

## **CHAPTER – 2 (Manual – 1)**

### **Particulars of Organisation, Functions and Duties**

#### **Objective / purpose of the Public authority :**

#### **OBJECTS**

The objects of the Dental College (Pondicherry) Society shall be-

- (1) to develop patterns of teaching in under-graduate and post-graduate dental education in any or all of its branches so as to administer a high standard of dental education;
- (2) to produce Dentists of calibre in dental education ;
- (3) to provide in due course a forum for research and development in all branches of dental science.
- (4) To bring together in due course in one place facilities of higher order for the training of personnel in all important branches of dentistry.

#### **Mission/Vision statement of the Public Authority :**

1. Post-graduate programmes in other specialities and faculty exchange programme are in the immediate plans.
2. Steps have been taken for Open Air Dais construction for College function etc.
3. Construction of Staff Quarters for the Teaching Faculty and also for Group 'C' and 'D' staff is being contemplated.
4. The Govt. is planning to upgrade this college into Post Graduate Institute of National repute.
5. The Dept. of Prosthodontics is permitted to conduct the National Post Graduate Convention in the coming academic year.
6. The World Health Organisation has selected this institution for the Oral Health Survey Centre of South India.

#### **Brief history of the public authority and content of its formation :**

Mahatma Gandhi Post Graduate Institute of Dental Sciences which was originally named as Pondicherry Dental College has been established by Puducherry Administration in September, 1990 as an Autonomous Institution of the Government of Puducherry and is administered by a duly constituted Board of Governors headed by the Chief Secretary to Government of Puducherry as its Chairman offers 5 year BDS course (inclusive of one year paid Compulsory Rotatory Internship) and three year MDS Courses in three specialities. The Institution has chosen the Motto " Knowledge is power" emphasizing that knowledge is the most essential thing to empower a person. Since the inception, eleven batches of students have graduated from this Institution and four batches have finished Post-Graduation. The degrees BDS and MDS offered are recognized by the Dental Council of India and this Institution is permanently affiliated to the Pondicherry Central University. Post-Graduate courses are offered in three specialities. Starting of Post-Graduate programmes in two more specialities is in the pipeline.

As per the G.O. Ms. No.55, Dt. 03.09.2005 and G.O.Ms. No.57, Dt.08.09.2005 issued by the Health Secretariat, Puducherry, the Mahatma Gandhi Dental College and Hospital, Puducherry has been upgraded and renamed as "Mahatma Gandhi Postgraduate Institute of Dental Sciences, Puducherry"(Govt. of Puducherry Institution).

The Institution is an autonomous body under the Government of Puducherry administered by a constituted Board of Governors headed by the Chief Secretary to the Govt. of Puducherry as Chairman. Within a short period, the Institution has attained the peak with due recognition from all over India.

**Duties of the public authority :**

With a view to promote all the objects specified above the Society may-

- (1) establish and maintain and carry on the administration and management of the Dental College, Puducherry and other such institutions and organisations;
- (2) provide under-graduate instructions and post-graduate instructions, research in dentistry and other allied sciences and for the advancement of learning and dissemination of knowledge in such branches;
- (3) exchange information and expertise with other institutions, associations and organisations in India and abroad in the field of dental education;
- (4) conduct experiments in new methods of dental education both under-graduate and post-graduate in order to arrive at satisfactory standards of such education;
- (5) prescribe courses and curricula for both under-graduate and post-graduate studies other than those for University Degrees;
- (6) make arrangements for courses for University Degrees in accordance with the statutes and regulations of the University to which the college is affiliated;
- (7) impart training to teachers in dental education from different dental college in India;
- (8) create administrative, medical and ministerial and other posts under the Society and make appointment thereto;
- (9) prepare, print and publish any papers or periodicals and hold seminars, workshops and conferences in furtherance of the objects of the Society;
- (10) institute and award scholarships, fellowships, prizes and medals in furtherance of the objects of the Society;
- (11) invest and deal with funds and moneys of the society entrusted or endowed to the Society in such manner as may be from time to time be determined by the Governing Body;
- (12) confer honorary awards or other distinctions;
- (13) acquire by gift, purchase, exchange, lease or hire or otherwise howsoever any immovable property necessary or convenient for the furtherance of the objects of the Society and obtain for the transfer of any immovable property;
- (14) construct, maintain and alter any building or works necessary or convenient for the purpose of the Society;
- (15) solicit, obtain or accept subscriptions, donations, grants, gifts, devises, bequests and trusts from any person, firm, corporation or institution provided that there is no condition or obligation attached to such subscriptions, donations, grants, gifts, devises, bequests or trusts that would be contrary to the spirit of or will hinder furtherance of the objects of the Society;
- (16) sell, transfer, exchange, mortgage, demise of and otherwise deal with any property whatsoever belonging to the Society subject to the prior approval of the State Government;
- (17) raise from banks or any other financial or public or private undertakings loans and advances with or without securities including pledge and hypothecation of the properties and assets of the Society provided that prior approval in writing of the Government is obtained in that behalf;
- (18) establish and administer the provident fund for the benefit of the employees;

- (19) pay out of the funds belonging to the Society or out of any particular part of such funds, expenses, all or incidental to the formation of the Society and management and administration of any of the foregoing objects including all rents, rates, taxes, outgoings and salaries of the employees;
- (20) draw, make accept, endorse and discount cheques, notices of other negotiable instruments;
- (21) for the purposes aforesaid, sign, execute and deliver all such contracts, deeds and other assurances as may be necessary;
- (22) demand, receive such fees and other charges as may be prescribed;
- (23) invite representatives of Government, Universities and other organisations of India and foreign countries and outstanding scientists to participate in the programmes of the Society;
- (24) co-operate with international and national agencies engaged in dental education, research and training and arrange for inter-change or personnel, material and data;
- (25) appoint and hire services or discharge/terminate the services of the personnel and to pay them in return for the services rendered to the Society salaries, wages, gratuitie, provident funds and other allowances or remuneration in accordance with the rules and regulations and bye-laws of the Society;
- (26) frame such rules and regulations and bye-laws for the conduct of the business of the Society for the achievements of the objects of the Society as aforesaid;\
- (27) provide for the maintenance of units of National cadet Corps for the students of the college.

Examination of the patients, radiographic and laboratory investigations and all dental treatments are carried out absolutely free of cost in the dental clinics and hospital.

For delivering better patient care there are two medical departments functioning in this Institution.

There is collaboration with Jawaharlal Institute of Post Graduate Medical Education and Research (JIPMER) and Government General Hospital, Puducherry for sophisticated diagnostic procedures, investigations and academic activities.

**Main activities/function of the public authority :**

- (1) to develop patterns of teaching in under-graduate and post-graduate dental education in any or all of its branches so as to administer a high standard of dental education;
- (2) to produce Dentists of calibre in dental education ;
- (3) to provide in due course a forum for research and development in all branches of dental science.
- (4) To bring together in due course in one place facilities of higher order for the training of personnel in all important branches of dentistry.

1. **Department of Oral Medicine and Radiology:** The department is taking up the initial evaluation of the patients, radiographic investigations, diagnosis and treatment planning.

2. **Department of Oral and Maxillofacial Surgery:** This department carries out oral and maxillofacial surgeries and dental extractions. Trauma care is also carried out in the department.

3. **Department of Periodontics:** The patients are treated for oral prophylaxis and surgical procedures involving the supporting tissues of the teeth.

4. **Department of Prosthodontics:**

(a) This department deals with all Oral and Maxillofacial prostheses, fixed partial dentures, full mouth rehabilitation cases, Implant Prostheses and all other types of Removable Prostheses.

(b) **Division of Implantology** – It provides unique and specialized prosthetic treatment by utilizing different implant systems.

5. **Department of Conservative Dentistry and Endodontics:** It carries out restoration of the decayed teeth with special attention to Endodontics.

6. **Department of Orthodontics:** It carries out correction of malaligned teeth & jaws as related to growth and dealing with Cleft lip and Palate and Jaw Surgeries.

7. **Department of Community Dentistry:** This department imparts dental treatment at the grassroots level and in the peripheral areas and also takes preventive measures.

8. **Department of Pedodontics:** This department caters to the needs of the child patients.

9. **Department of Oral Pathology:** This department carries out histo-pathological examination and Cytological examination apart from Immune histo-chemical studies for confirmatory diagnosis of oral diseases.

10. **Department of Medicine :** It provides specialized management of various medical disorders through its OPD. The required facilities for teaching the students have been made available.

11. **Department of Surgery :** It provides expertise for various surgical problems through its OPD and Surgical Wards.

12. **Special Clinic:** The clinic provides immediate and efficient dental care for dignitaries.

13. **Department of Microbiology :** Carrying out regular diagnostic test such as Culture and Sensitivity, Serological tests like HBs, Ag, HIV, ASO, CRP, RE Factor, VDRL etc., Stool examination, Grams staining and Acid fast staining for the benefit for the patients attending the hospital.

14. **Department of General Pathology :** Academic and OPD activities are carried out at IGMCRI, Pondicherry.

15. **Department of Pharmacology :** Academic activities for students and management of General Pharmacy.

## **LIBRARY**

Dental and allied health care books and journals worth Rs.2.50 Crores have been purchased for the Library of this Institution. The book collection of the library is 7650 which includes books and back volumes of journals. The library is subscribing for 65 International journals and 15 Indian journal. Back volume collection is 700. Budget provision for library is Rs.40.00 lakhs.

## **ACADEMIC ACTIVITIES**

### **B.D.S. COURSE:**

Forty students are admitted each year to the B.D.S. Course, out of which 29 are from Union Territory of Puducherry. The admission to the 29 seats are sponsored on merit basis by the Centralised Admission Committee (CENTAC), Govt. of Puducherry. The admission to the 6 seats allotted under All India Quota are filled-in by the Directorate General of Health Services (DGHS), Govt. of India, New Delhi. The admission to the 5 seats allotted to NRI / Foreign students / NRI Sponsored students quota. All the admissions are made on merit basis through the Entrance Examination (NEET) conducted on all India basis by NTA.

### **M.D.S. COURSE:**

Thirteen students are admitted each year to MDS Courses, out of which 50 % seats are allotted to the Union Territory of Puducherry. The selection of the candidates under this category is made on merit basis through NEET (PG DENTAL). 50 % seats are allotted All India Quota and are filled in by the Directorate General of Health Services (DGHS), Govt. of India, New Delhi. Admissions to NRI / Foreign Students / NRI Sponsored student (1 seat) quota is made based on merit basis through NEET (PG DENTAL).

### **List of services being provided by the public authority with a brief write up on them :**

Examination of the patients, radiographic and laboratory investigations and all dental treatments are carried out absolutely free of cost in the dental clinics and hospital.

For delivering better patient care there are two medical departments functioning in this Institution.

There is collaboration with Jawaharlal Institute of Post Graduate Medical Education and Research (JIPMER) and Government General Hospital, Puducherry for sophisticated diagnostic procedures, investigations and academic activities.

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The Institution has also undertaken the following service and welfare activities for serving the population at large. These services are as follows:

1. Oral Cancer Detection Programme.
2. The Institution has adopted 2 Community Health Centres (Karikalampakkam and Mannadipet) and 2 Primary Health Centres (Ariyankuppam and Villianur) of the Govt. of Puducherry.
3. School Dental Health Programmes are conducted on a regular basis covering all the schools in Puducherry.
4. Dental treatment camps are organized in various areas of Puducherry and adjacent areas in Tamil Nadu.
5. Dental Health Programmes are organized on a regular basis.

**Organisation structure diagram at various levels namely state, directorate, region, district, block etc. (whichever is applicable) :**

Organisation chart of Mahatma Gandhi Post Graduate Institute of Dental Sciences is enclosed in the ANNEXURE – 'A'.

**Expectation of the public authority from the public for enhancing its effectiveness and efficiency. :**

The public authority i.e., Mahatma Gandhi Post Graduate Institute of Dental Sciences, Puducherry expects the following things from the public i.e. patients:-

- (i) To extend almost co-operation to the Hospital, Medical officers and others ; for the treatment of patients etc.
- (ii) To maintain decency and decorum in the Hospitals
- (iii) To adhere to the punctuality to attend for the treatment/consultation
- (iv) To maintain seniority and form a que in the Hospital
- (v) To park the vehicle in the allotted place of the Hospital
- (vi) To ensure the cleanliness and neatness and tidy
- (vii) To take the treatments and medicines regularly according to the advice/prescription of the Dental / Medical officers.
- (viii) The public should not disturb the patients without permission.
- (ix) They should also ensure safety to the property of both the Hospital and the patients.

**Arrangements and methods made for seeking public participation/Contribution :**

“Oral Hygiene Week” is celebrated annually in the first week of August jointly by the Departments of Community Dentistry and Periodontics. The concluding day is graced by the presence of the Hon’ble Minister for Health and Family Welfare, Govt. of Puducherry who is distributing the “Dental Health Pack” to the public, which is sponsored by Colgate Palmolive(India) Ltd.

The College day celebration is also conducted every year. Hon’ble Chief Minister / Hon’ble Health and Family Welfare Minister are gracing the occasion.. On the occasion of inaugural functions of Hostels, new wards, additional building of the Hospitals etc. ie. Hon’ble Chief Minister/Hon’ble Health Minister/M.L.As of the constituency are invited to participate in the function.

In order to deal with the petitions and grievances from the public, the Grievance Cell has been re-constituted to look into the matter and submit the report to the Head of the Institution.

**2.10. Mechanism available for monitoring the service delivery and public grievance resolution. :**

The Cell looks after the interest of the public, and examines the causes of the grievances contained in the petitions if any, and the final report shall be submitted to the Director for decision.

A notice board for the information to the public is displayed in the institution.

A complaint box has been installed in this hospital viz. so that public is facilitated to present their grievances, if any in the box provided. The same will be opened on every Monday in the presence of all members at prescribed time i.e. 10.00 A.M. and the Grievances are settled then and there. The names of the petitioners are strictly kept confidential.

**Mahatma Gandhi Postgraduate Institute of Dental Sciences (MGPGIDS) :**

Govt. of Puducherry  
Institution, Gorimedu,  
Puducherry – 605 006.

**Opening & Closing hours of the Hospital / Administrative Office :**

**OUT PATIENT DEPARTMENT**

Monday to Friday : 08.00 A.M. to 12.30. P.M.  
01.30 P.M. to 03.30. P.M.

Saturday : 08.00 A.M. to 12.30. P.M.

Perunthalaivar Kamarajar Special Dental  
Clinic / Evening Clinic for Students : 03.30 PM to 08.00 P.M.

Emergency OPD on Public Holidays : 08.00 A.M. to 01.00 P.M.

**ADMINISTRATIVE OFFICE**

Monday to Friday : 08.45 A.M. to 12.30. P.M.  
01.30 P.M. to 05.45. P.M.