

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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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:

9769088803

IQAC e-mail address:

mgmdchiqac@gmail.com

1.3 NAAC Track ID (For ex. MHCOGN 18879)

MHCOGN15151

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)

EC (SC)/16/A&A/2.1 July 11, 2016

1.5 Website address:

www.mgmdchnavimumbai.edu.in

Web-link of the AQAR:

<http://www.mgmdchnavimumbai.edu.in/AQAR 2017-18.pdf>

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

05/01/2015

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

2017-18

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))

- i. AQAR 2016-17 submitted to NAAC on 01/08/2017
- 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	<input type="text" value="05"/>
2.2 No. of Administrative/Technical staff	<input type="text" value="03"/>
2.3 No. of students	<input type="text" value="01"/>
2.4 No. of Management representatives	<input type="text" value="01"/>
2.5 No. of Alumni	<input type="text" value="01"/>
2.6 No. of any other stakeholder and community representatives	<input type="text" value="01"/>
2.7 No. of Employers/ Industrialists	<input type="text" value="01"/>
2.8 No. of other External Experts	<input type="text" value="01"/>
2.9 Total No. of members	<input type="text" value="14"/>
2.10 No. of IQAC meetings held:	<input type="text" value="04"/>

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

- Values in health care
- Enhancing research quality
- Encouraging positivity in work culture
- Gender sensitization
- Environment safety

2.14 Significant Activities and contributions made by IQAC

1. Enhancing hospital quality of delivery of patient care in the hospital.
2. Stimulating a harmonious relationship amongst the faculty.
3. Orientation to quality research.
4. Ensuring training of teaching and non teaching staff and Interns in Basic Life Support.

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
Stimulating research environment	Research methodology lectures introduced at the undergraduate level. Training for literature search and insight and tips on systematic literature search and reference managers for producing systematic review publications for staff members and post graduate students, Held on 13/12/2017 and 14/12/2017 with 30 participants and 02 facilitators.
Introduction of value added courses	An Eight module structured program on Values in Health Care introduced and two modules completed. 07 facilitators and 61 participants
Up gradation of infrastructure, dental chair and equipments.	162 new dental chairs procured, 103 were upgraded. 608 new equipments and instruments which includes autoclaves , simulators , casting and porcelain laboratory equipments, RVG, Electronic automatic developer were procured
Upgradation of the quality of service offered in the dental college	Introduction of Antibiotic policy and management of biomedical waste.
Training of students, teaching and non teaching staff members on Basic Life Support	92 Interns , 64 staff members , 18 PGs .
Orientation of IQAC members and its committee members on the key aspects of NAAC and its new SSR format and Enhancing teaching methodologies.	22 staff members
Enhancement and escalation of digital process	MoU initiated with Dentofacial Concepts to mutually prepare new generations of dentists for the application of digital technology in dental implantology and general dentistry

* 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.

Part – B

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	
Trimester	
Annual	I,II,III, Final BDS and MDS

1.3 Feedback from stakeholders* (On all aspects)

Alumni Parents Employers Students

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 revision in the MDS course syllabus with introduction of exam at the end of first year. Online submission of title and synopsis of dissertation. Internal assessment marks allotted for final BDS Annual pattern.

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

Cleft and Craniofacial centre and Tobacco Intervention centre.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors/Lecturer	Associate Professors	Professors	Others/Tutor
78	31	20	07	20

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
12	-	03	-	-	-	05	-	20	-

2.4 No. of Guest and Visiting faculty and Temporary faculty

02- Guest faculty	12-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	22	16	53
Presented papers	09	03	04
Resource Persons	03	14	16

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

- Joint clinics with allied specialities
- Peer assisted learning
- Animated teaching
- Simulated Model teaching
- Project based teaching

2.7 Total No. of actual teaching days during this academic year 269

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

- Mini Clinical Evaluation Exercises
- Self assessment in theory

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

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 2017	96	0	76.40	NA	NA	92.70
PG MDS Summer 2016	18	0	87.5	NA	NA	88.88

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

- i. Microteaching
- ii. Examination audit
- iii. Student feedback
- iv. Generating periodic progress reports
- v. External faculty feedback.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	64
UGC – Faculty Improvement Programme	--
HRD programmes	--
Orientation programmes	29
Faculty exchange programme	-
Staff training conducted by the university	25
Staff training conducted by other institutions	04
Summer / Winter schools, Workshops, etc.	120
Others	CDE - 114

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	64	0	0	55
Technical Staff	52	0	0	02

Criterion – III

3. Research, Consultancy and Extension

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

- Training for systematic review of literature
- Providing opportunities to get involved in off campus field projects in thrust areas.

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	39	42	11	17
Outlay in Rs. Lakhs	20.76	15.4	2.81	26.2

3.4 Details on research publications = 74

	International	National	Others
Peer Review Journals	42	31	--
Non-Peer Review Journals	--	--	--
e-Journals	1	--	--
Conference proceedings	--	--	--

3.5 Details on Impact factor of publications: 74

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	2015 till date	MGMDCH	3,26,000	3,26,000
Minor Projects	-	-	-	-
Interdisciplinary Projects	May 2017-Nov 2017	University of San Francisco	13,80,000	13,80,000
Industry sponsored				
Projects sponsored by the University/ College		MGMIHS MGMDCH	70,000 2,30,570	3,00, 570
Students research projects <i>(other than compulsory by the University)</i>		MGMDCH SELF	1,05355 1,69830	66,140
Any other(Specify)			47,98,334	47,98,334
Total			71,94,044	

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. 25,600/-
- Oral Surgery – INGA Cleft lip Palate –	Rs. 51,54,260/-
ECHS –	Rs. 4,00,000/-
Total	Rs.55,79,860/-

3.11 No. of conferences organized by the Institution

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

3.24 No. of Awards won in NCC:

University level State level
National level International level

3.25 No. of Extension activities organized

University forum College forum
NCC NSS Any other

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

- Awareness against ill effects of tobacco – initiatives spread over the year culminating in the celebration of the anti tobacco day.
- Regular participation of students and staff in National and International camps for cleft and craniofacial deformities.
- Blood donation camps held at regular intervals to cater to the need of the Blood bank and emergency blood donors made available.
- Special NSS 7 day's camp attended by staff and students in which initiatives like building an ideal village, Dam building, cleanliness drive in rural set up were undertaken.
- Old age home visit and adoption of aged for imparting treatment.
- Gender Sensitization through Celebration of Menstruation Day via Educational and Awareness lectures. This issue was also addressed in villages during regular dental camps. Education on girl and women safety undertaken during dental camps.
- Road Safety Awareness and educating Traffic police for administration of BLS at the site of mishap.

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	21	03	MGMDCH	24
Operation theatre				
Seminar Halls	10	01	MGMDCH	11
No. of important equipments purchased (\geq 1-0 lakh) during the current year.		243		243
Value of the equipment purchased during the year (Rs. in Lakhs)		527		3,56,89,937/-
Others/Instruments				

4.2 Computerization of administration and library

- i. Jio connection for the data management and networking.
- ii. Administrative - Enhancement of Computers to bring about digitalization for database, online entry of attendance, marks.
- iii. 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	4107	64,88,838.22	168	264075.61	4275	67,52,913.83
Reference Books	1261	38,40,921.09	65	74,138.83	1326	39,15,059.92
e-Books	-	-	-	-	-	-
Journals	943	2,91,41,679.28	59	20,19,177.00	1032	3,11,60,856.28
e-Journals	40	20,99,775.00	36	20,69,288.32	36	20,69,288.32
Digital Database	337	6,15,797.40	337	5,96,571,00	337	5,96,571,00
CD & Video	344	Free	02	Free	346	Free
Others (specify)	-	-	-	-	-	-

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	79	02	Yes	01	-	15	64	-
Added	03	-	-	-	-	02	-	-
Total	82	02	Yes	01	-	17	64	-

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

Creation of an active social media platform for all Teaching staff for ease in communication and interaction.

Creation of active social media platform amongst mentors with their respective mentees for quickly responding to messages and addressing issues, if any, promptly.

Reporting to parents regarding the progress of their wards in academics.

Digital recording of attendance for enabling efficient recognition of defaulters and taking required remedial action.

4.6 Amount spent on maintenance in lakhs : -

i) ICT

34,853/-

ii) Campus Infrastructure and facilities

55,51,714/

iii) Equipments

8,78,797/-

iv) Others

3,09,135/-

Total:

67,74,499/-

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- i. Orientation program on inception of undergraduate and postgraduate courses.
- ii. White Coat Ceremony for orientation of III BDS students towards implication of ethics and protocols in clinical aspects of dentistry.
- iii. Regular Yoga sessions for holistic development of students.
- iv. Gender Sensitization program through awareness about health , hygiene and well being amongst women.
- v. Mentorship and buddy program for support of students.
- vi. Regular Parent teacher meetings held.
- vii. Classes for vernacular medium students and those interested in learning the local language.
- viii. Enhancing communication skills through programs by external faculty
- ix. Feedback from students on the conduct of various teaching programs and the performance of teachers

5.2 Efforts made by the institution for tracking the progression

- i. Online Feedback Mechanism from external examiners regarding student performance.
- ii. Information to parents about the attendance and academic progress of their wards.
- iii. Summative examination audit
- iv. Continuous formative assessment with advancement of slow learners.
- v. Comparative Performance analysis within the affiliated university.
- vi. Progress report of post graduate students maintained 6 monthly and submitted to University.
- vii. 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	53	-	-

(b) No. of students outside the State

-

(c) No. of international students

-

Men

No	%
118	22.26

Women

No	%
412	77.73

		Last Year					This Year						
General	SC	ST	OBC	VJNT	Physically Challenged	Total	General	SC	ST	OBC	VJNT	Physically Challenged	Total
365	45	14	69	39	0	532	353	50	13	72	42	0	530

Demand ratio 100%

Dropout % 0%

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. Discussion of MCQs with Interns so that they are better prepared for the NEET and other competitive exams

No. of students beneficiaries

5.5 No. of students qualified in these examinations : 12

NET / C+++ 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 in India and abroad through lectures and workshops.
- ii. Staff and alumni also participate in counselling the students in academics and extracurricular activities.
- iii. Creating opportunities for students to interact with alumni for exchange of ideas and offer extramural support .

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
02	59	18	30

5.8 Details of gender sensitization programmes

- i. Gender sensitization programs are regularly held to bring about awareness about the health, hygiene and well being of women.
- ii. Active Participation of staff in programs which focus on women's rights and highlight their achievement and progress in various avenues.

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	04	6,55,583/-
Financial support from government	27	57,90,647/-
Financial support from other sources TATA	33	35,59,500/-
Number of students who received International/ National recognitions	-	-

5.11 Student organised / initiatives

Fairs : College level National level International level

Exhibition: College level National level International level

- i. Scientific poster
- ii. Anti cracker campaign – “ Say No to crackers”
- iii. Anti tobacco poster exhibition
- iv. Rangoli exhibition – “ Going global – a Walk around”
- v. Photo Marathon exhibition
- vi. Art exhibition
- vii. Flip chart exhibition on Oral and general health and hygiene
- viii. Exhibition of Dental Materials

5.12 No. of social initiatives undertaken by the students –

- i) Swaccha Bharat cleanliness drive
- ii) anti cracker rally
- iii) National Unity day
- iv) Project Santa – Donation of books and clothes to the under privileged children
- v) Magnum with a meaning – Interactive sessions with students from different NGO's
- vi) Tree Plantation
- vii) Road safety drive – Avoid helmet and invite hellmate
- viii) antitobacco campaign
- ix) Menstrual hygiene awareness
- x) World environment day
- xi) Oral cancer screening and awareness campaign with IDA

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. Peer assisted learning at UG level.
- ii. Creating a platform for Post graduate students by sending them for offshore training.

6.3.3 Examination and Evaluation

- i. Summative examination audit
- ii. Continuous formative assessment with advancement of slow learners.

6.3.4 Research and Development

- i. Institutional research recognition committee and Institutional ethics review committee monitors research projects.
- ii. Creating an atmosphere for undergraduates through research methodology workshops.
- iii. Training for staff and postgraduate students on systematic literature search.
- iv. Initiation of research methodology lectures at UG level.

6.3.5 Library, ICT and physical infrastructure / instrumentation

- i. Jio connection for the data management and networking in progress

6.3.6 Human Resource Management

- i) Hiring of the staff is done as per their educational qualifications and capabilities
- ii) The auxiliary staff is also sent for enhanced training in patient

6.3.7 Faculty and Staff recruitment

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

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. Visit to industry to observe the manufacturing of dental chairs and production of dental materials.
- iii. Visit to elite dental practices to observe the functioning of clinics and patient management.

6.3.9 Admission of Students

Centralized admission process through the Directorate of Medical education and research, Government of Maharashtra based on NEET for UG and PG.

6.4 Welfare schemes for

Teaching	01 - – Soft loan facility, subsidised Medical and dental treatment in the hospitals within the Campus
Non teaching	01 – Soft loan facility, subsidised Medical and dental treatment in the hospitals within the Campus
Students	01

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.
Creating opportunities for students to interact with alumni for exchange of ideas and offer extramural support .
Contribution by alumni to build a media centre

6.12 Activities and support from the Parent – Teacher Association

Periodic online feedback from parents.
Regular PTA meetings and parents counselling on career guidance

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

Tree plantation drive
Following the proper biomedical waste segregation and disposal.
Discontinuation of plastic bags.
Sharing of transport to reduce pollution

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.

- | | |
|-----|--|
| i) | Introduction of value based programs which has had a positive influence in the working environment. |
| ii) | Preparation of lecture series and unit plan with scientific evidence based references for undergraduate students |

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
Enhancement and escalation of digital process	Jio network being installed for better digital interaction during teaching and learning. Enhancement of training to Non teaching staff for upgradation of computer skills. Introduction to digital planning of surgeries and fabrication of prosthesis and planning of implants.
Upgradation of dental chairs and units and other infrastructure	162 new dental chairs procured and 103 were upgraded . 608 new equipments and instruments which includes autoclaves , simulators , casting and porcelain laboratory equipments, RVG, Electronic automatic developer were procured
Collaboration and student exchange programs	Preparation underway to execute student and faculty exchange programs with institutions of repute

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

I) Title of the practice:

Enhancing sterilization and infection control protocols in the practice of dentistry.

Objectives: -

- Adhering to highest level of infection control to limit nosocomial transmission.
- To provide occupational safety for healthcare and allied health professionals within workplace
- To abide by environmental guidelines in biomedical waste disposal
- To prevent vector borne disease in workplace.

The context:

Infection control at workplace is the cornerstone of hospital based practice. Apart from the basic sanitation and sterilization, the operational area of health care providers warrant special consideration towards occupational safety and infection control. Facilities need to be equipped to provide quarantine and isolation to avoid nosocomial transmission of infection. The auxiliary staff need to be sensitised on how to manage high risk biological samples and waste. Environmental consciencousness argues for biomedical waste disposal to curtail contamination.

The practice:

All staff ,students and auxillaries are sensitised to the need for occupational safety and infection control. Continuing dental education programs on infection control are conducted regularly
All staff students and auxiliary staff are immunized against Hepatitis B as a pre requisite
Premises are fumigated and subjected to pest control regularly
Local administration guidelines towards biomedical waste management are adhered to stringently
Latest sterilization and disinfection protocols for critical and noncritical instruments are adhered to stringently
Periodic reinforcement of hand hygiene and prevention of aitrogenic infection seminars are conducted by infection control nurse

Evidence:

Presence of well ventilated work areas
Quarantine facilities for patients with high risk of transmission of disease
Universal barrier protection provided in all departments
Mandatory vaccination of staff, students and auxiliaries against Hepatitis B
Post exposure prophylaxis regimen for HIV at all operation theater's
Biomedical waste disposal policy implemented uniformly at all departments
Class B and N autoclaves provided for all departments
Ultrasonic and enzymatic disinfection and washing to provide better occupational safety
Periodic pest control to prevent vector borne infection
Signboards emphasizing hand hygiene with hand sanitizer present at critical areas in the work place
Sterilization and disinfection protocols placed in all sterilization rooms of departments reinforcing instructions where needed.

Problems encountered:

Aerosol containment and Heating Ventilation Air Conditioning system for hospital environment.

II) Title of the practice:

Values in Healthcare through Spiritual Approach.

Objectives: -

- To embrace a holistic approach to address patients emotional and physical health
- To facilitate better rapport with patients
- To provide good counsel to patients with chronic debilitating illness

The context:

In today's healthcare system, there is a tendency for patient reacting towards medical professionals in a hostile manner attributed to chronic debilitating disease. Apart from treating pathology , the overall target of health can only be attained through address of emotive component of the patient. This requires a holistic approach empathizing with cultural, spiritual and religious beliefs which are often alienated by modern medicine. A more strategic address could lead to better patient management and grievance redressal and ameliorate difficult clinical situations.

The practice:

Vihasa as a program addresses the spiritual and holistic approach towards patient care empathizing with credence to coping abilities. This program meant for staff, students and auxiliaries are aimed at team building and problem solving excercise spread over 3 modules in a phased manner introducing concepts of patience, empathy, compassion and righteousness. This would lead to better stress management and incorporation of the concept of bioethics in equitable health care with social justice.

Evidence:

- Daily interaction among staff and peers made more cordial
- Students taking special care of ailing patients
- Yoga and meditation sessions for stress relief.
- Team building excercises performed regularly
- Mentor program for student progression and grievance redressal

Problems encountered:

Communication barriers with patient base.

**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 and waste disposal protocols.
- iii. Plastic ban, alcohol and tobacco free campus.
- iv. Digitalization for saving paper
- v. Car pooling

7.5 Whether environmental audit was conducted?

Yes

No

7.5 Whether environmental audit was conducted?

Yes

No

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

Strength :

- i. Upgraded infrastructure for better patient care and student teaching learning.
- ii. Student's participation in various national and international scientific activities and recognition for their scientific presentation.

Weakness: Extra mural Research Funding .

Opportunity: To pursue Ph.D

Challenges:

- i. Acceptance of Dental health Education by the rural population.
- ii. Active alumni participation .

8. Plan of institution for next year

- i. Placement of students with alumni for job opportunities.
- ii. Installation of a Dental specific Soft ware for patient management.
- iii. CBCT integrated digitalization for patient treatment.

Name: Dr. Srivalli Natarajan

M. Srivally

Signature of the Coordinator, IQAC

Name: Dr. Sabita M. Ram

S. Sabita

Signature of the Chairperson, IQAC

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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



MAHATMA GANDHI MISSION'S DENTAL COLLEGE & HOSPITAL
ANNUAL ACADEMIC CALENDAR
2017-2018

Date	Day	Event
JUNE 2017		
01/06/2017	Thursday	I MDS orientation program & PTA meeting for I/II/III MDS students Commencement of I/II/III year PG course
06/06/2017	Tuesday	Submission of monthly report, material requisition list, compiled report of patient feedback. HOD Meeting Meeting with mentee
07/06/2017	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student Submission of progress report of MDS students
08/06/2017	Thursday	Submission of mentor-mentee report
10/06/2017	Saturday	MUHS Foundation Day
11/06/2017	Sunday	World Environment Day
Second Week	-	Commencement of Terminal Examination for II/III BDS Odd batch
14/06/2017	Wednesday	World Blood Donor Day National Public Health Dentistry Day
15/06/2017	Thursday	HOD Meeting
19/06/2017	Monday	National IAPHD day
21/06/2017	Wednesday	International Yoga Day
26/06/2017	Monday	Ramzan Id
27/06/2017	Tuesday	World Diabetes Day
Last Week	-	Final University Exam I/II/III/ IV-I/IV-II BDS Regular Batch
JULY 2017		
01/07/2017	Saturday	National Doctors Day Van Mohotsav Day
03/07/2017	Monday	White Coat ceremony for III year student Commencement of I term of II/III year BDS course Meeting with mentee
04/07/2017	Tuesday	HOD Meeting
05/07/2017	Wednesday	Submission of monthly report, material requisition list, compiled report of patient feedback Submission of PG report to MUHS
06/07/2017	Friday	Submission of attendance report for I/II/III/IV year BDS odd batch student Submission of progress report of MDS students Submission of mentor-mentee report
Mid Week	-	Commencement of Mid Term Examination IV-I BDS odd batch
13/07/2017	Thursday	World Hepatitis Day

AUGUST 2017		
First Week	-	Mid Term Examination for II/III BDS Odd batch
01/08/2017	Tuesday	Oral Hygiene Day
		Meeting with mentee HOD Meeting
02/08/2017	Wednesday	Submission of monthly report, material requisition list, compiled report of patient feedback
03/08/2017	Thursday	Submission of attendance report for II/III/IV year BDS regular batch
		Submission of attendance report for I/II/III/IV year BDS odd batch
		Submission of progress report of MDS students
		Submission of mentor-mentee report
08/08/2017	Tuesday	World Senior Citizen Day
12/08/2017	Saturday	World Youth Day
14/08/2017	Monday	First Internal Assessment IV-II BDS Odd batch
15/08/2017	Tuesday	Independence Day
17/08/2017	Thursday	Parsi New Year
25/08/2017	Friday	Ganesh Chaturti
29/08/2017	Tuesday	National Sports Day
SEPTEMBER 2018		
02/09/2017	Saturday	Bakri Id
First Week	-	Preliminary Examination for IV/I odd batch
04/09/2017	Monday	Meeting with mentee
05/09/2017	Tuesday	HOD Meeting
		Teachers Day
06/09/2017	Wednesday	Submission of monthly report, material requisition list, compiled report of patient feedback
07/09/2017	Thursday	Submission of attendance report for I/II/III/IV year BDS odd batch student
		Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
2 nd Week	-	Convocation Ceremony Batch 2013-17
24/09/2017	Sunday	NSS Day
25/09/2017	Monday	Orientation of I BDS Batch 2018- Day -1
Last Week	-	Preliminary Examination for III BDS odd batch
		Walkathon
26/09/2017	Tuesday	Orientation of I BDS Batch 2018- Day -2
27/09/2017	Wednesday	Orientation of I BDS Batch 2018- Day -3
28/09/2017	Thursday	Orientation of I BDS Batch 2018- Day -4
29/09/2017	Friday	Commencement of I BDS Batch 2017
30/09/2017	Saturday	Dassera

OCTOBER 2017		
2/10/2018	Monday	Gandhi Jayanti
03/10/2017	Tuesday	Meeting with mentee
		HOD Meeting
4/10/2017	Wednesday	Submission of monthly report, material requisition list, compiled report of patient feedback
5/10/2018	Thursday	Submission of attendance report for I/II/III/IV year BDS odd batch student
		Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
		World Student's day (APG Abdul Kalam Birthday)
Mid Week	-	Terminal Examination IV-I BDS Regular Batch
16/10/2017	Monday	Internal Assessment Signing for BDS Odd Batch
19/10/2017	Thursday	Laxmi Poojan
20/10/2017	Friday	Deepavali
21/10/2017	Saturday	Bhau beej
23/10/2017	Monday	Final submission of internal assessment marks to MUHS (Odd batch)
Last Week	-	Commencement of Preliminary Examination for II/IV-I/IV-II BDS Odd Batch
		Thesis dissertation synopsis submission for I MDS
NOVEMBER 2017		
04/11/2017	Saturday	Gur Nanak Jayanti
07/11/2017	Tuesday	National Cancer Awareness Day
13/11/2017	Tuesday	Meeting with mentee
14/11/2017	Wednesday	HOD Meeting
		Childrens day
		Signing of Internal Assessment III/IV-II BDS Regular / Odd Batch
15/11/2017	Thursday	Submission of attendance report for I/II/III/IV year BDS odd batch student
16/11/2017	Friday	Submission of attendance report for I/ II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
20/11/2017	Monday	Submission of internal assessment marks to MUHS, Nashik
Last Week		Thesis Dissertation uploading for III MDS
DECEMBER 2017		
1/12/2017	Friday	World's AIDS Day
4/12/2017	Monday	Meeting with mentee
5/12/2017	Tuesday	HOD Meeting
6/12/2017	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student
7/12/2017	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
Last Week	-	Commencement of Terminal Examination for I/II/III BDS Regular Batch
		Commencement of Final Examination for II/III/IV-I/IV-II BDS Odd Batch
25/12/2017	Tuesday	Christmas Day

JANUARY 2018		
01/01/2018	Monday	Commencement of II/III & IV-I BDS Odd batch
02/01/2018	Tuesday	HOD Meeting
03/01/2019	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student
		Submission of PG report to MUHS
04/01/2018	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
Second Week	-	MAGNUM 2018
Third Week	-	Mid Term Examination for IV-I BDS Regular Batch
26/01/2018	Friday	Republic Day
FEBRUARY 2018		
04/02/2018	Sunday	World Cancer Day
05/02/2018	Monday	Meeting with mentee
		Commencement of IV-II Regular batch
06/02/2018	Tuesday	HOD Meeting
07/02/2018	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student
08/02/2018	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
12/02/2018	Monday	Mid Term Examination for I/II/III BDS Regular Batch
		First Internal Assessment for IV-II BDS Regular Batch
13/02/2018	Tuesday	International OMFS Day
		Mahashivratri
19/02/2018	Monday	Chhatrapati Shivaji Maharaj Jayanti
MARCH 2018		
02/03/2018	Friday	Holi
05/03/2018	Monday	Meeting with mentee
06/03/2018	Tuesday	Preliminary Examination for III/IV-I BDS Regular Batch
		HOD Meeting
07/03/2018	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student
08/03/2018	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
		International Women's Day
13/03/2018	Tuesday	No smoking day
Last Week	-	Preliminary Examination for III MDS
		Year end Examination for I & II MDS
29/03/2018	Thursday	Mahavir Jayanti
30/03/2018	Friday	Good Friday

APRIL 2018		
02/04/2018	Monday	Meeting with mentee
03/04/2018	Tuesday	HOD Meeting
04/04/2018	Wednesday	Submission of attendance report for I/II/III/IV year BDS odd batch student
		Submission of annual stock requirement in the comparative format chart
05/04/2018	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
		Conservative Dentistry & Endodontics Day
06/04/2018	Friday	Gudi padwa
07/04/2018	Saturday	World Health Day
12/04/2018	Thursday	Terminal Examination for IV-I BDS Odd Batch
14/04/2018	Saturday	Dr. Babasaheb Ambedkar Jayanti
16/04/2018	Monday	Signing of internal assessment marks of II/IV-I
Last Week	-	Final submission of internal assessment marks to MUHS.(Regular batch)
		Preliminary Examination for I/II/IV-II BDS Regular Batch
30/04/2018	Monday	Buddha Poornima
MAY 2018		
01/05/2018	Tuesday	Maharashtra Day/ Labour Day
2/05/2018	Wednesday	Meeting with mentee
		HOD Meeting
		Submission of attendance report for I/II/III/IV year BDS odd batch student
3/05/2018	Thursday	Submission of attendance report for II/III/IV year BDS regular batch student
		Submission of progress report of MDS students
		Submission of mentor-mentee report
		Commencement of MUHS Theory Examination for I MDS
10/05/2018	Thursday	Signing of Internal Assessment Marks for I/III/IV-II BDS Regular Batch
31/05/2018	Thursday	Anti Tobacco Day