



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Department Work Distribution 2021-2022**

**Incharges:**

- PG Incharges: Dr. Shailendra and Dr. Rutika
- Clinical Incharge for IV year: Dr. Posala Shravan & Dr. Daga Radhika
- Clinical Incharge for III year: Dr. Zubair & Dr. Kartik
- II BDS incharge: Dr. Rutika
- I BDS incharge: Dr. Mubeen

**Duties of PG Incharges:**

1. To supervise the clinical work of PG students and to be available in PG clinic to supervise the same during clinical hours.
2. To sign the updated clinical record of Post graduate students of PG clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
3. To look after the sterilisation and waste disposal in the PG clinic area.

**Duties of IV year and III year Incharges:**

1. To divide the Posted students among themselves in order to do mentoring of students.
2. To take clinical discussions to students as per prescribed topics.
3. To appraise the students regarding sterilisation, work ethics of Department on the first day of clinical postings and take signature of students on the same.
4. To supervise the clinical work of students and to be available in clinic to supervise the same during clinical hours.
5. To sign the updated clinical record of students of clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
6. To conduct posting end test of posted students and to bring to the notice of Head of department if any deficiencies.
7. To instruct students regarding waste disposal practices.

**Duties of II year Incharges:**

1. To make a detailed schedule of demonstrations for second year students.
2. To divide the students among themselves in order to do mentoring of students and better supervision.
3. To follow self assessment protocol while evaluation of cavities.
4. To conduct MCQ tests and mock viva every 2 months along with internal assessment exams as per schedule.
5. To update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.

**Duties of I year Incharge:**

1. To conduct first year classes as per schedule.
2. To conduct MCQ test in the month of April .

*Shailendra*  
**PRINCIPAL**  
S. B. Patil Institute for  
Dental Science & Research  
NAUBAD, BIDAR-585402  
(Karnataka)



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Patient services team to look into streamlining of patient services:**

1. The team includes: Dr. Rutika R, Dr. Mubeen, PGs and Interns.
2. To give consolidated list of patient services rendered during the month in the prescribed format.
3. To look after entry in OPD register.
4. To look after the sterilisation and waste disposal in the clinic area.

**Store, Consumable and Indent incharge: Dr. Kartik & Dr. Rutika .**

1. To maintain indent and consumable stock register.

**Lab work Supervision.**

Dr. Pawan Diwanji - Ceramic work Incharge.

Dr. Shreeshail Indi – Metal Work Incharge.

**Duties.:**

1. To ensure correct entry of casts.
2. To make sure work is done on time.
3. To bring it to notice of Head of Department if any delay in work due to excess work and outsource it if necessary through proper channel.

**Theory Classes: As per syllabus division.**

**Sterilisation and Bio medical waste management incharge : Dr Rutika**

**Duties**

1. To supervise sterilization ,disinfection of UG & PG clinics
2. To maintain sertlization records daily
3. To supervise bio medical waste management.

  
Head of Department

**PRINCIPAL**  
S. B. Patil Institute for  
Dental Science & Research  
NAUBAD, BIDAR-585402  
(Karnataka)



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Department work Distribution 2020-21**

**Incharges:**

- Clinical Incharge for IV year: Dr. Manoranjan. Dr. Rutika
- Intern: Dr, Shailendra
- Clinical Incharge for III year: Dr. Zubair & Dr. Kartik
- II BDS incharge: Dr. Posala Shравan , Dr. Daga Radhika
- I BDS incharge: Dr. Kainath

**Duties of IV year and III year Incharges:**

1. To divide the Posted students among themselves in order to do mentoring of students.
2. To take clinical discussions to students as per prescribed topics.
3. To appraise the students regarding sterilisation, work ethics of Department on the first day of clinical postings and take signature of students on the same.
4. To supervise the clinical work of students and to be available in clinic to supervise the same during clinical hours.
5. To sign the updated clinical record of students of clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
6. To conduct posting end test of posted students and to bring to the notice of Head of department if any deficiencies.
7. To instruct students regarding waste disposal practices.

**Duties of II year Incharges:**

1. To make a detailed schedule of demonstrations for second year students.
2. To divide the students among themselves in order to do mentoring of students and better supervision.
3. To follow self assessment protocol while evaluation of cavities.
4. To conduct MCQ tests and mock viva every 2 months along with internal assessment exams as per schedule.
5. To update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.

**Duties of I year Incharge:**

1. To conduct first year classes as per schedule.
2. To conduct MCQ test in the month of April .

**Patient services team to look into streamlining of patient services:**

1. The team includes: Dr. Rutika R, Dr. Mubeen, PGs and Interns.
2. To give consolidated list of patient services rendered during the month in the prescribed format.
3. To look after entry in OPD register.
4. To look after the sterilisation and waste disposal in the clinic area.

*S. S. M. K. K.*



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Store, Consumable and Indent incharge: Dr. Kartik & Dr. Rutika .**

1. To maintain indent and consumable stock register.

**Lab work Supervision.**

Dr. Zubair - Ceramic work Incharge.

Dr. Naveen – Metal Work Incharge.

**Duties.:**

1. To ensure correct entry of casts.
2. To make sure work is done on time.
3. To bring it to notice of Head of Department if any delay in work due to excess work and outsource it if necessary through proper channel.

**Theory Classes: As per syllabus division.**


**Sterilisation and Bio medical waste management incharge : Dr Rutika**

**Duties**

1. To supervise sterilization ,disinfection of UG & PG clinics
2. To maintain sertlization records daily
3. To supervise bio medical waste management.

  
Head of Department

**Dept. of Conservative  
Dentistry & Endodontics  
S. B. Patil Institute's  
Dental Hospital, BIDAR**

  
S. B. Patil Institute for  
Dental Sciences and Research  
NANDYALGUDA, BIDAR  
(Karnataka)





**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

Department work Distribution 2019-2020

**Incharges:**

- Clinical Incharge for IV year: Dr. K Shashank. Dr. Nandini
- Intern: Dr, Shashank
- Clinical Incharge for III year: Dr. Zubair & Dr. Keerty
- II BDS incharge: Dr. Nabeela
- I BDS incharge: Dr. Kainath

**Duties of IV year and III year Incharges:**

1. To divide the Posted students among themselves in order to do mentoring of students.
2. To take clinical discussions to students as per prescribed topics.
3. To appraise the students regarding sterilisation, work ethics of Department on the first day of clinical postings and take signature of students on the same.
4. To supervise the clinical work of students and to be available in clinic to supervise the same during clinical hours.
5. To sign the updated clinical record of students of clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
6. To conduct posting end test of posted students and to bring to the notice of Head of department if any deficiencies.
7. To instruct students regarding waste disposal practices.

**Duties of II year Incharges:**

1. To make a detailed schedule of demonstrations for second year students.
2. To divide the students among themselves in order to do mentoring of students and better supervision.
3. To follow self assessment protocol while evaluation of cavities.
4. To conduct MCQ tests and mock viva every 2 months along with internal assessment exams as per schedule.
5. To update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.

**Duties of I year Incharge:**

1. To conduct first year classes as per schedule.
2. To conduct MCQ test in the month of April .

**Patient services team to look into streamlining of patient services:**

1. The team includes: Dr. Nandini R, Dr. Mubeen, PGs and Interns.
2. To give consolidated list of patient services rendered during the month in the prescribed format.
3. To look after entry in OPD register.
4. To look after the sterilisation and waste disposal in the clinic area.

**Store, Consumable and Indent incharge: Dr. Keerty & Dr. Nandini .**

1. To maintain indent and consumable stock register.

*Shashank*



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Lab work Supervision.**

Dr. Zubair - Ceramic work Incharge.

Dr. Nishat Fatima – Metal Work Incharge.

**Duties.:**

1. To ensure correct entry of casts.
2. To make sure work is done on time.
3. To bring it to notice of Head of Department if any delay in work due to excess work and outsource it if necessary through proper channel.

**Theory Classes: As per syllabus division.**

**Sterilisation and Bio medical waste management incharge : Dr Kainath**

**Duties**

1. To supervise sterilization ,disinfection of UG & PG clinics
2. To maintain sertlization records daily
3. To supervise bio medical waste management.

**Head of Department**

**Dept. of Conservative  
Dentistry & Endodontics  
S.B. Patil Institute's  
Dental Hospital, BIDAR**



# S B Patil Institute for Dental Sciences and Research, Bidar

## Department of Conservative Dentistry and Endodontics

### Department work Distribution 2018-2019

#### **Incharges:**

- Clinical Incharge for IV year: Dr. Mohan Sakri. Dr. Nandini
- Intern: Dr, Mohan
- Clinical Incharge for III year: Dr. Basavraj Halli & Dr. Mohan Sakri
- II BDS incharge: Dr. Basavraj
- I BDS incharge: Dr. Nishat Fatima

#### **Duties of IV year and III year Incharges:**

1. To divide the Posted students among themselves in order to do mentoring of students.
2. To take clinical discussions to students as per prescribed topics.
3. To appraise the students regarding sterilisation, work ethics of Department on the first day of clinical postings and take signature of students on the same.
4. To supervise the clinical work of students and to be available in clinic to supervise the same during clinical hours.
5. To sign the updated clinical record of students of clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
6. To conduct posting end test of posted students and to bring to the notice of Head of department if any deficiencies.
7. To instruct students regarding waste disposal practices.

#### **Duties of II year Incharges:**

1. To make a detailed schedule of demonstrations for second year students.
2. To divide the students among themselves in order to do mentoring of students and better supervision.
3. To follow self assessment protocol while evaluation of cavities.
4. To conduct MCQ tests and mock viva every 2 months along with internal assessment exams as per schedule.
5. To update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.

#### **Duties of I year Incharge:**

1. To conduct first year classes as per schedule.
2. To conduct MCQ test in the month of April .

#### **Patient services team to look into streamlining of patient services:**

1. The team includes: Dr. Nandini R, Dr. Nishat Fatima, PGs and Interns.
2. To give consolidated list of patient services rendered during the month in the prescribed format.
3. To look after entry in OPD register.
4. To look after the sterilisation and waste disposal in the clinic area.

#### **Store, Consumable and Indent incharge: Dr. Mohan Sakri & Dr. Nandini .**

1. To maintain indent and consumable stock register.

*Nandini R*



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Lab work Supervision.**

Dr. Basavraj Halli - Ceramic work Incharge.

Dr. Nishat Fatima – Metal Work Incharge.

**Duties.:**

1. To ensure correct entry of casts.
2. To make sure work is done on time.
3. To bring it to notice of Head of Department if any delay in work due to excess work and outsource it if necessary through proper channel.

**Theory Classes: As per syllabus division.**

**Sterilisation and Bio medical waste management incharge : Dr Basavraj**

**Duties**

1. To supervise sterilization ,disinfection of UG & PG clinics
2. To maintain sertlization records daily
3. To supervise bio medical waste management.

**Head of Department**  
**Dept. of Conservative**  
**Dentistry & Endodontics**  
**S.B. Patil Institute's**  
**Dental Hospital, BIDAR**





**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Department work Distribution 2017-2018**

**Incharges:**

- Clinical Incharge for IV year: Dr. Mohan Sakri. Dr. Nandini
- Intern: Dr, Mohan
- Clinical Incharge for III year: Dr. Basavraj Halli & Dr. Mohan Sakri
- II BDS incharge: Dr. Basavraj
- I BDS incharge: Dr. Nishat Fatima

**Duties of IV year and III year Incharges:**

1. To divide the Posted students among themselves in order to do mentoring of students.
2. To take clinical discussions to students as per prescribed topics.
3. To appraise the students regarding sterilisation, work ethics of Department on the first day of clinical postings and take signature of students on the same.
4. To supervise the clinical work of students and to be available in clinic to supervise the same during clinical hours.
5. To sign the updated clinical record of students of clinic area and update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.
6. To conduct posting end test of posted students and to bring to the notice of Head of department if any deficiencies.
7. To instruct students regarding waste disposal practices.

**Duties of II year Incharges:**

1. To make a detailed schedule of demonstrations for second year students.
2. To divide the students among themselves in order to do mentoring of students and better supervision.
3. To follow self assessment protocol while evaluation of cavities.
4. To conduct MCQ tests and mock viva every 2 months along with internal assessment exams as per schedule.
5. To update the work progress to the Head of Department on weekly basis and consolidated monthly basis in the format enclosed.

**Duties of I year Incharge:**

1. To conduct first year classes as per schedule.
2. To conduct MCQ test in the month of April .

**Patient services team to look into streamlining of patient services:**

1. The team includes: Dr. Nandini R, Dr. Nishat Fatima, PGs and Interns.
2. To give consolidated list of patient services rendered during the month in the prescribed format.
3. To look after entry in OPD register.
4. To look after the sterilisation and waste disposal in the clinic area.



**S B Patil Institute for Dental Sciences and Research, Bidar**  
**Department of Conservative Dentistry and Endodontics**

**Store, Consumable and Indent incharge: Dr. Mohan Sakri & Dr. Nandini .**

1. To maintain indent and consumable stock register.

**Lab work Supervision.**

Dr. Basavraj Halli - Ceramic work Incharge.

Dr. Nishat Fatima – Metal Work Incharge.

**Duties.:**

1. To ensure correct entry of casts.
2. To make sure work is done on time.
3. To bring it to notice of Head of Department if any delay in work due to excess work and outsource it if necessary through proper channel.

**Theory Classes: As per syllabus division.**

**Sterilisation and Bio medical waste management incharge : Dr Veerabhadragouda**

**Duties**

1. To supervise sterilization ,disinfection of UG & PG clinics
2. To maintain sertlization records daily
3. To supervise bio medical waste management.

**Head of Department**  
**Dept. of Conservative**  
**Dentistry & Endodontics**  
**S.B. Patil Institute's**  
**Dental Hospital, BIDAR**