DEPARTMENT OF DENTAL MATERIALS FRONTIER DENTAL COLLEGE, ABBOTTABAD

Dental Materials is a basic sciences subject taught to the 2nd year BDS students.

“The science of dental materials involves a study of the composition and properties of materials and the way in which they interact with the environment in which they are placed.”

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Frontier Dental College & Hospital Abbottabad

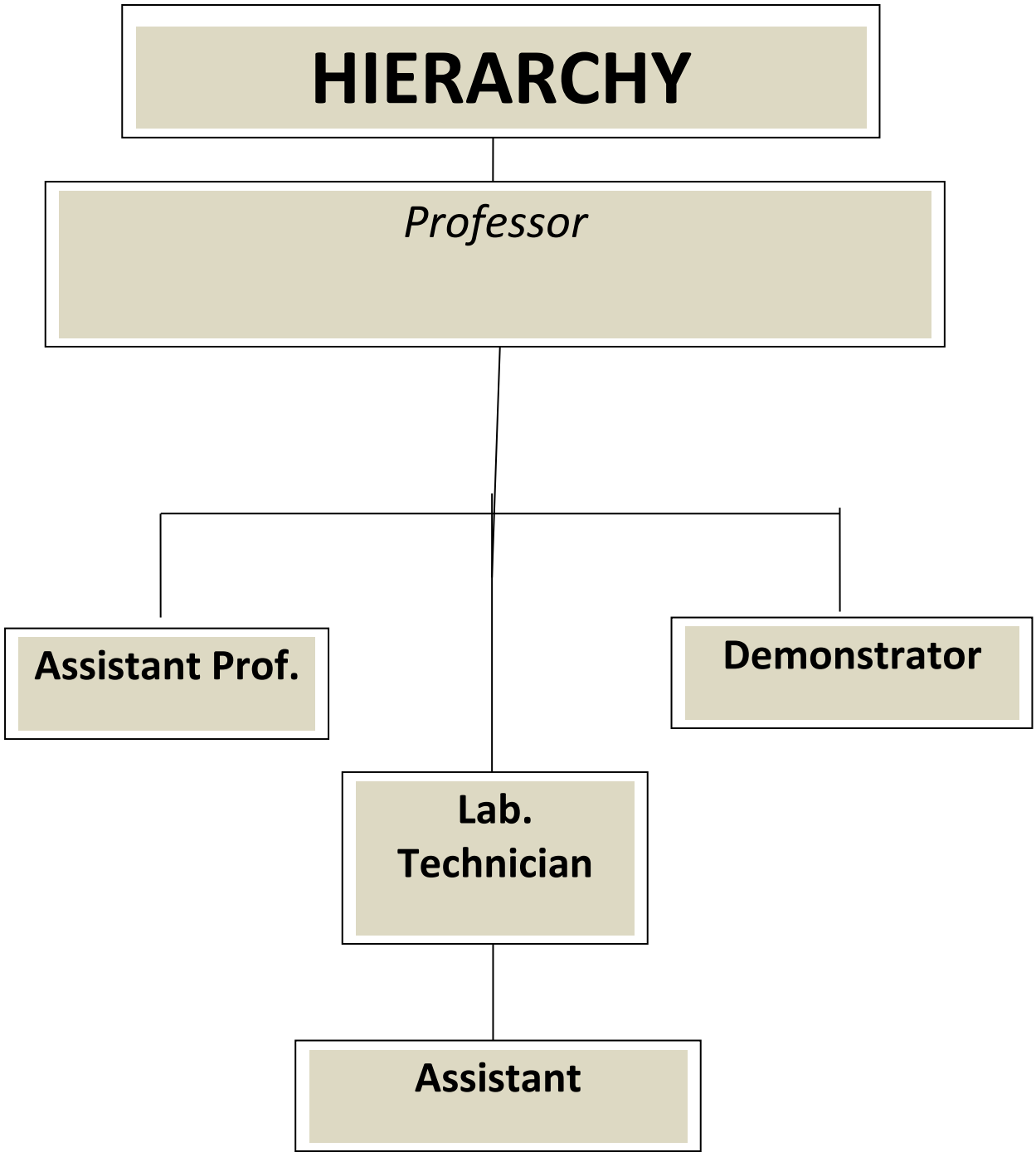
Departmental SOPs

The Department of Dental Materials Frontier Dental College comprises of the following faculty and support staff:

#	Name	Qualifications	Designation
1.	Dr Ali Hamad Khan	BDS,Mphil	Assistant Professor HOD
2.	Dr Sahar Jamil	BDS,Mphil	Demonstrator
3.			Lab. Technician
4.			Lab. Assistant
5.			

Frontier Dental College Abbottabad

Department of Oral Pathology



GENERAL RULES FOR THE FACULTY & SUPPORT STAFF

1. College timings of 8.00 AM to 2.30 PM are to be followed strictly.
2. Any delay in arrival time or reason to leave early, beyond 15 minutes, has to be informed directly to HOD / Senior faculty, and not through other staff members.
3. All emergency leaves have to be applied directly to HOD/senior faculty, and not through other staff members, **BEFORE AVAILING** it and not after.
4. All planned leaves should be discussed with the HOD well in advance.
5. Assigned duties (including SGD teaching, conduction of labs and OSPEs, paper checking, attending LGIS and supervising students during exams and extra-curricular activities) are to be performed diligently and consciously.
6. In order to discuss any matter which is of academic/administrative interest, or any personal problem, hierarchy of commands should be followed i.e., Demonstrator→ HOD→ Principal /Dean → Chairman.
7. All demonstrators are supposed to take directions about what to teach, from respective HOD, before SGDs and Skill labs.
8. Student Counselling is mandatory for all faculty members. Faculty Hierarchy should be followed in case there is a serious problem like

behavioral issues, continuous absence from classes or tests or personal issues.

9. Cleaning and maintenance of the lab's models, equipment, furniture and boards etc. is the duty of the concerned support staff. It will be checked randomly by senior faculty.
10. The stenographer is responsible for the preparation of all test and exam results and maintaining the files and documents in order.
11. Any extracurricular duty in addition to academic responsibilities, assigned to any member of the department must be performed diligently.
12. Breech of this SOP is liable to reporting to the Principal and Chairman.

JOB DESCRIPTION OF ORAL PATHOLOGY DEPARTMENT

- HOD / Professor
- Assistant Professor
- Demonstrators
- Staff
    1. Technical
    2. Non-Technical

- **HOD & Professor**

- To govern the departmental staff.
- To establish departmental SOPs.
- To manage the weekly timetable.
- To assign duties to professor and staff.
- To have an eye on the examination system (weekly test) and its preparation.
- To update the principal about departmental updates e.g. weekly test and module system, result and discipline
- To deliver lecture to under-graduates.
- To order the purchase of laboratory and departmental items.
- Assist/HOD to prepare module course, class lecture, weekly timetable.
- To deliver lecture to BDS students.
- To observe Recap. SGDs/practical Demonstrations.
- To prepare papers/results.

Lecturer

- Assist HOD to prepare module course, class lecture, weekly timetable.
- To deliver lecture to BDS students.
- To observe Recap. SGDs/practical Demonstrations.
- To prepare papers/results.

- To conduct practical demonstration.
- To conduct small group discussion.
- To Assist/update assistant professor about practical/SGDs results.
- Conduct Class Tutorial

Demonstrator

- To conduct practical demonstration.
- To conduct small group discussion.
- To Assist/update assistant professor about practical/SGDs results.
- Conduct Class Tutorial

TEACHING METHODOLOGY

Dental Materials department is headed by a professor/associate/assistant and run with an active participation of an assistant professor and two demonstrators. All staff work as a team to teach students with latest knowledge and information.

During the academic year, following schedule is followed to cover Dental Materials curriculum.

1- Three lectures are taken in a week.
2- Two practical labs are taken in which students are told fabricate models and do wire work.
3- Students are shown different kind of dental materials
4- Monthly class test are conducted for the topics covered by the end of each month.

5- Modular Exam / First term exam is taken at the end of 3 months of academic year.

6- All the students are assigned at least one class presentation of their chosen topic in order to enhance their skills of presentation and boost up confidence.
7- 2nd Modular exams are taken after 6 months which covers the completed course work.
8- 3rd Modular exams are taken after 9 months which covers the completed course work
9- At end of syllabus, sent up exam is conducted for whole of the curriculum.
10- Students are required to maintain 85% class attendance throughout the year. And passing of send up exam is compulsory for students to become eligible to take final professional exam by the BU according to BU and PMDC Rules.

At the end of academic year, students are expected to be able to describe oral lesions, their etiology, features and histology and then properly diagnose the lesions helping clinicians to treat them

LGIS

- Multimedia
- Power Point Presentation
- Interactive Session
- 60 minutes lecture on the respective topic is delivered to students

with 10 minutes initial revision of last previous lecture and 40 minutes lecture delivery and last 10 minutes question-answer session.

SGDS

- Formation of a small groups of students.
- Presentations (teachers and students both)
- Evaluation oriented session.

- Use of Whiteboard or multimedia
- Topic of SGD and a scenario is provided to students before the start of SGD. 20 minutes are provided to students to discuss the topic. Next 30 minutes' students actively discuss the topic and scenario. The facilitator (DEMO and A senior faculty member) provides a summary of the activity (Recapitulation).

Practical skills

- **Orientation session**
- **Practical performance**
- **Labs instruments usage**

ASSESSMENT METHODOLOGY

1) Fortnightly tests held for each class.

2) Assessment methodology for these tests will be same as for final assessment i.e. MCQS, SEQS, OSPEs, Observation and Viva.

3) Result will be displayed within week.

4) Key for the test will be discussed by relevant faculty after displaying the result.

5) Record of all tests will be kept separately for each block.

6) Total marks obtained by a student in each block (relevant share by Biochemistry to table of specification for the block) will have 20% weight age towards block assessment which has 80% weight age.

7) Student can discuss any query regarding the test with relevant faculty members.

ASSESMENT / EVALUATION

INTERNAL ASSESMENT / EXTERNAL ASSESMENT

20 % **80%**

PRACTICAL	**THEORY**
1) OSPE	End of Module
2) OSPE	End of Block