

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

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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Document revised by: Dr. Ganesh Hegde, Deputy Adviser and B. S. Ponmudiraj, Deputy Adviser, NAAC

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 (capuaqar@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.

Mandatory Submission of AQAR by IQAC

So far submission of AQARs was not a Mandatory requirement for Institutions applying to NAAC 2nd and subsequent cycles of Assessment and Accreditation (A&A). It has now been decided by the Executive committee of NAAC that **regular submission of AQARs should be made mandatory for 2nd and subsequent cycles of accreditation.**

In view of the decision of **Executive Committee of NAAC** the following will be the pre-requisites for submission of LOI for all Higher Education Institutions (HEIs) opting for 2nd and subsequent cycles of A& A **with effect from 16th September 2016:**

- ➔ Having a functional IQAC.
- ➔ The minutes of IQAC meeting and compliance to the decisions should be uploaded on the institutional website.
- ➔ Mandatory submission of AQARs on a regular basis for institutions undergoing the second and subsequent cycles of Assessment and Accreditation by NAAC.
- ➔ Upload the AQAR's on institutional website for access to all stakeholders.

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

I. Details of the Institution

1.1 Name of the Institution Mahatma Gandhi Mission's Dental College & Hospital

1.2 Address Line 1 Junction of NH-4 and Sion-Panvel Expressway

Address Line 2 Sector-1, Kamothe

City/Town Navi Mumbai

State Maharashtra

Pin Code 410 209

Institution e-mail address mgmdch@mgmmumbai.ac.in

Contact Nos. 022-27436604/3185

Name of the Head of the Institution: Dr. Sabita M. Ram

Tel. No. with STD Code: 022-27434946

Mobile: 9821027613

Name of the IQAC Co-ordinator: Dr. Srivalli Natarajan

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHCOGN 18879)

1.4 NAAC Executive Committee No. & Date:
(For Example EC/32/A&A/143 dated 3-5-2004.
This EC no. is available in the right corner- bottom
of your institution's Accreditation Certificate)

1.5 Website address:

Web-link of the AQAR:

For ex. <http://www.ladykeanecollege.edu.in/AQAR2012-13.doc>

1.6 Accreditation Details

Sl. No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	1 st Cycle	A	3.15	2016	July10, 2021
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC: DD/MM/YYYY

1.8 AQAR for the year (for example 2010-11)

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

- i. AQAR _____ (DD/MM/YYYY)4
- ii. AQAR _____ (DD/MM/YYYY)
- iii. AQAR _____ (DD/MM/YYYY)
- iv. 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 Institution Yes No

(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)

Maharashtra University of
Health Sciences Nashik

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

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held:

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

- Upgradation of teacher quality
- Delivering quality Oral Health care
- Holistic development of staff

2.14 Significant Activities and contributions made by IQAC

- Development of quality bench marks for academic / administrative activities of the institute
- Creation of learner centric environment to impart quality education
- Periodic feedback analysis on all aspects to enhance quality
- Maintenance of institutionalised database
- Promoting Rural dental practice

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
Fortifying Mentoring System	Mentoring system is continuing and all the staff members are involved and all the students have been allotted mentors.
Teaching methodology workshop	29 staff members attended teachers training program conducted on February 27 th , 28 th & 1 st March 2017. All the teachers in staff strength of 64 are certified except two.
Conduct of OSCE/OSPE Workshop	A full day workshop was held on 19 th April 2017 by Dr. Prashanti Eachempati, Malaka Manipal College,

	Faculty of Dentistry, Malaysia Recipient of RON HARDEN Innovation in medical education award. 34 participants comprising of 25 dental and 09 medical college staff members attended.
NSS : launch of NSS and its activity	NSS launched on 21 st September 2016 and 21 events were undertaken from launch till 31 st May 2017.
Training for non teaching staff program	Deputation of nursing and paramedical staff to attend lectures and training sessions on a weekly basis conducted by the MGM Medical Hospital, Kamothe Navi Mumbai.
Improving consultancy services	The MGMDCH has been recognized as an approved centre under the Ex-service men contributory health scheme. (ECHS)
Creating an institutionalized database	Quarterly submission of reports by the 18 academic departments and 32 committees; compilation of data; addressing unresolved issues and suggestions.

* Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body Yes No

Management Syndicate Any other body

Provide the details of the action taken

The report was discussed and approved by the Local Governing Council and suggestions were taken for future plans to be incorporated

Criterion – I

I. 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	6		6	
UG	1		1	
PG Diploma				
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	7		7	
Interdisciplinary				
Innovative				

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

Pattern	Number of programmes
Semester	1- Final BDS
Trimester	
Annual	I,II,III BDS and MDS

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

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

Yes. There was a change in the pattern of internal assessment, online submission of marks and synopsis and dissertation (Annexure attached).

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	Asst. Professors/Lecturer	Associate Professors	Professors	Others/Tutor
65	19	17	07	22

2.2 No. of permanent faculty with Ph.D.

-

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors/Lecturer		Associate Professors		Professors		Others/Tutor		Total	
R	V	R	V	R	V	R	V	R	V
5	-	1	--	-	-	2	-	8	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

9 – Guest faculty	2- Visiting faculty	NIL- temporary faculty
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2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	9	33	14
Presented papers	3	13	3
Resource Persons	4	28	7

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

- Debates
- Quiz
- Reflective learning
- Journal club for Interns
- Posting of Interns in various Medical specialities for core relating dental diseases with other medical conditions.
- Visit to Industry to visualize manufacturing of dental materials

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

241

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

- PG exam structured internal and annual exams for Post Graduate students.
- Open book examination
- MCQs after each chapter.
- Flash cards during Viva voce

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

-	-	-
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2.10 Average percentage of attendance of students

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 %
BDS Summer 2016	103	0	21	79	NA	82
BDS Winter 2016	27	0	10	90	NA	74
PG MDS Summer 2016	17	0	69	31	NA	94

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

- i. Microteaching
- ii. Examination audit
- iii. Student feedback
- iv. Performance analysis of students

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes	100%
Faculty exchange programme	-
Staff training conducted by the university	30
Staff training conducted by other institutions	21
Summer / Winter schools, Workshops, etc.	63
Others	CDE - 124

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	65	0	0	56
Technical Staff	51	0	0	01

Criterion – III

3. Research, Consultancy and Extension

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

- Introduction of Research Methodology lecture in IIIrd BDS.
- Poster presentation of research in the College exhibited for students and staff, to bring about awareness amongst the younger generation of students.
- Promoting research fellows for international mission.
Guest speakers invited to sensitized staff and students for research protocols
- Of campus visits to BARC to observe the facilities available for research.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	-	2	2	
Outlay in Rs. Lakhs		3,26000/-	3,26000/-	

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	41	49	18	32
Outlay in Rs. Lakhs	13.53	17.75	10.48	4.63

3.4 Details on research publications = 53

	International	National	Others
Peer Review Journals	17	35	
Non-Peer Review Journals			
e-Journals	1		
Conference proceedings			

3.5 Details on Impact factor of publications: 53

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			3,26,000/-	3,26,000/-
Minor Projects			1,72,000/-	1,72,000/-
Interdisciplinary Projects			50,000/-	50,000/-
Industry sponsored				
Projects sponsored by the University/ College			2,69,000/-	2,69,000/-
Students research projects <i>(other than compulsory by the University)</i>			1,38,940/-	1,38,940/-
Any other(Specify)			31,07,343/-	31,07,343/-
Total			40,63,283/-	40,63,283/-

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

- Oral Pathology – histopathology reporting – Rs. 18800/-
- PHD dept. Rotary, Kashele – Rs. 24970/-
- Oral Surgery – INGA Cleft lip Palate – Rs. 4569000/-

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number		1			
Sponsoring agencies		MGMDCH MGMIHS			

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

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="1"/>	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"/>	College forum	<input type="text" value="55"/>		
NCC	<input type="text"/>	NSS	<input type="text" value="21"/>	Any other	<input type="text"/>

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

- Anti tobacco drive.
- Oral hygiene day celebration camps.
- Dental camp's during Ganpati and Durga puja.
- Camps for cleft lip and palate conducted in rural areas.
- Blood donation camp's.
- NSS camp-special NSS 7 day's camp attended by staff and students.
- Camps at old age homes and Adivasi village.
- Oral cancer detection camp's.

Criterion – IV

4. Infrastructure and Learning Resources

4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area	5.09 acres	-	MGMDCH	5.09 acres
Class rooms	4	-	MGMDCH	4
Laboratories Operation theatre	1	1	MGMDCH	2
Seminar Halls	9	-	MGMDCH	9
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		12		12
Value of the equipment purchased during the year (Rs. in Lakhs)		49		40,67,832/-
Others/Instruments		363		1,64,034/-

4.2 Computerization of administration and library

- i. Administrative - Enhancement of Computers to bring about digitalization for database, online entry of attendance, marks.
- ii. Computerization of library with online access to study material, lectures, power point presentations, E-journals, E-books and software auditing, maintenance and issuing of library books.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4100	64,64897.22	7	23,941.00	4107	64,88,838.22
Reference Books	1161	35,53,016.69	100	2,87,904.40	1261	38,40,921.09
e-Books						
Journals	877	2,48,06,979.28	66	43,34,700.00	943	2,91,41,679.28
e-Journals	-	-	40	20,99,775.00	40	20,99,775.00
Digital Database	EBSCO DOSS 337	14,11,453.40	337	6,15,797.40	337	20,27,250.40
CD & Video	337	Free	07	Free	344	0
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	23	Yes	-	-	15	35	6
Added	1	-	-	-	-	-	-	1
Total	80	23	Yes	-	-	15	35	7

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

Training to staff and non teaching staff for networking and E-governance, wifi enabled campus.
Internet connection also provided in all departments with Laptops and desktops.

4.6 Amount spent on maintenance in lakhs : -

i) ICT	58019/-
ii) Campus Infrastructure and facilities	2,42,486/-
iii) Equipments	2,58,254/-
iv) Others	68148/-
Total:	626907/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. Mentorship and buddy program for support of students.
- ii. Anti ragging programs conducted for prevention of ragging.
- iii. Prevention of sexual harassment against women programs held to have a congenial atmosphere in work place.
- iv. Regular Parent teacher meetings held.
- v. Active Student welfare cell counsellor on campus.
- vi. Classes for vernacular medium students and those interested in learning the local language.

5.2 Efforts made by the institution for tracking the progression

- i. Continuous formative assessment is carried out.
- ii. Performance analysis at institution and university level carried out.
- iii. Progress report of post graduate students maintained 6 monthly and submitted to University.
- iv. Information to parents during PTA regarding attendance and performance of students.
- v. Remedial classes conducted for slow learners and recognition given to advance learners.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
532	56	-	-

(b) No. of students outside the State

-

(c) No. of international students

-

Men

No	%
112	21.05

Women

No	%
420	78.94

Last Year						This Year						
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	VJNT	Physically Challenged	Total
						365	45	14	69	39	0	532

Demand ratio 100%

Dropout % 1%

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

- i. Guest lecturers held by eminent faculty to guide students for their future prospects after BDS and MDS.
- ii. Outstanding alumni invited for lecture to enlighten students on their career.
- iii. Library equipped with special books to succeed at the NEET and other competitive exams

No. of students beneficiaries

65

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

- i. Counselling and career guidance is given by Eminent professionals for furthering their careers through lectures and workshops.
- ii. Staff and alumni also participate in counselling the students for choosing their stream of interest.

No. of students benefitted

100%

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
01	66	16	

5.8 Details of gender sensitization programmes

- i. Gender sensitization programs are regularly held to bring about awareness about equality of women and men.
- ii. Staff are also sensitized not to bring about distinction between the girls and boys.

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 – essay competition scientific papers, UG, PG, health professional award

Sports: State/ University level National level International level

Cultural: State/ University level National level International level

Scientific: State/ University level National level International level

Others

5.10 Scholarships and Financial Support -

	Number of students	Amount
Financial support from institution	2	466029/-
Financial support from government	awaited	awaited
Financial support from other sources TATA	15	4310000/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : College level National level International level

- i. College Fest organized by the students, of the students and for the students.
- ii. No Tobacco fair for bringing about ill effects of tobacco

Exhibition: College level National level International level

5.12 No. of social initiatives undertaken by the students –

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

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

- Vision
Creating dental health professionals embodied with the light of knowledge and spirit of compassion.
- Mission
 - Equipping future dentists with comprehensive skill sets and expertise.
 - Raising the standards of dental health education by imparting extra mural education under the mentorship of leading academicians.
 - Addressing patients concerns empathetically and adopting patient-centric treatment approaches.
 - Encouraging research in newer areas of dental science and teaching methodology for the benefit of population at large.
 - Enhancing awareness of moral and ethical values among dental health professional with a commitment towards community dental care.
 - Laying foundations for future leaders in the field.

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

Periodic curriculum feedback is obtained from staff, alumni, students and suggestions are forwarded to IQAC for recommending to the University.

6.3.2 Teaching and Learning

- i. Teaching learning is student centric.
- ii. It is ensured that all teaching faculty undergo basic teachers training to enhance their teaching ability and make the learning of students easier.
- iii. Creating a platform for global exposure for Post graduate students by sending them for International mission.

6.3.3 Examination and Evaluation

- i. Periodic formative examinations are held for regular evaluation and analysis.
- ii. Internal examination audit is carried out to give the analysis of student's performance.
- iii. Faculty undergone training for conducting OSCE/OSPE examination.

6.3.4 Research and Development

- i. Institutional research recognition committee and Institutional ethics review committee monitors research projects.
- ii. Increased collaborative strategies with Institutes on campus.
- iii. Creating an atmosphere for undergraduates through research methodology workshops.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgradation of infrastructure, instruments, ICT and library is carried out.

6.3.6 Human Resource Management

- i. Staffs is encouraged to upgrade themselves through online management programs.
- ii. Administrative staff is trained to enhance their efficiency by attending ICT training workshops
- iii. The auxiliary staff is also sent for enhanced training in patient management and sterilisation.

6.3.7 Faculty and Staff recruitment

Recruitment committee is in place and recruitment is confirmed by the MUHS.

6.3.8 Industry Interaction / Collaboration

- i. Proactively strive to collaborate with relevant institutes to foster research and innovation with the end user in mind.
- ii. Staff and students proactively strive to collaborate.

6.3.9 Admission of Students

Centralized admission process through the Directorate of Medical education and research, Government of Maharashtra

6.4 Welfare schemes for

Teaching	2
Non teaching	2
Students	2

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	Yes	MUHS/DCI		
Administrative	Yes	Ashok Patil and associates	Yes	Ashok Patil and associates

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?

Examination reforms are through Maharashtra University of Health Sciences Nashik and their board of studies and academic council.

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

-

6.11 Activities and support from the Alumni Association

Students counselling and career guidance

6.12 Activities and support from the Parent – Teacher Association

Constructive criticism from parents is taken into cognizance for institutional functioning.

6.13 Development programmes for support staff

ICT programs, regular sensitization, Basic life support programs, biomedical waste management programs.

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

- i. Tree plantation drives, Rain water harvesting
- ii. Bio medical waste segregation and disposal.
- iii. Discontinuation of plastic bags

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.

- | |
|---|
| <ul style="list-style-type: none">i. Training students prior to clinical postings on communication skills and protocol of sterilization.ii. Mock drill for medical emergencies in dental practice. |
|---|

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

Plan of Action	Achievements
Fortifying Mentoring System	Mentoring system is continuing and all the staff members are involved and all the students have been allotted mentors.
Teaching methodology workshop	29 staff members attended teachers training program conducted on February 27 th , 28 th & 1 st March 2017. All the teachers in staff strength of 64 are certified except two.
Conduct of OSCE/OSPE Workshop	A full day workshop was held on 19 th April 2017 by Dr. Prashanti Eachempati, Malaka Manipal College, Faculty of Dentistry, and Malaysia Recipient of RON HARDEN Innovation in medical education award. 34 participants comprising of 25 dental and 09 medical college staff members attended.
NSS : launch of NSS and its activity	NSS launched on 21 st September 2016 and 21 events were undertaken from launch till 31 st May 2017.
Training for non teaching staff program	Deputation of nursing and paramedical staff to attend lectures and training sessions on a weekly basis conducted by the MGM Medical Hospital, Kamothe Navi Mumbai.
Improving consultancy services	The MGMDCH has been recognized as an approved centre under the ECHS.

Creating an institutionalized database	Quarterly submission of reports by the 18 academic departments and 32 committees; compilation of data; addressing unresolved issues and suggestions.
--	--

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

<p>I) Title of the practice: Incorporation of interventional and supportive contingency medical management of patients undergoing Dental treatment</p> <p>Objectives: - -To assess the medical status of patients and abide by evidence based medical practices prescribed by the medical fraternity while customizing the Dental treatment plan for each patient. -To provide rehabilitation of patients with physical/mental impairment with the help of allied biomedical sciences and physiotherapy -Having Standard operating procedures in place for all medically compromised patients</p> <p>The context: Training students to be better prepared to handle hospital based dental care in medically compromised and elderly patients; and to be well versed with hospital protocols and operational procedures involved in the management of such patients.</p> <p>The practice: All students are taught examination of the vital signs and parameters of patients while performing dental examination. All patients prior medical records are assessed and current investigations are advised with medical referral system, allowing for students to actively interact with medical and allied medical faculty thereby customizing each patient's treatment plan.</p> <p>All students are familiarized with standard operational procedures and due precaution to be adhered to while ameliorating risk in the special patient categories.</p> <p>Students are asked to participate in mock drills involving role play rehearsal in handling medical emergencies with emergency codes established in the institution.</p> <p>Evidence: Standard operational protocols for medical emergencies for all departments with "Code Blue" emergency system established within the institution. Charts on management of medical emergencies displayed in all departments</p> <p>Emergency drug kits available in all departments</p> <p>Basic Life Support workshops conducted for Interns in special skill laboratory by Department of Anaesthesiology</p> <p>Problems encountered: Difficult to co-ordinate all specialities.</p>
--

II) Title of the practice:

Holistic approach in delivering dental care to patients

Objectives: -

-To enhance better communication skills with an empathetic attitude in delivering dental care

The context:

Training students to be better receptive and empathetic with patients while delivering dental care especially in paediatric, geriatric and special patient categories.

The practice:

All students are oriented through the "Dale Carnegie program" for better communication skills
Students are encouraged towards empathetic reception of patients through "Heartfulness meditation sessions"

Students are taught to manage work stress through holistic approach of meditation and practice of Yoga.

Students are encouraged to take part in various NSS activities aimed towards social betterment

Students participate in habit cessation programs for patients with substance dependencies through counselling

Evidence:

- Dale Carnegie personality development programme
- Heartfulness Meditation Programme
- Yoga practice sessions and classes for interns
- Life First Tobacco cessation seminars
- NSS cell for students
- Camps conducted for Paediatric, Geriatric homes and for the under privileged

Problems encountered: Instilling the concept in the present generation.

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

7.4 Contribution to environmental awareness / protection

- i. Fire and radiation safety drill.
- ii. Infection control protocols.
- iii. Plastic ban, alcohol and tobacco free campus.
- iv. Digitalization for saving paper

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength – harmonious work environment

- (i) Aiding in best output of staff and students
- (ii) Research in latest trends in dentistry.

Weakness – research funding

Opportunity –

- (i) Pursuing PhD
- (ii) Students exchange program and enhancement of linkages.

Challenges –

- (i) Sub optimal facilities in rural areas for rendering dental treatment.
- (ii) Retention of experienced faculty

8. Plans of institution for next year

- i. Enhancement and escalation of digital process.
- ii. Upgradation of infrastructure, dental chairs and units.
- iii. Collaboration and student exchange programs.

Name: *Dr. Srivalli Natarajan*

Name: *Dr. Sabita Ram*

M. Srivalli

Signature of the Coordinator, IQAC

Sabita Ram

Signature of the Chairperson, IQAC

Annexure I

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



**MAHTMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
KAMOTHE, NAVI MUMBAI**

**Academic Master calendar for First BDS
(2016-2017)**

Commencement of First BDS Course	October 2016 to July 2017
Orientation	Last week of September 2016
Lectures & Clinical Lab Schedules as per Time Table:	
1 st Term (Regular)	October 2016 to December 2016
2 nd Term (Regular)	January 2017 to 1 st week of May 2017
(College fest Magnum in 2nd week of January)	
1 st day Scientific Programs	
Sports Week	
Cultural Week	
<ul style="list-style-type: none"> • Republic Day Celebration 26th January • Dentistry Day 6th March • Women's Day Celebration 8th March • Anti Tobacco Day 31st May • MUHS Foundation Day 10th June • Yoga Day 21st June • Doctors Day 1st July • Van Mohotsav Day 1st July • Oral Hygiene Day 1st August • Independence Day 15th August • Teachers Day 5th September • Walkathon last week of September • Gandhi Jayanti 2nd October • Children's Day 14th November 	
Examination Schedule :	
Terminal Exams	Last week of December
Midterm Exams	Mid of February
Prelims Exam	Last week of April
Final exams University exams	Last week of June

Lectures & Clinical Lab Schedule continues after Prelims	Up to Last week of May
Signing / Submission of internal Assessment sheets	Mid week of May
Preparatory leave for Final exam for 20 days approximately Final University exam	Last week of May



MAHTMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
KAMOTHE, NAVI MUMBAI
Academic Master calendar for II BDS
(2016-2017)

Commencement of Academic Year	Regular Batch in August
	Odd Batch in January
Lectures & Clinical Lab as per Time Table:	
1 st Term (Regular Batch)	August to December
Winter Vacation	One week in November
2 nd Term (Regular Batch)	December / 1 st week of May
1 st Term (Odd Batch)	January to May
Summer Vacation	10 days in May
(College fest Magnum in 2nd week of January)	
1 st day Scientific Programs	
Sports Week	
Cultural Week	
<ul style="list-style-type: none"> • Republic Day Celebration 26th January • Dentistry Day 6th March • Women's Day Celebration 8th March • Anti Tobacco Day 31st May • MUHS Foundation Day 10th June • Yoga Day 21st June • Doctors Day 1st July • Van Mohotsav Day 1st July • Oral Hygiene Day 1st August • Independence Day 15th August • Teachers Day 5th September • Walkathon last week of September • Gandhi Jayanti 2nd October • Children's Day 14th November 	
Examination Schedule :	
Terminal Exams (Regular Batch)	Last week of December
Midterm Exams (Regular Batch)	2 nd week of February

Prelims Exam (Regular Batch)	Last week April
Final exams University (Regular Batch)	Last week June
Terminal Exams (Odd Batch)	2 nd Week of June
Midterm Exams (Odd Batch)	1 st Week of August
Prelims Exam (Odd Batch)	Last week of October
Final exams University (Odd Batch)	Last week of December
Lectures & Clinical Lab schedule continue after Prelims:	
Signing & Submission of Internal Assessment Regular / Odd	April / October
Preparatory leave for approximately 20days Final University Exam	1 st week of December
Conferences:	
FDI	September
IDA (MSDC)	December
IDC	February



**MHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
KAMOTHE, NAVI MUMBAI**

**Academic Master plan calendar for III BDS
(2016-2017)**

Commencement of Academic Year	Regular Batch in August
	Odd Batch in January
Orientation Program	White coat ceremony August / January (after finishing of University exam of II BDS)
Lectures & Clinical Lab as per Time Table:	
1 st Term (Regular Batch)	August to December
2 nd Term (Regular Batch)	December to last week of May
1 st Term (Odd Batch)	January to May
2 nd Term (Odd Batch)	June to 1 st week of November
Summer Vacation	10 days in Mid of May
Winter Vacation	1 week in November.
(College fest Magnum in 2nd week of January)	
1 st day Scientific Programs	
Sports Week	
Cultural Week	
<ul style="list-style-type: none"> • Republic Day Celebration 26th January • Dentistry Day 6th March • Women's Day Celebration 8th March • Anti Tobacco Day 31st May • MUHS Foundation Day 10th June • Yoga Day 21st June • Doctors Day 1st July • Van Mohotsav Day 1st July • Oral Hygiene Day 1st August • Independence Day 15th August • Teachers Day 5th September • Walkathon last week of September • Gandhi Jayanti 2nd October • Children's Day 14th November 	

Examination Schedule :	
Terminal Exams (Regular Batch)	Last week of December
Midterm Exams (Regular Batch)	1 st Week of February
Prelims Exam (Regular Batch)	Last week April
Final exams University (Regular Batch)	Last week June
Terminal Exams (Odd Batch)	2 nd Week of June
Midterm Exams (Odd Batch)	1 st Week of August
Prelims Exam (Odd Batch)	Last week of October
Final exams University (Odd Batch)	Last week of December
Signing & Submission of Internal Assessment Regular / Odd	Mid of May / November
<u>Preparatory leave for 15 to 20 days</u>	
Conferences / Paper Presentation:	
FDI	September
IDA (MSDC)	December
IDC	February
1 st day Scientific programs	
Sports Week	
Cultural Week	



MAHTMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
KAMOTHE, NAVI MUMBAI
Academic Master plan calendar for IV / I BDS
(2016-2017)

Commencement of Academic Year Regular/odd	August to December January to May
Lectures & Clinical Lab as per Time Table:	
1 st Internal Assessment:	
Regular Batch	Mid August
Odd Batch	Mid February
Prelim Examination:	
Regular Batch	Last week of April
Odd Batch	1 st week of November
(College fest Magnum in 2nd week of January)	
1 st day Scientific Programs	
Sports Week	
Cultural Week	
<ul style="list-style-type: none"> • Republic Day Celebration 26th January • Dentistry Day 6th March • Women's Day Celebration 8th March • Anti Tobacco Day 31st May • MUHS Foundation Day 10th June • Yoga Day 21st June • Doctors Day 1st July • Van Mohotsav Day 1st July • Oral Hygiene Day 1st August • Independence Day 15th August • Teachers Day 5th September • Walkathon last week of September • Gandhi Jayanti 2nd October • Children's Day 14th November 	

Signature & Submission of Internal Assessment:	
Preparatory leave for 15 to 20 days	
Regular Batch	Last week of May
Odd Batch	Last week of November
Final University Exam:	
Regular Batch	Last week of June
Odd Batch	Last week of December
Conferences / Paper Presentation:	
FDI	September
IDA (MSDC)	December
IDC	February



**MAHTMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
KAMOTHE, NAVI MUMBAI**

**Academic Master plan calendar for IV / II BDS
(2016-2017)**

Commencement of IV / II immediately after exams get over	
Regular Batch	February to June
Odd Batch	July to December
Lectures & Clinical Lab as per Time Table:	
1 st Internal Assessment:	
Regular Batch	Mid February
Odd Batch	Mid August
Prelim Examination:	
Regular Batch	Last week of April
Odd Batch	Last week of October
(College fest Magnum in 2nd week of January)	
1 st day Scientific Programs	
Sports Week	

Cultural Week

- Republic Day Celebration 26th January
- Dentistry Day 6th March
- Women’s Day Celebration 8th March
- Anti Tobacco Day 31st May
- MUHS Foundation Day 10th June
- Yoga Day 21st June
- Doctors Day 1st July
- Van Mohotsav Day 1st July
- Oral Hygiene Day 1st August
- Independence Day 15th August
- Teachers Day 5th September
- Walkathon last week of September
- Gandhi Jayanti 2nd October
- Children’s Day 14th November

Preparatory leave for 15 to 20 days

Signature & Submission of Internal Assessment:

Regular Batch	Last week of May
Odd Batch	Last week of November

Final University Exam:

Regular Batch	Last week of June
Odd Batch	Last week of December

Conferences / Paper Presentation:

FDI	September
IDA (MSDC)	December
IDC	February