



COORG INSTITUTE OF DENTAL SCIENCES

Kanjithanda Kushalappa Campus, Maggula
Virajpet - 571 218, Coorg District, Karnataka
Recognised by Dental Council of India, New Delhi
Affiliated to Rajiv Gandhi University of Health Sciences, Bangalore.

COORG INSTITUTE OF DENTAL SCIENCES

JOB DESCRIPTION AND DECISION TREE

1. Dean :

The Dean is the administrative head of the college and oversees the functions of the college- The Coorg Institute of Dental Sciences. His/Her duties and responsibilities are as follows-

- Develop college strategic initiatives and long-term planning and policy development
- The Dean guides the college in fundraising and cultivating relationships with donors.
- Provide senior level administrative leadership in areas
 - Institutional assessment and improvement,
 - Human resource,
 - Faculty development
 - Performance appraisals,
 - Budget and finance
 - Facilities planning and management

The Dean also reports to trust on all these aspects of the functioning of the college. The Dean also is responsible for the creation of the annual budget and in developing the strategies which define the policies and procedures of the institution.

At the Coorg Institute of Dental Sciences, the Dean is assisted in his functioning by the following personnel at the deanery who have their responsibilities as follows.

A. Office Manager: Mrs. Kaveramma

Responsibilities:

- a) Maintenance of all necessary legal, regulatory and other documentation
- b) Human Resource Planning and management

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- c) Employee engagement
- d) Appraisal documentation
- e) Administrative functions

The Office Manager will be assisted by Mrs. Dechamma at the deanery in all her functions

B. Facilities Manager: Mr. Bopanna M

Responsibilities:

- a) Sourcing and overseeing contracts and service providers for cleaning, parking, security, and technology
- b) Advising businesses on measures to improve the efficiency and cost-effectiveness of the facility
- c) Supervising teams of staff across different divisions
- d) Ensuring that basic facilities are well-maintained and conducting proactive maintenance
- e) Dealing with emergencies as they arise
- f) Liaising with the Maintenance committee for necessary maintenance
- g) Managing Maintenance Budgets
- h) Ensuring that facilities meet compliance standards and government regulations
- i) Planning for the future by forecasting the facility's upcoming needs and requirements
- j) Overseeing any renovations, refurbishments and building projects
- k) Helping with office relocations
- l) Drafting maintenance reports

The Facilities Manager will be assisted by the following in his functions

- a) Mr. Lokesh : Housekeeping Supervisor
- b) Mr. Manjappa : Maintenance Supervisor

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C. Purchase Manager: Mrs. Roshni

- a) Developing and implementing purchasing strategies.
- b) Managing daily purchasing activities, supervising staff, and allocating tasks.
- c) Managing supplier relations and negotiating contracts, prices, timelines, etc.
- d) Maintaining the supplier database, purchase records, and related documentation.
- e) Coordinating with inventory control to determine and manage inventory needs.
- f) Ensuring that all procured items meet the required quality standards and specifications.
- g) Preparing cost estimates and managing budgets.
- h) Working to improve purchasing systems and processes.

The Purchase Manager will be assisted by Mr. Jeevan and Mrs. Rajni at the stores in all her functions

D. Finance Manager: Mrs. Rashmi

- a) Maintains accounting system.
- b) Leads planning and forecasting activities.
- c) Reviews financial reports and prepares financial forecasts
- d) Monitors financial details to ensure legal compliance
- e) Analyses revenue, expenses, cash flows, and balance sheets
- f) Assists management to make financial decisions
- g) Reviews and processes payments of the Institution.
- h) Maintains an accurate filing and record keeping system for all financial statements and Institutional documents.

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In addition to the above the below mentioned facilities of the institution will function under the direct supervision of the Dean with the organizational structure mentioned below

- A. Samadhaan Dental Clinic
- B. Aavishkaar research Laboratory

2. Principal:

At the Coorg institute of Dental Sciences, the Principal is the academic head of the institution overseeing all academic activities of the institution including the teaching learning process, evaluation, academic planning, training of faculty etc. The principal also acts as the Coordinator of the Postgraduate program.

His /Her duties and Responsibilities are as follows:

- a) Ensure that the educational policies of the institution satisfy the prevalent regulatory guidelines.
- b) Work with the various departments to create and ensure implementation of teaching schedules.
- c) Create and assess benchmarks for faculty and students.
- d) Develop programs to improve teacher performance.
- e) Guide the introduction of recent teaching learning methodologies into the curriculum.
- f) Respond to concerns from faculty/students or the trust regarding institutional activities.
- g) Participate in faculty hiring activities to ensure selection of the best talents.
- h) Set criteria & perform faculty appraisals.
- i) Initiate disciplinary proceedings against faculty & students according to regulatory/institutional regulations.

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At the Coorg Institute of Dental Sciences, the Principal is assisted in his functioning by the following personnel at the deanery who have their responsibilities as follows.

1. Mrs. Kalpa: Students Affair in-charge

- a) Maintaining attendance details of students
- b) Collection and assessment of student feedback forms and assessment report submission to principal
- c) Collection of lesson plans and lesson plan implementation data and submission to principal
- d) Liaison between faculty, students and principal.
- e) Dispatch, receipt and maintenance of all records related to academics
- f) Receive complaints regarding academic grievances

2. Mr. Bhimaiah: University Liaison

- a) Dispatch, receipt and maintenance of all records w.r.t the university.
- b) Maintenance of student and faculty records according to regulatory guidelines.
- c) Notification of university examinations and other university events as per the university calendar.
- d) Receive and communicate all exam related grievances to the principal and university.
- e) Collection, maintenance and distribution of university registers/marks cards/rank certificates
- f) Result analysis reports

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3. Vice Principal:

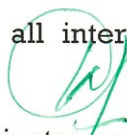
The Vice Principal of the Coorg Institute of Dental Sciences also oversees with the principal, the academic activities of the institution. He/ She also is the coordinator of undergraduate studies and his/her job description will be as follows.

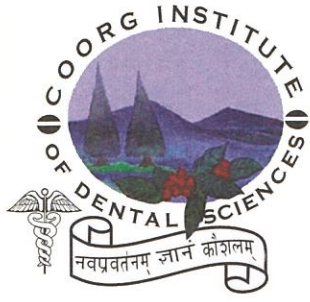
- a) Liaising with various departments and forwarding any issues or suggestions to the principal.
- b) Guide the development and review of institutional policies, and rules and regulations.
- c) Call and Coordinate meetings with faculty, students and others as may be necessary.
- d) Notification of the institutional calendar of events and ensuring adherence of the same.
- e) Notification and conduct of all internal assessment examinations consolidation of results and declaration of the same
- f) Sitting in on all disciplinary hearings
- g) Ensure Updation and maintenance of student and institutional records

4. Associate Dean International Affairs and Outreach:

The Associate Dean of International affairs and Outreach at the Coorg Institute of Dental Sciences is responsible for all international activities, MOUs and Outreach programs of the institution. His/her responsibilities at the institution will be as follows

- a) Researches, provides data, and offers suggestions for all international activity of the institution.
- b) Provides research and data collection for international projects;
- c) Encourage and facilitate faculty and student exchange programs


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- d) Develops, updates and maintains international office procedures on a regular basis, as part of the continuous improvement process in the international office;
- e) Regularly reviews website, program sheets, and other material to ensure they are up-to-date, and reports needed changes to the dean.

5. Associate Dean Research:

The Associate Dean of Research, Coorg Institute of Dental Sciences will be responsible for all research activities at the Institution, his/her duties and responsibilities will be as follows.

1. Developing, implementing and promoting the Institution's research strategies and ideate long term research plans of the institution.
2. Overseeing the implementation and promotion of research-related policy initiatives and systems, working in conjunction with the Faculty, Heads of Departments, Principal, Vice Principal and Dean
3. Creating a research driven environment in the Institution
4. Calling for and conducting the meetings of the Institutional Research Committee.
5. Act as a research lead for university and external research related activities
6. Advising the Institution on investments related to infrastructure requirements, new areas of research development and the strategic alignment of academic appointments related to research

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6. Heads of Department

The heads of department are the senior management of the institute and act as a bridge between the students and management and also between the Senior management and Faculty. The duties and responsibilities of the heads of department will be as follows.

- a) Ensure smooth functioning of their respective departments
- b) Define learning objectives and graduate outcomes in their specialty
- c) Prepare a curriculum implementation plan and ensure adherence of the same
- d) Ensure that the assessment process is aligned to the objectives and outcomes
- e) Introduce innovative teaching methodologies to ensure optimal knowledge delivery
- f) Assist the Dean, Principal, Vice Principal and associate deans in their respective areas of management
- g) Mentor junior faculty members
- h) Prepare perspective plans and implement the same in their departments
- i) Act as a grievance receipt officer for their departments
- j) Advise on material/equipment purchase and research output from their departments
- k) Ensure compliance of all regulatory guidelines in their departments
- l) Define rules for teaching and non-teaching staff.
- m) Performance appraisals with the Principal/Dean.


DEAN
Coorg Institute of Dental
Coorg, India

CDMST
Managing trustee

Dr.Sunil Muddaiah
Dean
Administrative Head

Dr.Anmol Kaiha
Professor emeritus
Advisor Research and
Policy

Committees
Reporting
IQAC

Dr. Ponappa KC
Principal
Academic Head
Director
Post Graduate Studies

Committees Reporting
Teaching learning and Evaluation
Grievance Redressal
Prevention of Sexual Harassment
Infrastructure

Dr. Shashidara R
Associate Dean
Research

Committees
Reporting
Institutional research
Committee

Dr. Jithesh Jain
Vice Principal
Director
Undergraduate Studies

Dr. Shanthala BM
Associate Dean
International affairs and
Collaboration

Committees Reporting
Academic Council
Examination committee

Departmental Heads

Oral Medicine and Radiology	Anatomy
Oral and Maxillofacial Surgery	Physiology and Biochemistry
Oral Pathology and Microbiology	Pathology and Microbiology
Public health Dentistry	Pharmacology
Periodontics	General Medicine
Orthodontics and Craniofacial Orthopedics	General Surgery
Prosthodontics	
Preventive and Pediatric Dentistry	

Committees reporting
IRB
International students
Cell