

**MANAV SEVA VIKAS TRUST'S
DR. INGALE INSTITUTE OF DENTAL SCIENCE
& DENTAL WISDOM ACADEMY**

**PLOT NO-76, SECTOR 4, BEHIND SANT DNYANESHWAR HOSPITAL, SANT
NAGAR, MOSHI, PUNE- 412105 (Maharashtra State)**

**STUDENT HANDBOOK & PROSPECTUS
2018-2019**

Affiliated To



**VISHWAKARMA UNIVERSITY
FOR SELF-EMPLOYMENT, INDIA**

Website: www.vishwakarmauniversity.com

INDIA'S FIRST SKILL UNIVERSITY SINCE 1990

Autonomous Enterprising Self-Reliant Skill Oriented Micro University

Post Graduate Diploma Courses **in** **Dental Specialities**

- (a) POSTGRADUATE DIPLOMA COURSE IN ORAL IMPLANTOLGY
- (b) POSTGRADUATE DIPLOMA COURSE IN ENDODONTICS
- (c) POSTGRADUATE DIPLOMA COURSE IN PROSTHODONTICS
- (d) POSTGRADUATE DIPLOMA COURSE IN ESTHETIC DENTISTRY
- (e) POSTGRADUATE DIPLOMA COURSE IN ORAL & MAXILLOFACIAL SURGERY
- (f) POSTGRADUATE DIPLOMA COURSE IN LASERS IN DENTISTRY
- (g) POSTGRADUATE DIPLOMA REFRESHERS COURSE IN GENERAL DENTISTRY

Prospectus and Application Form is available at

MANAV SEVA VIKAS TRUST'S
**DR. INGALE INSTITUTE OF DENTAL SCIENCE
& DENTAL WISDOM ACADEMY**

**Address-PLOT NO-76, SECTOR 4, BEHIND SANT DNYANESHWAR HOSPITAL, SANT NAGAR , MOSHI
, PUNE- 412105**

on the website i.e. www.dringaledental.com

**Price :Rs. 500.00 by cash at the counter
Rs. 550.00 by online /registered post**

1. POSTGRADUATE DIPLOMA PROGRAM IN DENTAL SPECIALITIES

Post Graduate Diploma Program for Skill Development for BDS & MDS Graduates.

Postgraduate Diploma Courses

Duration – One Year

- (a) POSTGRADUATE DIPLOMA COURSE IN ORAL IMPLANTOLGY**
- (b) POSTGRADUATE DIPLOMA COURSE IN ENDODONTICS**
- (c) POSTGRADUATE DIPLOMA COURSE IN PROSTHODONTICS**
- (d) POSTGRADUATE DIPLOMA COURSE IN ESTHETIC DENTISTRY**
- (e) POSTGRADUATE DIPLOMA COURSE IN ORAL & MAXILLOFACIAL SURGERY**
- (f) POSTGRADUATE DIPLOMA REFRESHERS COURSE IN GENERAL DENTISTRY**
- (g) POSTGRADUATE DIPLOMA COURSE IN LASERS IN DENTISTRY**

2.1 Academic Session

The Programs will commence from August of every year.

2.2 Admissions

The admissions will be made twice in a year. The applications should be made on prescribed form so as to reach MSVT's Dr.Ingale Institute of Dental Science, Moshi, Pune-412105 before the due date. The application form can be downloaded from the MSVT's Dr.Ingale Institute of Dental Science website www.dringaledental.com

Admissions will be done through the eligibility and merit of the candidates to the dental programs. The candidates will be selected on the basis of merit and reservation policy of VOUSE.

2.3 Eligibility

The candidates should be registered as BDS doctors in State Dental Council after completion of internship. The degree should be recognized by Dental Council of India.

2.4 Age of Admission

There is no maximum age limit.

2.5 Duration of the Program

The minimum duration of the program is One Year for Post graduate Diploma Courses. However, the students are given a maximum period of Two years to complete the Diploma Program from the date of registration, after which the students have to apply for re-admission paying the pro rata fee for each incomplete course. Re-admission is valid only for a period of one year for diploma course.

2.6 Medium of Instruction and Course

English

2.7 Selection Procedure

The selection will be done on fulfilling the eligibility criteria and the basis of merit in final BDS examination and personal interview.

The candidates are advised to mention the name of the program they wish to opt for in the form. In case they fail to do so this, their application will not be considered.

In case a candidate wishes to apply for multiple options of the program, he/she will be required to fill separate application forms, one form for each of the program.

In case he/she qualifies for multiple options of the programs, his/her name will appear in the merit list of the programs. He/she can however take admission in only one of the program in one tenure.

Merit list will be prepared on the basis of percentage of aggregate marks in Final BDS Examination of the applicants.

However, in case the number of applicants is less the MSVT's Dr. Ingale Institute of Dental Science may decide to hold an interview on regional basis of short listed candidates and allot the admissions.

The candidates will be required to take admission for the program for which they are applying in Manav Seva Vikas Trust's Dr. Ingale Institute of Dental science, Moshi, Pune- 412105

Admission once taken in a program study center. Dr. Ingale Institute of Dental science, Moshi, Pune- 412105 cannot be cancelled.

The candidates who are offered admission are required to deposit the program fee and show their Original certificates to the Director, Dr. Ingale Institute of Dental Science to confirm their admission.

2.8 Program Fees

Candidates seeking admission to the dental program are advised to pay the fees along with the filled-in application form. They will get a separate communication about their admission and for payment of course fee.

The fee for Post Graduate Diploma program - Rs.2,10,000/-

Program Study Centers (PSC)

For the practical hands on training the students will be attached to recognized PSC ie. Mavav Seva Vikas trust's Dr. Ingale Institute of Dental science , Moshi, Pune- 412105

A maximum of 10 students will be attached per program to study center.

The students are expected to undergo compulsory attendance. The skills learnt in these program study centers have to be practiced at the work centers. The work centers are the clinics/hospitals where a student is attached. Kindly make sure that you have a work center where you can practice your skills.

Majority of consumables including implants for practice in the program study centers will be provided in the program study centers. However, the students are expected to get their own kit (set of instruments and some consumables) as a mandatory requirement for taking admission to the program. If they fail to do so the first day of the contact session, they may be debarred from taking the practicals. The list of the instruments and consumables in the kit will be provided in the offer letter.

2.9 Program Delivery

The theoretical, practical and clinical training will be provided in MSVT's Dr. Ingale Institute of Dental science, Moshi, Pune and their allied and affiliated centers. These are fully equipped clinics or centers, which provide outdoor patient facilities. There will be internal assessment both in theory and practical. A term end examination will be held at the end of program and candidates will be assessed for Theory and practicals by the External Examiners in respective specialty.

3. INSTITUTE RULES

The INSTITUTE reserves the right to change the rules from time to time. However, latest rules will be applicable to all the students irrespective of the year of registration.

3.1 Validity of Admission

Candidates offered admission have to join on or before the due dates specified by the Dr Ingale Institute of Dental Science. In case they want to seek admission for the next session, they have to apply afresh and go through the admission process again.

3.2 Duration & Re-admission of Program: The students who are not able to clear their program within the maximum duration allowed can take re-admission for additional period in continuation of the earlier period as under:

Program	Duration	Re-admission Period
Diploma Program	1 Year	1 Year

For re-admission the student has to make pro-rata fee for each incomplete course. The details of pro-rata fee and the re-admission form is available at the Regional Centers and also in the website for the courses which they have not been able to completed.

The students who fail to pay the prescribed full program fee during the maximum duration of the Program shall have to pay full fee for the missed years in addition to pro-rata course fee for readmission.

3.3 Refund of Fee

Fee once paid will not be refunded under any circumstances. It is also not adjustable against any other Program. However in cases where University denies admission, the program fee will be refunded after deduction of registration fee through A/c Payee Cheque Only.

3.4 Disputes on Admission and Other University Matters

The place of jurisdiction of filing of suit, if necessary, will be only at New Delhi/Delhi.

3.5 Term-end Examination

The students can appear in the **Feb as well as August** Term-end examination, after a minimum one year for Diploma program.

There will be internal assessment both in theory and practical.

A term end examination will held at the end of program and candidates will be assessed for Theory and practical by the External Examiners in respective specialty.

The Institute conducts Term-end Examination twice a year in the month of June and December every Year at PSC. Students will be permitted to appear in Term-end Examination subject to the condition that registration for the courses in which they wish to appear is valid. Maximum time to pursue the program is not elapsed and they have also submitted the required number of assignment(s), if any, in those courses by the due date.

Examination Fee

Examination fee of Rs.6000/- per course is required to be paid through Bank Draft in favour of Dr. Ingale Institute of Dental Science payable at Pimpri where the candidate is submitting the examination form. The examination forms are available at all the Program Study Centre. Students can also submit on-line examination forms per guidelines through website at www.dringaledentalinstitute.com

Examination Centre

Normally the PSC study centre is the examination centre. However, a student is required to fill the name exam. Centre in the examination form

Date of Submission of Examination Forms

JUNE, TEE DECEMBER, TEE LATE FEE WHERE TO SUBMIT THE FORM

1st August to 31st August – at the PSC for Diploma Courses

Before submitting the examination form please ensures that:

- The required number of assignments as applicable have been submitted
- Authentication certificate is duly signed.
- Registration for the courses is valid and not time barred.

NOTE: Remain in touch with you PSC for change in schedule of submission of Examination fee.

PRE-ADMISSION ENQUIRY

If you have any queries on academic aspects of the program please contact:

Dr. Manjusha Ingale
Executive Director
MSVT's Dr.Ingale Institute of Dental Science
76, Sant nagar, Behind Sant Dnyaneshwar Hospital
Moshi, Pune – 412105
Tel: 9822117381, 9503627981
Email: dringaledentalinstitute@gmail.com

PSC FOR PG DIPLOMA IN DENTAL SPECIALITY

Sl.No.	Name & Address
1	Mavav Seva Vikas Trust's Dr. Ingale Institute of Dental science , Moshi, Pune- 412105

4. Responsibility of Students

Travel and Stay in Relation to Program

The admission fee covers only the expenses towards study material, counseling, practical activities at PSC. Evaluation and certification. Hence, cost towards your stay and travel in relation to the program and teleconference etc. has to be borne by students.

Log-book Maintenance

Students will maintain the log-books for practical courses. Each of the records maintained at Program Study Centre should be signed by the respective counselors.

Attendance

You have to maintain minimum 85 per cent of attendance in both practical as well as theory session for appearing in the term-end theory & practical examination. Students will be not eligible for Term End Practical Examination if you fail to have 85% attendance.

Leave of the Student

Student can enjoy a maximum 15 days leave in a year. Prior approval of Program in-charge (PIC) is necessary for taking leave. If the duration of leave is more than 15 days then the student will be required to join the program with the next batch. Students are not supposed to join in between the session. However, If any PSC is ready to make the posting schedule of that particular student then he/she may be allow to join in between the program. In any circumstances, student must complete his/her 6 months training for certificate course and one year training for diploma course specialty in the PSC before appearing is practical term end examination. Otherwise they are not eligible for the term end practical examination.

Stipend to the PG Diploma students

Stipend to the diploma students is subject to the training Institute/PSC. It is mutually agreed between VUSE and the PSC that PSC will pay stipend amount decided by the PSC to the diploma students.

Hostel Accommodation

Hostel fee per term (six months) on sharing basis– per student Rs. 40000/-

Students staying in hostel will have to maintain the peace and legacy of the accommodation provided

Filling of Term-end Examination Form

Student will have to fill up *theory and practical term-end examination form separately* and submit Them to the PSC respectively. The last date for submitting the theory examination form to the PSC is **Jan 31/July 30 for the Feb /August examination.**

You need to attach these three certificates along with the Term End practical Examination form which you submit to the respective Program In-charges.

They are given below:

1. Passed in all the theory and practical internal evaluation separately.
2. Completion of training in all the respective courses with prescribed duration.
3. Attendance certificate showing more than 85 percent attendance in theory as well as practical training.

The Term End practical Examination of the student will be not taken valid if the student does not qualify the above three condition for the Practical Examination.

Feedback of the Training Program

You may be (or may not be) satisfy with the teaching / academic activity of the Program Study Centre. You are required to provide written feedback of the training both in theory as well as practical to the Program Coordinator as well as Program In-charge every month or two months. You can do it as individual student or as a group. This is mandatory, because, on the basis of your feedback headquarter can monitor and improve the quality of training.

Disciplinary Action

Candidate will be governed by the disciplinary regulations of the respective institution as well as the rules and regulations of VUSE.

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