



**Altamash Institute of Dental Medicine**

**Department of Medical Education**

<b>Name of Policy</b>	Student Material and Instrument Subsidy Policy
<b>Policy Reference #</b>	AIDM/DME/SMISP/02
<b>Version No:</b>	<b>02</b>

<b>Prepared By:</b>	Department of Medical Education
<b>Approved By:</b>	Chairman Academic Council & Principal
<b>Policy developed:</b>	August 2018
<b>Date of Issue</b>	30 <sup>th</sup> May 2023
<b>Total Pages</b>	02
<b>Custodian</b>	Student Section

<b>Revision No.</b>	<b>Reviewed by</b>	<b>Date Reviewed Date/Month/Year</b>	<b>Description of Change (if Any).</b>
01	PPRC committee	14 <sup>th</sup> March 2023	Developed SOPs and evaluation



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## **1. Purpose**

The purpose of this policy is to ensure that students enrolled in the Bachelor of Dental Surgery (BDS) program at the Altamash Institute of Dental Medicine (AIDM) have access to the necessary materials, instruments, and equipment required for their clinical and laboratory training without incurring personal costs. This policy aims to support an equitable learning environment and reduce financial barriers to quality education.

## **2. Scope**

This policy applies to all BDS students at AIDM during their clinical, pre-clinical, and laboratory training, ensuring that essential materials, instruments, and equipment are provided at no additional cost to the students.

## **3. Policy Statement**

AIDM is committed to providing its students with the necessary resources for effective and hands-on learning in dental practice. The institution shall cover the cost of essential materials, instruments, and equipment required for clinical, laboratory, and pre-clinical training. This subsidy is part of the institution's broader effort to support students' academic and professional development without creating financial strain.

## **4. Materials and Instruments Covered**

The following categories are included under this policy:

- 4.1. Clinical instruments (e.g., dental handpieces, mirrors, scalers, forceps)
- 4.2. Pre-clinical lab materials (e.g., typodonts, wax, impression materials)
- 4.3. Consumable supplies (e.g., gloves, masks, disinfectants, syringes)
- 4.4. Any other materials or instruments deemed essential by the relevant department

## **5. Exclusions**

- 5.1. Personal protective equipment (PPE) that is considered the personal responsibility of the student (e.g., lab coats, personal glasses)
- 5.2. Optional or supplementary materials not required by the curriculum
- 5.3. Instruments for use outside of official clinical training hours or as personal practice
- 5.4. Specialized equipment for student use during training

## **6. Distribution Process**

- 6.1. All covered materials and instruments will be issued to students at the start of relevant training sessions by the designated department.
- 6.2. Any lost or damaged instruments/materials due to negligence must be replaced by the student at their own cost.



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6.3. Students must return certain reusable instruments (if applicable) to the department at the end of their training.

## **7. Responsibility and Compliance**

7.1. The department heads and faculty are responsible for ensuring that the necessary materials and instruments are available for student use.

7.2. Students are responsible for proper care and use of the provided resources. Misuse, neglect, or unauthorized removal of materials may lead to disciplinary actions.

## **8. Linked/Referenced Documents:**

N.A

## **9. Responsibilities:**

9.1 The policy ownership lies with the students section and Administration.

## **10. Modification History & Frequency:**

### **10.1 Review Policy**

The policy will be reviewed every three years. However, the owner/custodian of the policy may request for a revision based on emerging needs and with the approval from competent authority.

### **10.2. Custodian of the policy**

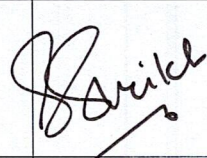
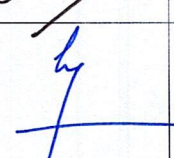
A formal approval will be required if a policy is revised more than 25%. Student Section & Director DME could determine the percentage of revision in consultation with the custodian of policy.



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<b>Policy Title</b>	Student Material and Instrument Subsidy Policy			
<b>Responsibility for Implementation</b>	Student Section and Administration			
<b>Version No:</b>	02			
<b>Date of Last Revision</b>	14 <sup>th</sup> March 2023			
<b>Date of Issue:</b>	30 <sup>th</sup> May 2023			
<b>Total Pages</b>	02 pages			
	<b>Name</b>	<b>Designation</b>	<b>Signature</b>	<b>Date</b>
<b>Developed By:</b>	Dr. Shaur Sarfaraz	Director Medical Education		22 <sup>nd</sup> May 2023
<b>Approved By:</b>	Professor Hasnain Sakrani	Principal Chairman Academic Council		23 <sup>rd</sup> May 2023