

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, 2012 to June 30, 2013)

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@its.edu.in
Contact Nos.	01232-225380
Name of the Head of the Institution:	Dr. P.B. Sood
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:

(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)

2012 - 2013

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 _____ (DD/MM/YYYY)
 ii. AQAR _____ (DD/MM/YYYY)
 iii. AQAR _____ (DD/MM/YYYY)
 iv. AQAR _____ (DD/MM/YYYY)

1.10 Institutional Status

University State Central Deemed Private

Affiliated College Yes No

Constituent College Yes No

Autonomous college of UGC Yes No

Regulatory Agency approved Institution Yes No

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

Type of Institution Co-education Men Women

Urban Rural Tribal

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

Grant-in-aid + Self Financing Totally Self-financing

1.11 Type of Faculty/Programme

Arts Science Commerce Law PEI (Phys Edu)

TEI (Edu) Engineering Health Science Management

Others (Specify)

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

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 (<i>Specify</i>)	-
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. <input type="text"/> Faculty <input type="text"/> 4
Non-Teaching Staff Students	<input type="text"/> 2 Alumni <input type="text"/> 1 Others <input type="text"/>
2.12 Has IQAC received any funding from UGC during the year?	Yes <input type="checkbox"/> No <input type="checkbox"/> y
If yes, mention the amount	- <input type="text"/>

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. Quality of life enhancement of faculty & students by initiating Hepatitis B awareness programme.

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"> • Strengthening interaction through guest lectures, conferences • Promoting research cultural among faculty members through writing research papers. • College has started a new journal where faculty and students both have the privilege of publications. • Posters and paper presentations in various conferences for students and faculty. • Collaboration with international universities for student exchange programme. 	<ul style="list-style-type: none"> • National and international level conference organised • Various intercollege cultural events also organised. • Research contribution of faculty Research paper in International Journals – 21 Research Paper in National Journals – 30 • Alumni reunion on May 2013

* 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

- Appraisal of the faculty is based on overall performance & research papers published.
- Allumnis give an insight for various avenues for budding dentists.
- Through various social networking sites, alumnis are regularly informed about various activities in the college.

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	1			1
Advanced Diploma				
Diploma				
Certificate				
Others				
Total	11		10	11
Interdisciplinary				
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.

No

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

Centre for Oral Implantology (C.O.I)

Criterion – II

2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
114	40	31	22	21

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
7	-	7	-	3	-	14	-	31	-

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	-	98	27
Presented papers	-	10	-
Resource Persons	-	32	-

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

- Problem based learning
- Faculty Clinical Presentations for better interaction
- Seminars, journal clubs and case presentations.
- Regular guest lectures, seminars, workshop conduct on regular basis.

2.7 Total No. of actual teaching days

during this academic year

244

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 per DCI & University Regulation

as member of Board of Study/Faculty/Curriculum Development workshop

2.10 Average percentage of attendance of students

85% BDS

2.11 Course/Programme wise

distribution of pass percentage :

85% MDS

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I %	II %	III %	Pass %
MDS	39					100 %
BDS	341	51	254	62		92.6%

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

1. Evaluation of teaching staff also done by the students.
2. Meritorious students are awarded based on their performance to motivate the students
Parents are also informed about students performance
3. Student grievances are redressed by holding meeting with class representatives as well as concerned students.

2.13 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	
UGC – Faculty Improvement Programme	
HRD programmes	
Orientation programmes, 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				
Technical Staff				

Criterion – III

3. Research, Consultancy and Extension

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

- i) Research activity of dental departments has a tie up with the research work in the paramedical departments.
- ii) Management encourages the departmental research work by indenting the required materials.
- iii) Publishing articles in the reputed international , national and college journals.
- iv) Encouraging faculty members to participate in seminar & conferences.

3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	59	74		59
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	21	30	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 industrial research	-	Applied for
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	-	5	-	-	
Sponsoring agencies					

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

3.13 No. of collaborations International National Any other

3.14 No. of linkages created during this year

3.15 Total budget for research for current year in lakhs :

From Funding agency From Management of University/College
Total

3.16 No. of patents received this year

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

3.17 No. of research awards/ recognitions received by faculty and research fellows
Of the institute in the year

Total	International	National	State	University	Dist	College
2	2					

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

No

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	<input type="text" value="-"/>	College forum	<input type="text" value="-"/>		
NCC	<input type="text" value="-"/>	NSS	<input type="text" value="-"/>	Any other	<input type="text" value="-"/>

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

- Community outreach program along with satellite dental clinics for easy access to oral health care
- Positive re - enforcement of oral health activities by street plays to the masses
- Subsidised & free service for poor and needy
- Medication for poor people supplied free of cost.

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 acres	-	Internal	6.20 acres
Class rooms	04	-	Internal	04
Laboratories	08	-	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)		11495000.00	Internal	-
Others	3 demo room, 1 board room, 2 auditorium, 1 activity hall, 3 museum, 3 plaster room Mini auditorium			

4.2 Computerization of administration and library

Software dedicated for administrative & library work

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	8208		236	412863	8444	
Reference Books	1865		71		1936	
e-Books	-					
Journals	75	1637967			70	2014337
e-Journals	252	205340			252	205340
Digital Database	-					
CD & Video	220		10	-	230	

Others (Old Bound Journals)	1065		236		1301	
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4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	153	1	4mbps	2	2	-	-	
Added								
Total	153	1	4mbps	2	2	-	-	

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.

4.6 Amount spent on maintenance in lakhs :

i) ICT	Rs. 681000.00
ii) Campus Infrastructure and facilities	Rs. 5560000.00
iii) Equipments	Rs. 1084000.00
iv) Others	Rs. 10742000.00
Total :	Rs. 18067000.00

Criterion – V

5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Proper display and sending information through mails to the students about support services is done and feedback is achieved regularly.
- Students placed under faculty member (mentor) for their problems and any issues regularly.
- Career guidance and counselling cells are provided to students for career related issues.

5.2 Efforts made by the institution for tracking the progression

- The students of BDS and MDS assess the faculty on eleven parameters via online or physical filling of evaluation forms and are regularly enquired about compatibility and quality of faculty members.
- Students progress assessed by regular internal exams before the university exam.
- Alumni association helps track progress of passed out students

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
489	176		

(b) No. of students outside the state

443

(c) No. of international students

No	%
158	23.75

Women

No	%
507	76.24

Last Year						This Year					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
81	2	2	15	-	100	85	3	1	11		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 coaching

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 mentor faculty guide the student mentees in their personal and academic matters, and maintain a record of their academic and personal profile and progress through monitoring

No. of students benefitted

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

Gender sensitization programme conducted on regular basis for female faculty as well as student members.

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	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 10 th .
Financial support from government	01	240000/-
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

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

The curriculum incorporate problem based learning reaped the benefits to students our postgraduate student, now a faculty Dr. Praful was awarded the best prograduate student

6.3.2 Teaching and Learning

The faculty has contributed to various textbooks and has been selected as Editorial board members in journals of National and International repute.

6.3.3 Examination and Evaluation

Online MCQ & Internal examination

6.3.4 Research and Development

Research grant announced for the faculty for various projects has generated various publications in the National and International Journals

6.3.5 Library, ICT and physical infrastructure / instrumentation

Library Services:

- Separate reference section for UG and PG students
- Computerised title / book search facility Access to online journals
- Computerized access, issue and return facility
- Subscription of online database like Ebesco for PG Students
- Library automation and computerisation

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
- Spacious sports for indoor games like badminton, table tennis, carom, chess etc.
- Outlet of Nescafe
- In campus 100 bed 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

Nil

6.3.9 Admission of Students

- The admission of BDS & MDS students course done through 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 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 No

6.7 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic		Dental Council of India/ CCS University	Yes	Medical
Administrative	Yes	BIS	Yes	

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 examination section provided technical expertise for the CCS University (Meerut). It also conducted the U. G & P.G examination in Aug 2011 in I.T.S Dental College. To prevent impersonation a new system was evolved to photograph all candidates and obtain their thumb impressions during this examination

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

During the annual convocation held on 2012, 150 students were awarded.

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 do develop connect and talk to parents of the students regarding attendance issue, academic progress of their ward, as required Feedback/suggestions are collected from such interaction. Occlusion 2012 an inter college cultural and sports initiative of Vice – Chairman, Mr. Arpit Chadha and Vice Principal, Dr. Devi Charan Shetty. Our students topped the medal tally in both Cultural and Sports events. Annual inter class cultural and sport event “Euphoria 2012” was conducted, the students of all the batches participated with enthusiasm.

6.13 Development programmes for support staff

Nil-

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

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

- Segregated bio medical waste disposal in scientific manner
- Restricted entry of vehicles in campus
- Eco friendly infrastructure to make use of natural light
- Water sewage treatment plant
- Use of plastic is discouraged inside the campus
- Save electricity campaign

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.

The faculties in the institute conducted a program “Future Dental Professionals” for the benefit of the students under the aegis of Colgate Palmolive India. The Pierre Fauchard Academy under the chairmanship of Dr. Hariparkash hosted a CDE program and an Annual convocation at I.T.S – CDSR, Muradnagar. Dr. P.B Sood delivered a speech in the forum of ISPPD, Thailand. The 10th National forensic Odontology Conference was held in the campus under the stewardship of Dr. Devicharan shetty. The Molecular Biology workshop was also conducted during the conference. The rural society also benefits from the dedicated service by the faculty. WHO World No Tobacco, World Oral Health Day Celebration was celebrated in the institute. Dr. P.B Sood, the chairman of National 10th ISSPD PG convocation hosted the event at Sirifort Auditorium under the Aegis of I.T.S - CDSR. The faculty of various departments were a part of various CDE programs, workshops and conferences.

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
- Water sewage treatment plant

7.5 Whether environmental audit was conducted? Yes 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 top Dental School in India and number 1 in NCR
- Conducive learning environment for studies and research
- Proximity to National Capital Region
- International study tour for Global learning and exposure
- Collaboration with international Institutions and student exchange programme
- Strong Alumni Network
- In-campus Hostel & mess and activity hall with abundant green area and fitness centre.
- 24 hour Power back up
- RO & Water treatment facility
- Wi-fi connectivity

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.
- Improving the employability of the students by imparting value added modules.
- To promote collaborative research through MoU with academic bodies / industries.
- Student – Alumni mentorship programme
- Alumni Meet

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
