

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



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद्

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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

NAAC

VISION

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

MISSION

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

Value Framework

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

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

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

Introduction

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

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

Objective

The primary aim of IQAC is

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

Strategies

IQAC shall evolve mechanisms and procedures for

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

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

Functions

Some of the functions expected of the IQAC are:

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

Benefits

IQAC will facilitate / contribute

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

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

Composition of the IQAC

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

The composition of the IQAC may be as follows:

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

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

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

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

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

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

The role of coordinator

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

Operational Features of the IQAC

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

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

Monitoring Mechanism

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

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

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

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

The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC. (Note: The AQAR period would be the Academic Year. For example, July 1, 2013 to June 30, 2014)

Part – A

I. Details of the Institution

1.1 Name of the Institution	I.T.S Centre for Dental Studies & Research
1.2 Address Line 1	Delhi-Meerut Road
Address Line 2	Murad Nagar
City/Town	Ghaziabad
State	Uttar Pradesh
Pin Code	201206
Institution e-mail address	dental.gzb@its.edu.in
Contact Nos.	01232-225380
Name of the Head of the Institution:	Dr. Vinod Sachdev
Tel. No. with STD Code:	01232-225380
Mobile:	09582374054

Name of the IQAC Co-ordinator:

Dr. Devicharan Shetty

Mobile:

09811585670

IQAC e-mail address:

dental.gzb@its.edu.in

1.3 NAAC Track ID (For ex. MHC0GN 18879)

EC/59/A&A/15

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/59/A&A/15

1.5 Website address:

www.its.edu.in

Web-link of the AQAR:

www.itsdentalcollege.com/NAAC/IQAC

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	2012	April 20, 2017
2	2 nd Cycle				
3	3 rd Cycle				
4	4 th Cycle				

1.7 Date of Establishment of IQAC :

DD/MM/YYYY

21st April, 2012

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

2015 - 2016

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 Previous academic year (2012-13) report submitted on (20/09/2014)
- ii. AQAR Previous academic year (2013-14) report submitted alongwith (20/09/2014)
- iii. AQAR Previous academic year (2014-15) report submitted on (08/04/2016)
- 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) Regulated by Dental Council of India (DCI)

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*)

Ch. Charan Singh University, Meerut.

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

9

2.2 No. of Administrative/Technical staff

2

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

2

2.6 No. of any other stakeholder and
community representatives

1

2.7 No. of Employers/ Industrialists

1

2.8 No. of other External Experts

2

2.9 Total No. of members

20

2.10 No. of IQAC meetings held

8

2.11 No. of meetings with various stakeholders:

Faculty

5

Non-Teaching Staff

2

Students

2

 Alumni

1

Others

--

2.12 Has IQAC received any funding from UGC during the year?

Yes

--

No

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.

58

International

1

National

3

State

-

Institution Level

54

(ii) Themes

28th ISDR- Research into Clinical Practice- Bridging the gap

2.14 Significant Activities and contributions made by IQAC

1. Orion software implemented for management of accounts, consumables and academic evaluation of students.
2. Monitoring of treatment quality and treatment planning through medical audit.
3. Recommended the procurement of dental chairs and units for left handed doctors.
4. Started a young researcher award to create a research and innovation environment in the institution.
5. Improve teaching outcomes through continuous education programs so as to bridge the gap between DCI curriculum and clinical requirements.
6. Effective monitoring of sterilization procedures through microbiological evaluation for all departments i.e. clinical and non clinical departments.
7. Ensuring that the Bio Medical waste management is being conducted properly.
8. Ensuring the quality of academics by obtaining feedback from students.
9. Encouraging participation of students in various in-house activities and extracurricular activities.
10. Has been working for the enhancement of academic atmosphere and oral health care services .
11. Students "involvement in social and community services.
12. Ensuring continuous improvisation in teaching & student performance by the institute.

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
<ul style="list-style-type: none"> • Monitoring the patient treatment and improving the treatment plans. • Improving the facilities for left handed operators. • Reducing the carbon print of the institution by shifting to better power management systems. • Promote research and innovation among the students. • Provide the undergraduate students an exposure to Dental implantology. • Upgradation of library • Strengthening interaction through guest lectures, conferences • Enlarging activities and support from the alumni association • Promoting research-culture among faculty members through writing research papers. 	<ul style="list-style-type: none"> • Systemized random Auditing of patients being treated in the institution started. • At least one dental chair catering to left handed operators installed in all the departments. • Installation of LED tube lights in the campus. Also solar panels have been installed for utilizing renewable sources of energy. • Young researcher awards were initiated by the institution. • Modules were started wherein undergraduate students could take part in the modules. • New reference books have been procured for the upgradation of the library. • A total of 4 international or national conferences or CDE conducted. 7 other institutional level programmes organized. • Alumni reunion in 21st May, 2016. • Research contribution of faculty Research paper in International Journals – 40 Research Paper in National Journals – 62

<ul style="list-style-type: none"> • Improving Inter- departmental coordination by familiarising each other with departmental treatment protocols. • International exposure to the students through foreign visit, lectures of International speakers etc. 	<ul style="list-style-type: none"> • The inter – Departmental coordination has been improved by 36 clinico – pathologic conferences (3 per month). 8-OOO workshops and 3 Ortho-Pedo workshops were organized. • 2 postgraduate students & 2 Undergraduate students along with a faculty member visited Tufts University, Boston, July, 2015
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** 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

2014-15 AQAR was presented to the management in the MRM meetings and the suggestions were accepted.

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	9		9	9
UG	1		1	1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		1	1	1- Implants
Others				
Total	10		11	11
Interdisciplinary		52		
Innovative				

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

Problem based learning has been implemented. Curriculum is according to DCI & University pattern.

(ii) Pattern of programmes:

Pattern	Number of programmes
Semester	
Trimester	
Annual	Yes

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.

By Dental Council of India .
The college conducts CDE courses so as to enhance the learning process.

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

1. Habit cessation centre.
2. Laser clinics have been started in the department of Periodontics.
3. Centre for advanced radiology was started and CBCT machine was installed.
4. Centre for Oral Implantology (C.O.I) – Implant teaching module was conducted successfully for PG students & Interns.
5. Advance Clinical Research Centre – Newer equipments added.

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
126	45	30	31	20

2.2 No. of permanent faculty with Ph.D.

2

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

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
45	-	30	-	31	-	20	-	126	-

2.4 No. of Guest and Visiting faculty

54

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	64	211	
Presented papers		29	
Resource Persons			

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

- Power Point presentations are being provided to undergraduates before the lectures.
- Interns MCQ started for aiding preparation for postgraduate entrance test.
- 3 CPC are conducted every month so as to impart all round knowledge and clinical case exposure to the students.
- Faculty research centre for peer interaction
- Case study based teaching
- Meritorious students award to top ten University & College rankers annually
- Rank improvement awards to students.
- CDEs conducted on regular basis.

2.7 Total No. of actual teaching days

during this academic year

245

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

Online MCQ test for interns
Semester examinations for PGs

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

As per DCI & University Regulation

2.10 Average percentage of attendance of students

80% BDS
85% MDS

2.11 Course/Programme wise distribution of pass percentage :

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MDS	49	2%	57%	36.5%		95.5%
BDS	377	28.5%	68.5%	0.5%		97.5%

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

1. Teacher training programs were conducted.
2. Leadership skills program was conducted.
3. Orion software is used to assess the workload of postgraduates and auditing for the purpose of evaluation of treatment quality.
4. Semester examination system for postgraduates for periodic evaluation.
5. Student feedback is collected in each subject for evaluation about the level of teaching and understanding.
6. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance.
7. Student grievances are redressed by holding meeting with class representatives as well as concerned students.
8. Year wise coordinator system.
9. Mentor system for every 10 students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	4 courses (almost 80%)
Orientation programmes, CDE	161 (64 faculty members)

Faculty exchange programme	1 programs (1)
Staff training conducted by the university	
Staff training conducted by other institutions	2 Program (10)
Summer / Winter schools, Workshops, etc.	
Others	

2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	85	-	85	-
Technical Staff	66	-	66	-

Criterion – III

3. Research, Consultancy and Extension

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

- i) Young researcher award initiated.
- ii) An international conference of dental research was organized by the institution.
- iii) Advance Research Centre made fully functional.
- iv) Aid for Department Research Projects.
- v) Motivating teachers for research work, publishing articles in the reputed international & national journals.
- vi) Encouraging faculty members to participate in seminar & conferences.
- vii) Research incentive scheme for faculty.

3.2 Details regarding major projects ?

	Completed	Ongoing	Sanctioned	Submitted
Number	48	99	99	48
Outlay in Rs. Lakhs				

3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	26	13		
Outlay in Rs. Lakhs				

3.4 Details on research publications

	International	National	Others
Peer Review Journals	40	62	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	08	Nil
Conference proceedings	Nil	Nil	Nil

3.5 Details on Impact factor of publications:

Range Average h-index Nos. in SCOPUS

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

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects	2015-16	ICMR	28000/- per month for 2 years	-
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

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

ii) Without ISBN No.

3.8 No. of University Departments receiving funds from

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

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

3.10 Revenue generated through consultancy

3.11 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	1	01			2
Sponsoring agencies	Self Finance	Self Finance			Self Finance

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

01- For Implant course with Bioner
 02- Tufts University
 03- Dharamshila Cancer hospital
 04- MMG hospital
 05- Sanjay Nagar Clinic
 06- Dasna Jail Clinic

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of College
 Total

3.16 No. Of patents received this year

Type of Patent		Number
National	Applied	01
	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
21	nil	21	nil	nil	nil	nil

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

NA

NA

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)

JRF SRF Project Fellows Any other

3.21 No. Of students Participated in NSS events: - Nil-

University level State level
National level International level

3.22 No. Of students participated in NCC events: - Nil-

University level State level
National level International level

3.23 No. Of Awards won in NSS: - Nil-

University level State level
National level International level

3.24 No. Of Awards won in NCC: - Nil-

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

- Village Adoption Program
- Twelve camps are held every month -10 village rural or semi- urban camps (out of which 2 are Sunday camps) and 2 School camps.
- The college operates 3 satellite centres in collaboration with govt.
 - 1) MMG hospital where infrastructure, material and personnel are provided by the college while the revenue goes to the govt.
 - 2) Sanjay Nagar satellite centre which is managed wholly by the institution with the revenue going to the Govt.
 - 3) Dasna Jail centre where the college caters to the inmates.
- The college has another 3 satellite centres of its own which are financed and managed by the institution itself.
 - 1) ITS MohanNagar
 - 2) Nand gram
 - 3) Shival Khas
- One surgery per month for carcinoma patients is sponsored by the institution as part of our social responsibility
- Orthodontic day was celebrated wherein school camp was organized.
- World Oral Health Day
- World Health Day

- CSA training program
- Teacher Training Program
- No tobacco Day
- Women's Day
- Dentist day
- World Cancer Day
- Faculty Leadership program
- World Elderly Day
- World Hepatitis Day
- Hepatitis B vaccination camp was organized.
- Free Denture delivery camp was organised.
- Community Health & Dental check up camps were organised in rural and urban area District Ghaziabad.
- Oral health education programme were conducted.
- Free service for poor and needy
- Scholarships for students were distributed.

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	6.20 acr	-	Internal	6.20 acrs
Class rooms	04	-	Internal	04
Laboratories	09	01	Internal	10
Seminar Halls	09	-	Internal	09
No. Of important equipments purchased (\geq 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. In Lakhs)		Rs.18.38318	Internal	-
Others	3 Auditorium (Vikram Sarabhai auditorium which seats 458 people, Kalpana chawla auditorium which seats 200 people and R Ahmad auditorium with a capacity of 168) Research Lab Implant Centre CBCT centre Laser Clinics 5 Examination Halls 9 seminar Rooms and 9 departmental libraries. 3 demo room, 1 board room, 1activity hall, 3 museum.	Advanced digital Lab incorporating CAD-CAM system. Extension of 4 departments i.e. Oral Surgery, Conservative, Prosthodontics and Orthodontics. Relocation and renovation of 3 department libraries and seminar rooms.		

4.2 Computerization of administration and library

- Introduction of Enterprise Resource Planning software for effective management of student attendance and academic performance.
- Almighty helpdesk system was introduced for managing complaints related to maintenance and up gradation.
- Extension of Orion software from OPD Patients management to management of Billing and Inventory.
- Software dedicated for administrative & library work
- Fully Computerised library

4.3 Library services:

Library Services:	Existing		Newly Added		Total	
	No.	Value	No.	Value	No.	Value
	Text Books	8852		329	234642	9181
Reference Books	2395		30		2425	
e-Books						
Journals	75	2671444	6	19762	71	2461796
e-Journals	437	614327	14		451	585942
Digital Database						
CD & Video	683		05		688	
Others (Old Bound Journals)	1842				1842	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	184	1(30)	10 mbps	01	01	10	144	
Added	41	1(8)	10 mbps	01	01	10	23	
Total	225	2(38)	20 mbps	02	02	20	167	

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

The Institute offers round the clock high speed Internet connectivity throughout the campus through its high end optical fibre and highly secured Wi-Fi network for Boys and Girls hostels, cafeteria, library, auditorium, seminar halls, and class rooms.

To make the teaching learning process more effective some classrooms are empowered with the technologically advanced "Smart Boards". These boards again act as a vital tool in making the class room delivery more effective and the faculty members use this tool as it offers a great flexibility in terms of managing multiple boards on a single board using their laptop computers. The power point presentations for all the lectures are provided to the students prior to the lecture classes. Computer IT Lab is available for students & faculty members for online access for research work. Orion software for patients management in OPD.

Training for EMS software and Orion software has been provided to the faculty and each faculty ghas their own access passwords to the system.

Live surgical demonstrations are transmitted to the lecture halls.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 7.75016
ii) Campus Infrastructure and facilities	Rs. 120.15431
iii) Equipments	Rs. 19.00.273
iv) Others	Rs. 22.37088
Total :	Rs. 1,69.27,808

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Providing PowerPoint presentations to the students before the lectures.
- Objective assessment of students so as to highlight the lacunae in the learning process.
- Ensuring proper display and sending information through mails to the students about support services.
- Monitoring the activities of various cells like career guidance cell, counselling cell, student grievance cell, anti ragging committee and women's grievance cell.
- Individual attention to the students by faculty mentorship programme.
- Student feedback for improvement of teaching learning process.

5.2 Efforts made by the institution for tracking the progression

- Examination procedure for internship students to prepare them for postgraduate entrance exams.
- Student's progress assessed by regular internal exams before the university exam.
- Feedback from Alumni so as to improve the teaching and learning process for the upcoming students.
- The student assessment of teachers is in place for all the subjects in all the programmes BDS & MDS. It is done through filling up of online faculty/subject feedback form by the students.
- Extra classes taken for students who are lagging behind in the curriculum as assessed by the terminal examinations.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
496	149		

(b) No. of students from outside the state

426

(c) No. of international students

-

Men	No	%	Women	No	%
	157	24.34		488	75.66

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
77	04	03	16	-	100	73	06	00	21	-	100

Demand ratio

Dropout %

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

MCQ type examinations are conducted for competitive examination Preparation

No. of students beneficiaries

83

5.5 No. of students qualified in these examinations

NET	<input type="text" value="1"/>	SET/SLET	<input type="text" value="18"/>	GATE	<input type="text" value="-"/>	CAT	<input type="text" value="-"/>
IAS/IPS etc	<input type="text" value="-"/>	State PSC	<input type="text" value="-"/>	UPSC	<input type="text" value="-"/>	Others	<input type="text" value="-"/>

5.6 Details of student counselling and career guidance

As mentors faculty guides the student in their academic and personal matters, and maintains a record of their academic profile and progress through monitoring so as to take remedial measures if required.

The student counsellor comes twice in a week to solve any issues that the student may be facing.

No. of students benefitted

400

5.7 Details of campus placement – N.A

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

5.8 Details of gender sensitization programmes

02 Programmes on Gender Sensitization conducted by the Institute. All the female faculty and staff members participated in the programme. Women's day was celebrated and a cervical cancer awareness camp was organized.

To raise the awareness and maintain the rights of women -women's grievance cell is activated.

5.9 Students Activities

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

State/ University level National level International level

No. of students participated in cultural events

State/ University level National level International level

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

Sports : State/ University level National level International level

Cultural: State/ University level National level International level

5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	35	Rs. 20,000.00 for securing first position, Rs. 15,000.00 for securing second position, Rs. 10,000.00 for securing third/ fourth position, Rs. 7500/- for securing fifth position, Rs. 5000/- for sixth/seventh position and 1,100.00 for securing positions 1st to 10th on the basis of University examination, Total Amount Paid

		Rs. 1,67,000.00
Financial support from government	00	NIL
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	3 undergraduates 12 postgraduates	Nil

5.11 Student organised / initiatives

Fairs : State/ University level National level International level

Exhibition: State/ University level National level International level

5.12 No. of social initiatives undertaken by the students

02

Patient awareness camp on Orthodontic day

Skit presentation on No tobacco Day

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

Criterion – VI

6. Governance, Leadership and Management

Vision: I.T.S Dental College aims at not only imparting the students with the knowledge to practice various specialties efficiently and effectively, backed by scientific knowledge and skill but also exercise empathy and a caring attitude while maintaining high ethical standards we offer an educational program with a plethora of innovative concepts, for creating a host of talented professionals.

Mission: Mission towards students-The mission is to equip students with sound technical knowledge and skill to serve rural and underprivileged population of India by adopting ethical principles in all aspects of practice & professional honesty and integrity so as to ensure higher competence in both general and specialized areas.

Mission towards Patients- Patient is the most important visitor to our college. Each patient teaches us a lesson that not even books can teach. We are not doing him a favour by serving him; He is doing us a favour by giving us an opportunity to do so. The patient doctor relationship should be a life time strong bond which will ensure patients health and reduce his pain.

We aim for the patient care to be delivered irrespective of social status, caste, creed or religion of the patient.

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

As Per DCI

6.3.2 Teaching and Learning

Problem based and Evidence based learning

6.3.3 Examination and Evaluation

As per guidelines of Chaudhary Charan Singh university and Dental council of India.

6.3.4 Research and Development

Research centre is established and maintained in the institute. All the departments take up at least two research projects every year which are done in The centre.

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Services:

- Air – Conditioned library
- Access to online journals
- Subscription of online database like EBESCO
- Library automation
- Separate reference section
- Computerised title / book search facility
- Computerized access, issue and return facility

USE of ICT

- Smart classroom
- Wi-fi campus
- Group id creation

Infrastructure Facility

- Airconditioned clinical areas
- 24 hour power backup in the campus for residential and clinical areas.
- Gymnasium for both boys and girls.
- 3 Auditorium with seating capacity of 458, 168 & 200.
- Girls common room, Boys common room
- Board room with seating capacity of 40
- Centralised RO for supply of clean drinking water
- ATM facility.
- Spacious sports for indoor games like Badminton, Table Tennis, carom, chess etc.
- Outlet of Nescafe
- In campus 100 bed hospital with qualified doctors from different specialities and support staff
- Ground for outdoor games
- Solar panels for utilization of renewable sources of energy.
- Temple within the campus.

6.3.6 Human Resource Management

N.A

6.3.7 Faculty and Staff recruitment

Through advertisement & regular selection

6.3.8 Industry Interaction / Collaboration

CDE / Workshop / Clinico – Pathologic Conferences

6.3.9 Admission of Students

UPCAT Dental Entrance Examination

6.4 Welfare schemes for

Teaching	Soft Loan Facility, Medical Insurance Free medical & dental check up at I.T.S hospitals
Non teaching	Soft Loan Facility, Medical Insurance Free medical & dental check up at I.T.S hospitals
Students	Medical & dental check up at I.T.S hospitals at subsidised rates. Health insurance policy for all students

Health Insurance for faculty & staff from ESIC / M/s Cholamandalam Insurance Co. Ltd.

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	Dental council of India and Chaudhary Charan Singh University	Yes	Audit committee headed by Dr. Subodh.
Administrative	Yes	ISO	Yes	Accounts officer

6.8 Does the University/ Autonomous College declare 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?

Central Evaluation in the University by the internal and external examiners after the answer sheets have been coded/ blinded.

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

University Affiliation Inspection on yearly basis.

6.11 Activities and support from the Alumni Association

Alumni reunion on 21.05.2016
Participation of alumni members in various institutional events as resource persons, judges of various events and chairpersons of scientific sessions.

6.12 Activities and support from the Parent – Teacher Association

Institute invites Parents of the students on various Institute functions like Mata Ki Chowki, Convocation Programme, Orientation Day and Student merit scholarship award ceremony organised every year. Faculty members communicate and talk to parents of the students regarding attendance and academic progress of their ward. Feedback/suggestions are collected from such events.

6.13 Development programmes for support staff

Sterilization awareness programmes For CSA & staff Nurse
Immunization for Hepatitis B for all the students, staff & faculty members

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

Initiatives taken to make the campus eco-friendly are as follows:

- Installation of Solar Panel to move towards a more eco friendly power source .
- The campus has been shifted from conventional tube lights to LED lights in effort to save electricity.
- Use of plastic is discouraged inside the campus.
- Save electricity campaign as part of CSR initiative.
- Massive plantation drive inside and outside the campus
- Eco friendly infrastructure to make use of natural light
- Water sewage treatment plant
- Discourage the use of horns in the campus to avoid noise pollution.
- Waste segregation at the source followed by proper disposal of biomedical waste.

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.

- Comprehensive treatment clinics have been introduced to enhance the patient care.
- Orion Software based paperless record keeping which can be accessed by any department, analysis of treatment planning, billing and inventory upkeep. The software also has a facility of sending appointment reminder messages to the patients and the consultants.
- Merit and performance Improvement Award to the students in every semester/ trimester
- Regular Guest lectures, Seminars on current issues, Workshops under industry interaction initiative
- Orientation programme before beginning of the BDS and MDS programme.
- Powerpoint presentations of lectures which are provided to the students before the lecture class is held.
- Scrubs have been introduced in the clinical section to decrease the chances of cross-infection.

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

- Conferences & CDEs organised for Up gradation of knowledge of faculty.
- Monthly three inter departmental conferences organised for familiarisation with other departmental treatment protocol.
- Student mentorship program is being strictly enforced.
- A grand Alumni meet was organised on 21st May 2016 in which more then 250 alumni members were present.
- Through the year as an ongoing continuous process Alumni members were invited to take part in various activities of the Institute through face book, other communication.
- An implant module was started to impart additional knowledge to the students.
- A request for collaborative research has been sent to ICMR.

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

- Patient management software (ORION) Annexure 3
- Clinicopathological Conferences Annexure 4

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

7.4 Contribution to environmental awareness / protection

- Installation of Solar Panel to move towards a more eco friendly power source .
- The campus has been shifted from conventional tube lights to LED lights in effort to save electricity.
- Use of plastic is discouraged inside the campus
- Save electricity campaign
- Massive plantation drive inside and outside the campus

7.5 Whether environmental audit was conducted? Yes No

No

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

Salient Features of I.T.S Centre for Dental Studies & Research, Muradnagar

- Ranked among Best Dental School in India
- Conducive learning environment
- Proximity to National Capital
- International study tour for Global learning and exposure
- Collaboration with international Institutions
- Strong Alumni Network
- In-campus Hostel & mess
- Power back up
- RO & Water treatment facility
- Wi-fi connectivity
- Corporate Social Responsibility initiative are regularly being taken up by the college

8. Plans of institution for next year

Institute has planned the following activities for the year 2015-16.

- One national /institute level seminars in the speciality of dentistry. Human Resource and Information Technology.
- Student – Alumni mentorship programme.
- Alumni Meet
- Improving the employability of the students by imparting value added modules.
- To promote collaborative research through MoU with academic bodies / industries.
- Practice Management programs for interns and postgraduate students.



Name Dr. Devicharan Shetty
Coordinator, IQAC



Name Dr. Vinod Sachdev
Chairperson, IQAC
