.in](mailto:feedback.dntl.gzb@its.edu.in)

[complaint.dntl.gzb@its.edu.in](mailto:complaint.dntl.gzb@its.edu.in)

## **PLEASE NOTE**

If your issues are unresolved for a reasonable period of time, you can escalate the complaint to

[secretary.dc.mu@its.edu.in](mailto:secretary.dc.mu@its.edu.in)

along with the date and details of the previous correspondence.

Your identity and information shall be kept confidential.

## **ACADEMIC MANAGEMENT SOFTWARE**

**Academic Management Software is a convenience for you. You can view the attendance, examination schedule, marks, notices, and other important details. You will also be able to apply for leave through your ID and check the status of the same.**

**You can access the software by few simple steps:**

**1. Visit college website**

**[www.itsdentalcollege.com](http://www.itsdentalcollege.com)**

**2. Click the button on the left upper side of the home page**

**Hi ITSian**

**You need to enter User Name & Password (provided separately to students and parents).**

**For any clarification, you may contact Registrar  
(Contact No. +91-8447753534)**

**XXI. DECLARATION**

I, ..... have received a copy of I.T.S Centre for Dental Studies and Research, Rule Book and do hereby declare that I accept and will abide by all the rules and regulations.

Name : .....

Place : .....

Date : .....

Course : .....

Batch : .....

Signature: .....

**XXII. UNDERTAKING BY THE CANDIDATE / STUDENT**

1. I, ..... S/o, D/o Mr. / Mrs. .... have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the Central/State Government in this regard.
2. I have received a copy of DCI Regulations in Curbing the Menace of Ragging in Dental Colleges, and have carefully gone through it.
3. I hereby undertake that
  - I will not indulge in any behavior or act that may come under the definition of ragging.
  - I will not participate in or abet or propagate ragging in any form.
  - I will not hurt anyone physically or psychologically or cause any other harm.
4. I hereby agree that if found guilty of any aspect of ragging, I may be punished as per the provisions of the DCI regulations mentioned above and/or as per the law in force.
5. I hereby affirm that I have not been expelled or debarred from admission by any institution.

Signed this ..... day of ..... month of ..... year.

Name:

Signature



**XXIII. DECLARATION BY THE PARENT / GUARDIAN**

1. I, ..... F/o, M/o, G/o .....  
have carefully read and fully understood the law prohibiting ragging and the directions of the Hon'ble Supreme Court and the 2 Central/State Government in this regard as well as DCI Regulations in Curbing the Menace of Ragging in Dental Colleges.
2. I assure you that my son/daughter/ward will not indulge in any act of ragging.
3. I hereby agree that if he/she is found guilty of any aspect of ragging, he/she may be punished as per the provisions of the DCI regulations mentioned above and/or as per the law in force.

Signed this..... day of ..... month of .....year.

Name:

Address:

Signature



(Estd. 2000)

**I.T.S DENTAL COLLEGE**  
www.itsdentalcollege.com

**Northern India's Leading Group of Educational Institutions**

## COURSES

## CAMPUS

### Campus I

▶ **PGDM**

▶ **MBA** ▶ **MCA**

▶ **BBA** ▶ **BCA** ▶ **Ph.D**

### **I.T.S-Management & IT Institute** **I.T.S-UG Campus**

Mohan Nagar, Ghaziabad - 201007

0120-2811000/111

08588000190, 08447744044/43/42/41

its.mn@its.edu.in, admissions.its.mn@its.edu.in

www.facebook.com/ITS.Education.Group

www.facebook.com/ITS.MohanNagar.Ghaziabad

www.facebook.com/ITSmohannagargzb

### Campus II

▶ **BDS** ▶ **MDS**

▶ **BPT** ▶ **MPT**

▶ **B.Sc** (Biotech) ▶ **M.Sc** (Biotech)

▶ **D. Pharma** ▶ **B. Pharma**

▶ **M. Pharma**

▶ **Ph.D** (Pharmaceutical Science)

### **I.T.S-Dental College** **I.T.S-Paramedical (Pharmacy) College** **I.T.S-Paramedical College** **I.T.S-Surya Hospital**

Delhi-Meerut Road, Muradnagar, Ghaziabad (DEL-NCR) - 201206

01232-225380/81/82

08447753520/21/22

dental.gzb@its.edu.in

www.facebook.com/ITSdentalcollege,Ghaziabad

08447753523/24

biotech.gzb@its.edu.in, physio.gzb@its.edu.in

www.facebook.com/ITS.physio.Biotech

08447753525/26

pharm.gzb@its.edu.in

www.facebook.com/ITS.PharmacyCollege

### Campus III

▶ **B.Tech**

•ME •CSE •CE •ECE •EEE

▶ **MBA**

▶ **M.Tech**

•CSE •ECE

### **I.T.S-Engineering College**

46, Knowledge Park-III, Greater Noida - 201308

0120-2331000/1/2

08510010840/41/42/43

admissions.engg.gn@its.edu.in

www.facebook.com/ITSEC.Greater.Noida

### Campus IV

▶ **BDS**

▶ **MDS**

### **I.T.S-Dental College** **I.T.S-Surya Hospital**

47, Knowledge Park-III, Greater Noida - 201308

0120-2331089/1085

07838555877/878/879

dental.gn@its.edu.in

www.facebook.com/ITSDentalCollegeGN

08447753522

[www.itsdentalcollege.com](http://www.itsdentalcollege.com)

# **I.T.S. CENTRE FOR DENTAL STUDIES & RESEARCH**

Delhi – Meerut Road, Murad Nagar, Ghaziabad

## **Code of Conduct for Employees**

### **Your Rights**

1. To be treated respectfully without any discrimination.
2. To seek information and clarity on work responsibilities, key deliverables & performance indicators.
3. To avail informed leave as per rules.
4. To be paid salary as applicable.
5. To know required details of performance appraisal.
6. To be appraised for growth and development within the organization based on merit.
7. To register a complaint or file a grievance.
8. To choose not to continue working with the organization by serving the notice period as applicable
9. To have a safe workplace.

### **Your Responsibilities**

1. To arrive at work on time.
2. To treat all with respect and never discriminate or harass others at workplace.
3. To follow the dress code policy of the institute.
4. To plan leaves well in advance and if unable to do so in case of an emergency/medical condition, inform the reporting authority at the earliest possible time.
5. To maintain discipline and professional ethics.
6. To not share any other valued information gained during the employment to any other individual or institution while in service or even after leaving the service.
7. To use the given e-mail for official purpose only.
8. To value office resources: ensure office stationery is not misused, switch off fan/A.C/light/Computer etc. while leaving the work place.
9. To inform the human resource department about change in name, address, telephone number or any other change in personal information.
10. To not converse in local vernacular language while in patient care areas.
11. To maintain complete confidentiality of patient's information.
12. To immediately report workplace injuries or accidents.
13. To complete vaccination as per laid down protocols.

# **I.T.S. CENTRE FOR DENTAL STUDIES & RESEARCH**

Delhi – Meerut Road, Murad Nagar, Ghaziabad

## **Code of Conduct for Patients**

### **Your Rights**

1. To receive high quality patient care with dignity and regardless of socio economic status, color, race, religion, caste, gender &/or age.
2. To know the name of your doctor.
3. To be explained in an understandable manner about the diagnosis, treatment options, expected costs, risks, benefits and expected outcome.
4. To be explained in an understandable manner about procedure/ treatment to be done and to give informed consent only after proper explanation of the procedure.
5. To be informed about pain & relief measures and to be educated about medications, diet & preventive aspects of care.
6. To request for a second opinion about the diagnosis and treatment plan.
7. To refuse a treatment/investigation and be informed about likely consequences of refusal.
8. To receive information on follow up care needed and know whom to contact in case of emergency.
9. To expect safety and protection against physical abuse or neglect.
10. To have access to your clinical records. Right to expect that all the communications and records pertaining to your case will be kept confidential.
11. To make complaints, to be heard and to provide suggestions.

### **Your Responsibilities**

1. To provide complete information about your present complaint, past medical & dental history, medications, allergies and any other relevant details.
2. To follow the pre & post treatment instructions given by a doctor
3. To follow the appointment schedule and notify if you are unable to do so
4. To treat hospital staff and other patients with dignity & respect and not conduct any activity that will disrupt the functioning of the hospital.
5. To respect that hospital is a no smoking zone.
6. To abide by hospital rules. Keep the hospital clean. Do not bring alcohol, unauthorized drugs or weapons in the hospital. 7
7. To pay the hospital bills on time.

## **ITS Centre for Dental Studies & Research**

**Delhi-Meerut Road, Muradnagar, Ghaziabad201206**

### **Rules & Regulations and Duties Governing the Internship**

#### **Programme**

Welcome to the compulsory rotator internship programme (CRIP) for the year 2021-2022, Internship is a phase of training wherein graduate is expected to conduct actual practice of dental health care and acquire skills under supervision so that he/she may become capable of functioning independently.

The following is summary of the rules, regulations and duties governing the interns of ITS-CDSR

#### **Timings-**

- The daily duty timings are 8.30 AM to 3.00PM. No intern will be allowed to punch the biometric earlier than 08:15 AM failing which they will be marked for that day absent.
- Strict adherence to the above is mandatory.
- No permission to report later than 8.30 AM and to leave earlier than 3.00PM shall be given.

#### **Attendance**

- The interns shall register their attendance via biometric in college and concerned departments and get their attendance card signed by the department.
- Every department shall also maintain a register to mark their attendance on a daily basis.
- The intern's card should be signed by the authorized faculty (department co-ordinator/HOD) at the end of each day.
- The card should be deposited with the department only. The intern shall not keep it in his possession.



- There shall be strict monitoring of the attendance on a daily basis.
- A summary of the attendance shall be submitted (by department co-ordinator/HOD) TO THE APO at the end of every month.

Rotatory Internship posting schedule.

- All interns shall complete their CRIP in accordance to the DCI guidelines.
- Every intern is required to COMPLETE his/her posting (INCLUDING EXTENSION IF ANY) in the concerned department before reporting to the subsequent department.
- Every intern shall maintain a LOG BOOK of the work done in the department This shall be verified and certified by the HOD/department co-ordinator.

Dress Code-

- The interns shall report to duty only in formals
- Girls are allowed Salwar-Kameez, Churidhar-Kurta, Formal trousers and tops only. Jeans, T-shirts, skirts and other casual wear are strictly prohibited
- All interns should wear their identity cards/name plates at all times.
- Strict action shall be taken against those Interns not abiding by the dress code.

Leaves-

- Every intern is entitled to the following leaves
  - I. 12 Casual leaves/year
  - II. 15 Medical leaves/year
- The above leaves can be availed ONLY with prior written permission from the HOD/Department co-ordinator.
- The medical leaves should be supported by a medical certificate from a registered medical practitioner with a copy of prescription given by the doctor.