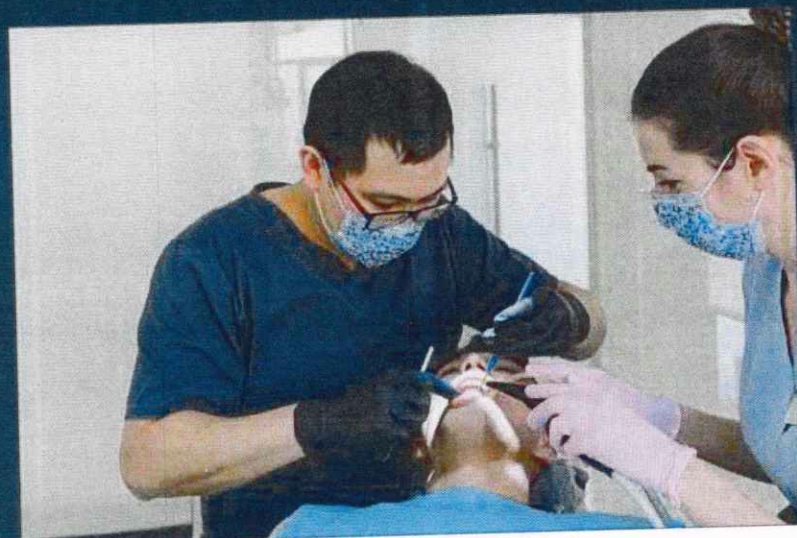


DEKHO AUR SIKHO INITIATIVE

Objectives: To allow the students to observe advanced dental procedures and get a real-time feel of practice management.

Beneficiaries: Students of MGM Dental College & Hospital

How to Avail: ·Request for observer ship needs to be put in by the student to the Alumni Association
·Active openings will be communicated to the student





**MAHATMA GANDHI MISSION'S DENTAL COLLEGE &
HOSPITAL**

Accredited by NAAC with "A" Grade
Plot No. 1 & 2 Sector-01 (Old 18 & 19),
Kamothe, Navi Mumbai- 410209
E-Mail ID: mgmdch@mgmmumbai.ac.in



DEKHO AUR SIKHO INITIATIVE

1. PURPOSE

The purpose of this Standard Operating Protocol (SOP) is to lay down the procedures for the smooth conduct of the application process, the responsibilities of the stakeholders involved and the reporting of the DEKHO AUR SIKHO initiative by the MGM DCH Alumni Association.

2. INTRODUCTION

The DEKHO AUR SIKHO program has been initiated as a novel idea in keeping with the Ethos of the founding of the MGM DCH Alumni association, to encourage interaction amongst present and past students of the College and to facilitate clinical exposure to our present students. This program intends to introduce students to the wider and well-rounded view of clinical dentistry, and how the confluence of individual specialties helps deliver evidence-based quality patient care.

3. SCOPE

This SOP is intended for the smooth conduct of the application process and reporting of the mentorship program to be set up by the MGM DCH Alumni Association. It lays down general guidelines for the selection process for DEKHO AUR SIKHO initiative but does not attempt

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to lay down rules and/or regulations for the actual conduct of the program. The individual conduct of the program at individual centers is entirely up to the respective mentor.

4. DEFINITIONS

The Alumni Association of MGM Dental College, Kamothe, Navi Mumbai is registered under section 18 of the Maharashtra Public Trust Act 1950 as a public trust named "MGM DCH Alumni Association", hereinafter known as the **association**.

A bonafide student / intern of MGM Dental College and Hospital, Kamothe Navi Mumbai who has applied for the DEKHO AUR SIKHO initiative through the online application process as prescribed on the college website will hereinafter be known as the **student** and the Past student Alumnus under whom the said bonafide student / intern shall be mentored will hereinafter be known as the **Mentor**.

The program initiated by the MGM DCH Alumni Association for mentoring the bonafide students and interns of MGM Dental College and Hospital by the past student Alumnus of the college will hereinafter be known as the DEKHO AUR SIKHO initiative

5. RESPONSIBILITIES

The responsibilities of the various stakeholders, as outlined below, will have to be adhered to at all times. These are only specifically defined responsibilities and shall encompass but not be limited to the overall adherence to the guidelines as may be laid down by governing authorities towards the day-to-day delivery of patient care.

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5.1 The Association:

- It will be the responsibility of the association to smoothly conduct the application process for the DEKHO AUR SIKHO initiative
- The association will act to facilitate the interaction between the student and the mentor.
- The association will provide the students with application forms followed by information about all mentor clinics/centers.
- The association will co-ordinate with the mentor/s regarding any difficulty or queries during the application process
- The association will provide the mentors with the Curriculum Vitae (CV) of the students that have applied to their clinic/center.
- The association will follow up with the individual students and mentors till the end of the application process.
- The association will seek reports from the individual students and mentors after the selection process is complete.

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5.2 The Mentor:

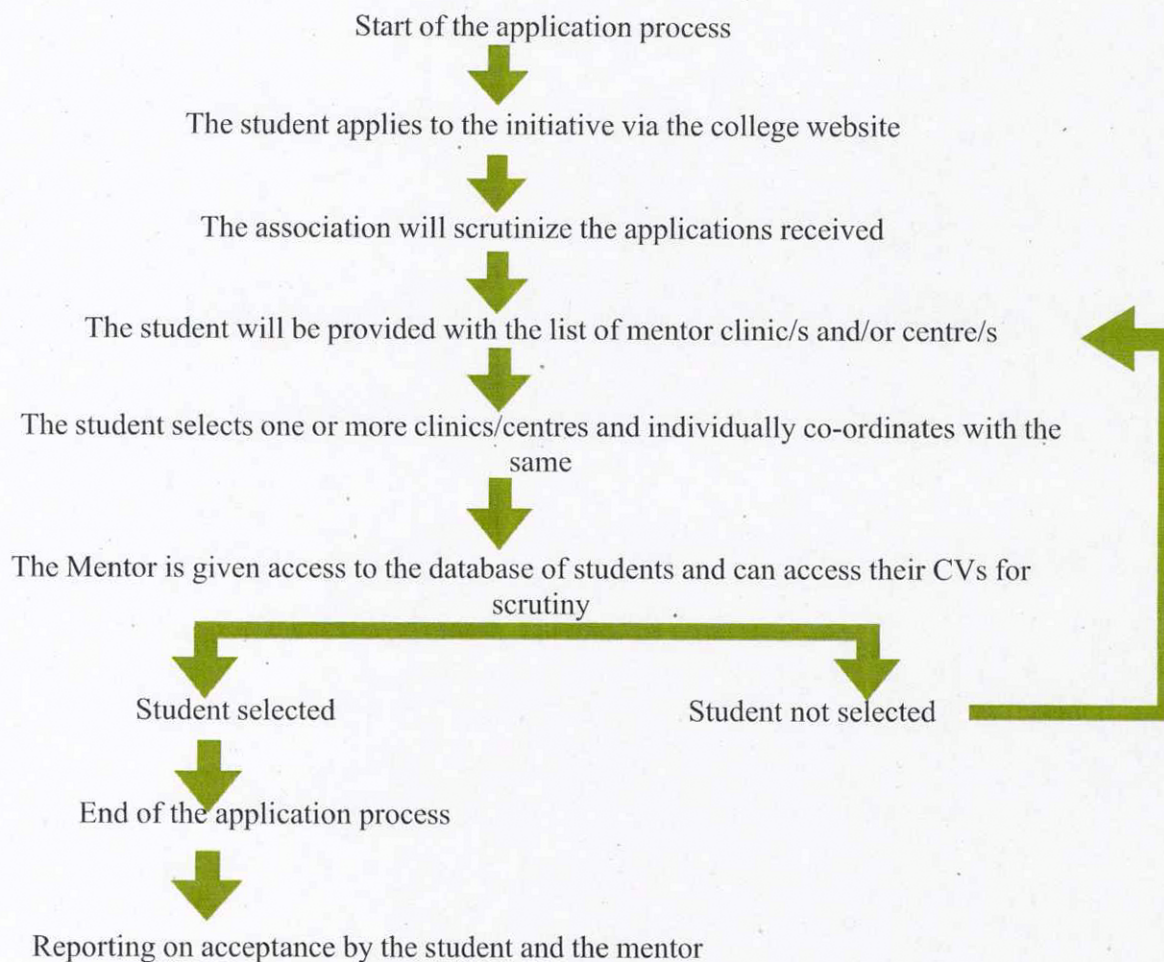
- The Mentor will have to accept and agree to the conduct of the Mentorship program at his/her clinic/s or center/s.
- The Mentor will verify that the details of the clinic/center provided to the association are correct and up to date. Any mistakes in the same may be pointed out to the association for due corrections.
- The Mentor shall be responsible to report to the association about the acceptance of one or more students at their clinic/s or center/s.
- Each clinic/center will be allowed to host ONLY ONE student at a time, to help students gain the most out of this program.
- The mentor shall be responsible to verify and scrutinize the details of the student and practicing due diligence during the selection process of each student found eligible by the mentor to join his/her clinic/center.
- Once accepted, the student will have to be mentored in the basics of clinical dentistry by the mentor himself/herself. No, proxy instructor/s or mentor/s shall be entertained.
- It is to be borne in mind that the selected student is not yet a fully trained dentist, nor is he/her a registered member of the Dental Council of India, and as such, the responsibility for any and all mistakes or shortcomings by or of the student will have to be borne by the mentor.

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5.3 The Student:

- The student will be expected to apply to the DEKHO AUR SIKHO initiative via the college website.
- The student will be obligated to ensure and verify all details added to the application form are correct.
- The student will be held responsible and barred from any further participation in the program in case of any discrepancy found in the details provided in the application form.
- The student will report to the mentor in a timely manner.
- The student will be expected to hold up the ethos and professionalism that are enjoined in the practice of clinical dentistry at all times during the course of the program.

1. SPECIFIC PROCEDURE



Sign: *S. S. N. Vally*