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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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

1. 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@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. Hari Parkash

Mobile: 09810118521

IQAC e-mail address: iqac.itscdsr@its.edu.in

1.3 **NAAC Track ID** *(For ex. MHCOGN 18879)*   EC/59/A&A/15

1.4 **NAAC Executive Committee No. & Date:**   EC/59/A&A/15
    (For Example EC/32/A&A/143 dated 3-5-2004.
    This EC no. is available in the right corner- bottom
    of your institution's Accreditation Certificate)

1.5 Website address: 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	1st Cycle	A	3.15	2012	April 20, 2017
2	2nd Cycle				
3	3rd Cycle				
4	4th Cycle				

1.7 Date of Establishment of IQAC :   DD/MM/YYYY   21st April, 2012

1.8 **AQAR for the year** *(for example 2010-11)*   2013 - 2014

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

  i. **AQAR Previous academic year (2012-13) report submitted alongwith**
 ii. AQAR_____ _____ (DD/MM/YYYY)
iii. AQAR_____ _____ (DD/MM/YYYY)
 iv. AQAR_____ _____ (DD/MM/YYYY)

1.10 Institutional Status

University   State [ ]   Central [ ]   Deemed [ ]   Private [ ]

Affiliated College   Yes [Y]   No [ ]

Constituent College   Yes [ ]   No [ ]

Autonomous college of UGC   Yes [ ]   No [ ]

Regulatory Agency approved Institution   Yes [Y]   No [ ]

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution   Co-education [Y]   Men [ ]   Women [ ]

                  Urban [ ]   Rural [Y]   Tribal [ ]

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

                 Grant-in-aid + Self Financing [ ]   Totally Self-financing [Y]

1.11 Type of Faculty/Programme

      Arts [ ]   Science [ ]   Commerce [ ]   Law [ ]   PEI (Phys Edu) [ ]

      TEI (Edu) [ ]   Engineering [ ]   Health Science [Y]   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

1

2.3 No. of students

2

2.4 No. of Management representatives

1

2.5 No. of Alumni

1

2. 6 No. of any other stakeholder and

   community representatives

1

2.7 No. of Employers/ Industrialists

-

2.8 No. of other External Experts

2

2.9 Total No. of members

17

2.10 No. of IQAC meetings held

2.11 No. of meetings with various stakeholders: No.   -   Faculty   4

Non-Teaching Staff Students   3   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.   -   International   -   National   -   State   -   Institution Level   -

   (ii) Themes

2.14 Significant Activities and contributions made by IQAC

1. Ensuring the quality of academics by obtaining feedback from students.
2. Encouraging participation of students in various in-house activities and extracurricular activities.
3. IQAC has been working for the enhancement of academic atmosphere and oral health care services
4. Students "involvement in social and community services
5. Ensuring continuous improvisation in teaching & student performance by he 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

• Strengthening interaction through guest lectures, conferences
• Enlarging activities and support from the alumni association
• Promoting research, culture among faculty members through writing research papers.
• International exposure to the students through foreign visit, lectures of International speakers etc.
	• National level seminar organised
	• Research contribution of faculty
	  Research paper in International Journals – 34
	  Research Paper in National Journals – 48
	• Alumni reunion on 31st March 2014
	• International conference with 10 International Speaker held in 9th to 10th May, 2014

Attach the Academic Calendar of the year as Annexure.

2.15 Whether the AQAR was placed in statutory body   Yes Yes   No ☐

Management ☑   Syndicate ☐   Any other body ☐

Provide the details of the action taken

• Cash incentive for the faculty to encourage writing text books, case studies, research papers.
• Throughout the year as an ongoing continuous process Alumni members are invited to take part in various activities of the institute.
• Annual alumni meet was organised on 31st March, 2014 in which more than 300 members were present.

Part – B

Criterion – I

1. Curricular Aspects

1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD				
PG	9		9	9
UG	1		1	1
PG Diploma				
Advanced Diploma				
Diploma				
Certificate		01	01	01
Others				
Total	10	01	11	11

Interdisciplinary	01		
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*   Alumni Yes   Parents Yes   Employers -   Students Yes
   (On all aspects)

   Mode of feedback   :   Online Yes   Manual Yes   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

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

   1. Centre for Oral Implantology (C.O.I) - Renovated
   2. Advance Clinical Research Centre

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of
permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
117	29	6	23	59

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
3	3	-	-	-	1	9	9	-	-

2.4 No. of Guest and Visiting faculty and Temporary faculty   Nil

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	117	83	29
Presented papers	-	5	-
Resource Persons	-	66	-

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

- Faculty research club for peer interaction
- Smart Classes
- Case study based teaching
- Merit and performance improvement award to the students in every year.
- Regular guest lectures, seminars, workshop conduct 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

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	43					100 %
BDS	354	79	266	04		96.89 %

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

1. Student feedback is collected in each subject for evaluation about the level of teaching and understanding.
2. Internal/External marks are analysed and measures are taken to improve the performance of the students by providing special guidance.
3. Student grievances are redressed by holding meeting with class representatives as well as concerned students.
4. Year wise coordinator system.
5. Mentor system for every 10 students.

2.13 Initiatives undertaken towards faculty development

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes, CDE	2
Faculty exchange programme	1
Staff training conducted by the university	
Staff training conducted by other institutions	
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	81			
Technical Staff	27			

Criterion – III

3. Research, Consultancy and Extension

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

> i) Established Research Centre
> ii) Aid for Department Research Projects
> iii) Motivating teachers for research work, publishing articles in the reputed international & national journals.
> iv) Encouraging faculty members to participate in seminar & conferences.
> v) Research incentive scheme for faculty
> vi) Leave for research work

3.2   Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	64	89	89	64
Outlay in Rs. Lakhs				

3.3   Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number				
Outlay in Rs. Lakhs				

3.4   Details on research publications

	International	National	Others
Peer Review Journals	34	48	Nil
Non-Peer Review Journals	Nil	Nil	Nil
e-Journals	Nil	2	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	2012-14	Department of scientific and industerial research	20000/- Per Month	Could not avail
Minor Projects				
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. [   ]   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	2			
Sponsoring agencies					

3.12 No. of faculty served as experts, chairpersons or resource persons [66]

3.13 No. of collaborations   International [   ]   National [   ]   Any other [   ]

3.14 No. of linkages created during this year [Nil]

3.15 Total budget for research for current year in lakhs :

From Funding agency [Nil]   From Management of College [10 Lakhs]

Total [10 Lakhs]

3.16 No. Of patents received this

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

year

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
2	2					

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

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

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

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

- Dental camps, free denture camp, No tobacco day celebration, oral health education programme conduct for the poor and needy,

- Free service for poor and needy

- Scholarship for students

- Cancer awareness programme

- Dental camp in Dasna Jail for Inmates

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 (≥ 1-0 lakh) during the current year.				
Value of the equipment purchased during the year (Rs. In Lakhs)		7432000.00	Internal	-
Others	3 demo room, 1 board room, 2auditorium, 1activity hall, 3 museum, 3 plaster room			

4.2 Computerization of administration and library

- Software dedicated for administrative & library work
- Orion software for OPD Patients management

4.3   Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8444		192	278689	8636	
Reference Books	1936		120	172787	2056	
e-Books	-					
Journals	70	2014337	2	49734	72	2542386
e-Journals	252	205340	108	22789	360	228129
Digital Database	-					
CD & Video	230		406		636	
Others (Old Bound Journals)	1301				1301	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Depart-ments	Others
Existing	184	1	10 mbps	02	02	-	83	
Added								
Total	184	1	10 mbps	02	02	-	83	

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

The Institute offers round the clock high speed Internet connectivity throughout the campus through its scalable high end optical fibre and highly secured Wi-Fi network including 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 also enjoy using this tool as it offers a great flexibility in terms of managing multiple boards on a single boards using their laptop computers, and proving the hand-pouts immediately after the end of the lecture to the students.

Orion software for patients management in OPD

4.6 Amount spent on maintenance in lakhs :

 i) ICT   Rs. 780000.00

 ii) Campus Infrastructure and facilities   Rs. 5082000.00

 iii) Equipments   Rs. 771000.00

 iv) Others   Rs. 8876000.00

 Total :   Rs. 15509000.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Ensuring proper display and sending information through mails to the students about support services.
- Monitoring the activities of various cells like career guidance and counselling cell, grievance cell as well as functional club.
- Individual attention to the students by faculty mentorship programme.
- Feedback of students.

5.2 Efforts made by the institution for tracking the progression

- Students progress assessed by regular internal exams before the university exam.
- Passed out students – Alumni helps track progress.
- 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 from by the students on eleven parameters of assessment.
- Extra classes for students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
493	187		

(b) No. of students outside the state

455

(c) No. of international students

-

Men	No	%
	155	22.79

Women	No	%
	525	77.20

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
81	02	02	15	-	100	79	02	03	16	-	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

100

5.5 No. of students qualified in these examinations

NET | - | SET/SLET | - | GATE | - | CAT | - |

IAS/IPS etc | - | State PSC | - | UPSC | - | Others | |

5.6 Details of student counselling and career guidance

As mentors faculty/guides the student in their personal and academic matters, and maintain a record of their academic and personal profile and progress through monitoring

The student counsellor comes twice in a week for students counselling

No. of students benefitted | 400 |

5.7 Details of campus placement – N.A

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
			All students do their Private Practice.

5.8 Details of gender sensitization programmes

02 Programme on Gender Sensitization conducted by the Institute. All the female faculty and staff members participated in the programme.

5.9 Students Activities

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

State/ University level | Nil | National level | Nil | International level | Nil |

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	40	20,000.00 for student coming first in University examination, 15,000.00 for securing second position, 10,000.00 for securing third position and 1,100.00 for securing positions 4th to 10th.
Financial support from government	02	297360/-
Financial support from other sources	Nil	Nil
Number of students who received International/ National recognitions	Nil	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 | Nil |

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: 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. 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 learning

6.3.3 Examination and Evaluation

Online MCQ & Internal examination

6.3.4 Research and Development

Development of research centre in the institute

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
- 2 Auditorium with seating capacity of 350 & 150
- Girls common room, Boys common room
- Board room with seating capacity of 40
- Centralised RO for supply of clean drinking water
- ATM facility of Syndicate and ICICI bank
- Specious sports for indoor games like badminton, table tanis, carom, chess etc.
- Outlet of Nescafe
- In campus 100 bad hospital with qualified doctors and support staff
- Ground for outdoor games

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

6.3.9   Admission of Students

UPCAT Dental Entrance Examination

6.4 Welfare schemes for

Teaching	Soft Loan Facility, Medical Insaurance Free medical & dental check up at I.T.S hospitals
Non teaching	Soft Loan Facility, Medical Insaurance 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 police for all students

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

6.5 Total corpus fund generated

6.6 Whether annual financial audit has been done   Yes   [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	
Administrative	Yes	BIS	Yes	

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

          For UG Programmes   Yes   [Yes]   No   [   ]

          For PG Programmes   Yes   [Yes]   No   [   ]

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

Central Evaluation by University

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 31.03.2013
>
> Participation of alumni members as judge at various institutional events

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 to communicate and talk to parents of the students regarding attendance issue, academic progress of their ward, as required Feedback/suggestions are collected from such interaction.

6.13 Development programmes for support staff

> Sterlization programme For CSA & staff Nurse
>
> Immunization for Hepatitis B

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

> Initiatives taken to make the campus eco-friendly are as follows:
> * Use of plastic is discouraged inside the campus
> * Save electricity campaign
> * Massive plantation drive inside and outside the campus
> * Eco friendly infrastructure to make use of natural light
> * Water sewage treatment plant

Criterion – VII

7. <u>Innovations and Best Practices</u>

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

> - Software based analyses
> - Research incentive scheme for faculty
> - 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 programme

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

> - Cash incentive for the faculty to encourage writing text books, case studies, research papers.
> - Through the year as an ongoing continuous process Alumni members are invited to take part in various activities of the Institute through facebook, other communication
> - A grand Alumni meet was organised on 01st December, 2012 in which more then 300 alumni members were present.

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

> - Research Incentive scheme for faculty
> - Merit and performance improvement award to the students in every year.

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

7.4 Contribution to environmental awareness / protection

> - 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

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

> Institute has planned the following activities for the year 2013-14.
>
> - One national /local level seminar in various of 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.

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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