



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

#36/1, Cline Road, Cooke Town, Bengaluru-560005

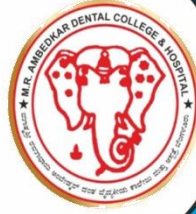
# COMMITTEES HANDBOOK

## 2024-25

IQAC INITIATIVE



# PREAMBLE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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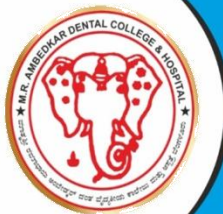
The committees are constituted by the Principal in consultation with College Council for one academic year or until new committees are constituted after approval from the Governing Council.

Various committees are formed in the College for the smooth and efficient management of activities. It also gives the opportunity to the faculty to grow and develop in their extracurricular activity/field and administrative skills.

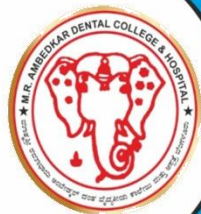
The outgoing Conveners/ In-charges of the committees are expected to hand over all the relevant documents/files to the new Conveners /In- charges in the presence of the Principal or a representative appointed by him. The handed over documents shall be also signed by all the three mentioned above.

The procedure followed for constituting a committee is as follows:

- a) A notice is circulated among the faculty inviting their choice of preference of committee. If the preference made by the faculty is found suitable by the team (Principal and HOD) they approve the same in consultation with the Chairman. In case of any tie or any mismatch, the team reassigns the staff member.
- b) However, for sufficient reasons the Principal along with the HOD may appoint faculty to various committees with the approval of the Chairman.



Committees	Page No.
1. College Council	1-2
2. Academic Committees	3-23
a. Board Of Studies – Undergraduate & Postgraduate	4-7
b. Curriculum Development Board	8-9
c. Value - Added & Certificate Courses Committee	10-11
d. Time Table Committee	12-13
e. Attendance Committee	14-15
f. Feedback Committee	16-18
g. Mentorship Committee / Student's Monitoring Cell	19-20
h. Examination Committee	21-23
i. PhD Committee	
j. Skill or Simulation Committee	
3. Anti Ragging Committee	24-33
4. Biomedical Waste Management Committee	34-35
5. Committee for SC/ST/OBC	36
6. Cultural Committee	37-38
7. DCI Documents Maintenance & Updating Committee	39-40
8. Dental Education Department	41
9. Editorial Board	42-43
10. Grievance Redressal Committee	44-47
11. Hostel Committee	48-49
12. Infection Control Committee	50
13. Infrastructure Development Committee	51-53



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

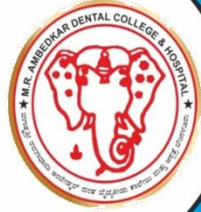
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14. Innovative Practices Committee	54-55
15. Institutional Ethical Committee & Review Board	56-59
16. International Student Cell Committee	60
17. Library Advisory Committee	61-62
18. Magazine/Institution Letter Committee	63
19. Maintenance Committee	64-65
20. NSS Advisory Committee	66
21. Parents Teachers Association	67-68
22. Patients Records Committee	69-70
23. Personality Development Committee	71
24. Placement Cell	72
25. Public Relation & Media Committee	73
26. Purchase committee	74
27. Recruitment & Promotion Committee	75
28. Research & Development Committee	76-78
29. Sports Committee	79-80
30. Staff Welfare Committee	81-82
31. Student Council	83-84
32. Students Counseling Cell	85-87
33. Vigilance & Disciplinary Committee	88-89
34. Website & Automation Committee	90-92
35. Women Welfare Cell	93-94
36. Anti Sexual Harassment Cell	95-99
37. Internal Complaints Committee	

# COLLEGE COUNCIL



## MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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The College Council is the participatory governance communication tool for all constituent committees. It acts as the supreme governing body of the college. Its activities are huge. As the Chairperson, Principal will be executing the statutory functions and all are requested to contribute to the strategic direction of our institute.

The council provides advice to the Chairman, Governing Council on college issues, reviews and considers recommendations from other committees as needed, reviews and considers requests from council member for special consideration, and reviews board of trustee's policies and administrative regulations as needed.

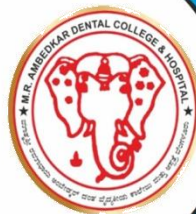
MRADCH College Council comprises of the Vice Principals, Heads of departments as members and Principal/Dean as Chairperson. The Council meets regularly every month to discuss important issues related to curriculum, training programs, policy changes, etc. During these meetings issues related to DCI inspections, accreditations, research, and event calendar for the year also will be discussed.

### **Functions of the College Council:**

- Uphold the mission and vision of the Institute.
- Monitoring the progress of college in all activities.
- Forecasting the effective and prudential operation of the college and its teaching hospital.
- Review of proposals of Academic Committees & Dental Education Department with regard to syllabus and curriculum.
- Overall discipline of students & Staff
- Overall assessment of each department
- Scheduling of extracurricular & Co-curricular activities in consultation with respective committees
- Scheduling of meetings

### **The Committee Chair to conduct periodic meetings:**

- Frequency of Committee meetings – Every Month.
- Agenda for Committee meetings



- Attendance of Committee meetings
- Minutes of Meetings to prepared by the co-coordinator

### **Reporting to the Council:**

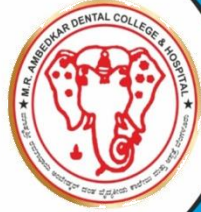
The Committee Chair to present to the Governing Council meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

### **COMMITTEE 2023-24:**

- |  |                     |
|--|---------------------|
| 1. Dr. Pradeep P. R., Principal                        | -Chairperson        |
| 2. Dr. Tarulatha R. Shyagali, Vice-Principal           | -Member             |
| 3. Dr. IlaSrinivasan, Professor &HOD, Pedodontics      | -Dean of PG student |
| 4. Dr.Shruthi C S,Prof.& HOD, Prosthodontics student   | -Dean of UG         |
| 5. Dr. JayanthiD.,Professor &HOD, Periodontics Affairs | -Dean of Student    |
| 6. Dr. SatishP., Prof.& HOD of Oral Surgery            | -Member             |
| 7. Dr. RoopashriG.,Prof.&HOD,Oral Medicine             | -Member             |
| 8. Dr. Pramila M, Prof.& HOD,PublicHealthDentistry     | -Member             |
| 9. Dr. Soundarya .N,Prof.& HOD,Oral Pathology          | -Member             |
| 10. Dr. AnanthaKrishna, I/cProf.& HOD, Cons.Dentistry  | -Member             |
| 11. Dr. Rashmi,Reader, Conservative Dentistry          | -Coordinator        |
| 12. Sri. KrishnaSwamy, Manager                         | -Member             |

# ACADEMIC COMMITTEES



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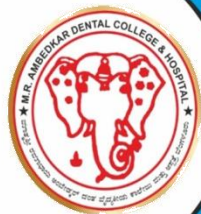
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The Academic Committee serves as an integral part of the UG & PG Programmes as well as Certificate course, add-on courses, working hand in hand with the institute's administration to ensure the proper maintenance of academic rigor. It is responsible for encouraging an intellectually stimulating environment by supporting the Institutes office in the smooth functioning of classes, examinations, and other activities like setting up the curriculum, planning academic calendar, lesson planning and preparedness of the students for exams. Apart from the keen focus on academic success, the committee is also responsible to ensure the personal development of students and maintaining student satisfaction.

Given below are sub committees and activities, each committee takes up the work throughout the year to stick to its motives and objectives.

1. BOARD OF STUDIES – UNDERGRADUATE & POSTGRADUATE
2. CURRICULUM DEVELOPMENT BOARD
3. VALUE - ADDED & CERTIFICATE COURSES COMMITTEE
4. TIME TABLE COMMITTEE
5. ATTENDANCE COMMITTEE
6. FEEDBACK COMMITTEE
7. MENTORSHIP COMMITTEE / STUDENT'S MONITORING CELL
8. EXAMINATION COMMITTEE
9. PhD COMMITTEE
10. SKILL / SIMULATION LAB COMMITTEE



## **BOARD OF STUDIES –**

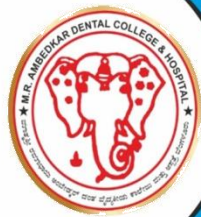
### **UNDERGRADUATE & POSTGRADUATE**

This body acts as a vital link between the student body and the faculty. The significant function of this committee is to act as a medium of communication between the students and the faculty. The agenda of this committee is to keep the students aware of their academic standing and reducing blind-spots. It takes up the responsibility of imbibing best practices so that future student's community can have better system in place. It also arranges regular interaction between faculty and students; faculty and parents. It also holds responsibility for conducting practices like academic award functions to honor students for their academic excellence. The Board of studies is also responsible for monitoring the overall performance of students registered to these programmes, monitoring their progression and ensuring their academic welfare.

#### **Responsibilities of Committee Members:**

- Arranging teaching requirements for successful completion of academic programs of the college – includes Curriculum planning, Lesson Planning, Department Planning for course completion, and supervising the same periodically with the help of curriculum development board.
- Recommending the Principal for providing the necessary infrastructural, human resources and other requirements for progressing towards achievement of the vision of the college.
- Facilitating supervision of the functioning of computing and IT infrastructure, central library and other learning resources of the college.
- Ensuring discipline among students.
- Using appropriate assessment methods during formative assessment so that special programmes can be adopted to facilitate slow learners.
- To provide student cumulative update for results to concerned mentors.
- Inspiring students to be creative and innovative and recommending Institution to encourage them with financial support towards the same.





- To record students personal data and other learning experience records, systematically to help students pursue further studies or develop their career.
- Facilitating Controller of Examinations for making arrangements for conducting examinations, as per the norms of RGUHS.
- Recommending the Principal for encouraging students with awards, scholarships, medals and prizes and so on.
- Appointing committees from amongst the college teaching faculty and experts from outside, in order to sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.
- The committee will focus on the feedback given by the students for the faculty and prepare plans to develop suitable mechanism for staff motivation through programs for excellence in teaching.
- Planning and executing the overall academic growth of the college by making recommendations to the Principal, wherever necessary.

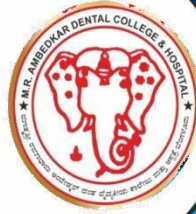
**The Dean of UG/PG Studies to conduct periodic meetings:**

- Frequency of Committee meetings - at least four (4) times per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

**Reporting to the Chairperson:**

The Dean of UG Studies to present to the Chairperson of UG Board of Studies, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report



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## UG Board of Studies for year 2023-24

- |  |                          |
|--|--------------------------|
| 1. Dr. Pradeep P. R., Principal                  | -Chairperson             |
| 2. Dr. Tarulatha R. Shyagali, Vice-Principal     | -Co-Chairperson          |
| 3. Dr. Shruthi C. S., Prof.& HOD, Prosthodontics | -Dean of UG Students     |
| 4. Dr. Jayanthi D., Prof. & HOD, Periodontics    | -Dean of Student Affairs |

### **Cordinators:**

- |  |                      |
|--|----------------------|
| 1. Dr. Mohammed Hilal, Professor, Prosthodonti | -Students Affairs    |
| 2. Dr. Vijay Kumar Jain, Reader, OralPathology | -Examination section |

### **Members:**

#### **I year BDS In charge**

1. Dr. Shibani Shetty, Reader, Oral Pathology
2. Dr. Sanober Khan, Lecturer, Prosthodontics

#### **II Year BDS In charge**

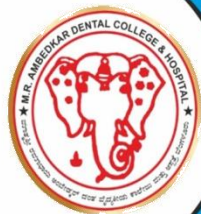
1. Dr. Rashmi N., Reader, Conservative Dentistry
2. Dr. KeerthanaS R., Lecturer, Prosthodontics

#### **III Year BDS In charge**

1. Dr. SmithaShetty, Reader, Orthodontics
2. Dr. Sunil S P., Reader , Oral Surgery
3. Dr. Archana, Senior Lecturer, Oral Medicine
4. Dr. Geetha, Reader, Public Health Dentistry

#### **IV Year BDS In charge**

1. Dr. Bindu, Reader, Oral Surgery
2. Dr. Harini, Reader, Periodontics
3. Dr. Laghna, Reader, Periodontics



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## PG Board of Studies for year 2023-24

1. Dr. Pradeep P. R., Principal -Chairperson
2. Dr. Tarulatha R. Shyagali, Vice-Principal -Co-Chairperson
3. Dr. Ila Srinivasan, Professor &HOD, Pedodontics -Dean of PG student
4. Dr. Rabindra S Nayak, Prof. & HOD of Orthodontics -Member
5. Dr.Jayanthi, Professor& HOD ,Periodontics -Member
6. Dr.SatishKumaranP,Prof.&HOD ofOral Surgery -Member
7. Dr.RoopshriG.,Prof.& HOD, Oral Medicine -Member
8. Dr.PramilaM, Prof.& HOD,PublicHealthDentistry -Member
9. Dr.ShruthiCS,Prof.& HOD, Prosthodontics -Member
10. Dr.Soundarya.N,Prof.& HOD,Oral Pathology -Member
11. Dr.AnanthaKrishna, I/cProf.& HOD, Cons.Dentistry -Member

### Coordinators:

1. Dr.Deepak P Bhayya,Professor & Facility Director, Paedodontics
2. Dr.FouziaTarannum, Professor, Periodontics
3. Dr.MuqetBaig, Professor,Oral Surgery

## CURRICULUM DEVELOPMENT BOARD



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The Curriculum development Board

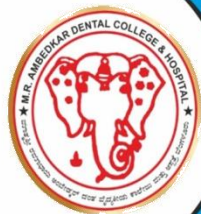
will design, formulate, and structure the curriculum on the basis of prescribed by RGUHS & DCI and will prepare course objectives and syllabus in line with program educational objective.

### Responsibilities of Committee Members:

- To encourage faculty in their attempts to promote active, student-centered learning.
- To inform faculty about curriculum development templates, standards, and processes - includes Curriculum planning, Lesson Planning, Department planning for course completion, and regularly revisits and refines the guidelines and templates provided to faculties.
- To help faculty to develop and describe productive learning activities and assessment measures.
- To help faculty design and define, and fine-tune coherent assessment measures, including course and program-level student learning outcomes, methods of assessment, and rubrics.
- To facilitate teamwork among members of course and program development teams, within and across academic departments.
- To serve as liaison between faculty and administration in regard to curriculum development projects
- To conduct workshops on curricular issues and concerns at the College
- To present the College's unique and effective curricular process at conferences on higher education.
- To foster and contribute to College discourse on educational issues and curricular policy

### The Co-Chairperson to conduct periodic meetings:

- Frequency of Committee meetings - at least 1 per month with Department HODs.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings



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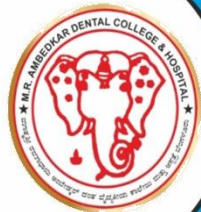
## Reporting to the Chairperson:

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

## Members of Curriculum Development Board for year 2023-24

1. Dr.PradeepP. R., Principal	-Chairperson
2. Dr.TarulathaR. Shyagali, Vice-Principal Chairperson	-Co-
3. Dr.RabindraSNayak, Prof. & HOD of Orthodontics	-Member
4. Dr.Fouzia.,Professor, Periodontics	-Member
5. Dr.AnanthaKrishna, I/cProf.& HOD, Cons.Dentistry	-Member
6. Dr.SatishKumaran,Professor & Head, Oral Surgery	-Member
7. Dr.Umashankar.G.K.,Professor & Medical Superintendent, Public Health Dentistry	-Member
8. Dr.Mohammed Hilal,Professor, Prosthodontics	-Member
9. Dr.VijayKumar Jain,Reader,Oral Pathology	-Member
10. Dr.Roopashri,Professor, Oral Medicine	-Member
11. Dr.Neeraja, Reader,Pedodontics	-Member



## **VALUE - ADDED & CERTIFICATE COURSES COMMITTEE**

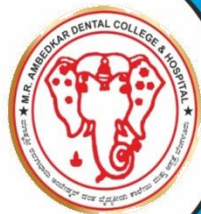
This committee is formed to provide additional need based, learner centric skill oriented knowledge to the students. As any university curriculum cannot adequately cover all areas of importance or relevance. It is important for higher education institutions to supplement the curriculum to make students better prepared to meet contemporary demands as well as develop their own interests and aptitudes. Hence a wide variety of short term certificate / value added courses which are to be conducted after class hours or during annual breaks. These courses are conducted by professionals and subject experts and help students stand apart from the rest in the society by adding further value to their resume.

### **Responsibilities of Committee Members:**

- To identify and design courses which are need based and learner centric.
- To ensure the courses chosen are current and are in demand.
- To ensure the courses are properly planned and delivered.
- To develop curriculum for the new courses.
- To ensure the courses add value to the students current skill set.  
To integrate deliver the courses through the normal class schedule.
- To conduct test and examine the students' knowledge in the value -added & certificate courses.
- To collect feedback and update the courses periodically.

### **The Coordinator to conduct periodic meetings:**

- Frequency of Committee meetings - at least 2 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings



### Reporting to the Chairperson:

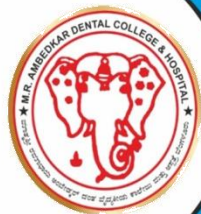
The Coordinator to present to the

Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

### Members of Value - Added & Certificate Courses Committee for year 2023-24

- |   |                     |
|---|---------------------|
| 1. Dr.Pradeep P. R., Principal                              | -Chairperson        |
| 2. Dr.Tarulatha R. Shyagali, Vice-Principal                 | -Co-Chairperson     |
| 3. Dr.Umashankar.G.K.,Professor,Public Health Dentistry     | -Member             |
| 4. Dr.Ila Srinivasan,Professor & HOD, Pedodontics           | -Dean of PG student |
| 5. Dr.Shruthi.C.S.,Professor & HOD, Prosthodontics Students | -Dean of UG         |
| 6. Dr.JayanthiD.,Professor, Periodontics Affairs            | -Dean of Student    |
| 7. Dr.VijayKumarJain,Reader, Oral Pathology                 | -Co-Chairperson     |
| 8. Dr.RabindraSNayak, Prof.& HOD of Orthodontics            | -Member             |
| 9. Dr.Poojya,Reader,Prosthodontics                          | -Member             |
| 10. Dr.Rukmini,Lecturer, Public Health Dentistry            | -Member             |
| 11. Dr.Komal,Lecturer, Conservative Dentistry               | -Member             |
| 12. Dr.Keerthana,Lecturer, Prosthodontics                   | -Member             |
| 13. Dr.VijayLakshmi, Lecturer, Oral Medicine                | -Coordinator        |



## **TIME TABLE COMMITTEE**

This committee will work for the smooth and efficient management of academic programme through the years. The Committee will receive the work load (in advance) from Head of Departments and will prepare the time tables & exam time tables in consultation with the Principal. The Time Tables will be prepared for individual teachers, laboratory, class room, pre-clinical & clinical postings. The common slot will be kept free for departmental meeting and the meetings of Head of Department. The committee will also see that for each dept. faculty members be kept free for dept. meeting.

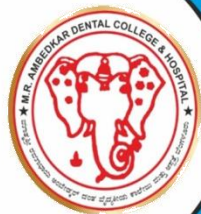
### **Responsibilities of Committee Members:**

- To prepare the Academic Calendar, by collecting information from coordinators of various Committees, HODs and the Principal.
- To display and publicize the Academic Calendar for the information of students and staff.
- To prepare time table at the beginning of each year with the active involvement of the committee members of the respective department in the Time Table Committee by collecting data on teaching load distribution of individual faculty members from the department, sharing teaching load from other departments, assigning of classrooms rooms, assigning of common resources (classrooms, labs which are shared) and taking into account department-specific requirements
- With the information gathered, prepare the class time tables and posting lists in the prescribed format.
- By referring to the class timetables, prepare the timetables of individual faculty members.
- Communicate and widely publicize the time tables/posting list to staff and students.

### **The Co-Chairperson to conduct periodic meetings:**

- Frequency of Committee meetings - at least 2 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings





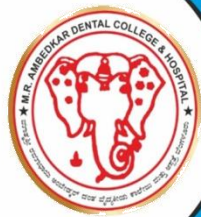
### Reporting to the Chairperson:

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

### Members of Time Table Committee for year 2023-24

- |  |                     |
|--|---------------------|
| 1. Dr.Pradeep P. R., Principal                         | -Chairperson        |
| 2. Dr.Tarulatha R. Shyagali, Vice-Principal            | -Co-Chairperson     |
| 3. Dr.Ila Srinivasan,Professor &HOD, Pedodontics       | -Dean of PG student |
| 4. Dr.Shruthi.C.S.,Prof.& HOD, Prosthodontics Students | -Dean of UG         |
| 5. Dr.VijayKumar Jain,Reader,Oral Pathology            | -Co-Chairperson     |
| 6. Dr.ShivaPrasad, Reader,Periodontics                 | -Member             |
| 7. Dr.Asha.,Lecturer, Conservative Dentistry           | -Member             |



## **ATTENDANCE COMMITTEE**

This committee keep track of students' attendance and to ascertain whether there is any correlation between their attendance and performance and if so, to what degree.

### **Responsibilities of Committee Members:**

- Regular maintenance of monthly, quarterly, half yearly and yearly student's attendance.
- Display the attendance list for the information of the students and make corrections if needed.
- Generate the defaulters' list and hand over one copy to the HODs and Principal
- To make available attendance of students to the parents.
- To create facility for automatic email/sms to students with less attendance, e.g. absent for three or more days consecutively or consider mailing attendance report to respective parents /guardians and giving one copy to the respective class.
- Prepare a subject wise list of the final attendance, practical and lectures together and make it available on share-on folder for subject teachers' ready reference.

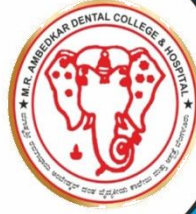
### **The Coordinator to conduct periodic meetings:**

- Frequency of Committee meetings - at least 2 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

### **Reporting to the Chairperson:**

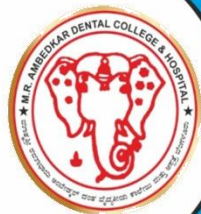
The Coordinator to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report



**Members of Attendance Committee for year 2023-24**

- |   |                     |
|---|---------------------|
| 1. Dr.Pradeep P. R., Principal                      | -Chairperson        |
| 2. Dr.Tarulatha R. Shyagali, Vice-Principal         | -Co-Chairperson     |
| 3. Dr.Ila Srinivasan,Professor &HOD, Pedodontics    | -Dean of PG student |
| 4. Dr.Shruthi.C.S<br>Students                       | -Dean of UG         |
| 5. Dr.JayanthiD.,Professor, Periodontics<br>Affairs | -Dean of Student    |
| 6. Dr.Chaitra ,Reader,Orthodontics                  | -Coordinator        |
| 7. Dr.Sheela,Tutor,Conservative Dentistry           | -Member             |
| 8. Dr.Sanober,SeniorLecturer,Prosthodontics         | -Member             |
| 9. Dr.ShibhaniShetty, Reader,Oral Pathology         | -Member             |
| 10. Dr.FouziaTarannum, Professor , Periodontics     | -Member             |

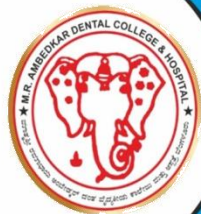


## **FEEDBACK COMMITTEE**

The Feedback Committee oversees the development and implementation of methods and practices that make use of feedback to enhance learning and teaching. The committee develops a feedback system in place for taking feedback from all stakeholders, namely, students, teachers, parents and alumni once a year. The collective feedback are summarized and analyzed for the corrective measures and continuous improvements; the objective of feedback collection is to provide a framework for acquiring, summarizing and documenting information on the inputs received from all the stakeholders viz. students, faculty, alumni, employers and parents.

### **Responsibilities of Committee Members:**

- To oversee development and implementation of a holistic approach to the evaluation of courses, with an emphasis on constructive peer review.
- To significantly increase students interaction with the institution.
- To increase the Quality of Teaching and new updation on value added module.
- To communicate with all stakeholders regarding the progress of institute and to ensure stakeholder communications are coordinated.
- To provide advice on scope and recommend the required resources needed to implement strategies to enhance learning process.
- To exercise other functions as delegated by the other Academic Committees.
- To prepare and obtain a structured standard format to obtain feedback from stakeholders including students, teachers, employers, professionals, alumni and parents.
- Analysis the report and intimate to management regarding the progress.
- Create linkage with Alumni and Students for Better employability opportunity.
- Feedback processes is systematic and respectful to the rights of all stakeholders.



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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The institute/college shall ensure the feedback and its analysis from the following stakeholders:

Sl No.	Stakeholder	Frequency	Sample	Form Format
1.	UG Student	Annually	Interns, Final year and 3 <sup>rd</sup> year students.	Digital
2.	PG Student	Annually	MDS students from all years	Digital
3.	Alumni	Annually	Random Sample	Digital
4.	Faculty	Annually	All faculty	Digital
5.	Employers	Annually	Random Sample	Digital
6.	Professionals (from other institute/ university)	Annually	Random Sample	Digital/ Visitor's Log Book
7.	Parents	Annually	Random Sample	Oral/ Manual

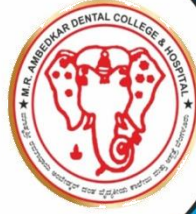
### The Coordinator to conduct periodic meetings:

- Frequency of Committee meetings - at least 2 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

### Reporting to the Chairperson:

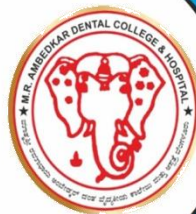
The Coordinator to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report



### **Members of Feed Back Committee for year 2023-24**

1. Dr.PradeepP. R., Principal -Chairperson
2. Dr.TarulathaR. Shyagali, Vice-Principal -Co-Chairperson
3. Dr.IlaSrinivasan,Professor &HOD, Pedodontics -Dean ofPG student
4. Dr.Shruthi.C.S.,Professor &HOD, Prosthodontics -Dean ofUGStudents
5. Dr.JayanthiD.,Professor& HOD, Periodontics -Dean ofStudentAffairs
6. Dr.UmashankarGK,Professor &MedicalSuperindent -Co-Chairperson
7. Dr.Fouzia.,Professor , Periodontics -Member
8. Dr.DeepakV.,Lecturer, OralPathology -Member
9. Dr.Sanober,Lecturer, Prosthodontics -Coordinator
10. Dr.Bindu,Reader,Oral Surgery -Member



## **MENTORSHIP COMMITTEE/ STUDENT'S MONITORING CELL**

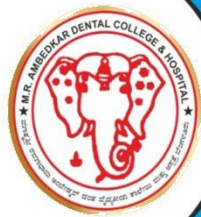
Mentor Mentee Program is an essential component for a successful career as it

bridges the gap between the faculties and students. Mentoring provides students emotional and instrumental support, guidance, encouragement and better environment in college. A mentor plays a vital role in nurturing students and has a positive impact on students' persistence and academic achievement. A mentee can approach his / her mentor for both educational and personal guidance. It is conducted to help the students to strengthen their varied capabilities and to build an interpersonal relationship between the faculties and students. Also to provide a platform where experiences can be shared on a one to one informal basis, maintaining confidentiality to establish a trusting relationship, thus providing support to students at various stages in their course programme and career.

Mentoring mentee system at MRADCH is a structured programme in which each faculty is assigned with the task of mentoring about 8-10 students. First year students will have mentors from first year departments, when they move on to subsequent years they will be detached from the preceding mentors and attached to succeeding faculty from that particular year. MRADCH has extended the mentorship program to postgraduate students. For the smooth process all mentors are provided with mentoring log book to keep a confidential comprehensive record of their mentees activities, academic and co-curricular achievements. During the interaction, Mentors document their observations and also develop a shared action plan to guide the students to enhance their professional growth. In addition, at the end of each academic year, mentors once again, assess their mentees and a final report is submitted to the Principal.

### **Responsibilities of each Mentor:**

- To recruit faculty as mentors, annually at the beginning of an academic year.
- To provide ground rules to help the mentor and mentee succeed.
- To collect resources for best practices in successful mentoring relationships.
- To offer participants guidance and support (training) in creating and sustaining the mentoring relationship.
- To equip students with understanding and tools to make ethical and informed decisions.

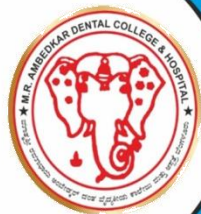


- To equip students for success by offering meaningful mentoring expertise, support and resources.
- To solicit and act upon feedback from program participants about the effectiveness of program.
- To provide on boarding documents and webinars to ensure a successful start and continuity.
- To organize programme events for mentors and mentees at annual get together.
- Developing and updating mentoring process and procedures.
- Organizing monthly mentor mentee meetings and also as and when required.
- Organizing annual review of the programme and updating it where required.

#### **Members of Mentorship Committee/ Student's Monitoring Cell for year 2023-24**

1. Dr.Pradeep P R., Principal -Chairperson
2. Dr.Tarulatha R. Shyagali, Vice-Principal -Co-Chairperson
3. Dr.Ila Srinivasan, Professor & HOD, Pedodontics -Dean of PG student
4. Dr.Shruthi C.S., Professor & HOD, Prosthodontics -Dean of UG Students
5. Dr.Jayanthi D., Professor, Periodontics -Dean of Student Affairs
6. Dr.Shibani Shetty, Reader, Oral Pathology -Coordinator
7. Dr.Roopashree G, Prof. & HOD, Oral Medicine -Member
8. Dr.Neeraja R, Reader, Pedodontics -Member
9. Dr.Anand M, Reader, Prosthodontics -Member
10. Mr.Harshavardhan, F.D.C -Member
11. Dr.Fouzia., Professor, Periodontics -Coordinator





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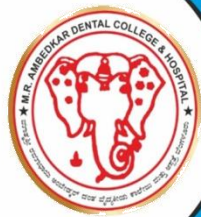
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### EXAMINATION COMMITTEE

This committee is to help and ensure smooth and orderly conduct of examinations in the institute as per guidelines issued by the RGUHS from time to time. Also arrangement for speedy evaluation and scrutiny of answer scripts of Internal Assessments and University examinations. It also helps the College to maintain a good academic ambience during examinations. Keeping the records of each and every issue related to the examinations and organizing workshops and seminars for the improvement of the examination system.

### Responsibilities of Committee Members:

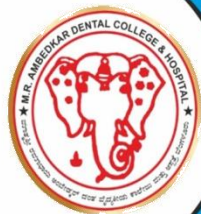
- Conducts College level (entry level exams, internal exams, preparatory exams) and University level examinations theory and practical Examinations
- Smooth functioning of evaluation of papers of RGUHS theory papers.
- To prepare relevant time tables for College level (entry level exams, internal exams, preparatory exams).
- They shall make the Block and Seating arrangement and display them on the concerned Notice Board/Website and Blocks.
- They shall prepare and display an overall Supervision Duty List as well as Daily Supervision Duty List of the Staff.
- They shall ensure that adequate stationery, like answer sheets, Pens, pencils, package covers, envelopes etc., are made available.
- To collect examiners names for assessment and moderation of each subject from respective HODs.
- The Exam cell shall contact members of the panel (provided by the HOD) and shall prepare the list of the Examiners depending upon their availability.
- The Committee members shall ensure that the evaluation and moderation process is completed on time and the same be sent to the University for Necessary Approval within last date.
- All the results (First Year to Final Year) shall be displayed on the respective student Notice Boards/College Website. A copy of the same shall be sent to the respective HODs.



- The Exam Cell shall analyze the exam results and the same shall be verified by the respective HODs. After due verification, copies of the result analysis shall be sent to HODs, and the Principal.
- Preparation of smooth conduct of Examinations, preparation of time –table schedules, Invigilation duty chart, Seat allotment in the Examination halls etc.
- During College exams if any student is found of copying, the Principal along with the Committee shall take action against such students as per the guidelines from the RGUHS.
- To ensure that the entire exam related documents reach the university in time.
- Any Circular, Guideline, Office Order, Notification received by the University are processed in the Examination Cell, reply thereof prepared and after Principal’s signature dispatched or circulates to the concerned Departments / Students.

**The Controller of Examinations to conduct periodic meetings:**

- Frequency of Committee meetings - at least 4 per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings
- Pre-exam meeting
  - To brief the members of faculty with regard to the examination procedures and the role and responsibilities. – 1 Meeting before each Formative & Summative Assessment.
  - The Committee shall ensure that the theory question papers are submitted in the office at least 3 days in advance.
  - Once the theory and practical exams are done, the committee shall give a stipulated time period for paper corrections to all the examiners.
  - At the end of college and University exams, the committee shall prepare a report for the same and submit it to Principal.



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## Reporting to the Chairperson:

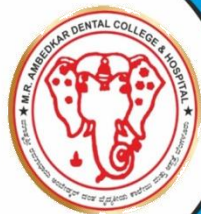
The Controller of Examinations to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

## Members of Examination Committee for year 2023-24

1. Dr.Pradeep P R., Principal -Chairperson
2. Dr.Tarulatha R. Shyagali, Vice-Principal -Co-Chairperson
3. Dr.Ila Srinivasan, Professor & HOD, Pedodontics -Dean of PG student
4. Dr.Shruthi C.S., Professor & HOD, Prosthodontics -Dean of UG Students
5. Dr.Roopashri, Professor & HOD, Oral Medicine -Controller of Exams
6. Dr.Mohammed Hilal, Professor, Prosthodontics -Controller of Exams
7. Dr.Vijay Kumar Jain, Reader of Oral Pathology -Internal Exams Coordinator
8. Dr.Smitha Shetty, Reader of Orthodontics -Member
9. Dr.Deepak, V, Lecturer of Oral Pathology -Member
10. Mr.Harshavardhana, F.D.C, Student Section -Member
11. Mr.Renuka Prasad, IT Department -Member

# ANTI - RAGGING COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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The committee will focus on anti-ragging issues of the students, to make college campus “zero tolerance for ragging” and ragging free by weeding out ragging in all its forms. It would resolve issues related to anti-ragging by suitable awareness drives, students counseling, monitoring and control.

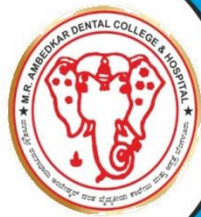
## **Definition of Ragging:**

Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness any other student, indulging in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior student”.

## **What Constitutes Ragging?**

Ragging constitutes one or more of any of the following acts:

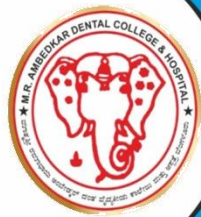
1. any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student;
2. indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship, physical or psychological harm or to raise fear or apprehension thereof in any fresher or any other student;
3. asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student;
4. any act by a senior student that prevents, disrupts or disturbs the regular academic activity of any other student or a fresher;
5. exploiting the services of a fresher or any other student for completing the academic tasks assigned to an individual or a group of students.



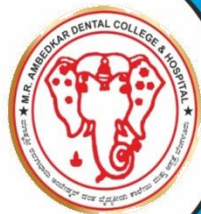
6. any act of financial extortion or forceful expenditure burden put on a fresher or any other student by students;
7. any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestures, causing bodily harm or any other danger to health or person;
8. any act or abuse by spoken words, emails, posts, public insults which would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to fresher or any other student;
9. any act that affects the mental health and self-confidence of a fresher or any other student with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student.

#### **Role and Responsibilities of Members:**

1. To monitor an undertaking in the prescribed format from the candidate concerned on anti- ragging at the time of admission.
2. To address the students and parents by the head of the institutions on anti-ragging committee.
3. To arrange to send letters to parents, guardians of the students at the end of the academic year for creation of awareness.
4. To form monitoring cells (Anti-ragging squad's faculties for surprise raids).
5. To suggest measures to tighten the security.
6. The committee will monitor carefully any ragging incidents in the college premises, canteen, college buses, mess area and hostels through frequent raids.
7. The faculty members can take the help of the member students as and when required and can also involve them in different activities relating to Anti-Ragging Committee.
8. Keep reminding students about the severe actions which could be taken against them if they are found involved or indulged in ragging.
9. Make students aware of their respective Institution about the rules and regulations of Anti-Ragging.



10. Taking ownership in making the environment of the campus absolutely free from Ragging.
11. Actively participation in monthly meeting of Anti-Ragging Committee or as per the scheduled informed to them from time to time.
12. Identify and keep in close observation of the sensitive places of the institute where such incidents can take place.
13. For each ragging incident, the member person is supposed to prepare and submit a complete report including their remarks about the incident for further action to the Head of Anti- Ragging Committee.
14. If any such incident is reported to member or member himself/herself comes across such incidents, he/she has to immediately try to get connected telephonically/face to face to the group of students found/reported to indulge in ragging.
15. The member person will immediately investigate about such incident and will take in written from the doer and the culprit.
16. The member person will also try to collect the information Oral and Written from the witnesses and will put remarks of the witness in the report.
17. Simultaneously, the member person will immediately bring to the notice of Head of Anti-Ragging Committee about such happening as first information and later on will submit an exhaustive report to the Heads for further process and action.
18. Since the gravity of the incident will be decided by the report which will get reflected into the decision of the degree of punishment for the defaulter, it is expected from the each member person that they make/develop the report with utmost sincerity and care.
19. Each such report submitted to the Head of Anti-Ragging Committee will be further investigated by their own resources in order to reach to a right judgment & appropriate decision.
20. The member faculty of Anti- Ragging Committee will be in close touch with the heads regarding the report they have submitted to the Head. His/her responsibility will not be over just by submitting the report; rather they may also be expected to be a part of

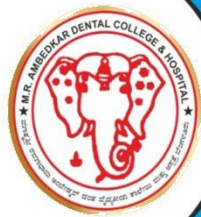


decision. Thus, they are supposed to be in touch with the Head till the final verdict upon the case submitted has come out.

21. Each nominated member of the committee is expected to abide by the SOP prescribed by Government of India.
22. The committee will meet & conduct minimum of two meetings biannually.

**Measures for prevention of ragging:-**

1. Institute shall clearly mention that ragging is totally banned and anyone found guilty of ragging and/or abetting ragging is liable to be punished.
2. The 'Prospectus' and other admission related documents shall contain directions of the Supreme Court Affiliating University/admission Authority/State Govt/Central Govt. shall make it mandatory for the institutions under their jurisdiction to compulsorily incorporate such information in their 'Prospectus'. These Regulations shall be printed in the brochure of admission/instruction booklet for candidates.
3. The application form for admission/enrolment shall have a printed affidavit, preferably both in English and/or in one of the regional languages. The affidavit should be filled up and signed by the candidate to the effect that he/she is aware of the law regarding prohibition of ragging as well as the punishments, and that he/she, if found guilty of the offence of ragging and/or abetting ragging, is liable to be punished appropriately.
4. A student seeking admission to the hostel shall have to submit another affidavit along with his/her application for hostel accommodation that he/she is also aware of the law in this regard and agrees to abide by the punishments meted out if he/she is found guilty of ragging and/or abetting ragging.
5. Each batch of fresher's should be divided into small groups and each such group shall be assigned to a member of staff. Such staff member should interact individually with each member of the group on daily basis to ascertain the problems/difficulties, if any faced by the fresher's in the Institution and extend necessary help.
6. In case of fresher's admitted to a Hostel it shall be the responsibility of the teacher in charge of the group to co-ordinate with the warden of the Hostel and to make surprise visits to the rooms in the hostel where the members of the group are lodged. Fresher's should be lodged in a separate



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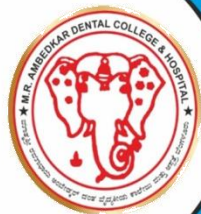
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hostel block wherever possible and where such facilities are not available, the college/institution shall ensure that seniors' access to fresher's

accommodation is strictly monitored by wardens, Security Guards and Staff.

7. Every institution should engage or seek the assistance of professional counselors at the time of admissions to counsel 'fresher's in order to prepare them for the life ahead, particularly for adjusting to the life in hostels. At the commencement of the academic session the Head of the Institution, shall convene and address a meeting of various functionaries/agencies, like Wardens, representatives of students, parents/guardians, faculty, district administration including police, to discuss the measures to be taken to prevent ragging and steps to be taken to identify the offenders and punish them suitably.
8. Every fresher admitted to the Institution, shall be given a printed information booklet detailing when and whom he/she has to turn to for help and guidance for various purposes (including Wardens, Head of the institution, members of the anti-ragging committee, relevant district and police authorities), addresses and telephone numbers of such persons/authorities, etc.
9. To make the community at large and the students in particular aware of the dehumanizing effect of ragging, and the approach of the institution towards those indulging in ragging, big posters (preferably with different colors for the provisions of law, punishments, etc.) shall be prominently displayed on all Notice Boards of all departments, hostels and other buildings as well as at vulnerable places. Some of such posters shall be of permanent nature in certain vulnerable places.
10. The Institution, shall request the media to give adequate publicity to the law prohibiting ragging and the negative aspects of ragging and the institutions 's resolve to ban ragging and punish those found guilty without fear or favor.
11. The Institution shall tighten security in its premises, especially at the vulnerable places. If necessary, intense policing shall be resorted to at such points at odd hours during the early months of the academic session.





**Protocol to be followed in case of  
incidence of Ragging:**

1. A Formal complaint will be filed with the Anti-ragging committee/Chairman/member/ members of anti-ragging squads.
2. Authenticity of the case will be examined by the members deputed by the chairman.
3. Initiation of the enquiry process by the members deputed by the chairman.
4. After a formal enquiry, the report will be forwarded to the Head of the Institution/ chairman.
5. Appropriate penalty actions will be recommended to the Head of the Institution as per law.

**Penalties:**

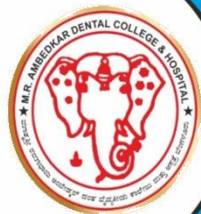
The following are the penalties that may be imposed on a student.

- Minor Penalties :
  - Oral/Written Warning.
  - Fine.
  - Suspension from the class for a week.
- Major Penalties :
  - Suspending from class for one month/year.
  - Prevention from appearing University Exams.
  - Suspension from Hostel.
  - Rustication from college.

**Administrative Action in the event of Ragging:**

The institution shall punish a student found guilty of ragging after following the procedure and in the manner prescribed herein as under:

- a) The Anti-Ragging Committee of the Institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.
- b) The Anti-Ragging Committee may, depending on the nature and gravity of the guilt established by the Anti-Ragging Squad, award, to those found guilty, one or more of the following punishments, namely:-
  - i. Suspension from attending classes and academic privileges.



ii. Withholding/ withdrawing scholarship/ fellowship and other benefits.

iii. Debarring from appearing in any test/ examination or other evaluation process.

iv. Withholding results.

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/ expulsion from the hostel.

vii. Cancellation of admission.

viii. Rustication from the institution for period as decided by Principal.

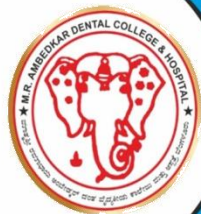
ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Provided that where the persons committing or abetting the act of ragging are not identified, the institution shall resort to collective punishment.

**Action to be taken by the Head of Institution:**

On receipt of the recommendations of the Anti-Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti-Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within twenty four hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely;

- i. Abetment to ragging;
- ii. Criminal conspiracy to ragging;
- iii. Unlawful assembly and rioting while ragging;
- iv. Public nuisance created during ragging;
- v. Violation of decency and morals through ragging;
- vi. Injury to body, causing hurt or grievous hurt;
- vii. Wrongful restraint;
- viii. Wrongful confinement;



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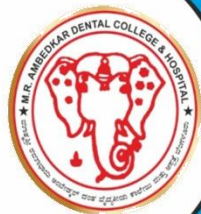
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- ix. Use of criminal force;
- x. Assault as well sexual or unnatural offences; offences
- xi. Extortion;
- xii. Criminal trespass;
- xiii. Offences against property;
- xiv. Criminal intimidation;
- xv. Attempts to commit any or all of the above mentioned offences against the victims;
- xvi. Threat to commit any or all of the above mentioned offences against the victims;
- xvii. Physical or psychological humiliation;
- xviii. All other offences following from the definition of “Ragging”.

### Members of Anti-Ragging Committee 2023-24:

Sl.No.	Names of the Members	Designation	Contact No.
1.	Dr.Pradeep P. R.	Principal	9845053479
2.	Dr.Tarulatha R. Shyagali	Vice Principal	7742129768
3.	Dr.Umashankar G.K.	Medical Superintendent	9886349861
4.	Dr.Satish Kumaran P.	Prof.&HOD of Oral Surgery	9449089287
5.	Dr.Manjunath	Reader of Oral Surgery	9448904092
6.	Dr.Kiran kashti	Reader of Conservative Dentistry	9740093663
7.	Dr.Shivaprasad K.	Reader, Periodontics	9742279743
8.	Dr.Sangeetha	Warden/Reader of Oral Medicine	9740401085
9.	Dr.Anand M.	Reader, Prosthodontics	9945168691
10.	Dr.Nanjammanni	Lecturer, Periodontics	9481383737
11.	Sri. Krishnaswamy	Manager	9449673646
12.	Dr.Priyanka	PG student of Orthodontics	
13.	Dr.Sameer	PG student of Conservative Dentistry	

14. All the Class Representatives are the Members of the Anti-Ragging Committee.



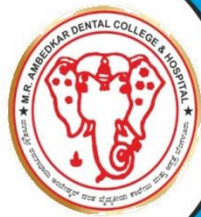
## **ANTI - RAGGING SQUAD**

An anti ragging squad is constituted to provide its service inside and outside the college premise as and when required. This squad consists of some of the selected senior students as well as faculties who take care of the fresher's inside and outside the college campus. This squad is quite confidential and works secretly.

It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on hostels, and other places vulnerable to incidents and having the potential for ragging and shall be empowered to inspect such places.

It shall also be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.

Provided that the Anti-Ragging Squad shall conduct such enquiry observing a fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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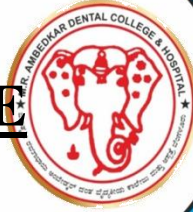
#36/1, Cline Road, Cooke Town, Bengaluru-560005

## Members of Anti-Ragging Squad

2023-24:

Sl.No.	Names of the Members	Designation	Contact No.
1.	Dr.Pradeep P. R.	Principal	9845053479
2.	Dr.Tarulatha R. Shyagali	Vice Principal	7742129758
3.	Dr.Umashankar G.K.	Medical Superintendent	9886349851
4.	Dr.Satish Kumaran P.	Prof.&HOD of Oral Surgery	9449089237
5.	Dr.Fouzia Taranum	Prof.of Periodontics	9448904092
6.	Dr.Bindu C. Ramesh	Reader, Oral Surgery	9740093653
7.	Dr.Shivaprasad K.	Reader, Periodontics	9742279743
8.	Dr.Sangeetha	Warden/Reader of Oral Medicine	9740401035
9.	Dr.Anand M.	Reader, Prosthodontics	9945168691
10.	Dr.Nanjammanni	Lecturer, Periodontics	9481383737
11.	Sri. Krishnaswamy	Manager	9449673646
12.	Dr.Priyanka	PG student of Orthodontics	
13.	Dr.Sameer	PG student of Conservative Dentistry	
14.	All the Class Representatives are the Members of the Anti-Ragging Committee.		

# **BIOMEDICAL WASTE** **MANAGEMENT** **COMMITTEE**



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As per the act passed by the Ministry of Environment and Forests in 1986 & notified the Bio Medical Waste (Management and Handling) Rules in July 1998, it is the duty of every “occupier”, i.e. a person who has the control over the institution (The Principal, MRADCH) or its premises, to take all steps to ensure that waste generated is handled without any adverse effect to human health and environment.

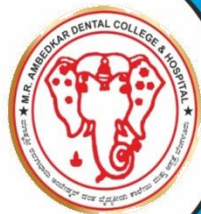
The biomedical waste management policy followed at MRADCH is as per the Biomedical Waste Management Rules 2016, notified by the Ministry of Environment, Forest and Climate Change, Government of India as per the gazette notification dated 28th March 2016.

In the hospital, segregation of waste is ensured at source in colour coded containers as per norms.

- Hospital waste: refers to all waste, biological or non biological that is discarded and not intended for further use.
- Bio-medical waste means any waste, which is generated during the diagnosis, treatment or immunization of human beings or animals or in research activities pertaining thereto or in the production or testing of biological and including categories mentioned in Schedule I, of the BMW rules, 2016.

## **RESPONSBLITIES OF COMMITTEE MEMBERS:**

- To prevent infection by maintaining good hygiene and sanitation.
- To protect the patient, patient attendants and all health care personnel from avoidable exposure to infection.
- To prevent environmental pollution.
- To manage waste in a clean, healthy, economical and safe manner.
- To minimize waste
- Implementation of effective bio medical waste management system & infection control activities in hospital and college campus .
- Conducting Periodical in house trainings for doctors, post graduate students, interns, undergraduate students, para medical staffs & students.



- Regular monitoring for effective source segregation practices at department level and proper color coding, collection and transportation of collected bio medical wastes.

- Un interrupted supply of biomedical waste management consumables (color coded bins, bags, gloves, registers)

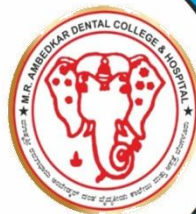
- Proper documentation of waste collection & disposal – register to be maintained.

### **MANAGEMENT TEAM**

1. One Nodal officer available ( from Public Health Dentistry dept) for training, implementation & monitoring of biomedical waste management system in hospital and dental college campus.
2. Periodical hospital campus inspections made by the Principal
3. Department level monitoring by the concerned staff nurses & over all monitoring by the Nodal officer.
4. Regular collection and transportation of wastes to common storage area by a sanitary worker exclusively deputed for this daily waste collection records submitted to nodal officer daily.

### **BIOMEDICAL WASTE MANAGEMENT COMMITTEE 2023-24**

1. Dr.Pradeep P R, Principal -Chairperson
2. Dr.Tarulatha R. Shyagali, Vice-Principal -Co-Chairperson
3. Dr.Umashankar G.K., Medical Superintendent -Member
4. Dr.Pramila M, Professor, Public Health Dentistry -Co-ordinator
5. Dr.Geetha S, Reader, Public Health Dentistry -Nodal Officer
6. Dr.Lalith Vivekananda, Reader, Periodontics -Member
7. Dr.Bindu Ramesh, Reader, Oral Surgery -Member
8. Dr.Kiran Kasti, Reader, Conservative Dentistry -Member
9. Dr.Sindhu, Reader, Orthodontics -Member
10. Dr.Vaishali MR, Reader, Oral Medicine -Member



11. Dr.LaghnaGowda,  
Reader,Paedodontics. -Member

12. Dr.ShibaniShetty,Reader,Oral  
Pathology -Member

13. Dr.Anu,Lecturer, Prosthodontics -Member

## **COMMITTEE FOR**

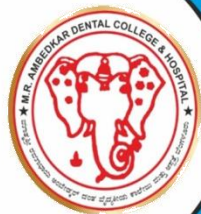
## **SC/ ST/OBC**

The motive of this committee is to create and maintain safe, healthy and supportive environment for SC / ST staff and students in the campus. Also to address the issues of staff and students, belonging to schedule caste / schedule tribes in the Institute and to prevent atrocities against them and to comply with Government regulations for the establishment of the Committee for SC / ST (As per the Scheduled Caste and the Scheduled Tribes (prevention of Atrocities) act, 1989, No. 33 of 1989, dated 11/09/1989). Overall the committee will focus on the holistic development of SC/ST students and plan executive and monitor all the activities in regards to SC/ST student's development. Efforts to enhance scholarship and financial help for such students shall be made from Govt. & NGOs and supervised by this committee This committee will also assist the students in claiming Scholarships and Free ships and other educational loans from the Government bodies and various Minority Communities, committee with the following members has been constituted for providing proper guidance, online filling / submission of scholarships forms through college portal and disbursement of the same to the students after receipt of the scholarship amount by following proper procedures and maintaining updated records.

### **COMMITTEE FOR SC/ ST 2023-24**

- |   |               |
|---|---------------|
| 1. Dr. Hemalata .M                                    | - Chairperson |
| 2. Dr. Rabindra S Nayak, Vice-Principal               | - Member      |
| 3. Dr. Lalith, Vice Principal, Reader, Periodontics   | - Member      |
| 4. Dr. Umashankar G K, Prof., Public Health Dentistry | - Member      |
| 5. Dr. Rukmini, Lecturer, Public Health Dentistry     | - Member      |
| 6. Dr. Mahadeva, Lecturer, Public Health Dentistry    | - Member      |
| 7. Mr. Kemparaju, Administrative Officer              | - Coordinator |





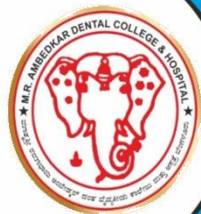
8. Sri. Chinnaswamy. R, Manager  
- Member
9. Mrs. Cheluvamba, Accounts Officer  
- Member
10. Sri. Harshavardhana, F.D.C, Students Section  
- Member
11. Ms. Bhagya, Accounts Assistant  
- Member

## **CULTURAL** **COMMITTEE**

This committee is committed for holistic development of students, by creating an environment where talents are nurtured every year. The committee conducts various programmes throughout the year and brings out the vibrant colours of extracurricular activities. Intercollegiate participation initiate for best possible competition, whereas celebration of different days highlights the golden days of college life. Annual Day allows students to showcase their nurtured talents. Overall this committee promotes and arranges extracurricular activities to bring out the talents of students.

### **RESPONSIBILITIES OF COMMITTEE MEMBERS:**

- The Cultural Committee shall be responsible for all intra and inter collegiate cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Co-Chairperson of the committee shall conduct a meeting of the committee on regular intervals to discuss and allot tasks.
- Procedure to organize cultural events :
  - To prepare the Annual Budget for various cultural events.
  - To obtain formal permission from the College authorities to arrange programs.
  - To decide the date, time and agenda of the programs.
  - To inform members of staff and students about the events.
  - To arrange the venue and logistics
  - To invite the Chief Guest and other guests of honor.



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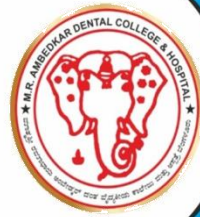
- To arrange mementos for guests and Trophies Medals and certificates for the participants.

## CULTURAL COMMITTEE 2023-24

- |   |                  |
|---|------------------|
| 1. Dr. Hemalata .M  | - Chairperson    |
| 2. Dr. Dr. Umashankar G K, Professor, Public Health Dentistry | - Co-Chairperson |
| 3. Dr. Vaishali M R, Reader, Oral Medicine                    | - Secretary      |
| 4. Dr. Lalith Vivekananda, Reader, Periodontics               | - Member         |
| 5. Dr. Shobha, Reader, Periodontics                           | - Member         |
| 6. Dr. Vijay Shankar, Reader, Conservative Dentistry          | - Member         |
| 7. Dr. Rashmi, Reader, Conservative Dentistry                 | -Member          |
| 8. Dr. Akshatha, Lecturer, Oral Pathology                     | - Member         |
| 9. Dr. Sindhu. D, Lecturer, Orthodontics                      | - Member         |

### Student Members:

- |                    |                          |
|--------------------|--------------------------|
| 1. Dr. Janaki Shaw | - Student Secretary      |
| 2. Dr Vinayak Rao  | - PG Representative      |
| 3. Dr Gurman       | - HS Representative      |
| 4. Ms. Twinkle Roy | - IV BDS Representative  |
| 5. Ms. Arwa        | - III BDS Representative |
| 6. Mr. Raghav      | - II BDS Representative  |
| 7. Ms. Swathi      | - I BDS Representative   |



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# DCI DOCUMENT UPDATION COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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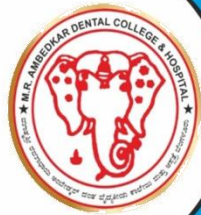
#36/1, Cline Road, Cooke Town, Bengaluru-560005

The Committee has been constituted with the following members to update documents to meet the requirements as per DCI in their respective departments.

1. Dr. Hemalata .M - Chairperson
2. Dr. Rabindra S Nayak, Vice-Principal - Member
3. Dr. Lalith, Vice Principal, Reader, Periodontics - Member
4. Dr. Satish Kumaran, Professor, Dept. of Oral Surgery - Co-Ordinator

### **Department-wise Staff In-Charge for updating of documents:**

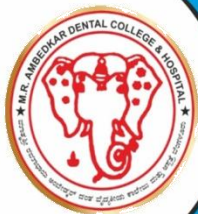
- 1) Dept. of Oral Medicine - Dr. Roopashree,  
- Dr. Archana
- 2) Dept. of Oral Surgery - Dr. Muqet Baig  
- Dr. Vaibhav
- 3) Dept. of Orthodontics - Dr. Anjali Narayan  
- Dr. Suresh Nair
- 4) Dept. of Periodontics - Dr. Shiva Prasad R K  
- Dr. Roopamalini
- 5) Dept. of Prosthodontics - Dr. Poojya R  
- Dr. Keerthana S
- 6) Dept. of Pedodontics - Dr. Laghna Gowda  
- Dr. Vidhya K
- 7) Dept. of Oral Pathology - Dr. Vijay Kumar Jain  
- Dr. Akshatha B K
- 8) Dept. of Conservative Dentistry - Dr. Rashmi N  
- Dr. Komal N
- 9) Dept. of Public Health Dentistry - Dr. Geetha S  
- Dr. Mahadeva D M



**Staff In-charge for maintaining Teachers Data and other related softcopies in respective departments:**

- Dr. Vaishali. M. R., Reader, Dept. of Oral Medicine & Radiology
- Dr. Shiva Prasad. R. K., Reader, Dept. of Periodontics.
- Dr. Kiran J. Kasti, Reader, Dept. of Conservative Dentistry.
- Dr. Varun Shetty, Reader, Dept. of Pedodontics.
- Dr. Anand. M, Reader, Dept. of Prosthodontics
- Dr. Preethi Satish., Lecturer, Dept. of Oral Surgery.
- Dr. Smitha Shetty, Lecturer, Dept. of Orthodontics
- Dr. Akshatha, Lecturer, Dept. of Oral Pathology
- Dr. Rukmini J N, Lecturer, Public Health Dentistry

# **DENTAL EDUCATION** **DEPARTMENT**



**MATHRUSHRI RAMABAI AMBEDKAR  
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The Dental Education Department is proud part of the M R Ambedkar Dental College & Hospital, providing outstanding continuing education in the dental field. The Dental Education Department offers a wide range of innovative educational programs, workshops/hands-on-courses to assist faculties and students in strengthening their knowledge and enhance practice skills to meet the requirements of the emerging trends/recent advances in the field of Dentistry. The programmes are open to all dental professionals.

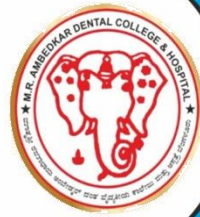
The department functions with the following objectives:

1. To ensure Faculty & Student development by holding Seminars / Workshops / Conferences / CDE
2. To enhance the quality in teaching, learning and assessment in professional dental education.
3. To enrich the knowledge of faculties and students in emerging trends in dental education.
4. To Supervise/coordinate overall educational & research development of the Institute.
5. To impart excellence in Dental Education and Practice.

Dental Education Department Members 2023-24:

- |   |                  |
|---|------------------|
| 1. Dr. Hemalata .M, Principal / HOD of Periodontics | – Chairperson    |
| 2. Dr. Jayanthi D., Professor, Periodontics         | - Co-Chairperson |
| 3. Dr. Chaithra, Reader, Orthodontics               | - Member         |
| 4. Dr. Roopamalini, Lecturer, Periodontics          | - Member         |
| 5. Dr. Deepak V., Lecturer, Oral Pathology          | - Member         |
| 6. Dr. Mahadev, Lecturer, Public Health Dentistry   | - Member         |
| 7. Dr. Shilpa., Lecturer, Conservative Dentistry    | - Member         |
| 8. Dr. Sumanth, Lecturer, Prosthodontics            | - Member         |
| 9. Dr. Sunil S P, Lecturer, Oral Surgery            | - Member         |

# **EDITORIAL BOARD**



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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This committee is the backbone of Institutes academic journal - Insight. All

journal activities are operated under guidelines of the editorial board, who are the recognized names of the field of journal domain. Editors provide content, set journal policies, attract top researches and manage the critical rule of peer reviewing submitted articles. Editorial board coordinated under the direction of the editor-in-chief of each journal.

## **Responsibilities of Board Members:**

### 1. Editor-in-Chief:

Oversees the functions of all other segments and is the primary decision-maker for all manuscripts. The editor-in-chief needs to approve or reject the decision of the Associate Editors. She/he can re-assign this role to designated deputy editors. In addition, the editor-in-chief assigns roles to members of the editorial board and is able to execute changes in the journal sections.

### 2. Executive editors:

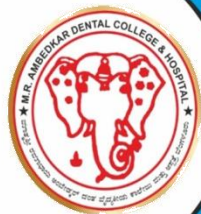
They assume the role of Editor-in-Chief in their absence and assist the Editor-in-Chief and other section editors in editing articles for style and length and ensuring that the journal has a consistent style. They can serve as primary decision-makers if and when asked to do so by the Editor-in-Chief.

### 3. Associate editors:

Decision-making editors that oversee and decide whether to publish, revise, or reject an article or not. They are expected as well to play a major role in recruitment of potential publications and are expected to provide at least one contribution per year.

### 3. Assistant editors:

They constitute editors form the editorial board. They contribute by publishing and/or recruiting contributors (publications, reviewers...) to the journal, review manuscripts on the request of the editor-in-chief, executive, associate editors, and give their opinions on assigned tasks. They put a preliminary decision on papers assigned to them by the editor-in-chief, oversee the assignment and review process, and serve as reviewers in some cases.



The Editor-in Chief to conduct periodic meetings:

- Frequency of Committee meetings - at least 3 times per year prior to each issue.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

Reporting to the Chairperson:

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

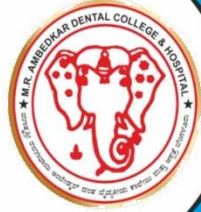
#### **EDITORIAL BOARD 2023-24**

- |   |                    |
|---|--------------------|
| 1. Dr. Hemalata .M, Principal / HOD of Periodontics | – Chairperson      |
| 2. Dr. Soundarya N., Prof. & HOD, Oral Pathology    | - Editor In Chief  |
| 3. Dr. Lalith V. Vice Principal,                    | - Executive Editor |
| 4. Dr. Jyothsna V Setty, Professor, Pedodontics     | - Associate Editor |
| 5. Dr. Satish Kumaran, Professor, Oral Surgery      | - Associate Editor |
| 6. Dr. Fouzia Tarannum, Reader, Periodontics        | - Associate Editor |
| 7. Dr. Vaibhav, Reader, Oral Surgery                | - Associate Editor |
| 8. Dr. Deepak V., Lecturer, Oral Pathology          | - Associate Editor |
| 9. Dr. Sanober, Lecturer, Prosthodontics            | - Assistant Editor |
| 10. Dr. Sushma, Lecturer, Public Health Dentistry   | - Assistant Editor |
| 11. Dr. Karthik, Lecturer, Oral Surgery             | - Assistant Editor |
| 12. Dr. Komal, Lecturer, Conservative Dentistry     | - Assistant Editor |
| 13. Dr. Nanjamani, Lecturer, Periodontics           | - Assistant Editor |
| 14. Mr. Venkatesh, Librarian                        | - Journal Manager  |

All the HODS will be Advisors for the above said committee



# **GRIEVANCE** **REDRESSAL** **COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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To ensure smooth functioning of the institute by preventing and redressing any grievances reported by Students/Parents/Patients/Alumni/Employee of the College. A grievance may be about an act, omission, situation, or decision that the s Students/ Parents/ Patients/ Alumni/ Employee of the College thinks to be unfair, discriminatory, or unjustified and includes matter directly related to academic and institutional relationships.

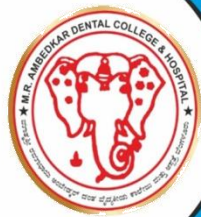
The Grievance Redressal Committee shall consider only individual grievances of specific nature of staff and students of the Centre raised individually by the concerned aggrieved employee/ student of the Centre.

The Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature of raised collectively by more than one employee/ student.

After receiving any application the Committee will decide on the merit of case regarding scope of further discussion.

## **Procedure:**

- The grievance process provides a way for a Students/ Parents/ Patients/ Alumni/ Employee concern to be heard and responded to by a committee.
- The aggrieved member shall submit his/her petition to the Chairman, Grievance Redressal Committee in a sealed envelope marked "confidential".
- The committee analyses the grievance reported, seeking clarification from the reporting person as well as the involved people (if required) by conducting preliminary informal discussions.
- The committee ensures that such grievances are dealt with promptly, fairly, maintaining transparency and confidentiality; and in accordance with other related policies of the institute.
- Often the issues involved can either be resolved informally or are issues beyond the scope of the committee's jurisdiction.



- Implementation of the policy is done through proper reporting of complaints and redressing them through appropriate channel.
- A written record is maintained of the grievances reported and actions taken to deal with them.
- The Principal, as far as possible, shall be guided by the advice of the Grievance Redressal Committee unless the recommendations of Committee violate basic rules and norms of the Centre.
- Any dead-lock shall be resolved by the Principal.
- The final settlement of any grievance shall be made within a reasonable period (normally not exceeding one month) after the recommendations are submitted to the Principal by the Grievance Redressal Committee.

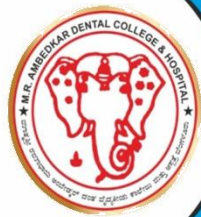
#### **Periodicity and Attendance at Meetings:**

The Grievance Committee will meet as and when required. However, if necessary, it may meet more frequently at the instance of the Chairman or at the request of the other members to discuss the various issues received.

At least three members of the Grievance Committee shall be present in a meeting.

If a member of the Grievance Committee is connected with the grievance of the aggrieved individual, the concerned member of the Grievance Committee shall not participate in the deliberations regarding that individual's case.

If the aggrieved person happens to be a member of the Grievance Committee, then he/she shall not participate in the deliberations as a member of the Committee when his/her representation is being considered.



**Template for Grievance:**

Any reportable grievance as felt by the stakeholders mentioned above can be reported to the committee by means of e- mail in the format given below.

Name.....

Type of the stake holder..... (Student/Parent/Alumni/Employee of the College)

Telephone number..... E-mail ID.....

In case of a student, Telephone number .....of the Parent

E-mail ID of the Parent.....

Place of Residence.....Hostel/Home

Address in full if staying at home:

.....  
.....  
.....

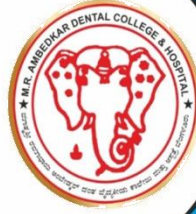
Subject: .....

.....  
.....  
.....  
.....

Mail your Grievances to the below given E-mail ID.

For offline grievances or in case if you do not want to disclose your Identity, you can drop the grievance in the suggestion box kept in the Ground Floor of Class Room Block.

E-mail ID:

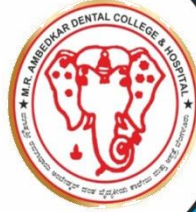


## **GRIEVANCE REDRESSAL COMMITTEE 2023-24**

1. Dr. Hemalata .M., Principal, Pro. & Head, Periodontics - Chairperson
2. Dr. Maria Priscilla David, Prof & HOD, Dept. of Oral Medicine - Co-Chairperson
3. Mr. Kemparaju, Administrative Officer - Coordinator
4. Dr. Jayanthi D, Professor, Periodontics - Member
5. Dr. Lalith, Vice Principal, Reader, Periodontics - Member
6. Dr. Satish Kumaran, Professor, Oral Surgery - Member
7. Dr. Vijay Kumar Jain, Reader, Oral Pathology - Member
8. Dr. Sangeeta S., Lecturer, Oral Medicine/Hostel Warden - Member

# HOSTEL

# COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

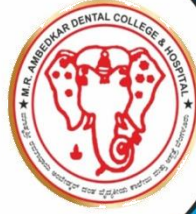
#36/1, Cline Road, Cooke Town, Bengaluru-560005

This committee is formed for the

smooth functioning of the Hostel and Mess. It acts as a bridge between the administration, caterers, hostel authorities on one side and the students on the other. Also facilitate the addressing of issues that the students have and communicate the same to the concerned authorities.

### **Responsibilities of Committee Members:**

- To see that the Mess services to students / staff are good.
- To fix the rates for the items served in the Mess and to maintain cleanliness in the Mess.
- To plan and monitor the maintenance of all the infrastructure facilities concerned with the Hostel.
- To supervise all facilities/amenities and their up keep, receive complaints from students redress of grievances etc.
- To control, counsel the behavior of students in the hostel, Monitor study schedules and patterns, etc.
- To plan for all the infrastructure facilities required as per Responsible for proper maintenance of the lodging and boarding Facilities of the hostel and for smooth running of the hostel Responsible for the receipts and the payments of the hostel.
- To supervise, take steps for the maintenance of canteen facilities with hygiene
- To maintain and control the quality of food supplied in the canteen
- To modernize the canteen equipment and cooking procedures
- To control and make suggestions to the canteen management
- To plan for all the infrastructure facilities required as per norms
- To ensure safety to the hostilities by ensuring tight security in the hostel campus.



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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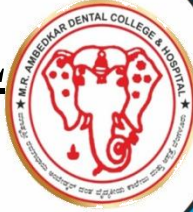
Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

#36/1, Cline Road, Cooke Town, Bengaluru-560005

## HOSTEL COMMITTEE 2023-24

1. Dr. Hemalata .M., Principal - Chairperson
2. Dr. Sangeetha, Lecturer of Oral Medicine - Hostel Warden
3. Dr. Nanjamanni, Lecturer of Periodontics - Member
4. Dr. Rukmini, Lecturer of Public Health Dentistry - Member
5. Mrs. Cheluvamba, Accountant - Member
6. Mr. Jayaram, S.D.C, Hostel In-charge - Member

# INFECTION CONTROL COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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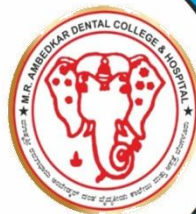
The role of the Infection Control

Committee is very multi-faceted. It should be involved in planning, monitoring, evaluating, updating, and educating. It sets general infection control policy and provides input into specific infection control issues. Simply stated, its function is to prevent and control nosocomial infections. That is accomplished in a variety of ways some of which include: surveillance of nosocomial infections, product evaluation, investigation of infection outbreaks and infection clusters, development of infection control procedures for all departments, staff and patient education, medical waste management, etc.

The committee members have to supervise and look after the clinical functioning without causing dis-infection including regular sterilization / fumigation of the clinical area and ensure hygiene and cleanliness is maintained in the college premises.

## **Responsibilities of members:**

- Implementation of infection control policies
- Supervision of standards of professional care in regards to infection
- Education and orientation program for professional staff.
- Surveillance of hospital acquired infections
- Surveillance of staff health
- Standards of hospital domestic cleaning and food services hygiene
- Management of visitors in isolation circumstances
- Matters of general hospital organization and purchasing where these may affect infection control.
- Detects and investigates hospital acquired infections
- Investigation of environmental problems related to hospital infections
- Detects community acquired infections in the hospital and refers them to the appropriate authority follow-up.
- Prompts initiation by physicians of hospitals infection report



- Assists in the development and review of infection control procedures.
- Monitoring of hospital policy compliance on isolation procedures
- Development and implementation of employees in service orientation program related to infection control
- Monitoring the effectiveness of infection control program
- Organizing employees health programs
- Guiding and monitoring of hospital infection through the cleaning company, catering agency, water supply department and other environmental agencies.
- Submit an activity report and statistical data to the central committee every 6 months

#### **INFECTION CONTROL COMMITTEE 2023-24**

- |     |  |                  |
|-----|--|------------------|
| 1.  | Dr. Hemalata .M, Principal                           | - Chairperson    |
| 2.  | Dr. Pramila M, Professor, Public Health Dentistry    | - Co-Chairperson |
| 3.  | Dr. Manjunath G S, Reader, Oral Surgery              | - Member         |
| 4.  | Dr. Laghna Gowda, Reader, Paedodontics               | - Member         |
| 5.  | Dr. Vijay Shankar LV, Reader, Conservative Dentistry | - Member         |
| 6.  | Dr. Anjali Narayan, Reader, Orthodontics             | - Member         |
| 7.  | Dr. Vaishali M R ,Reader, Oral Medicine              | - Member         |
| 8.  | Dr. Geetha S, Reader, Public Health Dentistry        | - Member         |
| 9.  | Dr. Roopamalini, Lecturer, Periodontics              | - Member         |
| 10. | Dr. Akshatha B K, Lecturer, Oral Pathology           | - Member         |
| 11. | Dr. Keerthana S, Lecturer, Prosthodontics            | - Member         |



# **INFRASTRUCTURE DEVELOPMENT COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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This Committee will focus on

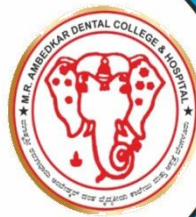
developing its key responsibilities in assisting the College Governing Council to fulfill its obligations relating to infrastructure planning and delivery of projects on timely basis based on requirement raised by the statutory bodies &/or institution. This committee is also responsible for assessing the Institute's financial position and performance and advising Council on its financial viability and sustainability; its assets and liabilities; its strategies relating to income, budget allocations, and capital expenditure; and matters relating to capital projects and infrastructure development.

## **Functions:**

- Facilitates the development of skills and expertise within the committee and the college to write effective plans;
- Oversees the development of the college strategic plan;
- Reviews and makes recommendations for revisions to the college mission, vision, and values statements, as needed and is vetted through the college governance structure.
- Monitors the tracking of College Wide plans, and validates their alignment to the college strategic plan;
- Annually reviews the progress of plans, the alignment of resource allocation with plans, and the effectiveness of College Wide plans through an evaluation process;
- Recommends to College Governing Council annual and multi-year college strategic direction(s), including goal, objectives and action steps.
- Supports matters related to college accreditation by tracking and monitoring plans.

## **The Committee Chair to conduct periodic meetings:**

- Frequency of Committee meetings - at least four (4) times per year.
- Agenda for Infrastructure Planning Committee meetings
- Attendance at Infrastructure Planning Committee meetings
- Minutes of Meetings



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## Reporting to the Council:

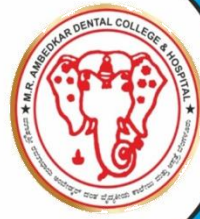
The Committee Chair to present to the Governing Council meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

## COMMITTEE 2023-24:

1. Dr. Hemalata M., Principal - Chairperson
2. Dr. Rabindra S. Nayak, Vice-Principal-Academics - Member
3. Dr. Lalith V., Vice-Principal-Administration - Member
4. Sri. Kemparaju, Administrative Officer - Member
5. Sri R. Chinna Swamy, Manager - Member
6. Sri. B. R. Chidananda, Executive Engineer - Member
7. Smt. Cheluvamba, Accountant - Member

# **INNOVATIVE PRACTICES COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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The Innovation Committee is the governing body of the Innovation Model, in charge of defining priorities and areas of interest on which Institutes R&D must focus. The Committee is responsible for supervising, leading and defining priorities for the Oral Health Care Innovation units. It is also a shared forum for reflecting on Innovation in which global oral health care areas debate on the Institute's Innovation agenda and actions.

## **Responsibilities of Committee Members:**

- To develop good, Replicable Practices and Innovations in Oral Healthcare Systems
- Monitoring the functioning of the Innovation Model - Oral Health Products including diagnostic & therapeutic Devices, Innovative technologies including Healthcare IT, m-health, and tele-health/e-health.
- Responsible for reviewing all of the measures for promoting the key lines of the Innovation Model.
- To accelerate the uptake of successful innovations of products, processes and programs.

## **The Co-chairperson to conduct periodic meetings:**

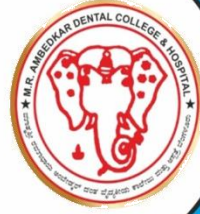
- Frequency of Committee meetings – once a year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

## **Reporting to the Chairperson:**

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee

- The recommendations adopted at the meeting
- Action Taken Report



## MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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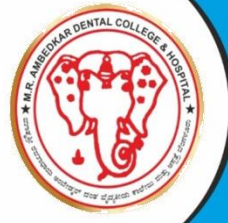
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### INNOVATIVE PRACTICES COMMITTEE 2023-24

- |    |  |                  |
|----|--|------------------|
| 1. | Dr. Hemalata .M, Principal / HOD of Periodontics | – Chairperson    |
| 2. | Dr. Lalith V. Vice Principal                     | - Co-Chairperson |
| 3. | Dr. Vinay K., Reader, Orthodontics               | - Member         |
| 4. | Dr. Shobha, Reader, Periodontics                 | - Member         |
| 5. | Dr. Varun Shetty, Reader, Pedodontics            | - Member         |
| 6. | Dr. Deepak V., Lecturer, Oral Pathology          | - Member         |
| 7. | Dr. Karthik, Lecturer, Oral Surgery              | - Member         |

# Institutional Ethical Committee & Review Board



**MATHRUSHRI RAMABAI AMBEDKAR  
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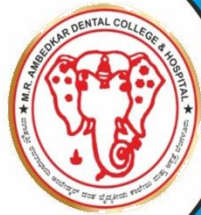
This committee is designated to protect the rights, safety and well-being of humans involved in a clinical trial by reviewing all aspects of the trial and approving its startup. An IEC&RB reviews the appropriateness of the clinical trial protocol as well as the risks and benefits to study participants. It ensures that clinical trial participants are exposed to minimal risk in relation to any benefits that might result from the research. The IEC&RB also reviews both, scientific and ethical aspects of studies. Timely review and the safeguarding of high ethical standards form the basis of the IEC&RB review process.

The Board will independently examine, scrutinize, review and oversee all the Clinical Trials/Studies involving pharmaceutical drugs, devices, herbal or Ayurvedic products, BA/BE studies, epidemiological studies, registry, and observational and retrospective studies in addition to the academic studies of students and faculty involving patients/human participants proposed to be carried out in M R Ambedkar Dental College and Hospitals and any other outside hospital or institution.

The IEC&RB to be registered with the Drug Controller General, India (DCGI), under Rule 122DD of the Drugs & Cosmetic Rules 1945. & also with the Office for Human Research Protections (OHRP) with the Institutional Review Board (IRB) Organization.

## **Responsibilities of Committee Members:**

- To safeguard the rights, safety, and well-being of all trial subjects. Special attention should be paid to trials that may include vulnerable subjects.
- IRB/IEC should obtain the following documents:
- trial protocol(s)/amendment(s), written informed consent form(s) and consent form updates that the investigator proposes for use in the trial, subject recruitment procedures (e.g. advertisements), written information to be provided to subjects, Investigator's Brochure (IB), available safety information, information about payments and compensation available to subjects, the investigator's current curriculum vitae and/or other documentation evidencing qualifications, and any other documents that the IRB/IEC may need to fulfill its responsibilities.



- The IRB/IEC should review a proposed clinical trial within a reasonable time and document its views in writing, clearly identifying the trial, the documents reviewed and the dates for the following:
  - approval/favorable opinion;
  - modifications required prior to its approval/favorable opinion;
  - disapproval / negative opinion;
  - termination/suspension of any prior approval/favorable opinion.
- The IRB/IEC should perform its functions according to written operating procedures, should maintain written records of its activities and minutes of its meetings.
- The IRB/IEC should retain all relevant records (e.g., written procedures, membership lists, lists of occupations/affiliations of members, submitted documents, minutes of meetings, and correspondence) for a period of at least 3 years after completion of the trial and make them available upon request from the regulatory authority (ies).
- The IRB/IEC may be asked by investigators, sponsors or regulatory authorities to provide its written procedures and membership lists.

**The Co-chairperson to conduct periodic meetings:**

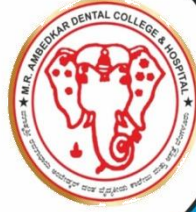
- Frequency of Committee meetings - at least 2 times per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

**Reporting to the Chairperson:**

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
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- Action Taken Report

**Institutional Ethical Committee &  
Review Board 2023-24**



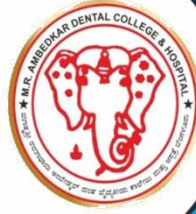
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1. Dr. Sushama R Galgali,  
Professor & HOD, Dept. of Periodontics,  
V.S. Dental College & Hospital, Bangalore.  
Mob. 9845127266  
- Chairperson
2. Dr. Rabindra S Nayak,  
Prof. & HOD, Dept. of Orthodontics,  
Mob: 9845326550  
-Member Secretary
3. Dr. Hemalata M,  
Principal / Prof. & HOD, Dept. of Periodontics,  
Mob.9845034880 / 9008318647  
- Member
4. Dr. Shanmukhananda .P  
Professor & HOD, Dept. of Pharmacology, Dr. BRAMC  
Mob.9845045425  
- Member
5. Dr. Maria Priscilla David,  
Professor & HOD, Dept. of Oral Medicine & Radiology  
Mob. 9880239778  
- Member
6. Dr. Jyothisna V Setty,  
Professor, Dept. of Pedodontics  
Mob.9449819468  
- Coordinator
7. Dr. Shivakumar B. R.  
Professor, Dept. of General Medicine, Dr. BRAMC.  
Mob. 9900329850  
- Member
8. Mr. H. Sannamallige,  
Advocate & Consultant Labour & Personnel,  
# 164, 2nd floor, 4th Cross, Lakshmi Layout,  
IIM Post, Arekere, Bannerghatta Road,  
Bangalore-560076.  
Ph: 9448061656 / 25200165  
- Member



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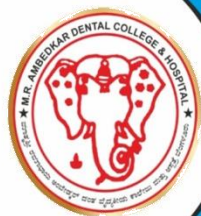
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9. Mr. Venkatesh H T, - Member  
Social Worker,  
RHTC-Dr. B.R.AMC&H  
Mob: 9448211381
10. Mr. V. Shivaraj - Member  
Lay Person  
No 12, Kalpana Nivas, Balaji Layout,  
Wheeler's Road extension, Cooke town  
Bangalore, 560084  
Mob: 9380205916/9900087660
11. Mr. L. Manjunath Reddy - Member  
Clinical Research & Regulatory Affairs  
Mob: 9886996622  
No.F5, Srinivasa Diamond Apartment  
Bangalore 560103



# **INTERNATIONAL** **STUDENT CELL** **COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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The International student cell caters to

the needs of foreign students from various countries. Our goal is to encourage students from all over the world to join us in their professional academic voyage and become scholars in their respective fields. During this journey, we ensure to respect their culture and traditions and amalgamate them with our country's rich traditions and heritage.

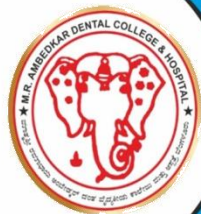
## **Various support services provided by the International student cell:**

- Conducting orientation programs to familiarize enrolled students regarding the programs offered, fee structure, eligibility criteria, legalities and policies of the Institute.
- Monitoring the academic performances of the students by coordinating with mentors and to communicate with guardians/parents regarding progress of the student once in every six months.
- Monitoring the payment of fees for the academic program and other services.
- Support and assistance for visas and related immigration process, if necessary.
- Conducting orientation and events to encourage social and cultural adjustment
- Counseling on social issues and special tutorials to facilitate understanding of local language.

## **INTERNATIONAL STUDENT CELL COMMITTEE 2023-24**

1. Dr. Hemalata .M - Chairperson
2. Dr. Rabindra S Nayak, Vice-Principal - Member
3. Dr. Lalith, Vice Principal, Reader, Periodontics - Member
4. Dr. Manjunath G S, Reader of Oral Surgery - Member
5. Dr. Varun Shetty, Reader of Pedodontics - Member
6. Dr. Vijay Kumar Jain, Reader of Oral Pathology - Member

# LIBRARY ADVISORY COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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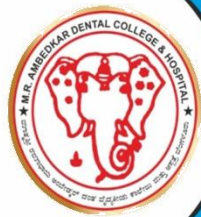
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The aim of Library Committee is to ensure smooth functioning of the library and coordination with management, faculty members and students. It functions as a channel between library and its users.

## **Responsibilities of Committee Members:**

- To assist the Librarian in formulating Library policy.
- To look after general maintenance of the library in terms of reading material and infrastructure.
- To act as a reporting and planning committee for successfully completing library activities.
- To act as a coordinator between the library and the academic development programs.
- To effectively involve in fostering the reading habit of staff and students.
- To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.
- To promote the library's role and enhance its effectiveness in the educational process.
- To support researchers for their research activity.
- To work towards improvement and modernization of library.
- The Librarian should continuously monitor the budget, new arrivals, No.of journals/ e-journals, internet connectivity of Library e-journals as per RGUHS/DCI requirements.
- The maintenance of stacks, reference section, new arrivals be regularly carried out and monitored. It should arrange book fairs periodically for students and faculty.
- To prepare library web page with the help of website and automation committee. Library catalogue search interface, journals and their login procedure, list of books, availability of e-books, tie up for online digital resources, sharing of NPTEL resources, list of books purchased in the last three years, names and contact details of committee members, etc. shall be made available in the library webpage.
- Registration of students, monitoring, uploading of student data for scholarships in NPTEL website in SPOC(single point of contact) login shall be looked after. Sharing of NPTEL course material on LAN by Local server with students shall be implemented.



**The Librarian to conduct periodic meetings:**

- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings
- Frequency of Committee meetings - at least 2 times per year.

**Reporting to the Chairperson:**

The Co-Chairperson to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

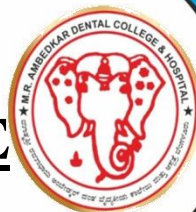
- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

**LIBRARY COMMITTEE 2023-24**

- |     |  |               |
|-----|--|---------------|
| 1.  | Dr. Hemalata .M                                      | - Chairperson |
| 2.  | Dr. Rabindra S Nayak, Vice-Principal                 | - Member      |
| 3.  | Sri. Venkatesh, Senior Librarian                     | - Member      |
| 4.  | Dr. Pramila. M, Prof. & HOD, Public Health Dentistry | - Member      |
| 5.  | Dr. Shobha .R, Reader of Periodontics                | - Member      |
| 6.  | Dr. Poojya .R, Reader of Prosthodontics              | - Member      |
| 7.  | Dr. Vijayshankar, Reader, Conservative Dentistry     | -Member       |
| 8.  | Dr. Keerthana, Lecturer of Prosthodontics            | - Member      |
| 9.  | Dr. Suresh Nair, Lecturer of Orthodontics            | - Member      |
| 10. | Sri. Odesha, Assistant Librarian                     | - Member      |
| 11. | Sri. Chennakeshava, Assistant Librarian              | - Member      |

The HODs of all departments will be advisors

# MAGAZINE / NEWS LETTER COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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The College Magazine/News letter team works to bring out the annual official E - magazine.

## **Responsibilities of Committee Members:**

- To collect the content suitable to the theme of the magazine, including literary, artwork, academic co-curricular other college activities etc.
- Content collected will be passed to the editors for proofreading, corrections, changes.
- After approval of content by editors content will be passed to the creative & designing team.
- Creative and designing team will be responsible for formatting and designing layout of each section of the magazine.
- Website team will responsible for developing the e-magazine using appropriate software and compiling the magazine to a format that can be uploaded on college website.

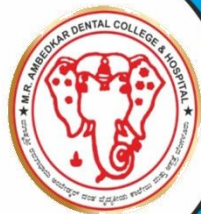
## **MAGAZINE / NEWS LETTER COMMITTEE 2023-24**

- |   |               |
|---|---------------|
| 1. Dr. Hemalata .M                                  | - Chairperson |
| 2. Dr. Rabindra S Nayak, Vice-Principal             | - Member      |
| 3. Dr. Vinay, Reader, Orthodontics                  | - Editor      |
| 4. Dr. Varun Shetty, Reader, Paedodontics,          | - Member      |
| 5. Dr. Vijayshankar, Reader, Conservative Dentistry | -Member       |
| 6. Dr. Sunil, Lecturer, Oral Surgery                | - Member      |

## **Student Members**

- |                    |                          |
|--------------------|--------------------------|
| 1. Dr. Janaki Shaw | - Student Secretary      |
| 2. Dr Vinayak Rao  | - PG Representative      |
| 3. Dr Gurman       | - HS Representative      |
| 4. Ms. Twinkle Roy | - IV BDS Representative  |
| 5. Ms. Arwa        | - III BDS Representative |
| 6. Mr. Raghav      | - II BDS Representative  |
| 7. Ms. Swathi      | - I BDS Representative   |

# MAINTENANCE COMMITTEE



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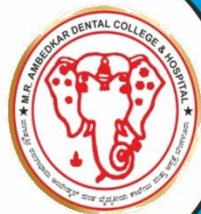
This committee is responsible for developing and implementing strategies for the effective maintenance of the institute's infrastructure, campus maintenance, equipments maintenance and other related facilities. The committee ensures that building and other maintenance requirements are satisfied. Identification and planning of preventative maintenance needs is also an important one.

## **Responsibilities of Committee Members:**

- To establish regular maintenance of building and equipments of the institute on daily basis.
- The committee's objective is to correspond with the people responsible for the maintenance and monitor the quality of work and given time schedule of the job.
- To monitor regular annual maintenance of the institute and related infrastructure.
- To monitor and plan major and minor repairs of lab equipments and office accessories.
- To estimate the quantum of annual maintenance every year and get approval of the same for execution of the work.
- To plan staff for daily and routine maintenance and their work is monitored on daily basis through supervisors.

## **Functions:**

- Apart from regular maintenance, for the issues related maintenance, a complaint register is kept in which complaint enters and the complaint is resolved on daily basis and its stock is taken daily. Those objections which don't come under the preview of normal maintenance are reported through the committee to Principal by means of meeting every month to resolve the issue.
- Registers of maintenance and periodic meetings minutes has to be maintained.
- Frequency of Committee meetings - at least six (6) times per year.
- Agenda for Committee meetings has to be prepared
- Attendance of Committee meetings has to be maintained
- Minutes of Meetings has to be minuted, recommendations adopted at the meeting with action taken report duly endorsed by the chairperson.



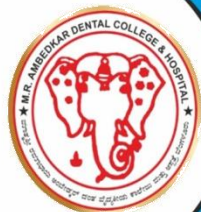
**The list of Maintenance committee members for year 2023-24 are listed below:**

- |     |   |                  |
|-----|---|------------------|
| 1.  | Dr. Hemalata M., Principal                  | - Chairperson    |
| 2.  | Dr. Lalith V., Vice-Principal               | - Member         |
| 3.  | Dr. Shobha, Reader, Periodontics            | - Coordinator    |
| 4.  | Mr. Kemparaju, Administrative Officer       | - Member         |
| 5.  | Sri. B. R. Chidananda, Executive Engineer   | - Member         |
| 6.  | Mr. Vardaraju, SDA, Store In-charge         | - Representative |
| 7.  | Mr. Anandaraju K, FDA, House Keeping Suptd. | - Representative |
| 8.  | Mr. Ramakrishna E., Dental Chair Technician | - Representative |
| 9.  | Mr. Sivakuamr G., Electrician               | - Representative |
| 10. | Mr. Babu, Plumber                           | - Representative |
| 11. | Mr. Malakondaiah, Cleaning Staff            | - Supervisor     |

**Floor In-Charge Staff**

1. Ground Floor – Dr. Bedkekar Sushma- Lecturer, Public Health Dentistry;  
Dr. M. Karthik Vishwas, Lecturer, Oral Surgery
2. First Floor - Dr. Veekshith M. - Lecturer, Orthodontics;  
Dr. Nanjammani - Lecturer, Peridontics
3. Second Floor – Dr. Annu Eliza James - Lecturer, Prosthodontics;  
Dr. Dasara Vineela – Lecturer, Conservative Dentistry
4. Third Floor – Dr. Rajalakshmi S. - Lecturer, Prosthodontics;  
Dr. Pooja Jain - Lecturer, Conservative Dentistry
5. Fourth Floor – Dr. Komal N - Lecturer, Conservative Dentistry;  
Dr. Ranjitha G - Lecturer, Orthodontics

# **NSS ADVISORY COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

#36/1, Cline Road, Cooke Town, Bengaluru-560005

To inculcate and develop social sensitivity, moral values and

professional ethics in students along with their academic formation so as to show responsible behavior to the professional community and society at large and to grow as responsible citizens of high moral values, making valuable contributions to profession/community/society, thus realizing a major thrust in the Vision and Mission of the Institute.

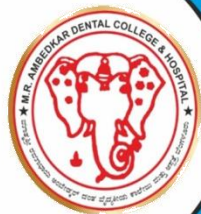
## **Responsibilities of Members:**

- To arrange discussions and workshops of group of students on a regular basis on issues of social importance, ethical relevance and moral values.
- To organize social service groups and clubs as well as outdoor filed activities, to encourage and involve students in social service activities.
- To maintain a register as well as program reports of all the activities facilitated through NSS with necessary documents like photographs, circulars etc.

## **NSS ADVISORY COMMITTEE 2023-24**

1. Dr. Hemalata .M., Principal, Pro. & Head, Periodontics - Chairperson
2. Dr. Umashankar G.K, Professor, Public Health Dentistry - NSS Program Officer
3. Dr. Rukmini J N, Lecturer, Public Health Dentistry - Member
4. Dr. Mahadeva D M, Lecturer, Public Health Dentistry - Member
5. Dr. Shobharani, Tutor - Member

# PARENTS' & TEACHERS' ASSOCIATION



**MATHRUSHRI RAMABAI AMBEDKAR  
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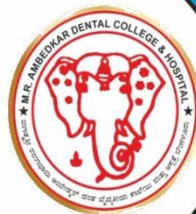
Parent Teacher Association has been

constituted to maintain the communication between parents, teachers and the students. This committee coordinates between the Academic committees to keep a track of the students' performance and convey/communicate to their parents. It fosters and encourages parent participation on all levels and provides opportunities and training for parents to participate in Institutes governance and decision-making.

## **Responsibilities of Committee members:**

- The committee shall be responsible to inform about the students' performance to their parents.
- The committee shall be responsible to collect the data regarding internal assessment marks and attendance.
- The committee authorizes to decide the date of the parent teacher meeting to be held. Two meetings are held one after first internal assessment and the other before preliminary examinations.
- Letters/Mails shall be sent to individual parents' mentioning about the internal assessment marks and attendance one month prior to the date of parent teacher meeting.
- In case of any issues the committee guides the parent and the student to their respective subject teacher/the mentor for their better performance.
- In case of any suggestions given by the parents the committee shall discuss with the higher authorities to be implemented
- Frequency of the meeting: Twice a year/ academic year; minutes of the meetings have to be maintained.





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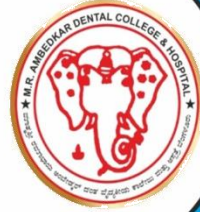
## Parents' & Teachers' Association 2023-

24

1. Dr. Hemalata .M - Chairperson
2. Dr. Soundarya .N, Professor & HOD, Dept of Oral Pathology - Co- Chairperson
3. Dr. Fouzia, Reader, Periodontics - Coordinator
4. Dr. Azam Pasha, Professor, Dept. of Orthodontics - Member
5. Dr. Rashmi . S, Reader, Dept. of Conservative Dentistry - Member
6. Dr. Vijay Kumar Jain, Reader, Dept. of Oral pathology - Member
7. Dr. Shiva Prasad, Reader, Dept. of Periodontics - Member
8. Dr. Bindu Ramesh, Reader, Dept. of Oral Surgery - Member
9. Dr. Shilpa, Lecturer, Conservative Dentistry - Member

## PARENT MEMBERS

# PATIENT RECORDS COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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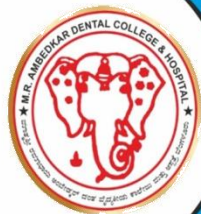
The patient record committee will maintain medical records (upto) in the expected standards and quality and make use at all levels by beneficiaries. The medical record committee will have an oversight for the organisation's ongoing records, the review and approval of forms and format for the medical record, including electronic applications. This is applicable to Clinical section (OPD, IPD, Outreach services etc.)

## **Procedure:**

1. The committee will prepare datasheet to record outpatient and inpatient statistics monthly and yearly.
2. Department statistics will be done at the end of the year.
3. Individual posting in charges will be responsible for maintaining the monthly patient statistics
4. The posting in charges shall update the monthly statistics in datasheet by 5th day of every month.
5. The committee shall ensure completeness and timeliness of the same
6. The committee shall ensure that all the clinical sections complete and maintain patient evaluation records and patient feedback forms.
7. Meetings: Quarterly and when required, minutes of the meeting have to be maintained.

## **PATIENT RECORDS COMMITTEE 2023-24**

- |    |  |                |
|----|--|----------------|
| 1. | Dr. Hemalata .M                                  | - Chairperson  |
| 2. | Dr. Rabindra S Nayak, Vice-Principal             | - Member       |
| 3. | Dr. Lalith, Vice Principal, Reader, Periodontics | - Member       |
| 4. | Dr. Lagna Gowda, Reader of Pedodontics           | - Co-ordinator |



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The following staff members to maintain updated the records as per norms:

## **Dept. of Prosthodontics:**

Dr. Anand M, Reader  
Dr. Keerthana S, Lecturer

## **Dept. of Orthodontics:**

Dr. Chaitra K. R, Reader  
Dr. Sindhu .D, Lecturer

## **Dept. of Conservative Dentistry & Endodontics:**

Dr. Kiran J Kasti, Reader  
Dr. Pooja Jain Lecturer

## **Dept. of Oral & Maxillofacial Surgery:**

Dr. Manjunath G.S., Reader  
Dr. Sunil S P, Lecturer

## **Dept. of Oral Medicine & Radiology:**

Dr. Roopashree, Reader  
Dr. Archana Markande, Lecturer

## **Dept. of Oral Pathology & Microbiology:**

Dr. Shibani Shetty, Reader  
Dr. Akshatha, Lecturer

## **Dept. of Public Health Dentistry:**

Dr. Geetha, Reader  
Dr. Rukmini, Lecturer

## **Dept. of Periodontology:**

Dr. Shiva Prasad R K, Reader  
Dr. Roopamalini Lecturer

## **Dept. of Pedodontics:**

Dr. Varun Shetty, Reader  
Dr. Vidya K, Lecturer

# PERSONALITY DEVELOPMENT PROGRAMME (PDP) COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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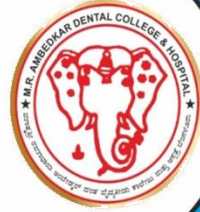
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The Committee will see that the students and interested faculty members undergo the career development, communication skill programmes, life skill programmes and wellness activities. Also they will interact with the visiting faculty involved to discuss our requirement and feedback and will also check the presence of students at regular intervals.

## **PERSONALITY DEVELOPMENT PROGRAMME COMMITTEE 2023-24**

- |    |   |               |
|----|---|---------------|
| 1. | Dr. Hemalata .M, Principal                            | - Chairperson |
| 2. | Dr. Rabindra S Nayak, Vice-Principal                  | - Member      |
| 3. | Dr. Pramila, Professor & HOD, Public Health Dentistry | - Coordinator |
| 4. | Dr. Geetha, Reader, Public Health Dentistry           | - Member      |
| 5. | Dr. Rukmini, Lecturer, Public Health Dentistry        | - Member      |
| 6. | Dr. Mahadeva, Lecturer, Public Health Dentistry       | - Member      |
| 7. | Dr. Chandrakala, Tutor, Public Health Dentistry       | - Member      |

# PLACEMENT COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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The Committee will work for developing the interaction within the Institute and health sector organizations and overall monitor activities of House surgeons/PG Students. It will plan and organize expert talks, seminars, workshops from experts of various health sectors. It will organize industrial visits for the students. It will interact with industries for signing MoUs for students exchange programmes, expert talks, etc. in a mutually beneficial way.

The members will make all the efforts to bring the health sector organizations for placement and arrange for campus placement interviews, make all arrangements for campus, pre-placement talks, hospitality of interviewers / organization ambassadors and will also make arrangement for strong organization-institution interaction by arranging lectures/seminars/training programmes of experts from organizations / Govt./Public Sector / Defense etc. for preparing students for placement. They will also find out the organizations for deputing the students for training. The arrangement for their comfortable stay, etc. will be made by the committee

Overall a Placement Cell will enable the outgoing batch of students both UG / PG in getting placements / jobs by organizing campus interviews by various health sector organizations in the institution by the end of each academic year.

## **PLACEMENT COMMITTEE 2023-24**

- |    |  |               |
|----|--|---------------|
| 1. | Dr. Hemalata .M                                  | - Chairperson |
| 2. | Dr. Rabindra S Nayak, Vice-Principal             | - Member      |
| 3. | Dr. Lalith, Vice Principal, Reader, Periodontics | - Member      |
| 4. | Dr. Varun Shetty, Reader of Pedodontics          | - Member      |
| 5. | Dr. Rashmi .N, Reader of Conservative Dentistry  | - Member      |
| 6. | Dr. Veekshith M., Lecturer of Orthodontics       | - Member      |

# **PUBLIC RELATION** **AND MEDIA** **COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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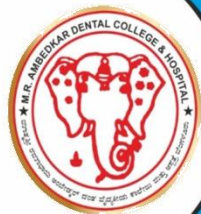
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The members will be in touch with the In-charges of different Curricular, extra curricular & co-curricular activities at Institute level to give publicity of the various events organized through newspapers or any other publications / media through Principal, MRADCH. Any news item to be published must be approved by the Principal.

## **PUBLIC RELATION AND MEDIA COMMITTEE 2023-24**

- |    |   |               |
|----|---|---------------|
| 1. | Dr. Hemalata .M                                     | - Chairperson |
| 2. | Dr. Rabindra S Nayak, Vice-Principal                | - Member      |
| 3. | Dr. Lalith, Vice Principal, Reader, Periodontics    | - Member      |
| 4. | Dr. Uma Shankar, Professor, Public Health Dentistry | - Coordinator |
| 5. | Dr. Neeraja, Reader, Pedodontics                    | - Member      |
| 6. | Dr. Suresh.S. Nair, Lecturer, Orthodontics          | - Member      |
| 7. | Dr. Balaraj., Lecturer, Oral Surgery                | - Member      |

# PURCHASE COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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To facilitate the purchase of equipments through the exchange of best practices among its committee members, faculty, staff, equipment manufacturers, suppliers and maintenance contract agencies.

## **Purchasing New Equipments:**

1. Requirement of the equipments will be collected from faculty members.
2. List of vendors gathered
3. Quotations acquired from various vendors.
4. Comparison chart prepared from quotations.
5. Meeting with vendors along with purchase office and Principal
6. Order placed.
7. Delivery of equipments followed by demonstration and testing
8. Equipment entry in the register.

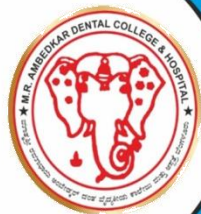
## **Members of the Purchase Committee 2020-21**

1. Dr. Hemalata .M, Principal - Chairperson
2. Dr. Rabindra S Nayak, Vice-Principal - Member
3. Dr. Lalith V., Vice-Principal - Member
4. Mr. Kemparaju, Administrative Officer - Member
5. Mr. Chinnaswamy .R., Manager - Member
6. Mrs. Cheluvamba B M Accounts Officer - Member
7. Mr. Varadaraju, Central Stores In-charge - Member

## **Members of the Purchase Committee 2020-21 (IMPLANTS)**

1. Dr. Hemalata .M, Principal – Chairperson
2. Dr. Anuradha .V, Prof. & HOD, Oral Surgery - Member
3. Dr. Rabindra S Nayak, Vice-Principal - Member
4. Dr. Lalith V., Vice-Principal - Member
5. Mr. Kemparaju, Administrative Officer - Member
6. Mr. Chinnaswamy .R, Manager - Member
7. Mrs. Cheluvamba B M, Accounts Officer - Member
8. Mr. Varadaraju, Central Stores In-charge - Member

# **RECRUITMENT &** **PROMOTION** **COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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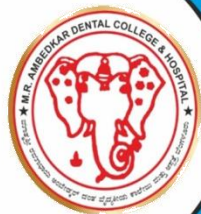
The Committee has been constituted with the following members to conduct interview for selection of candidates for the vacant posts (teaching / non-teaching) as well as promotion in various departments at MRADC.

## **COMMITTEE 2023-24**

1. Sri. S. Gurappaji, Chairman, G.C, MRADC - Chairperson
2. Dr. Hemalata .M – Principal - Member
3. Dr. Rabindra S Nayak, Vice-Principal - Member
4. HODs / Professors of respective departments - Subject Expert
5. Mr. Kemparaju, Administrative Officer - Member



# **RESEARCH & DEVELOPMENT COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

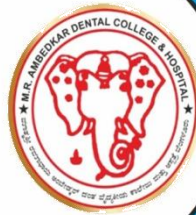
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This committee oversees and supervises Research and Development activities in the Institute and to ensure performance, by proper monitoring of research projects and engagement in all the research thrust areas, with the management. The Committee will encourage the faculty members and students of respective dept. for R&D work, R&D projects, Dissertations, Thesis, Short Studies to be sent to RGUHS and articles to be sent to local / state / national / international journals. The proposals to be submitted to RGUHS, ICMR and other funding agency should be submitted to the undersigned through the Convener of the above committee. The research & innovation of students can be extended to patent and product development with the help of Government funding for incubators and policies & projects like Student Starting & Innovation Policy.

## **Responsibilities of Committee Members:**

- Exploring possibilities of research collaborations, nationally and internationally for long term development.
- Final assignment of work and fixing linkages and establishing monitoring frame work.
- Reviewing and monitoring research and development activities in all the four thrust areas so that quality research can be encouraged and slippages can be reduced through pre-established schedules given at the time of allotment of projects.
- Arranging lectures and seminars periodically to providing academic support and guidance to researchers on the basis of recommendation from Empowered Counseling Committee members.
- To conduct regular research meetings for the update of research activities at the institute.
- To coordinate with ethical committee for approval of research projects.
- To facilitate paper and poster presentations in various conferences by student and faculty.
- To plan research budget.
- Plan the synopsis in consultation with guide.



- Present the synopsis in Institutional Ethical Committee & Review Board meetings and incorporate the suggestions given by committee.
- After obtaining Institutional Ethical Committee & Review Board approval, collect the data and submit the review report to research committee.
- Prepare the final manuscript and submit in the appropriate journal after discussing with research committee.
- Monitoring quality of dissertations and thesis topics and reports.
- Giving feedback to researchers and management periodically (half yearly).

#### **The Convener to conduct periodic meetings:**

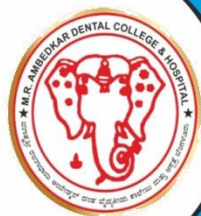
- Frequency of Committee meetings - at least four (4) times per year.
- Agenda for Committee meetings
- Attendance at Committee meetings
- Minutes of Meetings

Note: Inform all student and faculty about the university/any funding agency research circulars.

#### **Reporting to the Chairperson:**

The Convener to present to the Chairperson, meeting scheduled immediately following the Committee meeting:

- The minutes of the Committee meeting
- Considerations and discussions of the Committee
- The recommendations adopted at the meeting
- Action Taken Report

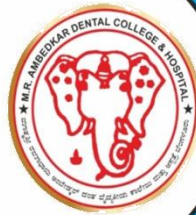


**RESEARCH & DEVELOPMENT COMMITTEE 2023-24**

(UG,PG & Faculty Research)

<b>Patrons</b>	Chairman, GC/MRADC		
<b>Advisor</b>	Dr.Karthik, Professor & HOD, Dept. of Forensic Medicine, DR. BRAMC.		
<b>Chairman</b>	Dr. Hemalata .M	Principal, Professor & HOD	Periodontics
<b>Co-Chairman</b>	Dr. Rabindra S. Nayak Dr. Umashankar G K Dr. Satish Kumaran	Professor & HOD Professor Professor	Orthodontics Public Health Dentistry Oral Surgery
<b>Convener</b>	Dr. Jyothnsa V Setty	Professor	Pedodontics
<b>Co-Ordinators</b>	Dr. Hari Prasad Dr. Fouzia Tarannum	Reader Reader	Prosthodontics Periodontics
<b>Members</b>	Dr. Shiva Prasad R K Dr. Neeraja .R Dr. Vijay Shankar Dr. Anjali Dr. Anand M Dr. Roopashri Dr. Vaibhav Dr. Geetha Dr. Shibani Shetty	Reader Reader Reader Reader Reader Reader Reader Reader Reader	Periodontics Pedodontics Conservative Dentistry Orthodontics Prosthodontics Oral Medicine Oral Surgery Public Health Dentistry Oral Pathology
<b>Project Supervisors</b>	Dr. Anuradha .V Dr. Shruthi C S Dr. Ila Srinivasan Dr. Maria Priscilla David Dr. Pramila M Dr. Soundarya N Dr. Jayanthi .D Dr. AnanthKrishna Dr. Azam Pasha	Professor & HOD Professor & HOD Professor & HOD Professor & HOD Professor & HOD Professor & HOD Professor Professor & I/C HOD Professor	Oral Surgery Prosthodontics Pedodontics Oral Medicine Public Health Dentistry Oral Pathology Periodontics Conservative Dentistry Orthodontics

# SPORTS COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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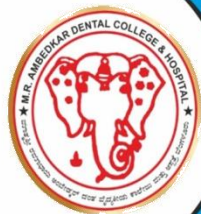
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The motive of this committee is to

prepare conducive environment for sports activities for students, thereby giving them an arena to develop mentally as well as physically, which helps a student to inculcate sportsmanship qualities of leadership, perseverance, team spirit and brotherhood. This enables a holistic development of psychometric and cognitive skills of the student through effective participation in the various sporting activities of the college

Responsibilities of Committee Members:

- Plans the activities within the allotted budget and gets the permission of principal before the activities actually commence.
- Organizes activities at the college level.
- Holds competitions annually for students and staff.
- Sort out any issues taking place during matches (team selections, objections, quarrels etc).
- Maintaining discipline in all events happening in and outside the college.
- The winners at the college will be considered for participation at inter college and inter university level.
- The Committee recommends attendance to the participants representing the college outside for that period not exceeding 10/15 days.
- Seeks the approval of the principal in advance for the participants presenting the college outside.
- Maintaining Sports register, sports related field records and prize distribution records.
- Finalize the schedule of events for the whole academic year in advance in consultation with the principal.
- Prepares estimates for the next year budget



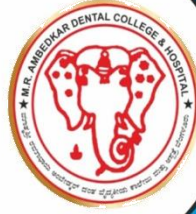
## **SPORTS COMMITTEE 2023-24**

1. Dr. Hemalata .M - Chairperson
2. Dr. Sudhindra Kumar, Tutor - Co-Chairperson
3. Dr. Vinay K., Reader, Orthodontics - Secretary
4. Dr. Varun Shetty, Reader, Paedodontics - Member
5. Dr. Bindu, Reader, Oral Surgery -Member
6. Dr. Roopashri, Reader, Oral Medicine - Member
7. Dr. Veekshith M, Lecturer, Orthodontics - Member
8. Dr. Sanober, Lecturer, Prosthodontics - Member

### Student Members:

1. Dr. Janaki Shaw - Student Secretary
2. Dr Vinayak Rao - PG Representative
3. Dr Gurman - HS Representative
4. Ms. Twinkle Roy - IV BDS Representative
5. Ms. Arwa - III BDS Representative
6. Mr. Raghav - II BDS Representative
7. Ms. Swathi - I BDS Representative

# **STAFF WELFARE** **COMMITTEE**



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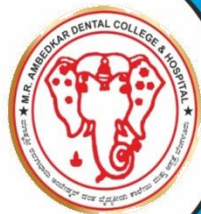
The committee will focus on the holistic staff development, execute and monitor all the activities in regards to the staff development. It will conduct training seminars/workshop & will support activities related to continuing education.

The committee will focus on the feedback given by the students for the faculty and prepare plans for quality assurance and would implement and monitor quality assurance plan and develop suitable mechanism for staff motivation through awards for excellence in teaching.

Overall this committee works for the benefit and welfare of the all staff and provides a channel to interact with each other.

## **Responsibilities of the Members:**

- To look after the needs of the staff to maintain their high morale
- To coordinate for benevolent facilities for the members of staff
- To plan for general welfare activities for, teaching and administrative staff
- Ensure favorable working environment for all the staff members.
- Maintain high moral standards by looking after the needs of the staff
- Coordinate for benevolent facilities for the members of staff.
- Build a healthy working environment and foster good relationship among the staff.
- Collect and compile databases of faculty and staff working in the campus.
- Provide opportunities for attending various workshops, seminars, symposiums, and conferences conducted by various institutions and agencies in and outside the locality /region/state.
- Plan and organize regular programs and activities for the Faculty Development Programs (FDPs) / Faculty Improvement Programmes (FIPs) and Staff (Administrative) Development Programs.
- Organise staff motivational / recreational activities such as, Felicitations, Picnics, etc.

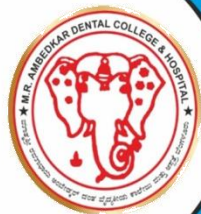


- Ensure for the compliance to the guidelines issued by competent authorities of the state such as Council of Higher Education in matters related to Confirmation of services, Career Advancement, Pay Fixation etc. of the staff.
- Maintain the records and file all the activities conducted and submit the same to the IQAC Committee.

### **STAFF WELFARE COMMITTEE 2023-24**

- |     |  |               |
|-----|--|---------------|
| 1.  | Dr. Hemalata .M  | - Chairperson |
| 2.  | Dr. Rabindra S Nayak, Vice-Principal                   | - Member      |
| 3.  | Dr. Lalith, Vice Principal, Reader, Periodontics       | - Member      |
| 4.  | Dr. Ila Srinivasan, Professor & HOD, Pedodontics       | - Member      |
| 5.  | Dr. Anuradha V, Prof. & HOD of Oral Surgery            | - Member      |
| 6.  | Dr. Maria Priscilla David, Prof. & HOD, Oral Medicine  | - Member      |
| 7.  | Dr. Pramila M, Prof. & HOD, Public Health Dentistry    | - Member      |
| 8.  | Dr. Shruthi C S, Prof. & HOD, Prosthodontics           | - Member      |
| 9.  | Dr. Soundarya .N, Prof. & HOD, Oral Pathology          | - Member      |
| 10. | Dr. Anantha Krishna , I/c Prof. & HOD, Cons. Dentistry | - Member      |
| 11. | Mr. Kemparaju, Administrative Officer                  | - Member      |
| 12. | Mr. Chinnaswamy, Manager                               | - Member      |
| 13. | Mrs. Cheluvamba, Accounts Officer                      | - Member      |

# STUDENT COUNCIL



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

#36/1, Cline Road, Cooke Town, Bengaluru-560005

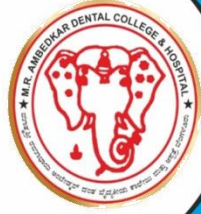
Student council plays a vital role in developing, promoting of student activities, improving quality of student's life and fostering greater interaction with the students and well-being of the students. Student Council exists to represent the voice of the students, promote their ideas and advocate their views and interests. It Provides aid to the students, the institution and the community

Student council provides a representative structure through the students involve in the affairs of the college, social activities, community opportunities, leadership, scholarship, human relations and promotes civic responsibility Each Student Council works for a one year period in streamlining the co-curricular and extra-curricular activities of the institution for the benefit of all the students. The council acts as a mediator to share students' ideas, interests, and concerns with teachers. In addition, it plays a major role in raising fund for the conduction of Annual Cultural, Literary and Sports event. Further, all the functions of the institution in a particular year are being organized by the Student Council.

## **The role of the Student Council:**

- To enhance communication between students, management and staff.
- To promote an environment conducive to educational and personal development.
- To promote friendship and respect among pupils.
- To support the management and staff in the development of the college.
- To represent the views of the students on matters of general concern to them.
- A Student Council will identify activities that it would like to be involved in organizing, although the final decision on the activities of a Student Council should be agreed with college management. A Student Council should not through its activities interfere with or detract from, the authority of college management or the teaching staff of the college. It is therefore not a function of a Student Council to discuss or comment on matters relating to the employment or professional affairs of the Principal, teachers and other staff of the college, or to become involved in any issues that fall within their professional competence.





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## STUDENT COUNCIL 2023-24

**PRESIDENT** Dr Asif Hussain, PG - Dept of Orthodontics

**VICE PRESIDENT** Ms. Chandana, 4th BDS Student

**SECRETARY** Dr Janaki Shaw, PG - Dept of Periodontics

**TREASURER** Dr Gurman – Intern

### MEMBERS

• Post Graduate Representatives: Dr Vinayak Rao, Conservative Dentistry

Dr Heena, Prosthodontics

• Final Years Representatives: Ms. Twinkle Roy

Mr. Hamdan

Mr. Vijay

• Third Years Representatives: Ms. Arwa

Mr. Apratim

• Second Years Representatives: Mr. Raghav

Mr. Nikhil

Ms. Silvia

Ms. Deepali

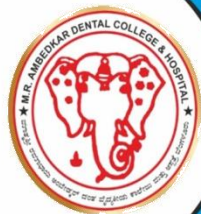
• First Years Representatives: Mr. Shreyas

Mr. Hayyan

Ms. Swathi

Ms. Monica

# STUDENT COUNSELING CELL



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

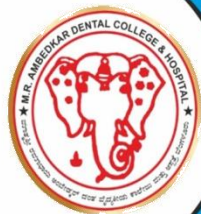
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Student Counseling Cell aims to help students become self-aware and reach their highest potential while dealing with anxiety and stress. The counseling cell provides a happy and comfortable environment for students to discuss their problems regarding their academic and social life. We also help students to explore any skill or path. The cell also provides motivational, psychiatry and therapy sessions. The students are helped to work through their problems, to develop self-awareness and overcome anxiety & stress.

## **Responsibilities of Members:**

- To provide a support system for the students to address the major academic related issues.
- To initiate proactive measures to solve the issues of students concern.
- To analyze the grievances of students and to take corrective action with the appropriate authorities for redressal.
- To solve personal problems of student by conducting individual counselling session
- To boost self esteem of weaker /physically challenged students.
- To diagnose the learning difficulties of students and help them to overcome the same.
- To help the students to overcome examination stress or fear.
- To conduct training program on counseling skills for faculty & staff.
- To conduct seminars for students on mental health and addiction issues.
- To refer the students to professional psychiatrics or counselors in severe cases.
- To inform the parents about psychological misbehavior of the student.
- To get suggestions regularly from the students for improvement.

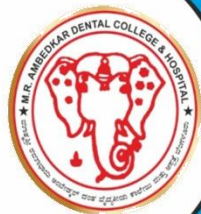


**Procedure:**

- Students are encouraged to meet the counseling committee regularly to address their suggestions and grievances.
- The students can explain their problems to the counseling committee as and when required.
- The counseling committee interacts with the students regarding their nature of problems.
- If any grievance was found the same was recorded in the register and addressed.
  - They may also approach their respective mentors or any of their other teachers as is comfortable to them.
  - Students may also express their problems related to attendance, discipline to the committee.
  - The Students Counseling cell will enquire the grievances and recommend the final course of action to be initiated at the institutional level for the redressal of the same.
  - Any student may approach the committee members, if he/she has any grievance regarding academic and non-academic matters and the committee will take up necessary action.
  - The grievances at departmental level are governed by the concerned mentors and Department Heads then and there.
  - Unresolved grievances at the departmental level are referred to the Students counseling cell of the institution

**Note:**

- Students are requested to note that they have to take the remedial measures serious and try to adopt it.
- At the same time, the college assures students that it would provide all support to overcome their problems and maintain confidentiality



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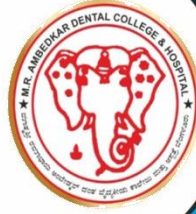
## STUDENT COUNSELING CELL 2023-24

1. Dr. Hemalata .M., Principal, Pro. & Head, Periodontics - Chairperson
2. Dr. Rabindra S Nayak, Prof & HOD, Orthodontics - Co-Chairperson
3. Dr. Lalith, Vice Principal, Reader, Periodontics - Member
4. Dr. Ila Srinivasan, Prof & HOD, Paedodontic - Member
5. Dr. Shruthi C S., Prof & HOD, Prosthodontics - Member
6. Dr. Fouzia Tarannum, Reader, Periodontics - Member
7. Dr. Sangeeta S., Lecturer, Oral Medicine/Hostel Warden - Member
8. Dr. Sudhindra Kumar, Tutor - Member
9. Dr. Chandrakala. Tutor - Member
10. Mr. Kemparaju, Administrative Officer - Member

## STUDENT COUNSELORS

1. Dr. Shibani Shetty, Reader, Oral Pathology
2. Dr. Varun Shetty, Reader, Paedodontics

# VIGILANCE COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
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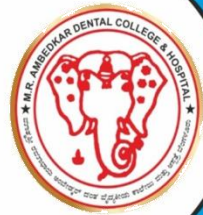
This committee keeps a check and helps to eradicate corruption in the College.

## **Responsibilities of members:**

- 1) To correct and prevent corruptibility in the administration of College
- 2) To improve the system and increase transparency and accountability in functioning of various committees.
- 3) To eradicate loopholes of the system/procedures.
- 4) To reduce the areas of discretion.
- 5) To coordinate functions of the systems/committees.
- 6) To keep an eye on malpractices in College.
- 7) To attend meetings held by different committees and display the action taken on issues discussed in meetings and reviews the same in the next meeting.

## **Procedure:**

- 1) Members of the vigilance committee shall attend meetings held by other committee members.
- 2) The committee will ensure that the meetings and decisions taken by the other committee members are appropriate and ethical.
- 3) The committee will ensure that the meeting minutes are maintained and will duly sign and note the same.
- 4) Deal with any complaints and information provided by committees.
- 5) Deal with any complaint of corruption, misconduct, lack of integrity or any other kind of malpractice on the part of employees of the institute.



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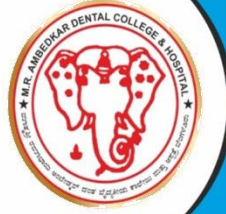
6) Coordinate work of all committees and advise them with respect to matters pertaining to the maintenance of integrity and impartiality in the administration.

Regular meetings with emergency meeting if need arises

## **VIGILANCE COMMITTEE 2023-24**

- |    |  |               |
|----|--|---------------|
| 1. | Dr. Hemalata .M                                  | - Chairperson |
| 2. | Dr. Rabindra S Nayak, Vice-Principal             | - Member      |
| 3. | Dr. Lalith, Vice Principal, Reader, Periodontics | - Member      |
| 4. | Mr. Kemparaju, Administrative Officer            | - Member      |

# WEBSITE AND AUTOMATION COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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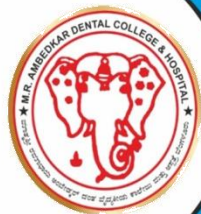
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The Committee will keep the MRADCH website up-to-date by contacting the concerned Head and Administrative Officer (For administrative data and information). The concerned staff should be given training of operating his accounts / work.

## **Responsibilities of Committee Members:**

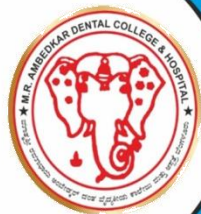
- Regularly update the information/data given on the website under various items/heads so as to have the latest and correct information about the institute at all times and removes the incorrect and irrelevant data.
- Collect information about the latest events in the institute, achievements etc and get them posted on the website by way of write ups and pictures etc.
- Update all communications, notices, announcements etc on a regular basis.
- Strive to make improvement in the website with respect to design, preventability etc on a continuous basis.
- To create infrastructural frame work for creating student email ID at the time of admission.
- To develop library web page in consultation with library committee.
- To enable student to use Institutes Learning Managing System.
- To Digitalize and document College Records (Academics, Clinical etc.) on a regular basis
- Prepares estimates for the next year budget.



## **WEBSITE AND AUTOMATION COMMITTEE 2023-24**

1. Dr. Hemalata .M., Principal, Pro. & Head, Periodontics - Chairperson
2. Dr. Maria Priscilla David, Prof & HOD, Dept. of Oral Medicine - Co-Chairperson
3. Mr. Kemparaju, Administrative Officer - Coordinator
4. Mr. Venkatesh., Librarian - Coordinator
5. Dr. Umashankar G K, Professor, Public Health Dentistry - Coordinator
6. Dr. Varun Shetty, Reader, Paedodontics - Coordinator
7. Dr. Lalith, Vice Principal, Reader, Periodontics - Member
8. Dr. Azam Pasha, Professor, Orthodontics - Member
9. Dr. VijayShankar, Reader, Conservative Dentistry - Member
10. Dr. Deepak V, Lecturer, Oral Pathology - Member
11. Dr. Balaraj, Lecturer, Oral Surgery - Member
12. Dr. Asif, Postgraduate Student - Member
13. Dr. Gurman, House Surgeon - Member
14. Mr. Harsha, University Section - Member
15. Mr. Renuka Prasad, IT Dept. - Member





# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

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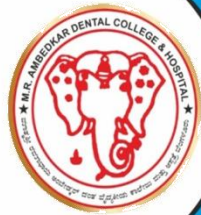
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Staff designated as Registrars of the departments:

Dept. of Oral Medicine & Radiology	- Dr. Vaishali M R, Reader
Dept. of Oral Maxillofacial Surgery	- Dr. Bindu Ramesh, Reader
Dept. of Public Health Dentistry	- Dr. Rukmini, Lecturer
Dept. of Periodontics	- Dr. Rupamalini, Lecturer
Dept. of Oral Pathology	- Dr. Akshatha B K, Lecturer
Dept. of Orthodontics	- Dr. Suresh Nair, Lecturer
Dept. of Prosthodontics	- Dr. Sumanth, Lecturer
Dept. of Paedodontics	- Dr. Vidhya K, Lecturer
Dept. of Conservative Dentistry	- Dr. Pooja Jain, Lecturer

# WOMEN WELFARE CELL



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

(Founded by : Ananda Social & Educational Trust)

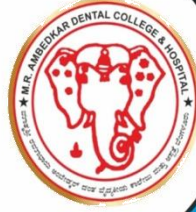
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This cell is established to empower girl students, to address all issues related to women and to make the college campus a safe place for female students and faculty members. The committee will focus on the holistic development of women and plan executive and monitoring all the activities in regards to women development. It will work for equal representation of women in all developmental activities of the college. So the main objective of the committee is to motivate, empower women and secure feminine gender. It aims to prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the college.

## **Responsibilities of Committee Members:**

- Awareness building among girl student about self-protection.
- Motivation and awareness of the girl student about their strengths.
- Protection of the girl students.
- Organizing the health awareness program.
- Solving girl students related issues and complains.
- Creating awareness about women's welfare.
- Handle case works and counseling.
- Improving interpersonal skill.
- Conducting Woman's Day Program.
- To create awareness about the problems of women and in particular regarding gender discrimination.
- To guide about Women Welfare Laws.
- To highlight the importance of health and hygiene.
- To directs Women's role in the society.
- To develop multidisciplinary approach for the overall personality development.
- To organize seminars, workshops relating to women development.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching women staff of the Institute.



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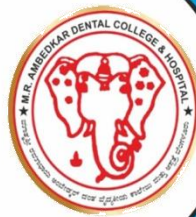
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## WOMEN WELFARE CELL 2023-24

Chairman	- Mr. Mahadeva Prasad H S Managing Trustee, AS&ET	9845121370
Co-ordinator	- Mr. Kemparaju	9945453556
Secretary	- Dr. Hemalata .M, Principal	9008318647
Faculty Members	- Dr. Maria Priscilla David Prof. & HOD of Cons. Dentistry	9880239778
	Dr. Jayanthi. D Professor, Periodontics	9845275016
	Dr.Soundarya .N Professor & HOD of Oral Pathology	9945996806
	Dr.Fathima, Tutor	9886170989
Social Worker	- Mr. Venkatesh, RHTC, Halasoor	9448211381
Local Police station	- Sub inspector of Police Frazer Town, Bangalore-5	22942548

# ANTI-SEXUAL HARASSMENT COMMITTEE



**MATHRUSHRI RAMABAI AMBEDKAR  
DENTAL COLLEGE & HOSPITAL**

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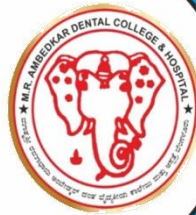
This committee promotes productive work environment by creating a culture of respect for all, irrespective of their gender, colour, caste, location or any physical deformity. Also not to tolerate verbal or physical conduct of a sexual nature by any employee that harasses, disrupts or interferes with another's work performance or that creates an intimidating, offensive or hostile environment.

Harassment that goes unchecked has the potential to hurt the employer's operations, through decreased productivity and increased employee turnover. An Act to provide Protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Every Employer of a workplace shall, by an order in writing, constitute a committee to be known as the "Internal Complaints Committee". This Act is applicable to all allegations made against an employee and students, irrespective of whether sexual harassment or discrimination with respect to caste / gender / region / physical deformity is alleged to have taken place within or outside Institution premises. The Act defines sexual harassment at the workplace and creates a mechanism for redressal of complaints. It also provides safeguards against false or malicious charges.

## **Roles and Responsibilities:**

- Employers' Duties - Employer, as defined in the Act, is any person responsible for management supervision and control of the workplace. The Act imposes a number of duties on employers. All employers must ensure that they provide a safe working environment for their employees. Rules of the institute must include provisions relating to sexual harassment and state that sexual harassment will be treated as misconduct, and employers should take appropriate action if a sexual harassment incident is reported.
- Employers are required to set up an internal complaints committee (ICC). The ICC, which must have a minimum of four members, at least half of whom are women, will hear the



sexual harassment complaints. Employer also has a duty to help the employee file a police complaint if she wants to press criminal charges against the harasser.

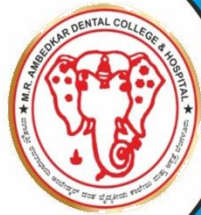
Sexual harassment includes any one or more of the following unwelcome acts or behavior (whether directly or by implication) namely:

- Physical contact and advances; or
- A demand or request for sexual favors; or
- Making sexually colored remarks; or
- Showing pornography; or
- Any other unwelcome physical, verbal or non-verbal conduct of sexual nature

### **Internal Complaint Committee**

The ICC has the same powers as a civil court, including gathering evidence and requiring witness to attend and give evidence on oath, as well as making recommendations to the employer, granting the employee up to three months' leave and awarding compensation to be paid by the harasser in the form of deductions from their salary. There is no cap on the compensation that can be awarded, and the factors that will be taken into account include mental trauma, suffering and emotional distress, the loss of career opportunities and any medical expenses the employee incurs for physical and /or psychiatric treatment. The income and financial status of the harasser may also be taken into account.

The complaint to the ICC must normally be made within three months of the date of the alleged incident, or if there has been a series of incidents, within a period of three months from the date of the last incident. The ICC inquiry into the allegation of sexual harassment should be concluded within 90 days, and the employer must assist them by providing documents etc.



### **Inquiry Procedure:**

- As per the Sexual Harassment Act 2013, Complaint shall submit to the complaint committee 6 copies of the complaint along with supporting documents and list of witness along with addresses.
- Within seven working days a copy of complaint is to be sent to the Respondents/s.
- Respondent shall reply within 10 day along with list of witness and their addresses.
- Inquiry shall be held in accordance with the principles of natural Justice.
- In case of default proceeding may be terminated or be decided ex-parte.
- No legal practitioner allowed in the inquiry.
- Quorum: Presiding and any two members.

### **The Investigation Process:**

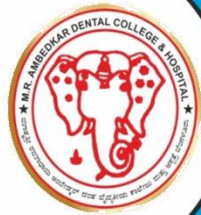
The process should provide a fair method for both sides to be heard and to receive information. Neither employer nor investigator should prejudge the alleged harasser's guilt. Witnesses should be interviewed as soon as possible. All responses should be documented and, if possible, statements should be written and signed by the person providing the information. In addition, all participants in the investigation should be reminded that their cooperation and confidentiality are required.

A timely investigation of allegations of sexual harassment is important. Both a complaining employee and an unjustly accused individual may suffer increasing emotional distress the more a resolution is delayed.

Action may be taken on sexual Harassment complaints:

In case of proven sexual harassment it may recommend to the employer to take any action against respondents i.e.

- Written apology,
- Warning,
- Reprimand or censure,



- Withholding of promotion or pay rise or increment,
- Terminating the respondent from service or undergoing counseling sessions or carrying out community service.

### **Punishment for false or malicious complaint and false evidence:**

Where the ICC, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or misleading document.

It may be recommended to the employer, as the case may be, to take action against the women or the person who has made the complaint.

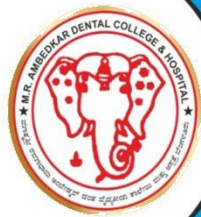
### **Other relief to the complainant during pendency of inquiry:**

The complaints committee at the written request of the aggrieved woman may recommend to the employer to:

- Restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report and assign the same to another officer.
- Restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

### **Penalty for disclosing identity of aggrieved women and any information:**

Section 16 of the Act prohibits disclosure of identity of aggrieved woman, her address, witness proceeding of Inquiry, any recommendations of ICC and action taken by the employer. Any person entrusted with the duty to handle or deal with the complaint, inquiry recommendation or action taken shall be liable for penalty of Rs. 5000/- on contravention of section 16 of the Act. The employer shall recover penalty.



### **Inquiry Report:**

On the completion of an inquiry under this Act, the internal committee, as the case may be, shall provide a report of its findings to the employer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

### **Members of Anti-Sexual Harassment Committee 2023-24:**

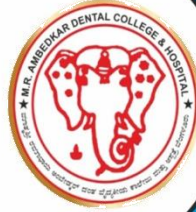
Chairperson - Dr. Hemalata .M, Principal

Co-ordinator - Mr. Kemparaju, Administrative Officer

Members - Dr. Anuradha .V, Prof. & HOD of Oral Surgery  
Dr. Rabindra S Nayak, Prof. & HOD, Orthodontics  
Dr. Soundarya .N, Prof. & HOD, Oral Pathology  
Dr. Fouzia Tarannum, Reader of Periodontics  
Mrs. Cheluvamba B M, Accounts Officer



# **INTERNAL COMPLAINTS COMMITTEE**



**MATHRUSHRI RAMABAI AMBEDKAR  
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This committee has been formed at

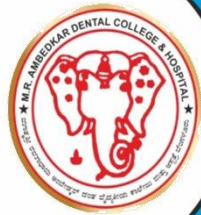
MRADCH, to address issues under THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013.

The purpose of this committee is to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

## **Responsibilities of Internal Complaints Committee (ICC) –**

The Internal Complaints Committee shall:

- (a) Provide assistance if an employee or a student chooses to file a complaint with the police;
- (b) provide mechanisms of dispute redressal and dialogue to anticipate and address issues through just and fair conciliation without undermining complainant's rights, and minimize the need for purely punitive approaches that lead to further resentment, alienation or violence;
- (c) protect the safety of the complainant by not divulging the person's identity, and provide the mandatory relief by way of sanctioned leave or relaxation of attendance requirement or transfer to another department or supervisor as required during the pendency of the complaint, or also provide for the transfer of the offender;
- (d) Ensure that victims or witnesses are not victimised or discriminated against while dealing with complaints of sexual harassment; and
- (e) Ensure prohibition of retaliation or adverse action against a covered individual because the employee or the student is engaged in protected activity.



# MATHRUSHRI RAMABAI AMBEDKAR DENTAL COLLEGE & HOSPITAL

(Founded by : Ananda Social & Educational Trust)

Affiliated to Rajiv Gandhi University of Health Sciences  
Recognised by Dental Council of India

#36/1, Cline Road, Cooke Town, Bengaluru-560005

## Members of Internal Complaint Committee 2023-24:

Presiding Officer - Dr. Hemalata .M, Principal

Members Dr. Rabindra S Nayak, Vice Principal

Dr. Lalith V., Vice Principal

Dr. Soundarya .N, Prof. & HOD, Oral Pathology

Mr. Kemparaju, Administrative Officer

Dr. Janaki Shaw, Student Representative

, Lady NGO Member

Mr. Sannamallige, Lawyer Member