



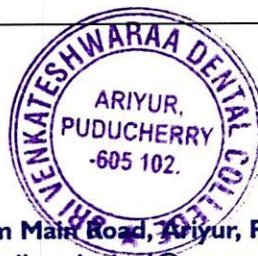
## Internal Quality Assurance Policy

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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>







#### 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).

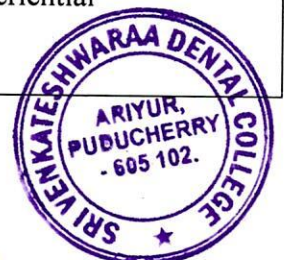
#### Teacher quality–

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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### Social Responsibilities

- 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.

The main objective is to incorporate a strong sense of social responsibilities amongst the future role models of society.

### Institutional Ambience

- Imparting value based education, Code of Ethics and Research Training
- Using ICT as learning resources, library and e-resources for research, e-content preparation
- Integration of library resources into the curriculum and access to students
- Placement Cell

### Student performance

- Analysis of results are done through internal assessment & University marks and workout on strategies to improve the academic performance.
- 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

### Leadership and Strategy development

- To conduct Governing Body meeting with external experts annually
- To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled TL process, blended learning
- To conduct Internal Audit twice in a year.

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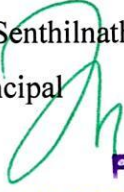
# sri venkateshwararaa Dental College



**KNOWLEDGE IS POWER**

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

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

Prepared by	Verified	Approved by
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