

Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
And Submission of Annual Quality
Assurance Report (AQAR) in Accredited
Institutions
(Revised in October 2013)



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

P. O. Box. No. 1075, Opp: NLSIU, Nagarbhavi, Bangalore - 560 072 India

NAAC

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ☞ To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ☞ To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ☞ To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ☞ To undertake quality-related research studies, consultancy and training programmes, and*
- ☞ To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

Value Framework

To promote the following core values among the HEIs of the country:

- Contributing to National Development*
- Fostering Global Competencies among Students*
- Inculcating a Value System among Students*
- Promoting the Use of Technology*
- Quest for Excellence*

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Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;

- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Monitoring Mechanism

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.

The Higher Education Institutions (HEI) shall submit the AQAR regularly to NAAC. The IQACs may create its exclusive window on its institutional website and regularly upload/ report on its activities, as well as for hosting the AQAR.

The NAAC Accredited institutions need to submit only the soft copy as word file (.doc/.docx) through e-mail (naac.aqar@gmail.com). The file name needs to be submitted with Track ID of the institution and College Name. For example MHCOGN16601-Samudra Arts and Science College, Taliamegu-Maharashtra.doc or EC_32_A&A_143 dated 3-5-2004-Samudra Arts and Science College, Taliamegu-Maharashtra.doc. The Higher Education Institutions need not submit the printed/hard copy to NAAC. The acknowledgements would be sent to the institutions through e-mail.

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2012 to June 30, 2013)

Part – A

1. Details of the Institution

1.1	Name of the Institution	Sri Aurobindo College of Dentistry
1.2	Address Line 1	Sanwer Road, Indore
	Address Line 2	Near MR 10
	City/Town	Indore
	State	Madhya Pradesh
	Pin Code	453111
	Institution e-mail address	dentistry@saimsonline.com, help@saimsonline.com
	Contact Nos.	0731-4231508 /501
	Name of the Head of the Institution:	Dr. I.K Kanteshwari
	Tel. No. with STD Code:	0731-4231508 /501
	Mobile:	9826869325
	Name of the IQAC Co-ordinator:	Dr. Sadanand Kulkarni
	Mobile:	9977416975

1.3	IQAC e-mail address: NAAC Track ID <i>(For ex. MHCOGN 18879)</i>	iqacdental@saimsonline.com MPCOGN16750
1.4	NAAC Executive Committee No. & Date: <i>(For Example C/32/A&A/143 dated 3-5-2004. This EC no.is available in the right corner-bottom of your institution's Accreditation Certificate)</i>	EC(SC)/05/A&A/023 Dated: 03-03-15
1.5	Website address: Web-link of the AQAR: For ex. http://www.ladykeanecollege.edu.in/AQAR2012-13.doc	www.saimsonline.com www.saimsonline.com/catalog/file/NAAC_AQAR_2016-17.pdf

1.6 Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	B	2.69	2015	5 years
2	2 nd Cycle	-	-	-	-
3	3 rd Cycle	-	-	-	-
4	4 th Cycle	-	-	-	-

1.7	Date of Establishment of IQAC : DD/MM/YYYY	22/11/2014
1.8	AQAR for the year <i>(for example 2010-11)</i>	2016-17

1.9 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC *(for example AQAR 2010-11 submitted to NAAC on 12-10-2011)*

- First AQAR 2015-16 submitted on -- 06 /4/2016.
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)
- AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Yes No
Institution
(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education Men Women

Urban Rural Tribal

Financial Status Grant-in-aid UGC 2(f) UGC 12B

Grant-in-aid +Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

1.12 Name of the Affiliating University

(for the Colleges)

Devi Ahilya Vishwavidyalaya and Madhya Pradesh Medical Science University, Jabalpur

1.13 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

University with Potential for Excellence

UGC-CPE

DST Star Scheme

UGC-CE

UGC-Special Assistance Programme DST-FIST

UGC-Innovative PG programmes Any other (*Specify*)

UGC-COP Programmes

2.IQAC Composition and Activities

2.1 No. of Teachers	<input type="text" value="14"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="2"/>
2.3 No. of students	<input type="text" value="2"/>
2.4 No. of Management representatives	<input type="text" value="1"/>
2.5 No. of Alumni	<input type="text" value="1"/>
2.6 No. of any other stakeholder and Community representatives	<input type="text" value="-"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="-"/>
2.8 No. of other External Experts	<input type="text" value="-"/>
2.9 Total No. of members	<input type="text" value="18"/>
2.10 No. of IQAC meetings held	<input type="text" value="2"/>

2.11 No. of meetings with various stakeholders: No. Faculty
Non-Teaching Staff Students Alumni Others

2.12 Has IQAC received any funding from UGC during the year? Yes No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos. International National State Institution Level

(ii) Themes

Academic research and student centric learning

2.14 Significant Activities and contributions made by IQAC

Conducted two meetings of all stake holders to discuss matters under the purview of IQAC. The areas for quality enhancement were identified and ways means for the implementation were discussed.
Presentations/seminars were conducted to generate awareness on research and quality consciousness. Community outreach programmes were conducted in and around the district.

2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement and the outcome achieved by the end of the year *

Plan of Action	Achievements
To Conduct CDE Programmes on contemporary topics in dentistry	Eight such programmes were organised to develop holistic approach to clinical problems research and management skills among students.
To Conduct white coat ceremony for freshly admitted first BDS Students	Conducted on Nov 2016.
Updating knowledge through workshops To Hold sports and cultural meet	NABH workshop conducted Held in 2016 Dec and Jan 2017.

* Attach the Academic Calendar of the year as Annexure .No -1, Attached

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

All the reports are scrutinised and required action is taken by the management.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	9			
UG	1			
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	10			
Interdisciplinary				
Innovative				

1.2 (i) Flexibility of the Curriculum: CBCS/Core/Elective option / Open options

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	---
Trimester	---
Annual	UG-1 PG-9

1.3 Feedback from stakeholders*Alumni Parents Employers Students

(On all aspects)

Mode of feedback: Online Manual Co-operating Schools (for PEI)

**Please provide an analysis of the feedback in the Annexure-- NO 2 Attached*

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

1.5 Any new Department/Centre introduced during the year. If yes, give details.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty	Total	Sr Lecturers	Readers	Professors	Others
	71	17	10	19	25

2.2 No. of permanent faculty with Ph.D.

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year	Sr Lecturers		Readers		Professors		Others(Tutors)		Total	
	R	V	R	V	R	V	R	V	R	V
	17	--	10	--	19	--	25	---	71	--

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	12	29	25
Presented papers	1	3	1
Resource Persons	-	9	18

2.6 Innovative processes adopted by the institution in Teaching and Learning:

Basic life support training has been made compulsory in internship.

Introductory lectures on rotary endodontics and Implants have been scheduled for interns.

Satellite centers of the college have been strengthened.

Exposure to surgical microscope and conscious sedation was scheduled for interns and students.

Integrated teaching between traditional subject areas using a problem based learning approach. Stress was laid on clinical teaching practices.

The system to appreciate academic achievement in UG and PG students was strengthened.

Scientific study circle organised innovative departmental scientific presentations throughout the year. A computer application training programme was conducted for newly admitted postgraduates.

2.7 Total No. of actual teaching days
During this academic year.

249

305

2.8 Examination/ Evaluation Reforms initiated by
the Institution (for example: Open Book Examination, Bar Coding,
Double Valuation, Photocopy, Online Multiple Choice Questions)

2.9 No. of faculty members involved in curriculum
restructuring/revision/syllabus development
as member of Board of Study/Faculty/Curriculum Development workshop.

1

2.10 Average percentage of attendance of students.

BDS- 80% MDS- 85%

2.11 Course/Programme wise distribution of pass percentage:

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MDS	27	2	16	8	0	100
I BDS	94	2	37	30	0	67
II BDS	102	1	69	33	0	75.49
III BDS	84	---	43	41	0	84.52
IV BDS	88	---	77	10	0	71.59

2.12 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

As in the previous year the IQAC encouraged all the departments to conduct periodic quality assessment checks in their departments. Patient satisfaction from the treatment rendered was recorded and discussed with the stakeholders. IQAC analysed the feedback received from the students and suggested steps to improve and implement those suggestions wherever possible.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programs	Number of faculty benefitted
Refresher courses	-
UGC – Faculty Improvement Program	-
HRD programs	-
Orientation programs	-
Faculty exchange program	-
Staff training conducted by the university	-
Staff training conducted by other institutions	1
Summer / Winter schools, Workshops, etc.	-
Others	-

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	3	--	--	--
Technical Staff	33	--	--	--

Criterion – III

3. Research, Consultancy and Extension

3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

IQAC facilitated the conduct of college level conferences, CDE programs and seminars, to promote a research environment. In this series, research based lecture was also conducted for the first year postgraduates of the college. The college provides research facilities such as access to consumables, equipment, library facilities, labs etc.

IQAC monitors schedules of academic presentations by postgraduates for research orientation. It also ensures timely progress of dissertation and thesis of post graduate students.

It ensures timely conduct of research and ethical committee meetings.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	23	38	-	-
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	26	8	--	--
Outlay in Rs. Lakhs	-	-	-	-

3.4 Details on research publications

	International	National	Others
Peer Review Journals	18	18	3
Non-Peer Review Journals	--	-	1
e-Journals	-	-	---
Conference proceedings	---	---	---

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

3.6 Research funds sanctioned and received from various funding agencies, industry and other organisations

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

3.7 No. of books published i) With ISBN No. Chapters in Edited Books

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

UGC-SAP CAS DST-FIST
DPE DBT Scheme/funds

3.9 For colleges Autonomy CPE DBT Star Scheme
INSPIRE CE Any Other (specify)

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	1			5
Sponsoring agencies		Indian society of Periodontics			Listerine, Satelac Himalaya

3.12 No. of faculty served as experts, chairpersons or resource persons

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
 Total

3.16 No. of patents received this year

Type of Patent		Number
National	Applied	
	Granted	
International	Applied	---
	Granted	---
Commercialised	Applied	---
	Granted	--

3.17 No. of research awards/ recognitions received by faculty and research fellows
 Of the institute in the year

Total	International	National	State	University	Dist	College
--	--	--	--	--	--	--

3.18 No. of faculty from the Institution who are Ph.D. Guides
 and students registered under them

3.19 No. of Ph.D. awarded by faculty from the Institution

3.20 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF SRF Project Fellows Any other

3.21 No. of students Participated in NSS events:

University level State level
 National level International level

3.22 No. of students participated in NCC events:

University level State level
 National level International level

3.23 No. of Awards won in NSS:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.24 No. of Awards won in NCC:

University level	<input type="text" value="-"/>	State level	<input type="text" value="-"/>
National level	<input type="text" value="-"/>	International level	<input type="text" value="-"/>

3.25 No. of Extension activities organized

University forum	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>
		Any other	<input type="text" value="43"/>

3.26 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility.

The following activities were held in the sphere of extension activities and social responsibilities, Celebration of Dentists day, World oral health day, world health day ,No tobacco day, Oral hygiene day, world aids day, Saims Marathon(Marathon against depression) and kite flying festival.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities: in sq ft

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	187420	-	Self	187420
Class rooms	4	-		4
Laboratories	5664.91	-		5664.91
Seminar Halls	3061	-		
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		-		
Value of the equipment purchased during the year (Rs. in Lakhs)		-		
Others				

4.2 Computerization of administration and library

The existing computers in administration and in the library have been updated. As mentioned in the first AQAR the biometry system (Savoir system) patient registry at counter, billing and HRD and accounts are also computerised. Each department is provided with a computer and peripherals including printers, scanners etc. with current configuration to record all patients related data in patient management software. (In house developed patient management system). A team of system engineers from EDP looks after is appointed for the maintenance of the computers and its accessories.

The central library has an online in house developed book management system. Online journals and periodicals are available.

4.3 Library services:

	Existing		Newly Added(2016-17)		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4294	4911507	2	10000	4296	4925650
Reference Books	1226				1226	
e-Books	2041	317652	-	-	2041	317652
Journals(Indian)	27	104810	-	-	-	Rs.1,04,810
Journals(International)	54	3633131	-	-	54	3633131
Journals(Back volumes)	319	3851041	-	-	319	3851041
e-Journals	392	569037	-	-	392	569037
Digital Database	Ebscohost		--	-	1	
CD & Videos	459	-	-	-	459	-----
Others (Specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	46	--	40	10	---	5	27	
Added	--							
Total	46		40	10	--	5	27	

4.5 Computer, Internet access, training to teachers and students and any other programme for technology up gradation (Networking, e-Governance etc.)

General training is provided on computer applications on the request of Departments. Desktops are upgraded as per availability and technology up gradation is done as per requirements. Free wi-fi facility has been provided at the central library.

Broadband internet connectivity is given to all the departments. Internet browsing is available for teachers and students at the Internet Centre free of cost during the working hours of the library.

4.6 Amount spent on maintenance in lakhs:

i) ICT	2.78
ii) Campus Infrastructure and facilities	10.24
iii) Equipments	2.78
iv) Others	2.42
Total:	18.22

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC works in coordination with students section to resolve all grievances of students. It helps in student counselling, mentorship and to acclimate new under graduates and post graduates.

Helps in implementation of mentor system.

The IQAC also monitors the feedback taken from the students and provides recommendations to the authorities for needful action on the same. Monitoring the activities of various cells like career guidance and counselling cell and grievance cell.

5.2 Efforts made by the institution for tracking the progression

The institution takes timely steps to conduct the remedial classes, tests and exams for the slow learners and regular follow-up is done by the head of the institution.

Communication with the parents of poor performers is done and Parent-Student- Teacher meetings are arranged. Students' feedback of teaching is taken regularly. It is done through filling up of feedback form by the students on multiple parameters of assessment.

Student's attendance is monitored throughout the year carefully. Absentees are identified and their mentors informed. They are counselled with mentors help adequately and if need be, their parents/guardians are informed. They are helped in whatever way possible to make them attend classes. Passed out students – Alumni association helps in maintaining communication and track progress of these students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
577	65	--	--

(b) No. of students outside the state

(c) No. of international students

Men/Women	No	%	No	%
	475	74	167	26

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
73	3	0	24	---	100	53	12	4	12	0	81

Demand ratio 1:1 Dropout %; - 1

5.4 Details of student support mechanism for coaching for competitive examinations (If any)

The Institute's library procures study material to help all students preparing for competitive exams. Subject experts are invited to address students appearing for such exams.

No. of students beneficiaries

24

5.5 No. of students qualified in these examinations

NET SET/SLET GATE CAT
 IAS/IPS etc State PSC UPSC Others

5.6 Details of student counselling and career guidance

Counselling of students is done by respective mentors from faculty on various matters arising during their course. The institution arranges orientation lectures to help students in career guidance.

No. of students benefitted

5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
---	--	--	---

5.8 Details of gender sensitization programmes

The women's grievance committee takes the responsibility of gender sensitization, and addresses the issues periodically. The women students are provided academic guidance and personal counselling.

5.9 Students Activities

5.9.1 No. of students participated in Sports, Games and other events

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution		
Financial support from government	54	2232260
Financial support from other sources		
Number of students who received International/ National recognitions		

The institution facilitates the students for procuring government scholarships for SC, ST and backward class students as per rules.

5.11 Student organised / initiatives

Fairs : State/ University level National level International level
 Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed:-----

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

“To establish an institute of excellence in dental education and research of global standards and to provide an affordable dental health care infrastructure to the local & rural population.”

Mission-

- To make Sri Aurobindo College of Dentistry a centre of academic excellence for dental teaching and research through appropriate, innovative and need-based programs of teaching, research, service and extension, with community orientation in a student-friendly learning environment.
- To provide a gradual learning curve, to promote learning for the future dentist, with appropriate knowledge and skills.
- To provide technology -mediated education (ICT) and to shift the focus from teaching to learning.
- To provide optimum dental health care services to the underprivileged population of the society.

6.2 Does the Institution has a management Information System

Yes

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

The curriculum is designed by DCI and DAVV/MPMSU University to which the institution is affiliated. The feedback of students and the faculty about changes needed in curriculum is communicated to the authorities as and when needed.

6.3.2 Teaching and Learning

An institutional academic calendar is prepared at the beginning of the academic year. In sync with DCI and MPMSU university Jabalpur the academic calendar of the entire course is circulated to all faculty and students.

All activities are student centred and the students are assigned tutorials, assignments, project works, seminars, and field activity. Clinical discussions, demonstrations and table clinics are performed regularly.

All the departments have been provided with adequate audiovisual aids, LCD projectors and other infrastructure to help teaching learning process.

All postgraduate students keep record of learning process in form of log books, assessment sheets and teaching records.

Learning potential and effectiveness is periodically tracked using internal assessments, viva and tests.

6.3.3 Examination and Evaluation

The examination and evaluation process of the institution is made as per the guidelines of DCI and MPMSU University Jabalpur. Currently annual examination system is followed.

Theory and clinical internal assessments help the faculty monitor the performance of the students. Routinely three to four internal assessments are conducted in a year. Evaluation of their papers is done by department staff and results are displayed on notice boards. The progress reports of students are sent to parents for information at regular intervals.

6.3.4 Research and Development

All faculty participate in research in association with postgraduate students or independently. The infrastructure for Research creative enquiry and innovation are integrated into education. The university ensures the quality in research. Faculty is encouraged to attend CDE's, conferences (Financial aid provided) and present their research work. Institutional research committee has been functioning effectively.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- The college houses a large library on the same building which is equipped with computer work stations to provide online and Internet services to the faculty, research scholars, and students.
- It houses a separate journal section
- All libraries provide OPAC facility to the users of the library.
- e-library is being maintained and regularly updated
- The departments and the library reading areas have Wi-Fi connectivity.

6.3.6 Human Resource Management

The institution has a centralised HRD department. An performance appraisal system for both teaching and non teaching staff is put in place for increments and promotions.

6.3.7 Faculty and Staff recruitment

The recruitment is by open advertisement and the selection is by the selection committee constituted by the affiliating university as per its guidelines.
The vacancies are as determined by requirements as prescribed by various governing authorities like DCI and as well as the workload of individual departments.

6.3.8 Industry Interaction / Collaboration

6.3.9 Admission of Students

6.4 Welfare schemes for

Teaching	----
Non teaching	---
Students	1

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done Yes No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	-	Yes	Audit committee
Administrative	No	-	Yes	

6.8 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes Yes No

For PG Programmes Yes No

6.9 What efforts are made by the University/ Autonomous College for Examination Reforms?

Mobile squads during exams, multiple valuations and bar coding of the answer sheets

6.10 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

The university provides all the necessary support to the college.

6.11 Activities and support from the Alumni Association.

Biannual alumni meets are conducted. Alumni provide their support by providing old books, notes, expertise of their field, whenever required.

6.12 Activities and support from the Parent – Teacher Association

Parent-Teacher Meetings help to communicate to parents the areas their children are excelling in and the academic progress their children have made. Keeping this goal in mind, Parent-Teacher Meetings are organized at regular intervals. The parents are also encouraged to give feedback on the educational process, infrastructure, faculty and hostel facilities and the feedback is used for constant up gradation of facilities

6.13 Development programmes for support staff

Training programmes related to

- Personality development
- Computer applications
- Waste disposal
- Team work

6.14 Initiatives taken by the institution to make the campus eco-friendly

The steps started in previous year were reinforced.

- Promoting use of e communication.
- Biomedical waste management according to rules and regulations.
- Planting trees to increase greenery.
- Approach roads are lined with trees and shrubs
- Water harvesting system is in place.
- Sewage water Treatment Plant is being maintained.

Criterion – VII

7. Innovations and Best Practices

7.1 Innovations introduced during this academic year which have created a positive impact on the Functioning of the institution. Give details.

A weekly counselling round for first BDS students in all clinical departments

Regular Guest lectures, Seminars on current issues, Workshops, Orientation programme before beginning of the academic session.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

A total of eight continuous dental education programmes were organised in the college on various topics. Guest speakers from all over the country were invited for the purpose. World health week, No tobacco day, children's day, oral hygiene day, motivational speech talk on road safety measures and white coat ceremony were effectively organised. Sports day and cultural week were organised by student's active participation.

7.3 Give two Best Practices of the institution (please see the format in the NAAC Self-study Manuals)

White coat Ceremony
Institutional Academic calendar
Appreciating and acknowledging the best students in clinical performance.

****Provide the details in annexure (annexure need to be numbered as i, ii, iii); enclosed Annexure I***

7.4 Contribution to environmental awareness / protection

- Water recycling plant
- Water harvesting.
- Biowaste management
- Use of plastic is discouraged inside the campus
- Save water and electricity campaign
- Promotion of use of CFL lamps in the campus

7.5. Whether environmental audit was conducted? Yes No

7.6 Any other relevant information the institution wishes to add. (for example SWOT Analysis)

The institution is the first choice of students in MP and every year students get admitted on priority. Being attached to a medical college gives our students greater patient exposure. The college has strong alumni network and conducive learning environment.

8. Plans of institution for next year

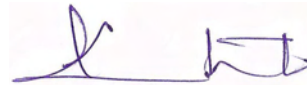
- To establish an implant clinic.
- To Increase the college OPD by 15 %
- To organize national seminars/conferences with renowned speakers participation.
- To Start a General dental Clinic.

Name Dr. Sadanand kulkarni



Signature of the Coordinator, IQAC

Name Dr. Kanteshwari I.K.



Signature of the Chairperson, IQAC

Abbreviations:

CAS	-	Career Advanced Scheme
CAT	-	Common Admission Test
CBCS	-	Choice Based Credit System
CE	-	Centre for Excellence
COP	-	Career Oriented Programme
CPE	-	College with Potential for Excellence
DPE	-	Department with Potential for Excellence
GATE	-	Graduate Aptitude Test
NET	-	National Eligibility Test
PEI	-	Physical Education Institution
SAP	-	Special Assistance Programme
SF	-	Self Financing
SLET	-	State Level Eligibility Test
TEI	-	Teacher Education Institution
UPE	-	University with Potential Excellence
UPSC	-	Union Public Service Commission

ANNEXURE-1

Sri Aurobindo College of Dentistry, Indore (M.P.)

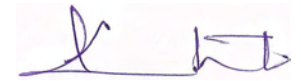
Academic calendar for the Session 2016-2017 for UGs AND PGs is hereby notified as below

Month	Schedule	Target dates/week
Sept 2016	Commencement of academic session for First year B.D.S Ganesh chaturthi IL-ud-juha 2 nd internal examination for second year B.D.S Academic audit Seminar by Scientific study circle	3 ^{ed} sept 5 th sept 12 th sep
Oct 2016	Dussherrha - Holiday Mohharrum – Holiday Career guidance programme Seminar by Scientific study circle Thesis submission to University (MDS III) I st Internal assessment Exam for BDS IV year (DAVV Batch) II nd internal assessment Exam for III B.D.S (DAVV Batch)	11 th oct 12 th oct
Nov 2016	Bhai-dooj Guru nanak jayanti – Holiday Anti-Ragging Seminar & PTM White coat ceremony &PTM Seminar by Scientific study circle	1 st nov 14 th nov 27 th nov 28 th nov

	II nd internal assessment Exam for II BDS (MPMSU Batch)	
Dec 2016	A Milad-un-nabi - Holiday Annual sports meet Seminar by Scientific study circle II nd internal assessment Exam for IV B.D.S	13 dec 15-25dec
Jan 2017	Guru Govind singh jayanti Harmony 2017 Republic day Tentative date conduction of Ethics committee meeting for synopsis for P.G. Seminar by Scientific study circle Presentation of synopsis by I st MDS to IRC III ^{ed} internal assessment Exam for III B.D.S (DAVV Batch)	05 th jan 09-18 jan 26 th Jan
Feb 2017	Santravidasjayanti – Holiday Mahashivratri Submission of Synopsis (PGs) to University (MDS I) Seminar by Scientific study circle Commencement for Academic session II BDS III ^{ed} internal assessment Exam for III B.D.S(DAVV Batch) Academic audit	10 th feb 24 th feb 28 th feb

Mar 2017	Submission of Synopsis (PGs) to University Holi(Dhulandi) Rangpanchmi Gudhi padhva Seminar by Scientific study circle University Exams (DAVV) for final BDS	07 th mar 13 th mar 17 th mar 29 th mar
April 2017	Ram-navmi -Holiday Dr. Ambedkarjayanti - Holiday Parshuramjayanti – Holiday 2 nd internal examination for first B.D.S Alumni meet Convocation programme Seminar by Scientific study circle	05 th april 14 th april 29 th april
May 2017	Buddhpoornima - Holiday Summer vacations (15 days) First internal examination for second B.D.S Seminar by Scientific study circle	10 th may 08 th may
June 2017	Commencement of Academic session for PGs Id-ul-fitar - Holiday Seminar by Scientific study circle Starting of Basic Science Lectures (MDS I)	01 th june 26 th june
July 2017	Tentative date for pre-university examination for first B.D.S Remedial classes for UGs Seminar by Scientific study circle	
Aug 2017	Oral Hygine Day	1 st aug

Independence day – Holiday	15 th aug
Ganesh chaturthi	25 th aug
Submission of examination form and fees for first year B.D.S	31 st aug
Seminar by Scientific study circle	



Principal
Sri Aurobindo College of Dentistry
Indore

ANNEXURE-2

PROGRESS REPORT OF PARENT TEACHER COMMITTEE (PTC)

YEAR 2016-17

SRI AUROBINDO COLLEGE OF DENTISTRY

COMMITTEE MEMBERS

(1) DR. Hemalatha Hiremath

(2) Dr. Shradha Jaiswal

(3) Dr. Vinodh Andhare

Report:-

Two PTM meetings were held in the Year 2016-17

1st PTM Meet 28th NOV 2016

Agenda:-

- To introduce the Parents to the PTC members as well as to make them aware of the rules and regulations of the institute.
- The parents were also introduced to Anti-ragging and Disciplinary committee and information regarding Anti-ragging measures were updated to the Parents.

Minutes of the Meeting:-

- Parents expressed their happiness regarding the strict measures adapted by the institute against the ragging by forming Anti-ragging committee
- The parents expressed their happiness over the teaching facilities and the good infrastructure of the college with security facilities.

2nd PTM Meet 20th March 2017

Agenda:-

- To update parents regarding the progress of the wards
- to collect the feedback from the parents regarding the solutions and improvements provided to their wards after the first PTM meet

Minutes of the Meeting:-

- Some parents requested to extend the timings of the library late night, so that their wards would get benefited by using different textbooks which would not be possible otherwise by the wards to buy them all.
- The parents were updated with the performances of their respective wards.
- Queries raised by the parents regarding examination pattern and marking system were systematically answered.
- The parents were assured that their opinions and suggestions would be sent to the Dean's office, as well as to the management at the earliest and the necessary steps would be taken.

ANNEXURE-3

Report of White Coat Ceremony for the I BDS students (2016-17 Batch)

On the day of white coat ceremony, the freshly admitted BDS students are inducted to the course via a ceremony.

For the current year, the white coat ceremony was held on 28-11-17. The ceremony began with a formal inauguration, with the Vice chancellor MPMSU gracing the occasion as the chief guest. The chairman, SAIMS, Director Medical Education SAIMS & Principals of Dental & Medical colleges were among the other dignitaries present. After the delivery of speeches by all the dignitaries, the freshly admitted students were invited in batches on to the dais to be robed with white coat as a mark of bestowal of blessings by dignitaries and Heads of the Departments.

The event ended with taking an oath of commitment by the students.

There was a photography session for the entire batch, followed by refreshments & campus tour.