



# LENORA INSTITUTE OF DENTAL SCIENCES

(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

Accredited with NAAC "A" Grade

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.

Web: [www.lids.ac.in](http://www.lids.ac.in), E-Mail: [lidsrajahmundry@gmail.com](mailto:lidsrajahmundry@gmail.com), PH:0883-2484492.Fax: 0883 2484493

---

---

## 6.1.2

- **ORGANOGRAM OF THE COLLEGE**
  - **DECENTRALIZATION AND PARTICIPATORY MANAGEMENT**



# LENORA INSTITUTE OF DENTAL SCIENCES

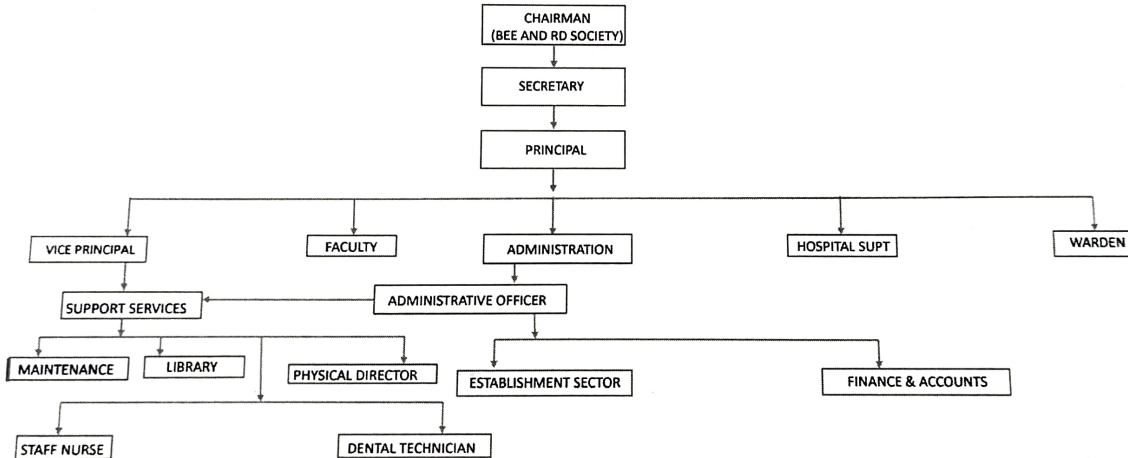
(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

Accredited with NAAC "A" Grade

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.

Web: [www.lids.ac.in](http://www.lids.ac.in), E-Mail: [lidsrajahmundry@gmail.com](mailto:lidsrajahmundry@gmail.com), PH:0883-2484492.Fax: 0883 2484493

## LENORA INSTITUTE OF DENTAL SCIENCES ORGANIZATIONAL STRUCTURE



*[Signature]*  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM



# LENORA INSTITUTE OF DENTAL SCIENCES

(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

Accredited with NAAC "A" Grade

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.

Web: [www.lids.ac.in](http://www.lids.ac.in), E-Mail: [lidsrajahmundry@gmail.com](mailto:lidsrajahmundry@gmail.com), PH:0883-2484492.Fax: 0883 2484493

---

## **DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT**

The college is striving to make the institute a centre for excellence, through the process of self-evaluation and continuous renewal in all our endeavours namely learning, teaching, research and other related services. Special care is taken to train and coach undergraduate and post graduate students, and conduct theory, practical and clinical sessions in an organized manner. Research projects of post graduate students are given staff in-charges, who entirely monitor the research of the student till publication of project work. Interdepartmental meets are conducted on a regular basis with enthusiastic participation from all post graduates, interns and staff members. Teaching staff and students are posted in these centres where dental screening, oral health education and treatment are carried out, on a rotation basis. All the treatments are given free of cost. The institution along with other social workers and school teachers, try to educate the community in the rural set up, as they have direct contact with the villages and children. The principal conducts regular meetings and involves all the staff and students in decision making, wherever possible. The principal ensures the participation of all staff through decentralized administration by forming various committees viz., Academic Committee, Curriculum Committee, with students' representation in Sports and Cultural Committee, Library Committee, Grievance Redressal Committee, Cell for Sexual harassment, etc.

The college has formulated various committees to look into the overall development of the college. The committees are constituted with the following:

Chairman

Secretary

Director

Members: Nominated by the principal from among the teaching staff

## **1. COMMITTEE FOR ANTI-RAGGING AND PREVENTION OF SEXUAL HARASSMENT**

### Rules and regulations

1. Committee members should include both male and female faculty, along with wardens from the girls and boy's hostel. The principal is the Chairman of the committee. Two student members (one boy and one girl) from the hostel are also part of this committee
2. The names of the committee members along with their phone numbers is displayed in the college campus (excluding that female student members)
3. CCTV cameras are to be installed in the college campus.
4. Squads (comprising of 2 members) are selected to conduct surprise visits of the campus.
5. Surprise visits are to be conducted once every 3 months to the library, common rooms, boys and girls hostel, following which a record is maintained for the same and countersigned by all the members
6. The fresh batch of 1 BDS and 1 MDS should be introduced to the committee members and they should be briefed about the existence, role of the committee and consequences of ragging and sexual harassment. a record is maintained for the members
7. An affidavit which gives information about the helpline numbers and other details pertaining to ragging is signed by the I year undergraduates and postgraduates and their parents and the same is to be filed.
8. Minutes of the meeting which are to be conducted every 2-3 months are recorded. Additional meetings are carried out if the need arises

10. Any new updates (pertaining to ragging) need to be checked routinely on the DCI website and then discussed and implemented if required.

1. Head of the committee: Dr. B. Lakshmana Rao

2. Convener: Dr. K. Sridevi

Members of the committee:

1. Dr. V. Dal Singh

2. Dr. Ch. N. V. Murali Krishna

3. Dr. V. Lakshmi Deepa

4. Dr. Susheela

5. Dr. Srinivas



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **2. STUDENT SUPPORT AND WELFARE COMMITTEE**

### **ABOUT THE COMMITTEE**

The committee was formed with the purpose of ensuring students well-being and advancement of their abilities. This will in-turn facilitate learning and maintain a harmonious atmosphere in the campus.

### **OBJECTIVES**

1. To provide support to students for the advancement of academic, extra-curricular and personal aptitudes through various welfare activities.
2. To scrutinize and resolve student grievances regarding institutional activities, and helping other committees regarding the same.
3. To strengthen the relationship between students, and between students and teachers.

### **BILLES & REGULATIONS**

1. The committee shall define the activities and adhere to them.

2. The committee shall meet on a regular basis.
3. All the members to attend the meeting compulsorily, and any reason for not attending a meeting to be communicated to the Head of the committee.
4. All members should discharge their duties diligently.
5. The committee shall plan/conduct/facilitate the activities listed. The activities list shall be renewed and updated on a regular basis.
6. The minutiae of every meeting shall be recorded (written) and maintained.

#### ACTIVITIES OF THE COMMITTEE:

1. Assist students in their learning process-including academics and practical/clinical learning experience.
2. Help students with special needs to overcome academic, personal and social hindrances.
3. Help students to analyse and solve educational difficulties, including limitations in language, and suggest solutions for the same.
4. Help in development of soft skills, particularly communication skills.
5. Conducting White Coat Ceremony and related enrichment courses for the students.
6. Organizing personality development programmes.
7. Managing the needs for extracurricular activities.
8. Steering annual cultural and sports activities in the institution.
9. Conducting Graduation ceremony/ college day annually.
10. Facilitate parent-teacher interactions.
11. Conduct continuous performance assessments of the students.
12. Encourage and help the students in participating in intercollegiate events.
13. Facilitate special coaching for slow learners
14. Assist in feedback collection from students.
15. Assist in anti-ragging activities.

#### NORMS OF THE COMMITTEE

All committee members shall voice their opinion on the issues/matters being discussed. The appointed members shall support the committee and suggest modifications if required. All the members shall

work as a team and ensure smooth functioning of the committee. The members of the committee shall be responsible for maintaining all the circulars and other relevant official correspondence.

Head of the committee: Dr. V. Dal Singh

Members:

1. Dr. Vishwa Prakash Shetty
2. Dr. M. Vaishnavi Devi
3. Dr. B. Naveen Kumar
4. Dr. Hladini Kadiyala
5. Dr. Jashwa



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

### **3. LIBRARY AND INFORMATION COMMITTEE**

#### **INTRODUCTION**

Library at KLRs LIDS is rapidly developing into one of the most sought professional education and research referral Learning Resource Centre. It is having good collection of printed and electronic documents. It is subscribing to both Indian and International Journals. To enable its members of faculty and students to keep abreast with growth of knowledge in the areas of Dental and Medical sciences, it is procuring latest documents from time to time.

#### **MISSION**

To satisfy Users (Members of faculty and students) by providing quality service, expeditiously and exhaustively.

#### **GOALS**

1. To plan and design use of printed and electronic documents by applying Cost Efficient methods.
2. To assist the users in making use of resources of library to the maximum extent.
3. To implement new version of the following Five Laws of Library Science enunciated by Great Librarian of the world, namely, Late Dr S R Ranganathan.
  - I. Library Serves Humanity
  - II. Respect all forms by which knowledge is communicated
  - III. Use technology intelligently to enhance service
  - IV. Protect free access to knowledge
  - V. Honour the past and create the future

### WORKING HOURS

Working hours of Library are from 09:00 AM to 08:00 PM on all the working days. Timings of the Library will be extended timing the evaluation based on the request of the students.

### INFRASTRUCTURE

To make Library more useful to the users it is having-(a) Stack Section (b) Periodicals Section of journal Circulation Section (c) Internet and Multimedia section with computers and 2 printers for providing surfing facilities. (d) Printer to provide copies for the documents to the users on demand.

### INSTITUTIONAL MEMBERSHIP

We have institutional membership of NTRMEDNET Consortium & Digital Library of Dr. NTR University of Health Sciences -which is a Digital Library, Vijayawada.

### LIBRARY ADVISORY COMMITTEE MEMBERS

1. Mr. Nagarjuna Reddy
2. Dr. R. Punithavathy
3. Dr. Chakravarthy Y.S.H.S.
4. Dr. Jessie Ratan
5. Dr. Harsha

## **4. Dental Education Unit (DPE)**



## Role of Dental education Unit

It focuses on faculty development programs which strengthen the teaching learning and assessment systems within the purview of the institution. These faculty development programs are intended for knowledge sharing and skill training on all aspects related to curriculum implementation and mentoring of students. Specifically it aids in designing and implementing and all aspects of a need-based curriculum, which has the potential to contribute towards quality assurance in issues of the Institution. This unit acts as a bridge between the global best practices in teaching and institutionalizing these best practices for the benefit of all the stakeholders. It is a vital asset to the institution in its endeavour to provide quality education to students of all strata. It helps make the transition towards competency based and outcome based educational systems by building the capacity of the faculty.

The main objectives of the unit are

1. Designing need-based curriculum and its implementation in concurrence with the regional and national apex bodies.
2. Developing innovative Teaching/learning methodologies.

Composition:

1. Officer in Charge- Dr. Kiran
2. Coordinator- Dr. Narayan

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 5. GRIEVANCE COMMITTEE

About the committee

Grievances are concerns, problems or complaints that employees raise with their employer. There is no legally binding process that the institution or its employer must follow when raising or handling at work. However, there are some principles the employer should observe. The grievance cell was constituted with the main purpose of helping the employee in raising and handling grievances at work.

## Objectives

1. To provide a mechanism for individual employees to raise a grievance arising from their employment.
2. To ensure that such grievances are dealt with promptly fairly and in accordance with other related policies of the organization.

## Rules

1. The committee shall define the policies and adhere to them.
2. The connected information will be edited and proof read and set to the editorial board approval

## Norms

1. The committee shall meet on a regular basis
2. All the committee members will attend the meetings regularly.
3. Members will come for meeting prepared and on time.
4. Members will comply with the rules and commit to their responsibilities.
5. All the members will discharge their duties diligently.

## Guidelines

1. All employees should always try to resolve problems in the work place at the earliest possible opportunity and usually with the least possible formality.
2. All efforts shall be put to address matters before they reach the stage of becoming a formal grievance issue.
3. All employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
4. All employees should act consistently.

About committee members:

Grievance Committee is constituted at the college level under the Chairmanship of the principal with the following members:

Chairperson: Smt. K. Nagamani

Head of committee: Mrs. K. Sindhu

Members of the committee

1. Mr. G. Nagarjuna Reddy
2. Dr. Vishwa Prakash Shetty
3. Dr. V. Dal Singh
4. Mr. Ch. Sagar Reddy



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **6. INSTITUTIONAL ETHICS COMMITTEE (IEC)**

### **OBJECTIVES**

IEC works with the following objectives,

1. To promote a democratic exchange of scientific and ethical values and concerns, and to critically analyses them while looking for opportunities to enhance the scientific and ethical integrity of the institution
2. To ensure competent review and appraisal of all scientific and ethical aspects of research projects received in accordance with the appropriate laws and welfare of participants.
3. Consultations for ethics in clinical research.

### **FUNCTIONS**

The terms of reference for the IEC are to ensure the highest scientific and ethical standards of research at KLRs LIDS. The IEC has the following functions:

1. To maintain a consistent scientific and ethical framework for patient care and research, and for integrating ethical values into practice, policy relationships, and organizational activities.

2. To review and approve proposals for clinical, basic or translational research for scientific and ethical content.
3. To improve ethical standards and issue guidelines on ethical dilemmas related to patient care services.
4. To work as a forum to advise the administration in case of any ethical issues that may arise from patients, families or the public.

It is composed of

1. Chairman - Dr. B. Laxshmana Rao
2. Co- Chairman- Dr. V. Dal Singh
3. Member secretary – Dr. Vishwa Prakash Shetty
4. Members
  - Dr. K. Sridevi
  - Dr. B. Naveen Kumar
  - Dr. Chakravarthy Y.S.H.S

Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **7. HOSTEL COMMITTEE**

This committee is formed to monitor and supply the needs of the students residing in the campus hostel and also to provide better facilities without any compromise. It also sorts out the difficulties / discomforts if faced any by the campus hostellers.

Strategic plan deployed

1. Usage of eco-friendly disposables (spoons, cups, plates, etc)
- 2 Complete solarization of the hostel for energy saving.
3. Methods to reduce water wastage.
4. Proper disposal of the waste from the mess.
5. Proper pest control methods.
6. Installation of mosquito repellents in each room of the hostel.
7. Usage of disinfectant for floor cleaning, kitchen cleaning and cleaning of wash rooms, etc

Members of the Committee:

1. Dr. Sudheer
2. Dr. Puneethavathy
3. Dr. Krishnaveni
4. Dr. M. Satyam
5. Dr. Shefali
6. Dr. K. Sarah Pravalika
7. Miss. Laxshmi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **8. IQAC (Institutional quality assurance cell)**

The IQAC committee is formulated for periodic assessment and promotion of quality teaching learning. The committee is consistently working to improve the academic and administrative performance of the institution.

Code of conduct

- The IQAC committee conducts meetings every month to discuss the issues pertaining to institutional academic and administrative progress.
- The meeting is attended by all the committee members and headed by the IQAC chairperson wherein the minutes of the previous meeting are discussed first followed by present agendas.
- The committee ensures the development and application of quality benchmarks in both academics and administration.
- It collects and analyses feedbacks from stakeholders on quality related institutional processes.
- It organises seminars, workshops to improve overall institutional quality.
- The minutes of every meeting and program coordinated by the IQAC are documented.

## Committee Members

1. Dr. K.Sridevi
2. Dr. V.Dal Singh
3. Dr. Vaishnavi Devi
4. Dr.Punithavathi
5. Dr.Chakaravarthy
6. Dr.Harsha
7. Dr. Anusha

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 9. MENTOR-MENTEE COMMITTEE

### Functions & Objectives of the Committee

- To look into and solve the problems faced by the students with regard to academics, interpersonal, social & psychological issues.
- To guide & counsel the students for better outcome with regards to attendance, academic performance and evaluation of shortcomings by suggestive interaction.
- To organize student/parent meetings with staff for better understanding & development.
- To provide emotional support to students with better student-teacher relationship and to develop overall positive approach of students towards learning.

### SOP of the Committee

Mentorship is an informal relationship between a student and a professional adult to promote the students' knowledge, skills or career. Mentors can provide personal and professional support to the mentees and can give advice and guidance regarding their career prospects and share their personal experiences which can be helpful to them.

Orientation programmes are carried out for the students of all years to sensitize students towards their expected behaviour with faculty, colleagues, juniors and regarding their appropriate behaviour in the campus through the book on code of conduct. Workshops on communication skills are carried out for language and communication skill development of the students by the mentors.

### Mentoring Sessions

There are three mentor-mentee sessions in an academic year. But mentees are free to approach their mentors as and when the need arises.

- **1st session:** – Ice breaking games and introduction
- **2nd session:** – Discussion with mentees regarding their strengths and weaknesses in academics. Interaction with mentees on the following topics-
  - **Academic**
    1. Research avenues
    2. Quiz/Essay competition
    3. Seminars/Poster presentations
    4. Pedagogy
    5. Dental materials (Best from waste)
    6. Discipline, Rules, Regulations
    7. NTRUHS/DCI regulations
  - **Non-Academic**
    1. Games
    2. Family History
    3. KLRs LIDS Family Information
    4. Anti-ragging committee and punishment for ragging
    5. Physical & Mental health related issues
    6. Exercise & Diet

7. Meditation
  8. Social media pros & cons
  9. Improvement of communication and language skills development.
  10. Hidden talents-any extracurricular activities or any areas of passion.
- **3rd session:** – Guidance regarding preparation of exams, stress management, time management.  
The mentoring session's help in developing leadership skills as the mentors provide a helping hand and encourage the mentees to go that extra mile to attain their goals.

This committee is composed of:

1. Dr. Anusha
2. Dr. Sharath
3. Dr. A. Jacob Prakash
4. Dr. M. Harsha
5. Mr. Nagarjuna Reddy
6. Dr. G. Anveesh

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 10. PARENT- TEACHER COMMITTEE

Parent –Teacher's meetings

Parent –Teacher's meetings are held twice in a year. On the day of the PTM the parents are briefed about the mandatory rules of NTRUHS regarding the attendance and completion of students' projects. Feedback is collected from the parents, analysed and discussed thoroughly by the UG cell, mentors in presence of the principal for necessary action to be taken. Parents are informed about their ward's academic performance and attendance via email individually by their mentors.

- Members of the committee are:
  1. Dr. Krishnaveni
  2. Dr. Satish



3. Dr. Lalitha
4. Dr. Mythriai
5. Dr. Narayana Reddy

Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **11. RESEARCH COMMITTEE**

The research cell is the nodal unit for managing all research related activities. The ambit of research work in the institution includes monitoring of research and allied academic disciplines.

The purview of the research cell includes the listed areas:

- Institutional review board
- Publications of faculty and students
- PhD activities –Regulation
- Institutional seed money for research activities
- Application to funding agencies
- LIDS Journal of Research in Dental Sciences

### **Roles and Responsibilities**

- Reviews all types of research proposals involving human participants, with a view to safe guard the dignity, rights, safety and well-being of all actual and potential research participants before approving the research proposals.
- Documentation of all research projects happening in the institution – Faculty and the Students.
- Periodic review until completion of the study through appropriate well documented procedures.
- Motivation of the faculty and students to publish in indexed high impact journals.

This committee is composed of:

1. Dr. Lakshmana Rao
2. Dr. V. Dal Singh
3. Dr. Sridevi
4. Dr. B. Naveen
5. Dr. R. Punithavathy

6. Dr. Chakravarthy Y.S.H.S

## 12. ACADEMIC COMMITTEE

The academic committee of KLRs LIDS is instituted in 2008, it serves as a mediating body between the students, parents, various departments of the college and the university.

The various functions of academic committee are:

- Formulation of the UG and PG syllabus, modifying them if required and forwarding it to the university Academic cell for approval or ratification.
- Monitoring the progress of UG and PG students (attendance, internal assessment, academic progress and conduct).
- Periodically sending academic data of students to the University which would scrutinize and provisionally list out the students who are likely to be detained from appearing for the University examination.
- Identifying students who are below average in their performance and informing the progress to their parents and student counsellors for follow up action.
- Facilitating regular meetings between the parents and the faculties.
- Receiving proposals from faculties for short projects and research work to forwarded to Ethical Committee.

Members of the committee are:

1. Smt. K. Nagamani
2. Mr. Nagarjuna Reddy
3. Dr. Vishwa Prakash Shetty
4. Dr. Dal Singh
5. Dr. Lakshmana Rao
6. Dr. Sridevi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

### **13. INFRA STRUCTURE COMMITTEE**

#### **Clinics**

The College provides the state of art infrastructure that will give the aspiring students ample learning opportunity. It also has the best possible amenities within the campus that will enable the students to have a comfortable living. The institution holds sophisticated Under Graduate and post graduate clinics with good number of Outpatients reporting to the dental college. LIDS have state of art equipment in the dental clinics including facilities for dental radiology wit in the hospital to provide advanced dental treatment as per the international standards. There is a comprehensive dental clinic that works from 9.00 AM to 5.00 PM and on holidays to attend to dental emergencies.

#### **Class Rooms**

Our institution has 7 class rooms in the main building. All of them are centrally air conditioned and are equipped to accommodate 100 -150 students with the latest Audio-visual technology. All the class rooms are Wi-Fi enabled and have Smart Class technology to help in Comprehensive learning and understanding.

#### **Auditorium**

LIDS has 2 indoor auditoriums and one out door auditorium within the campus which facilities to accommodate 300-500 people. Conferences, workshops are regularly conducted in these places and the outdoor auditorium is often used to conduct cultural and sports events.

Infrastructure committee thereby, holds a responsibility to maintain and upgrade the infrastructure of the institution timely with the advanced outsources for the betterment of the students and patients. It is composed of:

1. Mr. Nagarjuna Reddy
2. Dr. Murali Krishna
3. Dr. Vyshanavi
4. Dr. Harsha Vardhan
5. Dr. Jacob Prakash

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **14. SPORTS & CULTURALS COMMITTEE**

### OBJECTIVES

KLRs LIDS has been a part of various inter-college sports, culturals and scientific events and has also been host to such events a number of times. The college boasts of an integral committee for sports and culturals. Lenora Institute of Dental Sciences has repeatedly proven to excel in academics and extra-curricular activities by taking part in several inter-college fests and scientific events. The committee has student representatives who intern coordinate with students and respective heads.

### Activities

The committee meets every month and decides about the forthcoming events. The preparations for all the events commence a month before the stipulated dates. The students have always put great effort into these programs and have also won several awards and overall trophies.

### Composition

Head of the cultural committee: Dr. Vyshnavi

Head of the sports committee: Dr. V. Dal Singh

### Members:

1. Dr. Anveesh
2. Dr. Satyam
3. Dr. Kiran
4. Dr. Vijayalaxshmi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM





# **LENORA INSTITUTE OF DENTAL SCIENCES**

(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

**Accredited with NAAC “A” Grade**

**NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.**

Web: [www.lids.ac.in](http://www.lids.ac.in), E-Mail: [lidsrajahmundry@gmail.com](mailto:lidsrajahmundry@gmail.com), PH:0883-2484492.Fax: 0883 2484493

---

## **DECENTRALIZATION AND PARTICIPATIVE MANAGEMENT**

The college is striving to make the institute a centre for excellence, through the process of self-evaluation and continuous renewal in all our endeavours namely learning, teaching, research and other related services. Special care is taken to train and coach undergraduate and post graduate students, and conduct theory, practical and clinical sessions in an organized manner. Research projects of post graduate students are given staff in-charges, who entirely monitor the research of the student till publication of project work. Interdepartmental meets are conducted on a regular basis with enthusiastic participation from all post graduates, interns and staff members. Teaching staff and students are posted in these centres where dental screening, oral health education and treatment are carried out, on a rotation basis. All the treatments are given free of cost. The institution along with other social workers and school teachers, try to educate the community in the rural set up, as they have direct contact with the villages and children. The principal conducts regular meetings and involves all the staff and students in decision making, wherever possible. The principal ensures the participation of all staff through decentralized administration by forming various committees viz., Academic Committee, Curriculum Committee, with students' representation in Sports and Cultural Committee, Library Committee, Grievance Redressal Committee, Cell for Sexual harassment, etc.

The college has formulated various committees to look into the overall development of the college. The committees are constituted with the following:

Chairman

Secretary

Director

Members: Nominated by the principal from among the teaching staff

## **1. COMMITTEE FOR ANTI-RAGGING AND PREVENTION OF SEXUAL HARASSMENT**

### Rules and regulations

1. Committee members should include both male and female faculty, along with wardens from the girls and boy's hostel. The principal is the Chairman of the committee. Two student members (one boy and one girl) from the hostel are also part of this committee
2. The names of the committee members along with their phone numbers is displayed in the college campus (excluding that female student members)
3. CCTV cameras are to be installed in the college campus.
4. Squads (comprising of 2 members) are selected to conduct surprise visits of the campus.
5. Surprise visits are to be conducted once every 3 months to the library, common rooms, boys and girls hostel, following which a record is maintained for the same and countersigned by all the members
6. The fresh batch of 1 BDS and 1 MDS should be introduced to the committee members and they should be briefed about the existence, role of the committee and consequences of ragging and sexual harassment. a record is maintained for the members
7. An affidavit which gives information about the helpline numbers and other details pertaining to ragging is signed by the I year undergraduates and postgraduates and their parents and the same is to be filed.
8. Minutes of the meeting which are to be conducted every 2-3 months are recorded. Additional meetings are carried out if the need arises

10. Any new updates (pertaining to ragging) need to be checked routinely on the DCI website and then discussed and implemented if required.

1. Head of the committee: Dr. B. Lakshmana Rao

2. Convener: Dr. K. Sridevi

Members of the committee:

1. Dr. V. Dal Singh

2. Dr. Ch. N. V. Murali Krishna

3. Dr. V. Lakshmi Deepa

4. Dr. Susheela

5. Dr. Srinivas



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **2. STUDENT SUPPORT AND WELFARE COMMITTEE**

### **ABOUT THE COMMITTEE**

The committee was formed with the purpose of ensuring students well-being and advancement of their abilities. This will in-turn facilitate learning and maintain a harmonious atmosphere in the campus.

### **OBJECTIVES**

1. To provide support to students for the advancement of academic, extra-curricular and personal aptitudes through various welfare activities.
2. To scrutinize and resolve student grievances regarding institutional activities, and helping other committees regarding the same.
3. To strengthen the relationship between students, and between students and teachers.

### **BILLES & REGULATIONS**

1. The committee shall define the activities and adhere to them.



2. The committee shall meet on a regular basis.
3. All the members to attend the meeting compulsorily, and any reason for not attending a meeting to be communicated to the Head of the committee.
4. All members should discharge their duties diligently.
5. The committee shall plan/conduct/facilitate the activities listed. The activities list shall be renewed and updated on a regular basis.
6. The minutiae of every meeting shall be recorded (written) and maintained.

#### ACTIVITIES OF THE COMMITTEE:

1. Assist students in their learning process-including academics and practical/clinical learning experience.
2. Help students with special needs to overcome academic, personal and social hindrances.
3. Help students to analyse and solve educational difficulties, including limitations in language, and suggest solutions for the same.
4. Help in development of soft skills, particularly communication skills.
5. Conducting White Coat Ceremony and related enrichment courses for the students.
6. Organizing personality development programmes.
7. Managing the needs for extracurricular activities.
8. Steering annual cultural and sports activities in the institution.
9. Conducting Graduation ceremony/ college day annually.
10. Facilitate parent-teacher interactions.
11. Conduct continuous performance assessments of the students.
12. Encourage and help the students in participating in intercollegiate events.
13. Facilitate special coaching for slow learners
14. Assist in feedback collection from students.
15. Assist in anti-ragging activities.

#### NORMS OF THE COMMITTEE

All committee members shall voice their opinion on the issues/matters being discussed. The appointed members shall support the committee and suggest modifications if required. All the members shall

work as a team and ensure smooth functioning of the committee. The members of the committee shall be responsible for maintaining all the circulars and other relevant official correspondence.

Head of the committee: Dr. V. Dal Singh

Members:

1. Dr. Vishwa Prakash Shetty
2. Dr. M. Vaishnavi Devi
3. Dr. B. Naveen Kumar
4. Dr. Hladini Kadiyala
5. Dr. Jashwa



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

### **3. LIBRARY AND INFORMATION COMMITTEE**

#### **INTRODUCTION**

Library at KLRs LIDS is rapidly developing into one of the most sought professional education and research referral Learning Resource Centre. It is having good collection of printed and electronic documents. It is subscribing to both Indian and International Journals. To enable its members of faculty and students to keep abreast with growth of knowledge in the areas of Dental and Medical sciences, it is procuring latest documents from time to time.

#### **MISSION**

To satisfy Users (Members of faculty and students) by providing quality service, expeditiously and exhaustively.

#### **GOALS**

1. To plan and design use of printed and electronic documents by applying Cost Efficient methods.
2. To assist the users in making use of resources of library to the maximum extent.
3. To implement new version of the following Five Laws of Library Science enunciated by Great Librarian of the world, namely, Late Dr S R Ranganathan.
  - I. Library Serves Humanity
  - II. Respect all forms by which knowledge is communicated
  - III. Use technology intelligently to enhance service
  - IV. Protect free access to knowledge
  - V. Honour the past and create the future

### WORKING HOURS

Working hours of Library are from 09:00 AM to 08:00 PM on all the working days. Timings of the Library will be extended timing the evaluation based on the request of the students.

### INFRASTRUCTURE

To make Library more useful to the users it is having-(a) Stack Section (b) Periodicals Section of journal Circulation Section (c) Internet and Multimedia section with computers and 2 printers for providing surfing facilities. (d) Printer to provide copies for the documents to the users on demand.

### INSTITUTIONAL MEMBERSHIP

We have institutional membership of NTRMEDNET Consortium & Digital Library of Dr. NTR University of Health Sciences -which is a Digital Library, Vijayawada.

### LIBRARY ADVISORY COMMITTEE MEMBERS

1. Mr. Nagarjuna Reddy
2. Dr. R. Punithavathy
3. Dr. Chakravarthy Y.S.H.S.
4. Dr. Jessie Ratan
5. Dr. Harsha

## **4. Dental Education Unit (DPE)**

## Role of Dental education Unit

It focuses on faculty development programs which strengthen the teaching learning and assessment systems within the purview of the institution. These faculty development programs are intended for knowledge sharing and skill training on all aspects related to curriculum implementation and mentoring of students. Specifically it aids in designing and implementing and all aspects of a need-based curriculum, which has the potential to contribute towards quality assurance in issues of the Institution. This unit acts as a bridge between the global best practices in teaching and institutionalizing these best practices for the benefit of all the stakeholders. It is a vital asset to the institution in its endeavour to provide quality education to students of all strata. It helps make the transition towards competency based and outcome based educational systems by building the capacity of the faculty.

The main objectives of the unit are

1. Designing need-based curriculum and its implementation in concurrence with the regional and national apex bodies.
2. Developing innovative Teaching/learning methodologies.

Composition:

1. Officer in Charge- Dr. Kiran
2. Coordinator- Dr. Narayan

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 5. GRIEVANCE COMMITTEE

About the committee

Grievances are concerns, problems or complaints that employees raise with their employer. There is no legally binding process that the institution or its employer must follow when raising or handling at work. However, there are some principles the employer should observe. The grievance cell was constituted with the main purpose of helping the employee in raising and handling grievances at work.

## Objectives

1. To provide a mechanism for individual employees to raise a grievance arising from their employment.
2. To ensure that such grievances are dealt with promptly fairly and in accordance with other related policies of the organization.

## Rules

1. The committee shall define the policies and adhere to them.
2. The connected information will be edited and proof read and set to the editorial board approval

## Norms

1. The committee shall meet on a regular basis
2. All the committee members will attend the meetings regularly.
3. Members will come for meeting prepared and on time.
4. Members will comply with the rules and commit to their responsibilities.
5. All the members will discharge their duties diligently.

## Guidelines

1. All employees should always try to resolve problems in the work place at the earliest possible opportunity and usually with the least possible formality.
2. All efforts shall be put to address matters before they reach the stage of becoming a formal grievance issue.
3. All employees should raise and deal with issues promptly and should not unreasonably delay meetings, decisions or confirmation of those decisions.
4. All employees should act consistently.

About committee members:

Grievance Committee is constituted at the college level under the Chairmanship of the principal with the following members:

Chairperson: Smt. K. Nagamani

Head of committee: Mrs. K. Sindhu

Members of the committee

1. Mr. G. Nagarjuna Reddy
2. Dr. Vishwa Prakash Shetty
3. Dr. V. Dal Singh
4. Mr. Ch. Sagar Reddy



Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **6. INSTITUTIONAL ETHICS COMMITTEE (IEC)**

### **OBJECTIVES**

IEC works with the following objectives,

1. To promote a democratic exchange of scientific and ethical values and concerns, and to critically analyses them while looking for opportunities to enhance the scientific and ethical integrity of the institution
2. To ensure competent review and appraisal of all scientific and ethical aspects of research projects received in accordance with the appropriate laws and welfare of participants.
3. Consultations for ethics in clinical research.

### **FUNCTIONS**

The terms of reference for the IEC are to ensure the highest scientific and ethical standards of research at KLRs LIDS. The IEC has the following functions:

1. To maintain a consistent scientific and ethical framework for patient care and research, and for integrating ethical values into practice, policy relationships, and organizational activities.

2. To review and approve proposals for clinical, basic or translational research for scientific and ethical content.
3. To improve ethical standards and issue guidelines on ethical dilemmas related to patient care services.
4. To work as a forum to advise the administration in case of any ethical issues that may arise from patients, families or the public.

It is composed of

1. Chairman - Dr. B. Laxshmana Rao
2. Co- Chairman- Dr. V. Dal Singh
3. Member secretary – Dr. Vishwa Prakash Shetty
4. Members
  - Dr. K. Sridevi
  - Dr. B. Naveen Kumar
  - Dr. Chakravarthy Y.S.H.S

Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **7. HOSTEL COMMITTEE**

This committee is formed to monitor and supply the needs of the students residing in the campus hostel and also to provide better facilities without any compromise. It also sorts out the difficulties / discomforts if faced any by the campus hostellers.

Strategic plan deployed

1. Usage of eco-friendly disposables (spoons, cups, plates, etc)
- 2 Complete solarization of the hostel for energy saving.
3. Methods to reduce water wastage.
4. Proper disposal of the waste from the mess.
5. Proper pest control methods.
6. Installation of mosquito repellents in each room of the hostel.
7. Usage of disinfectant for floor cleaning, kitchen cleaning and cleaning of wash rooms, etc

Members of the Committee:

1. Dr. Sudheer
2. Dr. Puneethavathy
3. Dr. Krishnaveni
4. Dr. M. Satyam
5. Dr. Shefali
6. Dr. K. Sarah Pravalika
7. Miss. Laxshmi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## **8. IQAC (Institutional quality assurance cell)**

The IQAC committee is formulated for periodic assessment and promotion of quality teaching learning. The committee is consistently working to improve the academic and administrative performance of the institution.

Code of conduct

- The IQAC committee conducts meetings every month to discuss the issues pertaining to institutional academic and administrative progress.
- The meeting is attended by all the committee members and headed by the IQAC chairperson wherein the minutes of the previous meeting are discussed first followed by present agendas.
- The committee ensures the development and application of quality benchmarks in both academics and administration.
- It collects and analyses feedbacks from stakeholders on quality related institutional processes.
- It organises seminars, workshops to improve overall institutional quality.
- The minutes of every meeting and program coordinated by the IQAC are documented.



## Committee Members

1. Dr. K.Sridevi
2. Dr. V.Dal Singh
3. Dr. Vaishnavi Devi
4. Dr.Punithavathi
5. Dr.Chakaravarthy
6. Dr.Harsha
7. Dr. Anusha

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 9. MENTOR-MENTEE COMMITTEE

### Functions & Objectives of the Committee

- To look into and solve the problems faced by the students with regard to academics, interpersonal, social & psychological issues.
- To guide & counsel the students for better outcome with regards to attendance, academic performance and evaluation of shortcomings by suggestive interaction.
- To organize student/parent meetings with staff for better understanding & development.
- To provide emotional support to students with better student-teacher relationship and to develop overall positive approach of students towards learning.

### SOP of the Committee

Mentorship is an informal relationship between a student and a professional adult to promote the students' knowledge, skills or career. Mentors can provide personal and professional support to the mentees and can give advice and guidance regarding their career prospects and share their personal experiences which can be helpful to them.

Orientation programmes are carried out for the students of all years to sensitize students towards their expected behaviour with faculty, colleagues, juniors and regarding their appropriate behaviour in the campus through the book on code of conduct. Workshops on communication skills are carried out for language and communication skill development of the students by the mentors.

### Mentoring Sessions

There are three mentor-mentee sessions in an academic year. But mentees are free to approach their mentors as and when the need arises.

- **1st session:** – Ice breaking games and introduction
- **2nd session:** – Discussion with mentees regarding their strengths and weaknesses in academics. Interaction with mentees on the following topics-
  - **Academic**
    1. Research avenues
    2. Quiz/Essay competition
    3. Seminars/Poster presentations
    4. Pedagogy
    5. Dental materials (Best from waste)
    6. Discipline, Rules, Regulations
    7. NTRUHS/DCI regulations
  - **Non-Academic**
    1. Games
    2. Family History
    3. KLRs LIDS Family Information
    4. Anti-ragging committee and punishment for ragging
    5. Physical & Mental health related issues
    6. Exercise & Diet

7. Meditation
  8. Social media pros & cons
  9. Improvement of communication and language skills development.
  10. Hidden talents-any extracurricular activities or any areas of passion.
- **3rd session:** – Guidance regarding preparation of exams, stress management, time management. The mentoring session's help in developing leadership skills as the mentors provide a helping hand and encourage the mentees to go that extra mile to attain their goals.

This committee is composed of:

1. Dr. Anusha
2. Dr. Sharath
3. Dr. A. Jacob Prakash
4. Dr. M. Harsha
5. Mr. Nagarjuna Reddy
6. Dr. G. Anveesh

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 10. PARENT- TEACHER COMMITTEE

Parent –Teacher's meetings

Parent –Teacher's meetings are held twice in a year. On the day of the PTM the parents are briefed about the mandatory rules of NTRUHS regarding the attendance and completion of students' projects. Feedback is collected from the parents, analysed and discussed thoroughly by the UG cell, mentors in presence of the principal for necessary action to be taken. Parents are informed about their ward's academic performance and attendance via email individually by their mentors.

- Members of the committee are:
  1. Dr. Krishnaveni
  2. Dr. Satish

3. Dr. Lalitha
4. Dr. Mythriai
5. Dr. Narayana Reddy

Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

## 11. RESEARCH COMMITTEE

The research cell is the nodal unit for managing all research related activities. The ambit of research work in the institution includes monitoring of research and allied academic disciplines.

The purview of the research cell includes the listed areas:

- Institutional review board
- Publications of faculty and students
- PhD activities –Regulation
- Institutional seed money for research activities
- Application to funding agencies
- LIDS Journal of Research in Dental Sciences

### Roles and Responsibilities

- Reviews all types of research proposals involving human participants, with a view to safeguard the dignity, rights, safety and well-being of all actual and potential research participants before approving the research proposals.
- Documentation of all research projects happening in the institution – Faculty and the Students.
- Periodic review until completion of the study through appropriate well documented procedures.
- Motivation of the faculty and students to publish in indexed high impact journals.

This committee is composed of:

1. Dr. Lakshmana Rao
2. Dr. V. Dal Singh
3. Dr. Sridevi
4. Dr. B. Naveen
5. Dr. R. Punithavathy

6. Dr. Chakravarthy Y.S.H.S

## 12. ACADEMIC COMMITTEE

The academic committee of KLRs LIDS is instituted in 2008, it serves as a mediating body between the students, parents, various departments of the college and the university.

The various functions of academic committee are:

- Formulation of the UG and PG syllabus, modifying them if required and forwarding it to the university Academic cell for approval or ratification.
- Monitoring the progress of UG and PG students (attendance, internal assessment, academic progress and conduct).
- Periodically sending academic data of students to the University which would scrutinize and provisionally list out the students who are likely to be detained from appearing for the University examination.
- Identifying students who are below average in their performance and informing the progress to their parents and student counsellors for follow up action.
- Facilitating regular meetings between the parents and the faculties.
- Receiving proposals from faculties for short projects and research work to forwarded to Ethical Committee.

Members of the committee are:

1. Smt. K. Nagamani
2. Mr. Nagarjuna Reddy
3. Dr. Vishwa Prakash Shetty
4. Dr. Dal Singh
5. Dr. Lakshmana Rao
6. Dr. Sridevi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM

### **13. INFRA STRUCTURE COMMITTEE**

#### **Clinics**

The College provides the state of art infrastructure that will give the aspiring students ample learning opportunity. It also has the best possible amenities within the campus that will enable the students to have a comfortable living. The institution holds sophisticated Under Graduate and post graduate clinics with good number of Outpatients reporting to the dental college. LIDS have state of art equipment in the dental clinics including facilities for dental radiology wit in the hospital to provide advanced dental treatment as per the international standards. There is a comprehensive dental clinic that works from 9.00 AM to 5.00 PM and on holidays to attend to dental emergencies.

#### **Class Rooms**

Our institution has 7 class rooms in the main building. All of them are centrally air conditioned and are equipped to accommodate 100 -150 students with the latest Audio-visual technology. All the class rooms are Wi-Fi enabled and have Smart Class technology to help in Comprehensive learning and understanding.

#### **Auditorium**

LIDS has 2 indoor auditoriums and one out door auditorium within the campus which facilities to accommodate 300-500 people. Conferences, workshops are regularly conducted in these places and the outdoor auditorium is often used to conduct cultural and sports events.

Infrastructure committee thereby, holds a responsibility to maintain and upgrade the infrastructure of the institution timely with the advanced outsources for the betterment of the students and patients. It is composed of:

1. Mr. Nagarjuna Reddy
2. Dr. Murali Krishna
3. Dr. Vyshanavi
4. Dr. Harsha Vardhan
5. Dr. Jacob Prakash

## **14. SPORTS & CULTURALS COMMITTEE**

### OBJECTIVES

KLRs LIDS has been a part of various inter-college sports, culturals and scientific events and has also been host to such events a number of times. The college boasts of an integral committee for sports and culturals. Lenora Institute of Dental Sciences has repeatedly proven to excel in academics and extra-curricular activities by taking part in several inter-college fests and scientific events. The committee has student representatives who intern coordinate with students and respective heads.

### Activities

The committee meets every month and decides about the forthcoming events. The preparations for all the events commence a month before the stipulated dates. The students have always put great effort into these programs and have also won several awards and overall trophies.

### Composition

Head of the cultural committee: Dr. Vyshnavi

Head of the sports committee: Dr. V. Dal Singh

### Members:

1. Dr. Anveesh
2. Dr. Satyam
3. Dr. Kiran
4. Dr. Vijayalaxshmi

  
Principal  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM







# LENORA INSTITUTE OF DENTAL SCIENCES

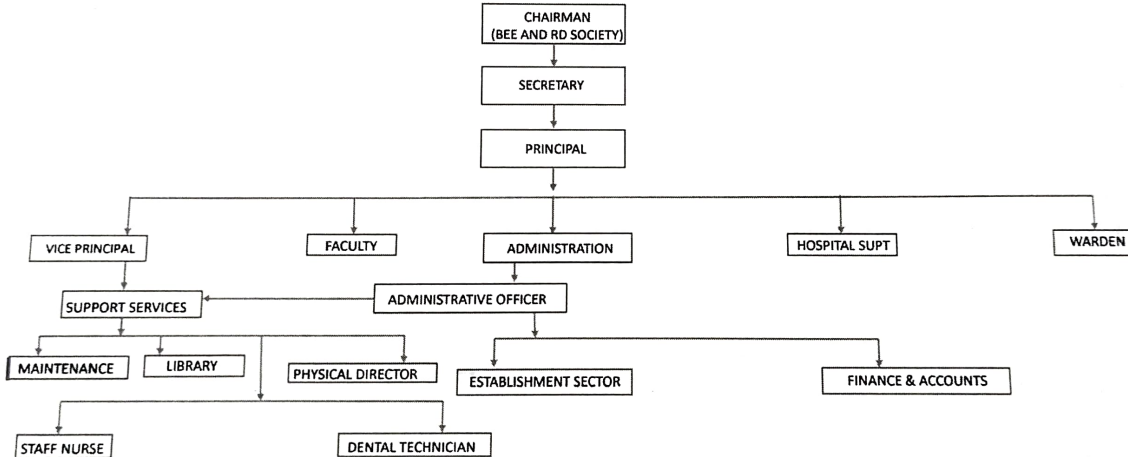
(Recognised by GOI/ Dental Council of India & Affiliated to Dr. NTR UHS-BZA)

Accredited with NAAC "A" Grade

NH-16, Rajanagaram, Rajahmundry, East Godavari (Dt.), AP, India.

Web: [www.lids.ac.in](http://www.lids.ac.in), E-Mail: [lidsrajahmundry@gmail.com](mailto:lidsrajahmundry@gmail.com), PH:0883-2484492.Fax: 0883 2484493

## LENORA INSTITUTE OF DENTAL SCIENCES ORGANIZATIONAL STRUCTURE



*[Signature]*  
PRINCIPAL  
Lenora Institute of Dental Sciences  
RAJANAGARAM