# *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)*



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**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**
*An Autonomous Institution of the University Grants Commission*

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

NAAC

###### VISION

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

###### MISSION

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

###### Value Framework

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

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

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***Guidelines for the Creation of the***

# Internal Quality Assurance Cell (IQAC)

# and Submission of Annual Quality Assurance Report (AQAR)

# in Accredited Institutions

**Introduction**

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

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

**Objective**

***The primary aim of IQAC is***

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

**Strategies**

***IQAC shall evolve mechanisms and procedures for***

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

b) The relevance and quality of academic and research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of evaluation procedures;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

# Functions

# *Some of the functions expected of the IQAC are:*

#

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
2. 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;
3. 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***

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

c) Provide a sound basis for decision-making to improve institutional functioning;

d) Act as a dynamic system for quality changes in HEIs;

e) Build an organised methodology of documentation and internal communication.

## Composition of the IQAC

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

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. A few senior administrative officers

3. Three to eight teachers

4. One member from the Management

5. One/two nominees from local society, Students and Alumni

6. One/two nominees from Employers /Industrialists/stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

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

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

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

* It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
* It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
* The management representative should be a person who is aware of the institution’s objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

**The role of coordinator**

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

**Operational Features of the IQAC**

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

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

**Monitoring Mechanism**

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

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

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

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

# The Annual Quality Assurance Report (AQAR) of the IQAC

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

Part – A

**1. Details of the Institution**

 Bharati Vidyapeeth Deemed University Dental College and Hospital

1.1 Name of the Institution

Katraj

 1.2 Address Line 1

Dhankawadi

 Address Line 2

Pune

 City/Town

Maharashtra

 State

411043

 Pin Code

dchpune@bharartividyapeeth.edu

 Institution e-mail address

02024373266

 Contact Nos.

Dr. Mrs. Amita M Mali

 Name of the Head of the Institution:

02024373266, 02024367300

 Tel. No. with STD Code:

+91 9881737486

 Mobile:

Dr. Amol Patil

Name of the IQAC Co-ordinator:

+91 7774048166

Mobile:

 IQAC e-mail address:

1.3 **NAAC Track ID** (For ex. MHCOGN 18879)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1.4 Website address:

Web-link of the AQAR:

 For ex. http://www.ladykeanecollege.edu.in/AQAR201213.doc

1.5 Accreditation Details

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Sl. No. | Cycle | Grade | CGPA | Year of Accreditation | Validity Period |
| 1 | 1st Cycle | A |       | 2004      |       |
| 2 | 2nd Cycle | A | 3.16 | 2011      | Till nov 2016 |
| 3 | 3rd Cycle |       |       |       |       |
| 4 | 4th Cycle |       |       |       |       |

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

10.06.2004

2015-2016

**1.7 AQAR for the year *(for example 2010-11)***

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

1. AQAR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)4
2. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
3. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)
4. AQAR\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (DD/MM/YYYY)

1.9 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

\*

1.10 Type of Faculty/Programme

 Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

\*



Others (Specify)

1.11 Name of the Affiliating University *(for the Colleges)*

Bharati Vidyapeeth Deemed University

1.12 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 12 B

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

 UGC-COP Programmes

 **2. IQAC Composition and Activities**

11

2.1 No. of Teachers

 02

2.2 No. of Administrative/Technical staff

 01

2.3 No. of students

2.4 No. of Management representatives

01

 01

2.5 No. of Alumni

2. 6 No. of any other stakeholder and

 00

 community representatives

 01

2.7 No. of Employers/ Industrialists

02

2.8 No. of other External Experts

2.9 Total No. of members

03

]’

loiouyr

 19

2.10 No. of IQAC meetings held

01

02

2.11 No. of meetings with various stakeholders: No. Faculty

00

00

01

 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

2.13Seminars and Conferences (only quality related)

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

0

0

0

0

0

 Total Nos. International National State Institution Level

 (ii) Themes

2.14 Significant Activities and contributions made by IQAC

Monitoring the functioning of other committees

Induction of placement services

A 2 day symposium to orient the UG and PG students to cellular and molecular research to inculcate a research environment

E based learning for students

Transparency in feed back

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 |
| E based learning of studentsTransparency in feed backMonitoring the functioning of other committeesInduction of placement servicesTo facilitate research environment among UG and PG students | Lectures from all the departments are uploaded on the ICT PortalOn line feedback from alumni/parents and students on academics and infrastructure have been uploaded on the ICT PortalThe heads of most of the Committees are members of IQAC. Monitoring becomes easy. Reports are regularly recordedA chain of Clinics (My Dentist) have agreed to carry out placement services; one of its kind in the field of dentistryA 2 day symposium to orient the UG and PG students to cellular and molecular research to inculcate a research environment |

 *\* 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

Part – B

**Criterion – I**

**1. Curricular Aspects**

1.1 Details about Academic Programmes

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level of the Programme | Number of existing Programmes | Number of programmes added during the year | Number of self-financing programmes | Number of value added / Career Oriented programmes |
| PhD | 07 | - | 07 | - |
| PG | 07 | - | 07 | - |
| UG | 01 | - | 01 | - |
| PG Diploma | - | - | - | - |
| Advanced Diploma | - | - | - | - |
| Diploma | - | - | - | - |
| Certificate | - | - | - | - |
| Others | - | - | - | Dental practice management |
| **Total** | 15 | - | - | 01 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Interdisciplinary | - | - | - | - |
| Innovative | - | - | - | - |

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

 (ii) Pattern of programmes:

|  |  |
| --- | --- |
| Pattern | Number of programmes |
| Semester | IV B.D.S. |  |       |       |
| Trimester | - |
| Annual | I B.D.S., II B.D.S, III B.D.S M.D.S |

**\***

**\***

**\***

**\***

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.

No

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

Immuno histo chemistry laboratory for cellular/genetic research

**Criterion – II**

**2. Teaching, Learning and Evaluation**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total | Asst. Professors | Associate Professors | Professors | Others |
| 126 | 54 | 34 | 36 | 02 |

2.1 Total No. of permanent faculty

02

2.2 No. of permanent faculty with Ph.D.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Asst. Professors | Associate Professors | Professors | Others | Total |
| R | V | R | V | R | V | R | V | R | V |
| 05 | - | 08 | - | 05 | - | - | - | - | - |

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

Nil

2.4 No. of Guest and Visiting faculty and Temporary faculty

2.5 Faculty participation in conferences and symposia:

|  |  |  |  |
| --- | --- | --- | --- |
| No. of Faculty | International level | National level | State level |
| Attended Seminars/ Workshops | 06 | 55  | 20 |
| Presented papers | 02 | 07 | - |
| Resource Persons | 01 | 03 | - |

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

* Videos and lectures are being uploaded on the ICT portal
* Online MCQ examinations for students’ practice has been uploaded
* Blogs for ease of communication and recharge of knowledge (both for staff and students) has been created
* All computers in every department are connected through a high speed LAN which is used for sharing and communicating important and administrative data

270

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

2.8 Examination/ Evaluation Reforms initiated by

Online MCQs

Answer sheets are evaluated within 5 days and shown to the students for clearing of doubts

 the Institution (for example: Open Book Examination, Bar Coding,

 Double Valuation, Photocopy, Online Multiple Choice Questions)

Core committee=13

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus

 development as member of Board of Study/Faculty/

 Curriculum Development workshop

80%

2.10 Average percentage of attendance of students

2.11 Course/Programme wise

 distribution of pass percentage : (without AKT)

|  |  |  |
| --- | --- | --- |
| Title of the Programme | Total no. of students appeared | Division |
| Distinction % | I % | II % | III % | Pass % |
| I B.D.S. | 109 |  1% | 28.44% | 38.53% | 4.59% | 72.56% |
| II B.D.S. | 94 | 0% | 31.91% | 46.80% | 3.19% | 81.9% |
| IIIB.D.S. | 87 | 0% | 6.89% | 81.60% | 0% | 88.49% |
|  |  |  |  |  |  |  |
| IV B.D.S.-I sem | 24 | 0% | 0% | 54.16% | 0% | 54.16% |
| IV B.D.S.-II sem | 85 | 0% | 11.76% | 57.64% | 17.65% | 87.05% |
| M.D.S. | 36 | 0% | 2.78% | 88.89% | - | 91.67% |

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

* The online portal gives us the feedback as to how many students/staff are using the ICT portal for teaching – learning processes
* The Core Committee also monitors the activities of these teaching – learning processes

2.13 Initiatives undertaken towards faculty development

|  |  |
| --- | --- |
| *Faculty / Staff Development Programmes* | *Number of facultybenefitted* |
| Refresher courses |  - |
| UGC – Faculty Improvement Programme | - |
| HRD programmes | - |
| Orientation programmes | - |
| Faculty exchange programme | - |
| Staff training conducted by the university | 08 |
| Staff training conducted by other institutions | 02 |
| Summer / Winter schools, Workshops, etc. | - |
| Others(CDE) | 60 |

2.14 Details of Administrative and Technical staff

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Category | Number of PermanentEmployees | Number of VacantPositions | Number of permanent positions filled during the Year | Number of positions filled temporarily |
| Administrative Staff | 79 | - | - | 04 |
| Technical Staff | 41 | - | - | 01 |

**Criterion – III**

**3. Research, Consultancy and Extension**

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

* 2 day symposium was held in the Dept. of Periodontology for the Post graduate students
* I day CDE programme was conducted in Oral Pathology

3.2Details regarding major projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | - | - | - | - |
| Outlay in Rs. Lakhs | - | - | - | - |

3.3 Details regarding minor projects

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Completed | Ongoing | Sanctioned | Submitted |
| Number | 00 | 03 | 03 | 00 |
| Outlay in Rs. Lakhs | - | Rs.1,20,000 | - | - |

3.4 Details on research publications

|  |  |  |  |
| --- | --- | --- | --- |
|  | International | National | Others |
| Peer Review Journals | 21 | 28 | - |
| Non-Peer Review Journals | - | - | - |
| e-Journals | - | - | - |
| Conference proceedings | - | 02 | - |

3.5 Details on Impact factor of publications:

04

 Range Average h-index Nos. in SCOPUS

1.495

0.232-4.55

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Nature of the Project | DurationYear | Name of thefunding Agency | Total grantsanctioned | Received |
| Major projects | -      | -      | - | -      |
| Minor Projects | 2015-16 | BVDU      | 1,20,000      | 40,000 |
| Interdisciplinary Projects | - | -      | - | - |
| Industry sponsored | - | - | - | - |
| Projects sponsored by the University/ College | - | - | - | - |
| Students research projects*(other than compulsory by the University)* | - | - | - | -      |
| Any other(Specify) | - | - | - | - |
| Total | -      | - | - | -- |

3.7 No. of books published i) With ISBN No.

Dr Darshan Hiremath 01,ISBNno.=978-3-659-54916-8

-

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  Level | International | National | State | University | College |
| Number |  00 |  00 |  00 |  00 |  00 |
| Sponsoring agencies |   |   |   |   |   |

 3.11 No. of conferences

 organized by the Institution

06

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

00

15

00

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 :

25,00,000

Nil

 From Funding agency From Management of University/College

 Total

1,20,000

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

 3.16 No. of patents received this year

3.17 No. of research awards/ recognitions received by faculty and research fellows

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Total | International | National | State | University | Dist | College |
| - | - | - | - | 2Dr RAK, Dr Amol Patil | - | - |

 Of the institute in the year

3.18 No. of faculty from the Institution

10

 who are Ph. D. Guides

 and students registered under them

12

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

Nil

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

00

00

 JRF SRF Project Fellows Any other

00

00

3.21 No. of students Participated in NSS events:

-

50

 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

08

-

 NCC NSS Any other

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

Swachata Abhiyan

Tree plantation

Blood Donation Camps

Dental Camps

Adoption of villages

Satellite centres

**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 | 3347.14 sq. m | - | - | 3347.14 sq. m       |
| Class rooms | 04 | - |  | 04 |
| Laboratories | 32 | - |  | 32 |
| Seminar Halls | 08 | -- |  | 08 |
| No. of important equipments purchased (≥ 1-0 lakh) during the current year. |       |       |  |       |
| Value of the equipment purchased during the year (Rs. in Lakhs) | 55,82,929 | - |  | 55,82,929 |
| Others |       |       |  |       |

4.2 Computerization of administration and library

* Accounts tally is used
* All computers are interconnected by LAN
* Document management system has been implemented
* There is software for patient management

4.3 Library services:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|   | **Existing**  | **Newly added** |  | **Total** |
| **No.** | **Value** | **No.** | **Value** | **No.** | **Value** |
| Text Books | 6939 | 6492983 | 139 | 216264 | 7078 | 6709247 |
| Reference Books | 2344 | 2986311 | 32 | 195240 | 2376 | 3181551 |
| e-Books |  |  |  |  |  |  |
| Journals | 2017 | 30755925 | 71 | 4543844 |  |  |
| e-Journals | 49 | 1019427 |  |  |  |  |
| Digital Database | 2 | Under yearly jnl.subc. | 1 +1under NKN  | Under yearly jnl.subc. | 2 | Under yearly jnl.subc. |
| CD & Video | 686 | - | 23 | - | 709 | - |
| Photocopy Machine | 1 | 87500 | 1 | 63000 | 2 | 150500 |
| Library Automation software | 1 | 23000 | - | - | 1 | 23000 |
| Bar code Machine | 1 | 15000 | - | - | - | 15000 |

4.4 Technology up gradation (overall)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Total Computers | Computer Labs | Internet | Browsing Centres | Computer Centres | Office | Depart-ments | Others |
| Existing |  |  |  |  |  |  |  |  |
| Added |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

4.5 Computer, Internet access, training to teachers and students and any other programme for technology

 upgradation (Networking, e-Governance etc.)

Training of staff as well as the members of the ICT committee for utilization of the ICT portal for uploading lectures and videos

2 staff members were sent as representatives to the Engineering college where a lecture/demo was organized for virtual learning

Staff members were also sent for better understanding of Web of Science and Scopus indexed journals

4.6 Amount spent on maintenance in lakhs :

University staff mantains ICT

 i) ICT

4,31,24,970

 ii) Campus Infrastructure and facilities

10,39,834

 iii) Equipments

 iv) Others

4,41,64,804

 **Total :**

**Criterion – V**

**5. Student Support and Progression**

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

Individual lectures by members of IQAC Committee have been conducted for UG and PG students to orient them to ICT services, online feedback and infrastructure

Student members are included in the various committees

Year wise lecture hall interactions related to various support systems for students

Teacher ward system

Various committees like student welfare committee, foreign student committee etc.

5.2 Efforts made by the institution for tracking the progression

Periodic meetings of various committees

Teacher ward committee progress

Grievance redressal cell

Feed back from students

Considerations of suggestions from various committees

|  |  |  |  |
| --- | --- | --- | --- |
| UG | PG | Ph. D. | Others |
| 458 | 123 | 12 | - |

5.3 (a) Total Number of students

 (b) No. of students outside the state

BDS: 148; MDS: 34 (not counting interns)

BDS: 13; MDS: 01

 (c) No. of international students

|  |  |
| --- | --- |
| No | % |
| 153 | 24.43 |

|  |  |
| --- | --- |
| No | % |
| 500 | 76.57 |

 Men Women

|  |  |  |
| --- | --- | --- |
|  | Last Year(2014-15) | This Year(2015-16) |
|  | General | SC | ST | OBC | Physically Challenged | Total | General | SC | ST | OBC | Physically Challenged | Total |
| B.D.S | 88 | 03 | 01 | 08 | - | 100 | 89 | 04 | 01 | 06 | - | 100 |
| M.D.S. | 34 | 03 | - | 05 | - | 42 | 39 | - | - | 03 | - | 42 |

Demand ratio       Dropout %      0%

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

* Personal guidance from staff who have excelled in the field themselves
* CDE programmes are organized every year for career guidance by external agencies
* Alumni talks and lectures are organized for guiding and counselling students

 No. of students beneficiaries

5.5 No. of students qualified in these examinations

-

-

-

-

 NET SET/SLET GATE CAT

 IAS/IPS etc State PSC UPSC Others

DIBO-6

-

-

-

5.6 Details of student counselling and career guidance

CDE programmes by Alumni for guiding students regarding advanced studies in US/ Canada/Australia

CDE programmes by different organizations such as IDA/Colgate for career guidance

Personal guidance from staff who have excelled in the field themselves

 No. of students benefitted

60

5.7 Details of campus placement

|  |  |
| --- | --- |
| ***On campus*** | ***Off Campus*** |
| Number of Organizations Visited | Number of Students Participated | Number of Students Placed | Number of Students Placed |
|      - |      - |      - |      - |

5.8 Details of gender sensitization programmes

Zero tolerance to ragging

Lectures are organized by Anti- ragging and the Women’s Grievance committees

5.9 Students Activities

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

-

-

06

 State/ University level National level International level

 No. of students participated in cultural events

1= Prachi Kadam

 State/ University level National level International level

1 =Pranali Jagtap

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

 Sports : State/ University level National level International level

 Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

|  |  |  |
| --- | --- | --- |
|  | Number ofstudents | Amount |
| Financial support from institution  | 09 | 7,42,000 |
| Financial support from government | - | - |
| Financial support from other sources | - | - |
| Number of students who received International/ National recognitions | - | - |

5.11 Student organised / initiatives

-

-

01

Fairs : State/ University level National level International level

-

-

01

Exhibition: State/ University level National level International level

-

5.12 No. of social initiatives undertaken by the students

5.13 Major grievances of students (if any) redressed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Criterion – VI**

**6. Governance, Leadership and Management**

6.1 State the Vision and Mission of the institution

**VISION**

* To be a world class University for Social Transformation through Dynamic Education

**MISSION**

* To provide inclusive borderless access to higher education and vocational education based on merit
* To offer varied professional clinical vocational and general education programmes to meet the changing and diverse needs of society in a global context.
* To provide quality higher education for liberation of mind and empowerment of hands.
* To promote quality research in diverse areas of development and engage in application of knowledge for community development.
* To develop national and international networks with industry service centre and other academic and research institutions to meet the expectations of various stake holders.
* To promote extensive use of ICT for enrichment of teaching-learning and effective governance.
* To make quality an integral part of all University operations by promoting innovative practises.

6.2 Does the Institution has a management Information System

Document Management System has been started partially from this year.

Till date, physical documentation of information has been carried out

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

6.3.1 Curriculum Development

Curriculum of the institution is as per guidelines given by Dental Council of India. The syllabi are issued by DCI to the University for Implementation. The registrar of the University forwards the same to the Dean of the institution who in turn directs it to the respective Principal. The Principal, through the heads of the department’s hands over the syllabus for further discussion with faculty, subject experts and stake-holders. Modifications suggested by these experts are incorporated and the draft is put forth in the concerned Boards of Studies. After detailed discussion in BOS, accepted modifications are forwarded to the faculty for further discussion. Consequently, it is again discussed in faculty meeting and sent to Academic Council of the University for final Approval. After approval by Academic Council, said modifications are notified to the University and finally forwarded to the College for implementation.

6.3.2 Teaching and Learning

Introduction of ICT with videos of lectures/procedures uploaded online on the ICT portal

Institute has a **teaching programme committee** to plan the teaching-learning and evaluation schedules

The academic calendar is planned in advance before the term starts and is displayed on the notice board for thje students and is followed meticulously

Various teaching learning methods used in the institution are lectures, demonstrations, computer assisted presentations, project work, seminars, stimulations, assignments and journal club for under and post graduate students.

Feedback from students is utilised for improvement in teaching and learning

**Utilization of Visualizer** for clinical as well as laboratory demonstrations are an innovative way of teaching the students.

6.3.3 Examination and Evaluation

On line MCQs available to the students after the lectures; encouraging a self learning process

Assessment examinations are held regularly and all records maintained.

The performance report of these exams are displayed on the notice boards.

After the exams the results are analyzed to monitor the student performance

The respective HODs , for further counselling, call the students with below average performance

Day to day assessment and evaluation of student performance is carried out in class and clinics

Staff members counsel, motivate and encourage the weaker students

6.3.4 Research and Development

A benchmark of a minimum of 2 International Publications with Impact Factor/Scopus citation was set to encourage a research environment

Faculty is motivated to take up PhD

Interdisciplinary research is encouraged

Research collaborations are encouraged

6.3.5 Library, ICT and physical infrastructure / instrumentation

Upgradation of library and infra structure facilities

Classrooms with ICT facilities

Fully functional ICT programmes with feedback from students, parents and alumni

Library is updated with latest journals and has online subscriptions with science direct, wiley online, springer link etc.

ICT which is a part of the University portal is being used for e governance, student feedback, online tests, virtual notice boards, attendance and internal assessment calculations

6.3.6 Human Resource Management To ask Dr Mali

6.3.7 Faculty and Staff recruitment

The number of staff members is in excess to the requirement of UGC

Staff recruitment is through advertisements made in leading Nationals

6.3.8 Industry Interaction / Collaboration

1. Tata Memorial Hospital, Mumbai for management of Oral Cancers
2. Maharashtra Memorial Foundation Ratna Memorial Hospital, Pune, For Cancer screening
3. Meenakshi Ammal Craniofacial Centre, Chennai and Sushrushas Hospital Mumbai for training in the management of cleft lip and palate
4. Post graduate student exchange programme with KLE’s College of Dental Sciences, Belgaum
5. Sushrushas Hospital Mumbai
6. Johnson and Johnson Institute, Mumbai
7. Rajiv Gandhi Institute of Biotechnology
8. Young India
9. Rotary Club, Khadki
10. Mukul Madhav Foundation
11. Mahatma Gandhi Hospital
12. IRSHA, School of Inter Active Research

Post graduate students as well as faculty have done dental treatment and research projects in collaboration with:

* Poona College of Pharmacy
* Institute of Biotechnology, Bharati Vidyapeeth
* Praj Metallurgy Laboratory

6.3.9 Admission of Students

The Institution ensures wide publicity of the admission processby placing advertisements in all leadind newspapers (national and rereional). The prospectus is available well in advance. It gives all the details of the course, the admission procedure, application procedure, syllabus of the exam, number of seats available in regular category/ NRI/ Foreign/ Mangement category, dates of the exam and declaration of the results and the date of commencement of the college.

The institutional website ([www.dchpune.bharatividyapeeth.edu](http://www.dchpune.bharatividyapeeth.edu)) is functional and gives all the details of the course.

The selection of the students is strictly on merit of the exam (CET for BDS and DENPET for the MDS students). The exams are held at Pune, Mumbai, Delhi and Hyderabad.

Eligibility of the students for admission is as per the guidelines of DCI

|  |  |
| --- | --- |
| Teaching |  Health scheme |
| Non teaching | Health scheme |
| Students | Concession in treatment |

 6.4 Welfare schemes for

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      | Principal |
| Administrative | Yes      | V.A. Dudhedia and Co. (Accounts audit) | - | - |

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?

 The Core Committee of the College discussed the issue and forwarded the suggestions to the Board of Studies (Faculty of Dentistry). Further discussions were held by the members of the Board of Studies and the recommendations were forwarded to the University

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

 To ask Dr Mali

6.11 Activities and support from the Alumni Association

 The Alumni Association conducted lectures and orientation programmes for the undergraduate and post graduate students of the college. The members discussed difficult clinical cases encountered in their practise as well as cases of academic interest.

New emerging trends such as lasers and implants used in Dentistry were discussed

Also alumni guide the students regarding overseas education, practise management

Online feedback is received from the alumni

6.12 Activities and support from the Parent – Teacher Association

 Bi Annual PTA meetings are held and the feedback taken from the parents are analyzed and implemented

Online feedback is received from the parents

6.13 Development programmes for support staff

 English Speaking classes are held.

Computer training classes are held by the Engineering College

Communication skills and e mail etiquettes To ask Dr Tepan

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

 Segregation and Disposal of bio-medical waste

Tree plantation programmes are conducted by NSS

**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.

**ICT (Information& Communication Technology)** which is a part of university portal is being used for e-governance, student feedback, online tests, virtual notice board, attendance and internal assessment calculations as well as to upload study material online for students who can access them from home.

Latest technology software’s like **Dolphin &Nemoceph** are being used for education & motivation of the patients.

Digital library has been established in the department with internet facilities for the postgraduate students.

The faculties presented their suggestions for innovations in designing the teaching as well as the examination pattern to make them:-

 1) Objective

 2) Student friendly

 3) Adopt transparent process in evaluation

A multi disciplinary program along with the Rajiv Gandhi institute of Biotechnology is being formed to expose the dental students and staff to basic cellular level research and which would give a firsthand experience to the dental students.

This inter-disciplinary program will play a role example to take research to a newer level.

Bharati Vidyapeeth Deemed University Dental College Pune is conducting a Certificate Course in Dental Practice Management for Interns and PG students.

This program has been designed to assist the students in understanding and implementing proven strategies for operational effectiveness and real life business principles specifically for dentistry..

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

 beginning of the year

|  |  |
| --- | --- |
| Proposed Action | Action taken |
| To organize faculty development programmes | CDE programmes have been conducted for the staff |
| Collaborate with Biotechnology College for training staff and students for research purposes | Two day workshop was organized |
| Campus placement for students | My Dentist chain of clinics |
| Implementation of ICT for student welfare | ICT for students to download or access study material over the net and give online exams |
| To adopt a village for free dental care as a part of social initiative | Bhugaon has been adopted for making it oral disease free |
| Introduction of document management system | Has been implemented |
| Dental check up camps | Are regularly conducted by the public health dentistry department |
| On line feed back from alumni and parents | Implemented |
| To encourage research | A benchmark of a minimum of 2 International Publications with Impact Factor/Scopus citation was set to encourage a research environmentFaculty is motivated to take up PhDInterdisciplinary research is encouragedResearch collaborations are encouraged |
| Introduction of PG exchange programme at University level | Paediatric dentistry department has a PG exchange programme |
| Skill development programme | Dental practise management certificate course has been started |

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

* Patient and parent feedback system
* Education friendly system

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

7.4 Contribution to environmental awareness / protection

* Tree plantation programmes by the NSS unit of the college
* Environmental awareness and swachata abhiyan programme was conducted.

**\***

7.5 Whether environmental audit was conducted? Yes No

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

* Well qualified and experienced staff
* Good student: teacher ratio
* Well equipped departments with advanced technology
* Research and publication in International Journals
* Mentoring students in the teacher-ward system
* Alumni strengthening
* Sustenance of quality in order to withstand the competition of other institutes

8. **Plans of institution for next year**

Encourage research

Collaboratiion with foreign universities

Student exchange programmes

To meet global standards at all levels of education and training of students and staff

*Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Signature of the Coordinator, IQAC 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

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