

The Centre of Excellence



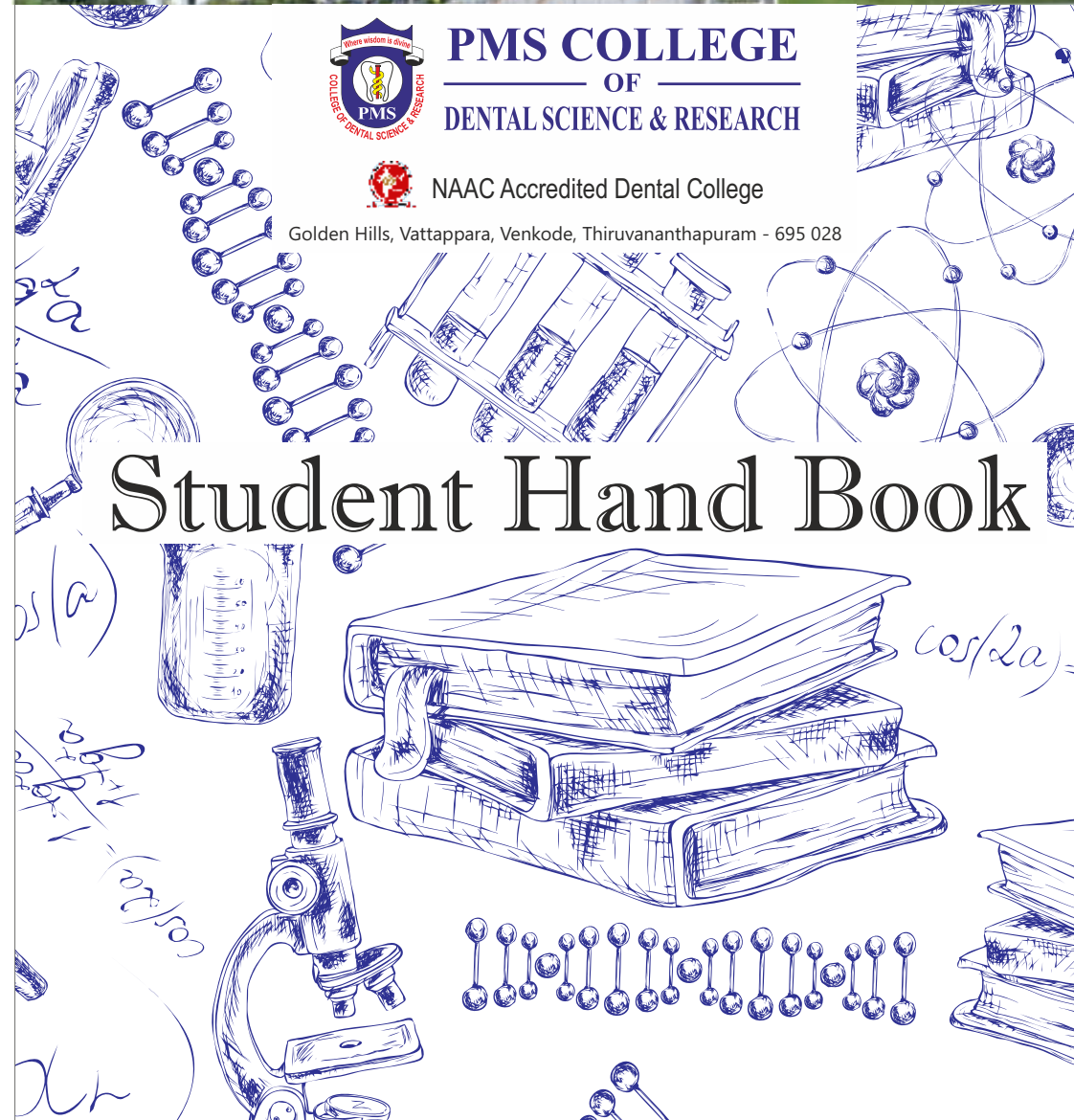
PMS COLLEGE
OF
DENTAL SCIENCE & RESEARCH



NAAC Accredited Dental College

Golden Hills, Vattappara, Venkode, Thiruvananthapuram - 695 028

Student Hand Book



“Live as if you were to die tomorrow.
Learn as if you were to live forever”.

Mahatma Gandhi

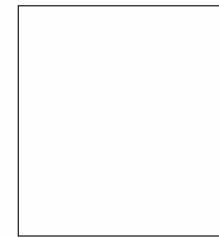


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OF
DENTAL SCIENCE & RESEARCH



NAAC Accredited Dental College

Golden Hills, Venkode PO, Vattappara, Thiruvananthapuram-695028
Phone : 0472 2 587878, Fax: 0472 2 587874 Email :pmscollege @gmail.com, Web: www.pmscollege.org



STUDENTS DATA

Name:.....
Roll No: Year of study:
Blood Group: Driving License No.:
Passport No.: IDA Membership No.:
Email ID:.....

PARENTS DATA

Parent's/Guardian's Name:
Occupation:.....
Res. Address:.....
.....
Exact Locality:.....
Phone Residence:..... Nearest Neighbor's Res.....
Office:..... Office:.....
Mobile: Mobile:.....
.....

Specimen Signature of Parent/Guardian

Relation to student

Dear Student,

Welcome to the fraternity of PMS College of Dental Science and Research.

Our college strides to bring together students with a specific goal in life and a dynamic approach to achieve it.

Our aim is to nurture talents in the field of dentistry on the firm foundations of global competencies and inviolable ethical principles.

We are proud to have you with us and it will be our sincere endeavour to fulfill your learning objectives.

During this course, while we take you through the fascinating world of study of human body, we shall also help you to acquire all skills necessary to make you an excellent professional and a good human being.

This handbook has been designed to enable you to make the best use of all the facilities available at PMS College of Dental Science and Research.

We do hope you will have a meaningful learning experience.
With best wishes,

PRINCIPAL

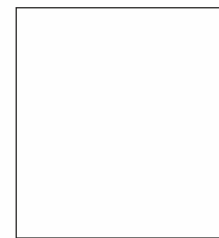


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For office use

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Exact Locality:.....
Phone Residence:..... Nearest Neighbor's Res.....
Office:..... Office:.....
Mobile: Mobile:.....
.....

Specimen Signature of Parent/Guardian

Relation to student

COLLEGE PROFILE

PMS College of Dental Science & Research, setup at Thiruvananthapuram is the brain child of NRI services and educational trust established in the year 2002.

It is the premier Dental College in Kerala, named after the great visionary LATE SRI. R. M. SHAHUL HAMEED, father of the Chairman Dr. P.S. Thaha.

The College is a venture with a cause-of enhancing the state's self-reliance in the field of quality education in Dental Medicine and Surgery. The total area of the college is around 2 lakhs sq. ft situated in 12 acres of land at Vattappara, well connected by road, rail and air. The institution, recognized by the Dental Council of India (DCI) and is affiliated to University of Kerala and Kerala University of Health Science (KUHS). We take pride in saying that the institution was the first to achieve the ISO 9001-2000 certification award among the Dental institutions in India and one and only Dental College in Kerala with NAAC accreditation. On the anvil is a full-fledged Dental College that meets the standards of the most prestigious institutions in and outside India in terms of facilities and faculties.

PMS College of Dental Science & Research started with 40 admissions for BDS Course and the number of BDS intake has increased to 100 in the year 2011. We have also started Post Graduation in the year 2010 with 23 admissions and the total seats increased to 30 in 2015.

IMPORTANT TELEPHONE NUMBERS

PMS Dental College Reception - 0472 2587878,2587979
Fax - 0472 2587874
Ladies Hostel - 0472 2587373, 2587241
Men's Hostel - 0742 2587171, 2587560

COLLEGE HOURS

From 8.00 am to 4.00 pm

OFFICE HOURS

From 8.00 am to 4.30 pm. Saturday 8.00 am to 2.00 pm
No College transactions on holidays or out of college hours.

LIBRARY HOURS

8.00 am to 7.00 pm

CLINIC HOURS

Outpatient clinics with all the different Dental Specialities will be functioning from 8.00 am

HOLIDAYS

Closed Holiday - Entire College will remain closed
Clinic Holiday - All Sundays & closed holidays
Open Holiday - Holiday for non-clinical students,
Clinical students will have only clinics.

Staff can avail leave with prior permission from the authorities.

COLLEGE UNIFORM

Gents - Neatly Shaven, Shirts tucked inside the trousers with Tie, White full sleeved coats, shoes.
Do not wear Jeans.

Ladies coats, - Sarees / Churidars with White full sleeved
Hair neatly putup, comfortable foot wears.
Do not wear Jeans.

Strict adherence to the dress code is to be maintained during college hours.

1.0 Course Offered

BDS	-	100 Seats
MDS	-	36 Seats
Dept. of Orthodontics	-	5 Seats
Dept. of Pedodontics	-	5 Seats
Dept. of Oral Maxillofacial Surgery	-	5 Seats
Dept. of Conservative Dentistry	-	5 Seats
Dept. of Periodontics	-	5 Seats
Dept. of Prosthodontics	-	5 Seats
Dept. of Oral Medicine & Radiology	-	3 Seats
Dept. of Oral Pathology	-	3 Seats

2.0 Identity Card

1. Each student is issued an identity card, after admission.
2. ID Card has to be worn at all times.

3.0 Methodology, Schedules & Attendance

1. The medium of instruction is English.
2. Assignments, practice exercises, projects, seminars etc. may be assigned to group of students as determined by the concerned staff.
3. You are expected to maintain 100 % attendance for all sessions scheduled for the batch in order to get the full benefit of the program.
4. Your parent/ guardian will be informed in case of irregularity of attendance.

4.0 Student Appraisals

1. During the program, you would undergo student appraisal process which would enable you to know your areas of strength and weakness.
2. You are expected to participate in the assessment programs (seminars, projects, etc.) as required, and in the manner specified.

5.0 Students' Cultural Club

1. All students will belong to any one of the four groups which comprise the Culture Club of the college.
2. College club activities like dramas, quiz programs, essay writing competitions are frequently held to improve student's talent and encourage healthy competitions.

6.0 Transcription & Certification

1. The College authorities may, from time to time, send reports to the parent, guardian based on the performance of the student in the college
2. The student would not be awarded the Transcript, Certificate/Diploma/Title in case of any outstanding dues from the student or if there is a special undertaking from the student.
3. A Certificate of Participation will be given to students who are registered for programs where Student appraisal is either not applicable or is optional.

7.0 Library

1. All students should have a Students Library Card in order to avail library facilities.
2. Library card is non transferrable.
3. The student is required to abide by the rules of the library available with the librarian.
4. Students who are members of the library can borrow only one book at a time for a duration as stipulated in the rules of the Library. Applicable fine will be levied if the book is not returned within this period.
5. Loss or mutilation of a library book may lead to the forfeiture of the Caution Deposit and additional amount may be charged towards the cost of the book as deemed fit by the Principal.
6. In the case of the loss of the library membership card, a duplicate can be issued on a written request, subject to the approval of the Principal and payment of the applicable fee. The member will continue to be liable for damages about through the misused of the lost membership card.
7. Books which are marked "For reference only" in the library cannot be borrowed. These books can be obtained only for reference by students by submitting their ID cards.

8.0 Internet Facilities

1. Internet facilities are made available for students, in the library & Hostels.

9.0 Fee and other Details**1. College Fee**

All the students have to pay the college fee, van fee, sports and games fee etc. as fixed by the college from time to time.

2. College Caution Deposit

A refundable College Caution Deposit has to be paid at the time of admission

3. Hostel fee (Rent& Mess Fee)

Advance payment to be made for Hostel fee including room rent and mess fee every year.

4. Hostel Caution Deposit

Hostel caution deposit shall be collected from every student at the time of admission. This amount shall be refunded when the student vacate the hostel after the completion of the course.

5. Hostel mess offers lunch for staff and day scholars. To avail this facility, advance reservation has to be made at the college office.

6. If the mess fee are not paid in time, there shall be a fine of Rs.5/ per day for the next 10 days, after which, the student shall not be permitted to take food from the hostel till the mess dues are cleared.

7. Payment mode

All fees are payable by local cheque /DD, Internet transaction or Card Payment.

8. Fees once paid will not be refunded.

10.0 Transfer to other Colleges

Students may be transferred to other Dental Colleges in India with the permission of the University, Dental Council and the College concerned.

11.0 Communication to students

1. Main mode of Communication to students is through the student notice board and college website.
2. It is the student's responsibility to apprise himself / herself of these communications made from time to time.

12.0 Grievance Redressal

1. In order to improve the quality of services provided to students, PMS College actively seeks, appreciates and acts upon feedback from students and parents about its services.
2. A Grievance Redressal System exists in this college, which is monitored by the Academic Committee.
3. A student counsellor is available for the students in the college.

13.0 Snacks Bar

Refreshments and snacks are available at the snack bar for the benefit of students and staffs.

14.0 Travel Assistance

Inmates of the hostel can avail travel assistance (Air ticket Booking, Railway booking etc., pick and drop to railway station and airport) from the college.

15.0 Transportation

1. KSRTC Bus service is available from city to college.
2. Students are not permitted to use two Wheelers inside the campus.
3. Four wheelers can be used with special permission from Principal.

16.0 Students Gate Pass

1. Students are permitted to leave the campus during college hours only by submission of gate pass issued by Principal/ Administrator to the duty security officer.
2. Hostel inmates leaving the campus after college hours should obtain the hostel gate pass issued by the Warden. This is to be handed over to the Warden on return.

PROHIBITION OF RAGGING

Any form of ragging is totally banned in the PMS College - Premises. The senior students have extended whole hearted co-operation with the college authorities in keeping the college campus a ragging free one. All the students are once again reminded to keep up this noble tradition of the institution. The students are also reminded that ragging in educational institutions in the State of Kerala is a crime, punishable by imprisonment up to two years and fine up to Rs. 10,000/-.

,According to the Kerala Prohibition of Ragging Act, 1998, (Act 10 of 1998) the offending students also invite expulsion from the college and are banned from

LIBRARY RULES

1. The college library is open on working days from 8.00 am to- 7 pm. Students may choose their books from the shelves, which will be issued to them by the Librarian on demand.
2. All the students are requested to keep their printed materials outside while they are entering into the Library. However, they can keep the same inside their bags and keep in the racks kept for the purpose.
3. All the Faculty Members, House Surgeons, Students and other Staff members are strictly directed to enter their name, entry in/out time and purpose in the register kept in front of the Library Counter.
4. Strictly avoid use of mobile phone inside the Library.
5. Avoid discussions inside the Library.
6. Facility to take Xerox copies is made available in the Library only from 8.00am to 1.00pm. The payment for taking Xerox has to be paid in the Patients' Cash Counter (Rs.1/- per page) before proceeding to the Library for taking Xerox.
7. Facility of taking printouts and CD writing of E-journals from the library by paying the stipulated amount in the Cash Counter. This facility will be allowed on all working days between 8.00 am and 6.00 pm.

8. P Gs can use the Wi-Fi facility in the Library exclusively for accessing the online journal and not for other personal or other purposes. Misusing this facility will be viewed seriously and fetch punishment.

9. Students who keep books beyond the due date, have to pay Rs.10/ per day. The amount is to be paid at the office.

10. Reference books and Journals are not allowed to bring outside the Library by Students / Faculty.

11. Return your Library books on or before the due date.

12. Maintain absolute SILENCE inside the Library.

13. The timings for home lending are 9.00am to 6.00pm on all working days.

14. No student shall be allowed to take more than two books at a time.

15. As far as possible the reference books should be replaced in the same position of the same rack.

16. Attempt to tamper, tear, steal the books or pages will be caught in the surveillance camera and will be punished severely.

Principal

Hostel Rules

1. Application for admission to hostel shall be given to the Principal.
2. Allotment of rooms shall be made by the Office.
3. Students must occupy the rooms allotted to them and should not change/exchange rooms without prior permission from the Office. Violations of this rule will result in the Expulsion of the student concerned from the hostel.
4. Resident Member may be shifted from one room to another without assigning any reason by the Hostel Warden.
5. Hostel Furniture shall not be removed from one room to another under any circumstances. Students are responsible for the care of furniture and fittings in their respective rooms. The cost of furniture and fittings will be recovered from them in case of any damage or loss along with the fine. The inmates are not permitted to bring plates and glasses from mess hall to their rooms.
6. Students are not allowed to use extra electrical fitting in their rooms unless permitted by the Office.
7. Students should not paste any posters /pictures etc. on the walls, doors, windows and shelves. All the rooms, doors and windows should be kept neat and tidy. Fine will be levied for disfiguring of doors, glass panels, Furniture and walls of rooms from the resident(s) of the room in addition to the amount needed for repairing and repainting the above. Keep the room neat and hygiene.
8. The residents should not disfigure the Verandas, common rooms, common bathrooms and public properties of the hostel block.
9. Power is precious. Residents are instructed to switch off the lights and fans when they go out of the rooms, to save electric power. Use water sparingly.
10. Guests /Visitors are not permitted to enter any rooms allotted to the residents.

11. If any misuse of computers and mobile phones in hostel rooms is brought to notice of Hostel authorities the respective resident(s) will be expelled from the hostel.

12. Students should not arrange any functions or meeting within the hostel /college campus, without prior permission from the Principal.

13. Any student who is suspended / debarred / dismissed from the college will automatically cease to be a member of the hostel. Accommodation in the hostel will not be given to students who are not active boarders in the hostel.

14. No student should stay away from the hostel on any working day without the prior permission of the Principal / Administrator and Warden.

15. Abnormal activities of any nature causing disturbance to neighbors should not be carried out in the rooms.16. Students should not keep Mopeds, Motor cycles, Scooters and cars in the hostel premises without prior permission.

17. Students are not permitted to bring any instruments/materials of lab work to the Hostel and should not do any lab work in the Hostel.

18. Students are not permitted to bring any outside food in to the Hostel.

19. Students can avail pick up and drop facility to railway station/airport on request.

20. The hostel will be personally inspected by the Authorities regularly. The residents will be subjected to disciplinary actions if they fail to follow above mentioned rules and regulations.

21. Valuable items should be kept under lock and key. Management will not be responsible for any loss.
22. Medicines for common ailments and injury will be available with the Hostel Warden. For any other sickness in-house medical officer is available in the campus.
23. The Wake up call will be at 6am on all working days. The roll call will be at 7pm every day and all the students have to sign the roll call register before going for dinner.
24. The study time will be from 6 pm to 7.30 pm and 8.30 pm to 11 pm.
25. Lights off time will be at 11 pm and those who want to study after this time can use reading room.
26. The TV timings will be from 3pm to 7 pm on working days and from 9 am to 9 pm on all holidays.
27. Visiting time will be from 4 pm to 6.30 pm in the Visitor's Hall. Visitors will not be permitted after 6.30PM.
28. All the out passes will be issued by the Associate Dean (Academics) / respective Warden which is to be shown to the gate security while leaving and returning and to be submitted back to the Warden after return. Three kinds of passes are available for students
Day out Pass - For leaving Hostel after class hours and to return by 6 pm - one pass per week. For extra pass @ 50/-.
Week End Pass –Issued to stay away during weekends. The student should return by 7 am on the next working day.
Sunday Pass- Issued to go out and return the same day by 6 pm.
29. All the Students including PG's and Interns are bound to obey these rules.
30. Violation of the Hostel rules may attract fine and expulsion from the hostel depends upon the type of violation.
31. Any complaints, suggestions can be submitted to the Principal through the respective Warden. Only individual complaints will be entertained.

USEFUL MEDICAL INFORMATION

CONVERSION FORMULAE

Weight

1kg 2.2lb
1 lb 0.4kg
1gm 15.43 grains
1 grain 0.065 gm
Length
1 inch 2.54cm
1 cm 0.3937 inch

BLOOD VALUES

Heamatocrit

Men38-54%
Women36-47%

Hemoglobin

Men14-18 Gm%
Women12-16 gm%
Children12-14 gm %
Newborn14-5-25.5gm%

BLOOD COUNTS

per cu mm%

0%

Erythrocytes

Men 4.5-6.0 x 10⁶

Women 4.3-5.5 x 10⁶

Reticulocytes 1.0%

Leucocytes total 4000-11000 10%

Myelocytes 00%

Juvenile Neutrophiles 0-1000 1%

Band Neutrophiles 0-5000 5%

Segmental Neutrophiles 2500-6000 60%

Lymphocytes 1000-4000 40%

Eosinophiles 50-300 3%

Basophiles 0-1000 1%

Monocytes 200-800 8%

Platelets 200000-400000

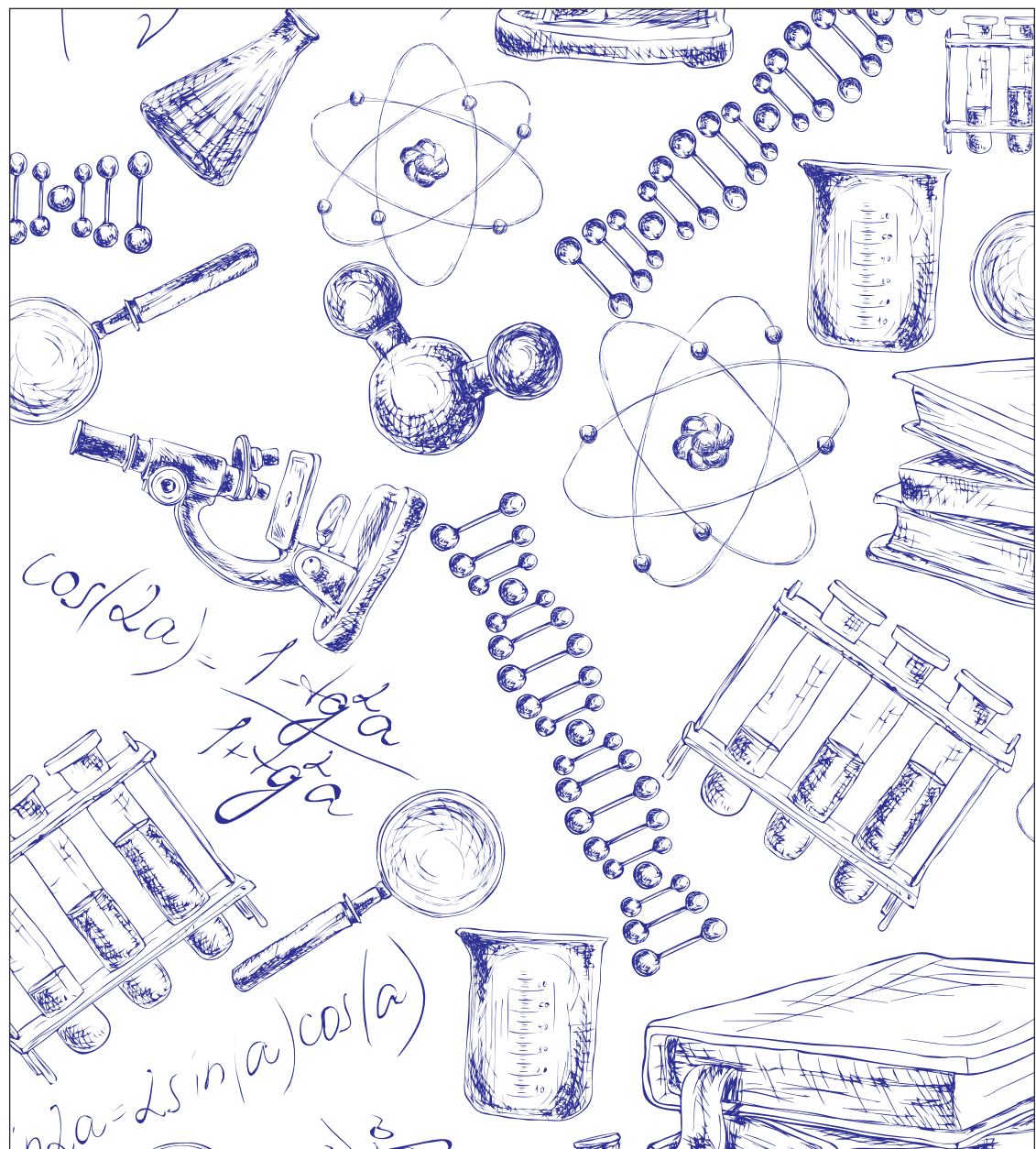
RBC MEASUREMENTS

Diameter	5.5-8.8 microns (Newborn:8.6*)
Mean Corpuscular volume	82-92 cu.microns (Newborn : 106*)
Mean corpuscular Hb	27-31 micro micrograms (Newborn 38*)
Mean corpuscular indices	Hb conc colour saturation and vol each 32-36%

MISCELLANEOUS

Bleeding Time	1-3 min (duke) 2-4 min (Ivy)
Circulation time arm to lung (ether)	4-8 sec
Circulation time arm tongue (sodium dehydrocholate)	9-16 sec
Clot retraction time	2-4 hrs
Coagulation time (venous)	2-8 min (Lee&white)
Fragility erythrocyte (Haemolysis)	10-30 min (howell) 0.44-0.35% of NaCl
Prothrombin time	70-110% of control value
Sedimentation rate:	
Men	0-9mm per hr (wintrobe)
Women	0-20 mm per hr (wintrobe)

* values for newborns shown only where they may differ significantly from those of older children and adults)



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