



(Accredited with 'A' Grade by NAAC)

**Rajah Muthiah Dental College and Hospital
(Self Supporting)**

Faculty of Dentistry

**Admission to Certificate Programme in Dental
Mechanics / Dental Hygienists**

PROSPECTUS: 2016–17

(Information & Instructions to Candidates)

University website: www.annamalaiuniversity.ac.in

Annamalai University

Annamalai University, one of the largest unitary, teaching, and residential Universities in Southern Asia, was established and incorporated in the year 1929 as per the Annamalai University Act 1928 (Tamil Nadu Act 1 of 1929). Now, the Annamalai University Act, 1928 has been repealed and replaced by the Annamalai University Act 2013 (Tamil Nadu Act 20 of 2013). His Excellency the Governor of Tamil Nadu is the Chancellor of the University.

Established in 1929, Annamalai University, accredited with 'A' Grade by NAAC in 2014 is one of India's largest public residential universities with 10 Faculties and 49 departments of study. Annamalai University is one of the first institutions in the country to offer courses in Engineering and Technology. The University has initiated several innovative teaching programmes over the years and has been a pioneer in distance education. Annamalai University has a commendable track record in projects and publications and has been awarded the PURSE Programme by the Department of Science and Technology. Nineteen departments are supported by UGC-SAP, Sixteen by DST-FIST and two departments have attained the status of Centre of Advanced Study. The University has been rated Seventeenth in the country among the Top 100 institutions of Higher Education and Second in the State by SCImago Institutional Ratings. Annamalai University has joint research and innovation partnerships with 24 institutions across the USA, Europe, Australia, Japan, and the UK. The list of partners includes prestigious institutes like Karolinska Institute, Johns Hopkins University, and University of Michigan amongst others. Two of the most notable international collaborations in which Annamalai University is the Co-ordinating Institute include the Indo-EU FUNCFOOD Project and the 21st Century Indo-US Knowledge Initiative. There are several ongoing research projects with international foundations and industrial players like Bayer, CavinKare, Dow Agrosiences, Bill & Melinda Gates Foundation, HCL, L&T, Accenture, and Huawei.

The University Library, named after the eminent scholar, statesman and former Vice-Chancellor Dr. Sir C.P. Ramaswami Aiyer, serves as knowledge hub for the students and the staff. Quite a good number of journals can be accessed through the Infonet facility. ScienceDirect is subscribed through which 340 journals can be accessed.

The sports complex of the University spread over several acres, houses facilities for sports and games. Tennis court complex, basketball complex, volleyball complex, athletic standard track, cricket field & nets, football field, hockey field and a wooden floored indoor stadium are a few worth mentioning.

CONTENTS

I.	Faculty of Dentistry	4
II.	Fee Structure	5
III.	Eligibility Criteria	5
IV.	Allocation of Seats	6
V.	Mode of Selection	6
VI.	Code of Conduct	6
VII.	General Instructions	7

I. FACULTY OF DENTISTRY

The RAJAH MUTHIAH DENTAL COLLEGE was established in the year 1980 as a part of Rajah Muthiah Institute of Health Sciences (RMIHS) The institute was subsequently expanded by starting a Medical College. His Excellency Shri. R. Venkataraman the then President of India visited the RMIHS on 28.04.1998 and declared open the building presently housing the Dental College and Medical College

Adequate hostel facilities for men and women students, staff-quarters and other amenities have been provided in the campus. The Institute celebrated its Silver Jubilee in November 2005.

Adequate infrastructure required for training Post Graduate as well as Under Graduate students are available in the Institute. Out-patient and in-patient facilities are provided including a modern and well equipped operation theatre.

The Rajah Muthiah Dental College & Hospital has excellent infrastructural facilities reflecting the latest developments in Dentistry including an imported casting and ceramic Laboratory. Recently, the Dental College has upgraded its infrastructure by adding the following facilities.

- New block for specialities in Orthodontics and Periodontics.
- Two well equipped A/C Lecture Halls with a capacity for 250 persons.
- R.V.G. System and Intra oral camera facilities.
- Teseera ATL composite crown and bridge system.
- Vector unit for Periodontal treatment.
- A complete VIP clinic with latest state-of-art Technologies.
- Centrally Air conditioned Library with separate Post Graduate and staff sections.
- A latest, fully equipped Mobile Dental Clinic with two Dental chairs for Rural Dental Camps and School Camps routinely conducted by the Division of Community Dentistry
- A full fledged IMPLANT CLINIC with a complete set of latest equipment and 3 internationally renowned Implant systems available for implant treatment.

The hospital is well equipped with sufficient number of state-of-the-art Dental chairs and other latest equipment enabling provision of modern dental care to a large number of patients. The hospital also organises routine Dental Camps with a fully equipped mobile clinic in the surrounding villages.

A special feature of Rajah Muthiah Dental College & Hospital is that, it is one of the very few Dental Colleges in India directly run by Universities. As a University Dental College with residential system, there are ample opportunities for healthy interaction and learning from multi-disciplinary facilities available on the campus of Annamalai University. Situated in sylvan surroundings, the University is in close proximity to the famous pilgrim centre of Chidambaram.

Besides BDS, Post Graduate degree programmes in 8 different specialities are being offered by the Rajah Muthiah Dental College and Hospital. All these programmes are recognised by Dental Council of India.

1.1 Programmes Offered

The following Programmes are offered by the Faculty of Dentistry.

1. Certificate Programme in Dental Mechanics

2. Certificate Programme in Dental Hygienists

1.2 Hostel

Admission to the hostel will be strictly restricted to actual accommodation available and no associate will be allowed. The room rent and establishment charges will be enclosed along with admission card.

II. FEE STRUCTURE

2.1 Tuition Fee

The details of Tuition Fee to be paid by the candidate are as follows.

S.No.	Programme	Total Fees per Annum (₹)
1.	Certificate Programme in Dental Mechanics	20,260/-
2.	Certificate Programme in Dental Hygienists	20,260/-

III. ELIGIBILITY CRITERIA

General

Candidates satisfying the eligibility conditions given below as on the last date of submission of application are eligible to apply. The candidates passing the qualifying examination after the last date of submission of application shall not be considered.

3.1. Qualifying Examinations and Eligibility

Candidates seeking admission should have passed the XII Std. with an aggregate of atleast 50% marks along with pass in English Language or an equivalent recognized qualification.

3.2 Age Limit

Should have completed 17 years of age as on 31st December 2016 i.e. should have born on or before 31.12.1999.

IV. ALLOCATION OF SEATS

Reservation

Reservation of seats for candidates belonging to ST/SC/MBC/BC/OC communities will be made as per the **Rule of Reservation of the Government of Tamil Nadu**. Among the above reservations, 3% seats have been included for differently abled persons as per norms laid down by the Government.

V. MODE OF SELECTION

The selection of candidates to all the programmes will be made on the basis of the marks in the prescribed subjects of the qualifying examinations.

VI. CODE OF CONDUCT

- i. The following code of conduct shall be observed by the students who are admitted.
- ii. The students should conduct themselves in an exemplary manner so as to be a model for other students.
- iii. All students will have to strictly adhere to the rules and regulations of the University.
- iv. **RAGGING:** The candidates should not indulge or participate in any kind of ragging. If they are found to have indulged in ragging in the past or noticed later, the candidates will be removed from the roll of the institution at whatever stage of study and criminal action will be taken against the candidates.
- v. **If any student is involved in ragging or any other anti- social activities, he/she will be expelled and criminal proceedings may be launched against him/her.**
- vi. The students should be present during all working days and sincerely apply themselves to studies.
- vii. The students should attend the classes regularly and punctually and should fulfil the attendance requirement as prescribed by the Medical Council of India to be eligible to appear for the University Examinations.
- viii. The campus is "Tobacco Free" and "Liquor Free". Any violation of this will result in dismissal from the program.
- ix. Use of mobile phones and other electronic gadgets is not permitted in the class rooms, examination halls, faculty premises, university organized functions/ programs/ extra curricular and co-curricular activities.
- x. The students are forbidden from using motorized vehicles, including powered two wheelers, inside the campus.
- xi. **Dress Code:** Students need to wear formal dress largely covering them like Sarees/Churidhar with dupatta for ladies and Trousers, Pant & Shirt for men.

VII. GENERAL INSTRUCTIONS

7.1. Application

Procedure for registration of application is download from the University website www.annamalaiuniversity.ac.in/adm

PROCEDURE FOR REGISTRATION OF DOWNLOADED APPLICATION

7.2 General Instructions for Applicants

- i. Downloaded Application Number is the Registration Number of the Annamalai University Dental Mechanics/Dental Hygienists Admissions 2016.
- ii. The Candidates seeking admission should Register and apply only through downloaded by logging on to www.annamalaiuniversity.ac.in/adm
- iii. The guidelines for registration are available on the Annamalai University Website Portal.
- iv. The downloaded application Number should be quoted in all future correspondence.
- v. The filled in downloaded application should be downloaded and sent with all the enclosures either by speed / Registered post or in person to

**THE REGISTRAR
ANNAMALAI UNIVERSITY
ANNAMALAINAGAR
CHIDAMBARAM
CUDDALORE DISTRICT
TAMIL NADU
PIN- 608 002**

and should reach on or before 30.06.2016 - 5.30 p.m.

- vi. Acknowledgement will be sent to the registered e-mail on receipt of the filled in downloaded application by post together with a demand draft for Dental Mechanics / Dental Hygienists for ` 400/- which is drawn in favour of **The Registrar, Annamalai University, payable at Chennai.**
- vii. The candidates shall ensure that the completed downloaded application form with all particulars and enclosures reaches the Annamalai University within the date and time specified. Applications received by Speed post/courier or any other means, after the last date & time will not be accepted irrespective of the date of booking.
- viii. The University shall not be responsible for any delay in the receipt or for the loss in transit of application form etc.,
- ix. Request for extension of time for submission of documents called for, after the specified date and time will not be entertained.

- x. Any supporting documents received after the due date or application without required documents/particulars will not be entertained.
- xi. Photocopy/ Fax copy of the application will not be accepted.
- xii. Both upper limbs, vision and hearing should be normal for all candidates (including for candidates applying under orthopaedically physically disabled category).
- xiii. The candidates are directed to enclose the following certificates along with the downloaded application:

Photocopy of

1. 10th Mark Sheet
 2. HSC / Equivalent Mark Sheet
 3. Transfer Certificate
 4. Permanent Community Certificate Card for ST, SC, SCA, MBC & DNC, BC and BCM (permanent card / electronic form / digitally e-Certificate).
 5. HSC Hall Ticket
 6. Nativity Certificate – if applicable
- xiv. Candidates are advised to post the completed downloaded application well-in advance before the due date and time. If it is sent by post it is advisable to send by Registered post / Speed post to ensure proper delivery.

7.3. Important points and procedure for filling up application

- i. Before filling up the application form, read all the instructions carefully.
- ii. Each application form bears a unique number which will be considered for correspondence purposes.
- iii. The application form should be filled up legibly, neatly and correctly. Any mistake committed by the candidate will prejudice the selection.
- iv. Application with incomplete or insufficient particulars or without enclosures or those received after the last date mentioned will be summarily rejected without intimation to the candidate.
- v. Filled in application without the signature of the candidate will be rejected.
- vi. Candidates should affix recent passport size photographs, in places provided on the application form. The Photograph pasted on the common application form should be self attested.
- vii. The Registration Number allotted by The Directorate of Government Examination/ Concerned Board of Examination should be **indicated** along with the year of +2 examination/ equivalent in the application.

viii. All the entries in the application form should be written legibly by the candidate in his/her own handwriting. The candidate should ensure that all information including the marks in the qualifying examination furnished by him/her in the application and the enclosures are correct. The candidate is informed that if after proper scrutiny of his/her application, the marks furnished by him/her in the application is not correct or any other information is found to be incorrect, then;

- ✓ He/she will forfeit the admission no matter at what stage of the course, he/she will be at that time;
- ✓ He/she will be debarred from pursuing any other course for a period of three years;
- ✓ Legal action will be instituted against the candidate and the parents/guardian for furnishing incorrect information;
- ✓ Criminal action will be instituted against him/her for furnishing false Mark Sheets / false Community Certificate/ false nativity certificate.

ix. No document enclosed with the application will be returned. The following documents should be enclosed with each application.

Please note **only self attested** copies need to be sent.

- 1) Mark Lists/Grade Certificates of the qualifying examination.
- 2) Pass Certificate of the qualifying examination.
- 3) Proof of Date of Birth.
- 4) Passport size photograph should be affixed in the application at the appropriate space.
- 5) Transfer and Conduct/Migration Certificate.
- 6) Community certificate for Backward Class / Most Backward Class/ Scheduled Caste / Scheduled Tribe Candidates.
- 7) Valid Passport and Student VISA (in case of Foreign Students)
- 8) 'No Objection Certificate' from the Ministry of Health and Family Welfare, Govt. of India (Foreign Nationals only).
- 9) Certificate of extracurricular activities.

All originals are to be produced at the time of interview for verification.

Original Certificates submitted at the time of admission are not returnable till the end of the Programme. Before the certificates are surrendered for admission, the candidates are advised to have with them attested copies of mark lists or other certificates that may be required for applying scholarships etc.

Note:

- Candidates belonging to Scheduled Tribe should produce Community Certificate obtained from a competent authority not below the rank of a Revenue Divisional Officer. A self attested photocopy or certified copy of the permanent community certificate card should be produced.
- Producing a false community, nativity or any other certificate, if detected later at any point of time during the course of study, will result in expulsion of the candidate and also criminal proceedings will be initiated against the candidate as well as the parents as per law.
- As number of fake community certificates are being encountered off late and in order to curb such practices, the authentication of the above certificate has to be verified and confirmed by the concerned authority, before the individual completes I Year of the course. **The concerned candidate and parents should take necessary steps to that effect. Unless proof of authenticity of community certificate is received, the candidate will not be allowed to continue the II Year.**
- Community Certificate obtained from other states will not be considered and such candidate will be treated as to the **Open Category**.

7.4. General Information

The following procedures should be followed for applying/getting certificates viz. Bonafide/Course completion/Mark lists etc. with the fee prescribed by the University.

- i. **General:** Mark list for each Semester/Year during the period of study will be issued by the University and distributed through the respective department of study. On completion of the program, Provisional Certificate and Transfer Certificate will also be distributed through the department concerned.
- ii. **Migration Certificate:** This certificate will be issued by the University Office ('K' Section) only on demand to those who have planned to undergo higher studies in any Educational Institution in India.
- iii. **Duplicate Certificate – Mark List/Degree/Transfer Certificate:** A certificate from the police department is required to be produced for the loss of certificates indicating that the certificates were actually lost beyond recovery.
- iv. **Degree Certificate:** Notification will be issued in the leading dailies during the month of September/October every year for calling of application forms for getting Degree Certificate at the Convocation. Students shall apply for the same in the prescribed form which can be obtained from the University.

- v. **Personal File:** Students are advised to maintain a personal file containing all academic records such as challan for remittance of tuition fee, exam fee, instrument fee, condonation fee etc. till completion of his/her studies.
- vi. **Re-admission:** If any attendance deficiency during the tenure of his/her studies, shall apply for re-admission through the Heads concerned along with the photocopy of his/her previous semester/year mark list/s as proof for having appeared for the University Examinations.
- vii. **Change of Name/Date of Birth:** Candidate who wishes to change of Name, date of Birth, of his/her name should be made only during the period of study by producing a copy of "Gazette Notification" from the respective Government NO such change shall be entertained after completion for his/her studies in the University.
- viii. **How to get Certificate:**
 - (a) Students applied for any certificates in this University viz., Bonafide, Course Completion, Duplicate mark list, Degree Certificate and Transfer Certificate etc, either during the tenure of his/her studies or completion of the program should get the same from the office or by post within a fortnight period from the date of filing application in the office. He/she should possess compulsorily **1)** a copy of letter where he/she has applied for **2)** a copy of remittance challan, **3)** and any other documents etc., whenever any lapse of the original submitted to University (or) loss in transaction.
 - (b) If he/she does not receive the certificate/s within the stipulated period, then he/she can immediately seek the assistance of the Section Head/Deputy Registrar of the 'K' Section with relevant copy of records that has been already submitted for claiming the certificates, so as to enable them to get the certificate from the office (or) necessary guidance will be provided for the same.
 - (c) Students admitted on various programs of the University, should get back his/her original certificates produced at the time of admission within three months either on completion of program (or) discontinuing the same in the middle of the program. The University is not responsible for any lapse or damage of the certificates.

REGISTRAR (i/c)
ANNAMALAI UNIVERSITY