



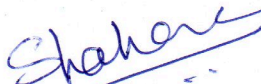
Ref.No:SVDC/IQAC/2021

24.09.2021


## IQAC Constitution

This is to inform, as discussed in the last IQAC meeting on the advice of the Chairperson the cell is being reconstituted with the following members with effect from 24<sup>th</sup> September 2021. The committee nominated members shall be for the period of 2 year

Chairperson	Dr.Senthilnathan.S	Principal
Teachers	Dr.Sudhakar.R Dr.Yuvaraj Dr.Balatandayoudham Dr.Jeelani Dr.Venugopal Dr.Abdul Khader Dr.S rilekha Dr.Hema	Vice Principal – Academics Vice Principal – Clinical Professor of Oral Maxillofacial Surgery Reader of Oral Medicine & Radiology Senior Lecturer of Oral Maxillofacial Surgery Senior Lecturer of Oral Medicine & Radiology Senior Lecturer of Conservative Endodontics Senior Lecturer of Periodontology & Implantology
Management	Dr.Vidhya.R	Chief Operating Officer
Senior Administrative Officers	Mr.Soundhararajan Mr.Magasvari.S	General Manager Administrative Officer
Local Society	M. Shanthi	Principal – Govt. High School, Pangur
Student	Ms.Sangeetha	III BDS
Alumini	Dr.Bavatharini	Tutor of Public Health Dentistry Batch 2014
Stake Holders	Mrs. Chitra Shah	Director - Sathya Special School, Puducherry
Coordinator	Dr.Shabana Fathima.S	Reader of Oral Pathology & Microbiology
External Member	Mr. Prabeesh	ISO – Coordinator

  
IQAC Coordinator



  
Principal  
PRINCIPAL  
SRI VENKATESHWARAAA DENTAL COLLEGE  
ARIYUR, PUDUCHERRY - 605 102.



# SRI VENKATESHWARAA DENTAL COLLEGE

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102. Tel : 0413-2644405

Telefax : 0413-2644406, E-mail : svdc@svmcpandy.com

03.09.2016

## Standard Operating Procedure

### Internal Quality Assurance Cell (IQAC)

#### The Primary AIM of IQAC

- 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.

#### IQAC Mechanisms

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ 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 assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and service;
- g) Sharing of research findings and networking with other institutions in India and abroad.

#### Function expected of IQAC are:

- a) Development and application of quality benchmarks
- b) Relevant and quality academic/ 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 assessment and evaluation process;
- 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.



*On*  
*3/9/2016*

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## Functions expected of IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) 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;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional process;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR)

## Composition of the IQAC

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers / Industrialists /Stakeholders
7. One of the senior teachers as the coordinator/ Director of the IQAC

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

- It is advisable to choose persons from various backgrounds who have earned respect from integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should know for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- 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 coordinator of the IQAC will have a major role in implementation 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.



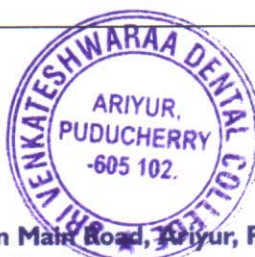
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<b>Internal Quality Assurance Policy</b>	<b>Last reviewed:29.09.2020</b>
	<b>Issue:01</b>
	<b>Pages :1-6</b>

Policy	IQAC Policy is designed with the focus on continual improvement and standardization of the institution through a combination of self and performance evaluation, promotion and sustenance initiatives
Purpose	Institutionalization of procedure and System. Internal Quality Assurance System is to build up a system for consistent and catalytic action in order to improve the academic and administrative performance of the institution. IQAC policy is proposed for better functioning of the Institution
Scope	This policy applies to all the academic and administrative departments at SVDC
Procedure	<p><b>MEMBERS OF IQAC</b></p> <p>Creation of Internal Quality Assurance Cell with Principal as the chairperson and two external experts who are involved in quality aspect with senior members, representing the college and administration as per the guidelines of NAAC.</p> <p><b>Composition of Internal Quality Assurance Cell (IQAC)</b></p> <ol style="list-style-type: none"><li>1. Chairperson: Head of the Institution</li><li>2. Faculty to represent all cadre (Three to eight members)</li><li>3. One member from the Management</li><li>4. Few Senior administrative officers</li><li>5. One nominee each from local society, Students and Alumni</li><li>6. One nominee each from Employers/ Industrialists/ Stakeholders</li><li>7. One of the senior faculty as the Coordinator of the IQAC</li></ol> <p>The membership of such nominated members shall be for a period of two years. However, the membership maybe re-nominated on advice of the head of the institution. 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.</p>

*Handwritten signature and date: 29/9/2020*



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#### The 4 main tasks of IQAC

1. Setting a document at on process in motion
2. Evolving formats for information and data
3. Preparing the schedule for work
4. Awareness on quality protocols, NAAC:

#### Objectives of IQAC

- To sustain and enhance the Quality in Health Care Education & Research.
- Regular conduct to meetings to share the inputs relating to decision making in the areas of Quality measures of the College.
- To conduct workshops and conferences on quality issues relating to Teaching learning and research for faculties & non teaching
- To provide training for faculty and students and to facilitate initiatives towards technological advancement and innovation in educational methodologies.
- To initiate best quality practices to be experimented by the College faculties of SVDC and to participate in their internalization
- To Collect data from all the departments so as To enable the College to participate in National Ranking programs of the governmental & non-governmental agencies and for submission to other agencies.

#### Working Mechanism of IQAC

- Development and application of quality benchmarks.
- Define parameters for various academic and administrative activities of the institution.
- 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 in coordination with Dean Education.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Organization of seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/ activities leading to quality improvement

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- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of student data base through Camu software for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Internal Audit and its follow-up.
- The members should meet atleast twice in a year as and when ever necessary.
- To facilitate in the preparation of Annual reports.

#### Learning outcomes–

To coordinate with the heads of all the departments of the College:

- To prepare well-defined course outcomes(CO) for the program.

All COs to be matched with the course objectives as outlined by Dental Council of India (DCI).

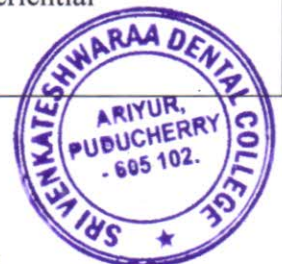
#### Teacher quality–

Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators

- Regularly update their skills by attending workshops, conferences and seminars
- Use of e-resources for Teaching and Learning Management system
- Number of faculty who are involved in attaining additional Qualification related to their field in academics either through online source or part time
- Recognitions received by teachers at state/ national/ international level
- Efforts for beyond curriculum teaching are to be made to improve student's performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff's and students
- Appropriate balance of theoretical, practical and experiential knowledge and skills

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#### Research culture and innovation–

- Faculty and students are encouraged to do Research a tour Institution and also collaborative research work with other institute
- Promotion of IIC (Innovation & incubation Centre), Involvement of faculty and students for new ideas and insight
- Faculty have been encouraged to register patents & copyrights and formulate innovative ideas for future commercialization.
- Future development of resources by National/ International funding agencies.
- Promoting faculty for their research work for national and international level.
- Faculty are encouraged to publish 2 publication per year.

#### Outreach activity-

- The Department of Public Health Dentistry, SVDC organized various educational and outreach activities in collaboration with National Service Scheme (NSS) to take the oral health closer to the rural population.
- The activities are conducted by the Department of Public Health Dentistry ,SVDC in accordance with the institution's mission to provide oral healthcare and service to the community, thereby contributing to improvement of general and oral health standards of all individuals.
- SVDC celebrates various international and national commemorative days of importance to spread awareness amongst the students, and patients.
- The college has established a separate Tobacco cessation clinic (TCC), the cell organizes sensitization and awareness programmes along with National & State Tobacco Cessation Programme (NTCP) for faculties and students.
- The Students are encouraged to take part in various competitions in relation to oral health Capacity building programmes, educational documentary and quiz competition at national level's.
- Students are motivated and sensitized related to oral health & oral hygiene awareness, socio economic & environment issues.
- Special focus is given to school dental programmes that are an ideal setting to bring about favourable changes for good and health.

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	<p><b>Social Responsibilities</b></p> <ul style="list-style-type: none"><li>• The national and international days are commemorated every year with their related activities (Both indoor and outdoor events) that include's National Youth day, World Cancer day, Mother language day, National Dentist day, International Women's day, World Oral health day, World health day, World No Tobacco day, World Environment day, Drug abuse day, International yoga day, Oral hygiene day, National Nutrition week, Swachh Bharath Mission, National Tooth brushing Day, Vigilance awareness week, Cyber security month and World disability day.</li></ul> <p>The main objective is to incorporate a strong sense of social responsibilities amongst the future role models of society.</p>
<p><b>PRINCIPAL</b></p>	<p><b>Institutional Ambience</b></p> <ul style="list-style-type: none"><li>• Imparting value based education, Code of Ethics and Research Training</li><li>• Using ICT as learning resources, library and e-resources for research, e-content preparation</li><li>• Integration of library resources into the curriculum and access to students</li><li>• Placement Cell</li></ul> <p><b>Student performance</b></p> <ul style="list-style-type: none"><li>• Analysis of results are done through internal assessment &amp; University marks and workout on strategies to improve the academic performance.</li><li>• Have Camu software, with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution</li></ul> <p><b>Leadership and Strategy development</b></p> <ul style="list-style-type: none"><li>• To conduct Governing Body meeting with external experts annually</li><li>• To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled TL process, blended learning</li><li>• To conduct Internal Audit twice in a year.</li></ul>

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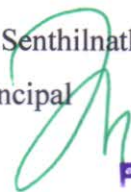
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Reconstitution of committee	Once In 2 years
Related/Supportive Documents	NAAC publications
Custodian	IQAC coordinator

Prepared by	Verified	Approved by
Dr. S. Shabana Fathima  <b>CO-ORDINATOR IQAC</b>	Dr. Sudhakar  Dr. Yuvaraj 	Dr. Senthilnathan Principal  <b>PRINCIPAL SRI VENKATESHWARAAA DENTAL COLLEGE ARIYUR, PUDUCHERRY - 605 102.</b>



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