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.

Part – A

1. Details of the Institution

1.1 Name of the Institution

> ADHIPARASAKTHI DENTAL COLLEGE AND HOSPITAL

1.2 Address Line 1

> GST ROAD

Address Line 2

> MELMARUVATHUR

City/Town

> CHEYYUR TALUK

State

> TAMIL NADU

Pin Code

> 603319

Institution e-mail address

> apdcollege@gmail.com

Contact Nos.

> 044-27528083, 27528082

Name of the Head of the Institution:

> Prof.Dr. S.Thillainayagam MDS

Tel. No. with STD Code:

> 044-27528083 Ext. 555

Mobile

> 9443715272

1

Name of the IQAC Co-ordinator:

Dr.N.Bharath.M.D.S

Mobile:

9444792260

IQAC e-mail address:

iqac.apdch@gmail.com

1.3NAAC Executive Committee No. & Date: **EC (SC/09/A &A/8.1), as per 09-2015**

1.4Website address:

Web-link of the AQAR: **http://www.apdch.edu.in/download/downloads/AQAR_2016-17.pdf**

1.5Accreditation Details

Sl.No.	Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1	**1st Cycle**	**B**	**2.65**	**SEP 2015**	**SEP 2020**

1.6Date of Establishment of IQAC: DD/MM/YYYY   **15/09/2014**

1.7AQAR for the year: **2016 - 2017**

1.8Details of the previous year's AQAR submitted to NAACafterthe latest Assessment and Accreditation by NAAC:**AQAR 2015 - 2016 submitted to NAAC on08/09/2016**

1.9Institutional Status

University   StateCentralDeer √ Private   ☐   ☐   ☐

    Affiliated College   Yes √   No ☐

Constituent College   ;   Yes   N √   ☐

Autonomous collegeof UGC   ; YesNo   ☐   √

Regulatory Agency approved Institution; Yes √ No [√] [ ]

Type of Institution;　　Co-education [√]　　Men [ ]　　Women [ ]

　　　　　　　　　Urban　　　Ru[ ]　　T[√]l　　　　[ ]

Financial Status; Grant-in-aid　　　UGC [ ])　　UGC 2B [ ]　　　[ ]

Grant-in-aid +Self Financing Totally Self-finan[ ]g　　　　　[√]

1.10 Type of Faculty/Programme　　　　　　　[ ]

　　　　Arts [ ] Science　　[ ] Commerce　　[ ] Law P[ ] Phys Edu)　　[ ]

TEI (Edu)　　En[ ]eering　　H[ ]th Science　　　[√] Management [ ]

　　Others (Specify)　　[-]

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

THE TAMILNADU Dr.MGR MEDICAL UNIVERSITY

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　　D[-]　　　　　[-]

　UGC-Innovative PG programmes　　[-] Any other (*Specify*)　　[-]

　UGC-COP Programmes　　[-]

3

2.IQAC-Composition and Activities:(Annexure 01)

2.1No. of Teachers | 16

2.2No. of Administrative/Technical staff | 03

2.3No. of students | 04

2.4No. of Management representatives | 01

2.5No. of Alumni | 04

2. 6 No. of any other stakeholder and

Community representatives | 01

2.7 No. of Employers/ Industrialists | 0

2.8 No. of other External Experts | 01

2.9 Total No. of members | 29

2.10 No. of IQAC meetings held | 12

2.11 No. of meetings with various stakeholders:No | 1 | **(Annexure 02)**

Faculty-01   Non-Teaching Staff/Students | 05 | i | 01 | 's | 01

2.12Has IQAC received any funding from UGC during the year?   Yes | | No | √

If yes, mention the amount | -

2.13 Seminars and Conferences**;   (Annexure 03; Events file data's)**

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total No's; | 24 | International | 01 | National | 01 | State | 08 | Institution Level | 14

ii) Themes

1. BDS Inauguration Programme 2016-17 Batch
2. Triple 'O' Symposium
3. National Tooth Brushing Day
4. PhD in Dentistry-Scope And Challenges Orientation Programme
5. "Happy Smile Day"
6. Disaster Management Training Programme
7. Motivation Programme
8. MBT Mechanics
9. Anti-Ragging awareness programme
10. Orthosearch'17
11. International Oral And Maxillofacial Surgeons's Day
12. "Dental Awarness Program"
13. Oral Implantology Competency/Fellowship Program
14. National Conservative And Endodontist Day (Rally)
15. Periosakthi CDE Program
16. RACE'17 Programe
17. Pedofeast-2017 State Level CDE Program
18. SakthiUtsav2017
19. College Day
20. Post graduate students -Induction Program
21. 1st State Level Endowment Medal Exam
22. TMJ Symposium
23. 2017-18 under graduate students -Induction Program
24. Research methodology programme

2.14Significant Activities and contributions made by IQAC

1. IQAC prepared **separate calendar** for the academic year 2016-17 and conducted periodical meetings monthly with committee members where the various administrative and academic activities were recorded and reviewed by the chairperson.(**Annexure04**)
2. IQAC prepared the college **annual calendar** for faculty and students for the academic year 16-17and monitored the calendar events regularly. (**Annexure05**)
3. IQAC prepared the college **AQAR repor**t for the academic year2016-2017 after discussion with the committee members.
4. IQAC governs various **committees** and monitors the functioning of the committees constituted in our Institution and conducted review meetings with various committees on **26-06-2017 and 27-06-2017**framed the protocols for effective functioning of the committeesandthe academic plan of each committee was discussed and the documents pertaining to various activities of the committees are recorded and reviewed. **(Annexure 06)**
5. Organized **various camps** in rural areas, schools and conducted various awareness programmes in association with public health department for patient care and welfare.(**Annexure08**)
6. Organized various education programmes(CDE, guest lectures, seminars, workshops) in association with teaching departments for student development and welfare and updation is done in the **eventfile** regularly(**Annexure03**)
7. Organized various national and international days involving the social cause and oral health(**Annexure08.03**)
8. Academic term wise feedback collection and analysis done for the academic activities from the students regularly.(**Annexure07**)
9. Feedback collection and analysis done for the treatment services from the patients regularly.(**Annexure 13**)
10. Organized parents and teachers meeting in association with mentor committee on 13 /04/17 for discussion of academic and nonacademic activities of students and collected the feedback from the parents.(**Annexure10**)
11. Circle meeting: IQAC continued to conduct the circle meeting started from 28/12/2015. The circle meeting is held for about 10 - 15 minutes every day as per a fixed agenda.

The Principal, IQAC member secretary, all academic department HODs'and nonacademic department Managers identify, analyses and solve work-related problems and present their solutions to management in order to improve the performance of the Institution, and motivate and enrich the working atmosphere.

IQAC records the minutes of the circle meeting every day in a structured format. This circle meeting concept boosted a positive attitude and creates a tension-free atmosphere, which each individual faculty likes, understands, and co-operates with other in the decision making processes of the services offered in our Institution.

12. IQAC along with SAF organize and documents various CDE programs leading to quality improvement. Organization of CDE program on quality related themes and achieved 56 CDE points from DCIThe Institution recognizes its responsibility to provide the dental professional with high-quality CDE covering the most current information available on a wide variety of topics, from new techniques and materials to innovative practice management solutions **(Annexure17)**

13. IQAC obtains the feedback from various stakeholders such as students, faculty, parents and alumni. The feedbacks are analyzed and benchmarks are set for quality improvement.
Analysis of the feedback response obtained from the students, parents and faculty on quality related institutional processes.

14. Release ofInstitutional prospectus; Institutionalprospectus for the academic year 2017 -18 was released by the Patron SakthiThiru Ramesh.

Theprospectus was circulated tofacilitate the dissemination of information pertaining to the developments and activities of the Institution.**(Annexure18)**

15. Soft skill training for students; IQAC conducts Soft skills training program which will make the students aware of his / her hidden capabilities and to refine it for the overall development and success of the student.

Soft Skills training programs fine-tune the students' attitudes, values, beliefs, motivation, desires, feelings, eagerness to learn, willingness to share and embrace new ideas, goal orientation, flexibility, persuasion, futuristic thinking, diplomacy, and various skill sets of communication, manners, and etiquette so that they will be able to deal with different situations diligently and responsibly.

1. Total of 60 hours training was done in the form of weekly classes for the IBDS students with external expertise -Mr Dwaraknath, Ms Lavanya, Dr Vaithegi MD General Pathologist, and Miss Asha Daniel.

2. The topics covered were Goal setting, time management, team building, life skills, self-discipline, 5S housekeeping and leadership.

3. Activities included in the training program were mind mapping, group discussions, role plays and quizzes.

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
1. Log book for faculty members.	Logbook helps the faculty members to maintain the record of the work undertaken by them on daily basis will be evaluated by the head of the department and activities will be cross checked during the documentation –internal audit.
2. Scientific academic forum in association with teaching departments conducts CDE Programmes, guest lectures, seminars and conferences	Organized total08state level 01 national and 01 internationalCDE programs/ webinars /workshops and12 clinical society meetings**. (Annexure 03**)
3. Encouraging research work and publications among faculty through IRB/SAF.	Research project44 **No's**(minor and major) conducted by faculty and total of 55Publication done by faculty in national and international journals. **(Annexure 20**)
4. Encouraging students and faculty for scientific presentations and extracurricular activities conducted by other college at various conferences.	25 Students were awarded for best scientific presentation and 60 students were awarded for extracurricular activities conducted by other colleges at various conferences. **(Annexure 09**)
5. To conduct subjectwise endowment medal exam for all UG students.	Conducted state level endowment medal examination in MCQ format involving questions from all the subjects on13-7-2017 with participation of 110 students from other college and students from our college and cash prizes for first three students. **(Annexure12**)
6. Institutional level peer review journal was established by SAF where faculty and students have the privilege of publishing papers.	The first issue of our college (*Journal of Contemporary Dental Research*) for the period of July-December 2016was published on29-03-2017 and second issue work is in progress
7.Improvement towards Information Communication Technology (ICT) in teaching learning process	Smart boards utilised in lecture hours for teaching undergraduate students.On **25.1.2016** MDS staffs had attended the refresher training on **21/08/2017 and 28/08/201**7 for ICT based Smart board which enabled them for effective teaching and learning process

8.Plays a key role in planning, executing, monitoring and implementing ISO9001;2008 QMS/TQM	Inspection of departmental documentation and Internal audit was conducted four times in an academic year from period of September 2016 to august 2017

Corrective and preventive measures were recorded for the documentation of academic and non-academic departments.

The audit reports were reviewed in the MRM on 28-02-2017 and 12-10-2017 with the top management. **(Annexure20)** |
| 9.Out Patient satisfaction Index should be more than 90% before June 2017 | 89.84 % Patient Satisfaction index achieved. **(Annexure)** |
| 10.To obtain (entry level) NABH certification by January 2017 | NABH Implementation process has been started by IQAC. Staffs grouped in to nine chapters as per NABH standards framed the standard operating protocols& validation of sops is done based on the check list with the individual chapter**(Annexure11)**

Training; NABH standard awareness for chapter**one-AAC**doneon **31- 07 -17**NABH training was given on **21-09-2017.**Gap analysis done on hospital infection control practices. NABH standard awareness for chapter 1. AAC & Hospital infection control practices training given by NABH assessor |
| 11.Number of patients shall reach 450 no's Out Patients/day and 200 no's of minor surgeries/month from combined six (Oral Surgery, Perio, Prostho, Ortho, Pedo and Endo) departments and 20 no's of major surgeries/month in the academic year 2016-17 | Average of **462** Patient / day

 9major surgeries per Month done in oral surgery department.

141 minor surgeries per Month done in 6 departments.**(Annexure14)** |
| 12.The number of patients in comprehensive clinic shall reach at least 150 patients/ day in the academic year 2016-2017 | **137**patient/ day in comprehensiveclinics**(Annexure 15)** |

13.To conduct weekly camp and 6 specialty camp in the academic year 2016-2017	• Total No Of camps – **67** • Total No Of Cases Screened -**8889** • Total No Of Cases Treated - **600** • **Special Camps**Total No of Camps - **08**
14.The number of patients in oral implantlogy clinic shall reach at least 60 patients/ month in the academic year 2016-2017	Achieved an average of 33 cases/ month (Annexure 16)
15.Toconductvaccination program for newbatch clinical student in the academic year 2016-17	**Hepatitis B VaccinationFirst dose;4-4-2016-272;Second doseon 4-5-2016**Third dose given on **6.9.2016** to **218 Staff/Students**First dose given on **14-07-2017** **89** - First BDS Students **87**- Second BDS Students **83** First BDS Students **81**Second BDS Students**(Annexure 08**)
16.Implementation rating should be 80% in all departments during every monthly 5s Audits	**Achieved 75 % for** Teaching and non-teaching departments**(Annexure20)**
17. Average Kaizen per employee should be minimum 2 No's per month.	1 no Kaizen / month/ staff **(Annexure 20**)
18.To **organize** National /state /Regional level Conferences **perdepartment** in the academic year 2016-17	Overall Status; Achieved By ; Oral Surgery -02 ; Periodontics-01 Pedodontics -02 Oral Pathology-01; Cons&endo-01; Orthodontics -02 prosthodontics-01 **(Annexure 17**)
19.Collegeshall organize program to achieve at least **50CDE** points from DCI	Overall Status; Achieved **56** CDE point**(Annexure 17**)
20.To organize **two** guest	Conducted **one** guest lecture with international speaker

lecturers with **International** speakers in the academic year 2016 -17	on **29-08-2017(Annexure 03**)
21.To conduct a PhD Process **awareness** program for P.G Staffs before December 2016	Conducted PHD Process awareness program on **9.11.2016 Dr.Krithika MDS PHD** Topic – PHD in Dentistry Scope & Challenges **(Annexure 03)**
22.To establish a dental education unit at the college within March 2017	Established a memorandum of understanding with IGIDS Pondicherry to train the faculties for undergoing teachers training programme
23.Each student can attend three programs in Curricular and Co-curricular activities outside the college per year	**Overall Status;** Achieved less than **50**% with overall participation less than **200/400** students participated in curricular activities **47** awards won by UG students and **09** by PG students**(Annexure 09)**

* Attach the Academic Calendar of the year as Annexure.

2.16Whether theAQAR was placed instatutory body Yes [√] No [ ]

Management [√] licate Any other bo [ ] [ ]

Provide the details of the action taken

- The management representative has prepared and reviewed the AQAR on 19/10/2017 .
- The management has motivated the faculties to focus more on research activities with external funding, collaborations with other Institutions, research publications and Faculty development Programs and department wise performance appraisal report was done twice in a year during MRM..

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	6	-	-	-
UG	1	-	-	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	**14**	**02**
Others	-	-	-	-
Total	**07**	-	**14**	**02**

Interdisciplinary	-	-	-	**02**
Innovative	-	-	-	**-**

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

Pattern	Number of programmes
Semester	-
Trimester	-
Annual	√

1.3 Feedback from stakeholders*Alumni √ Parents √ Employers Students √
    (On all aspects)

Mode of feedback: Online ☐   Manual √ perating 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.

NIL-done by the affiliated university

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

AADHAR was started on March 2017 for the benefit of CRRI students, faculty and postgraduate students to enrich the knowledge on field of implant logy and lasers with support from eminent faculties in the field of dentistry sharing the expertise knowledge to the students. (**Annexure19**)

Criterion – II
2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
59	**33**	**14**	**12**	**NIL**

2.2 No. of permanent faculty with Ph.D.   **01**

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
23	**03**	**01**	**06**	**01**	**01**			**25**	**10**

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

2.5 Faculty participation in conferences and symposia:(**Annexure19**)

No. of Faculty	International level	National level	State level
Attended	**18**	**32**	**45**
Presented	**06**	**07**	**04**
Resource Persons	**00**	**06**	**06**

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

1. Value-Added/Enrichment Programs
    a. Aims and learning outcomes of all lectures and modules are clearly defined and aligned with content and assessment.-lesson plan for the lectures is planned and updated and monitored regularly during the documentation inspection periodically.
2. Use of ICT based smart board classroom with live video demonstrations in teaching learning process.
3. Other innovative teaching modalities apart from didactic lectures like webinar, video presentation, brainstorming, random questioning activity, slip writing, mystery spot identification, and tell-show-do technique are practiced to improvise the teaching learning process.
4. Teaching and learning at APDC&H is student-centered with students being encouraged and supported in taking responsibility for self-directed learning in order to develop a culture of life-long learning. A concept of comprehensive treatment has been started, wherein one patient requiring rotation to various specialties is treated under guidance by the same operator (Student).
5. Faculty development programs are conducted regularly to facilitate a variety of teaching methods. The level of computer literacy in staff and students is monitored and appropriate training provided.
6. Regular feedback and course evaluation is undertaken.
7. At APDCH we recognize the value of Internet as a source of information; using e-learning, and its pedagogical tools which are embedded in the learning culture of the institution
8. Circulation of theory lecture schedules well in advance.
9. Clinical postings rotation plan.
10. Examination schedule (theory/clinical/practical & end posting viva).
11. Student and faculty enrichment programs.
12. Schedule for Remedial Classes.
13. SOP's for various processes and specialized equipments.
14. SOP's for variousprocedures and treatment.

2.7 Total No. of actual teaching days during this academic year   ; **284days (Annexure 21)**

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

1. Central evaluation for terminal examinations done on dates;
2. Dual question paper s submission by the departments for terminal examinations and selection of question paper done by the examination committee members.
3. Conducted endowment medal examination for students in multiple choice question format involving all subjects on 13-07-2017
4. Feedback for Examination Question Paper.
5. The institution strictly adheres to the guidelines of the university examination pattern.
6. Continuous assessment is done by conducting three internal assessment module exams as per university norms at the end of each term.
7. In addition each department conducts various assessment practices like monthly test, class test, open book examination, quiz and viva voce.
8. CCTV cameras installed in examination hall.
9. Multiple Choice Questions Test is taken for the students of the Intern Batch to orient them for MDS entrance examinations through AHIED.
10. Thesis evaluation: The institution has initiated the continuous evaluation of post graduate dissertations under the following steps:
11. Allocation of thesis topics
12. Dissertation proposal presentation in front of institutional research and ethical
13. Committee
14. Mid-term progress review after synopsis approval by the university
15. Final dissertation review to be submitted to the university on a mandated period.

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

		-

2.10 Average percentage of attendance of students

BDS – 90%   MDS – 76%

(Annexure22)

2.11 Course/Programme wise distribution of pass percentage:**(Annexure23)**

Title of the Programme	Total no. of students appeared	Division				
		Distinction %	I Pass%	II % Pass%	III % Pass%	IV % Pass%
BDS	FEB-2017-52	15	100	100	83	70
	AUG-2017-374	65	90.26	97.68	99.63	98.69
MDS	JUN-2017	13	-	61% Pass%		

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

1. IQAC monitors the maintenance of faculty log book which records their teaching schedule & other curricular activities. IQAC conducts regular internal audits to monitor the teaching learning process and persuades the essential corrective and preventive action plans for the nonconformities observed.
2. IQAC monitors the teaching learning process by obtaining regular feedbacks from the students at the end of each term which is being analyzed to set a benchmark.
3. Annual Self-appraisal of each faculty is evaluated at the end of **April** by HOD,Principal and IQAC committee.
4. UG students' performance is regularly evaluated by conducting 3 internal assessment module exams according to University pattern.
5. PG students' performance is monitored and recorded weekly and the monthly report is reviewed by IQAC. PG students' performance is evaluated by conducting departmental annual exam as per university pattern
6. IQAC organises meetings, reviews the implementation of resolutions of earlier meetings and proposes quality enhancement measures for the forthcoming academic year.
7. Evaluation of teaching staff done by students.
8. Meritorious students are awarded based on their performance to motivate the students.
9. Parents are also informed about their wards attendance and performance via e-mails.
10. Student grievances are redressed by holding meetings with Class Representatives as well as concerned students. Planning the academic and other activities for the year and also monitoring their implementation.
11. IQAC Annual Calendar.
12. Academic Annual Calendar.
13. Time Table for theory, practical & clinical teaching.
14. Repeated meetings/ interaction with the staff and students.
15. Regular visit to various departments to evaluate the progress and updation of documents.
16. Evaluation of teacher's performance on the basis of student feedback.
17. Analysis of research output and paper publication.

2.13 Initiativesundertaken towards faculty development **(Annexure19)**

Faculty / Staff Development Programmes	Number of faculty benefitted
Refresher courses	**03**
UGC – Faculty Improvement Programme	**19**
HRD programmes	**17**
Orientation programmes	**11**
Faculty exchange programme	**00**
Staff training conducted by the university	**05**
Staff training conducted by other institutions	**01**
Summer / Winter schools, Workshops, etc.	**13**
Others	**16**

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	**83**		**00**	**04**
Technical Staff	**09**		**01**	**01**

Criterion – III

3. Research, Consultancy and Extension

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

1. The institution provides seed money to procure latest equipment's and infrastructure required for research purposes.
2. The management, Head of the Institution and the IQAC encourages the faculty to utilize all the facilities for their proposed research projects.
3. Regular auditing is done by IQAC on the progress of the research work and the details are submitted to IRB
4. Encourages the faculty and the students to publish articles in International/ National Pubmed indexed journal and our Institutional Journal as first author.
5. Organization of CDE programs to keep updated with the recent advancements in their respective fields.
6. Journal club presentations by post graduate students are instrumental inframing up a research query for unanswered questions and thus inculcate research culture in them.
7. Undergraduate students are also encouraged to take up research activities and present them at seminars and conferences.
8. Conference registration fee is refunded when faculty are invited as keynote speakers, and/ or win prizes for their research scientific presentation at their specialty conference.
9. Institutional Research and board (IRB) is fully functional and follows ICMR guidelines.
10. Institutional Human Ethics Committee (IHEC).
11. Central Research Laboratory Facility.(MAPIMS)
12. Institutional self-funded peer reviewed indexed journal (JCDR).
13. Incentives for quality publications.
14. Provisions for study leave, sabbatical leave, duty leave for faculty perusing PhD.
15. Conduction of various Faculty Development Programs.
16. Lecture on Research Methodology for students.
17. Lecture on Good Clinical Practice for students.
18. Research orientation programs for newly admitted Post-Graduate students.
19. Identification of research thrust areas in all the departments.
20. Commencement of Advanced Laser and Implant logy Clinics.
21. Initiation of diagnostic IHC.
22. Sensitizing /promoting a Research climate Fund for R & D - The College provides an internal R & D fund of Rs 3lakhs annually for creating infrastructure in the form of equipment's and scientific materials and to enhance research programmes
23. Contingency Grants - For faculty for presenting scientific work and for inviting scientific faculty from National & International streams for conducting workshops and lectures.
24. Professional Publication – The College has its own biannual professional journal which is totally funded from the contingency grants.

3.2   Details regarding major projects**(Annexure19)**

	Completed	Ongoing	Sanctioned	Submitted
Number	**15**	**26**		**01**
Outlay in Rs. Lakhs				**1.5L**

3.3   Details regarding minor projects**(Annexure19)**

	Completed	Ongoing	Sanctioned	Submitted
Number	**29**	**07**		
Outlay in Rs. Lakhs		**0.1L**		

3.4   Details on research publications**(Annexure19)**

	International	National	Others
Peer Review Journals	**21**	**29**	**05**
Non-Peer Review Journals			
e-Journals			
Conference proceedings	**01**		

3.5 Details on Impact factor of publications:

Range | **2-7.22** | | **5.54** | No's in SCOP | **3.5** | | **04** |

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	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored	-	-	-	-
Projects sponsored by the University/ College	2016-17	ACMEC Trust	Rs.20,000	-
Students research projects *(other than compulsory by the University)*	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.7 No. of books published

i) With ISBN No Chapters   **978-93-86480-02-6**   01

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 - Star Scheme   -

INSPIRE   CEAny Other - fy)   -   -

3.10 Revenue generated through consultancy -

3.11No. of conferences Organized by the Institution;**(Annexure19)**

Level	International	National	State	University	College
Number	-	**06**	**04**	-	**04**
Sponsoring agencies		ACMEC	ACMEC		IACDE,APDCH

3.12No. of faculty served as experts, chairpersons or resource persons   **22**

3.13No. of collaborations International   Natio   Ar   er   **04**

3.14No. of linkages created during this year   -

3.15Total budget for research for current year in lakhs:

From funding agency Fro   **50000**   ent of   College   **5, 00,000**

Total   **5, 50,000**

3.16No. of patents received this year;

Type of Patent		Number
National	Applied	-
	Granted	-
International	Applied	-
	Granted	-
Commercialized	Applied	-
	Granted	-

3.17No. of research awards/ recognitionsreceived by faculty and research fellows
Of the institute in the year**(Annexure19)**

Total	International	National	State	University	Dist	College
04		**04**				

3.18No. of faculty from the Institution who are Ph.D.Guides;   **01**

Studentsregistered under them;   **05**

3.19 No. of Ph.D. awarded by faculty from the Institution   **NIL**

3.20No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF   - F   -   Project Fellows   Any other

3.21No. of students Participated in NSS events:

University level State lev | - | | - |

National level   Internati | - | evel | - |

3.22No.Of students participated in NCC events:

University level State level | - | | - |

National level   International | - | | - |

3.23 No. Of Awards won in NSS:

University level | - | State level | - |

National level   International lev | - | | - |

3.24 No. Of Awards won in NCC:

University level | - | State level | - |

National level   International level | - | | - |

3.25No. of Extension activities organized

University forumCollege forum | | | **108** |

NCCNSSAny other | | | 03 | | 3 |

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

1. Regular camps with provision of free screening, health education and treatment are conducted for marginalized population via collaboration with local panchayats and other nongovernmental organizations like Lions club and Rotary club**(Annexure08)**

    a. Total camps conducted   -67
    b. Total no of patients screened-8889
    c. Total no of patients treated -600

2. School dental health services
    a. School Dental Health program -16

3. Among the 10 adopted villages, screening and dental treatment was done for 5villages.

4. Observation of important days significant to oral health - the institution arranges competitions, rallies, awareness programs and health campaigns consistent with special occasions like Anti-tobacco day, National Tooth Brushing day, Oral Hygiene day, Dentist day, Oral surgery day.

5. On 6/3/17 'An awareness skit' was performed by the students near the outpatient department at our college premises to imply the importance of dental problems and their treatment modalitieswhich are available for prevention and cure.

6. For World Health day celebration programme was organized for all the staff & students on 07/4/17 and the theme was-DEPRESSION-LETS TALK.lecture was given bysaravanan ,clinical psychologiston various aspects of depression

7. On **31/5/17** Oral Cancer Screening camp was conducted at Illedu, many cases of premalignant lesions were identified and preliminary investigations were done. Awareness program was conducted to the participants by the NSS unit of our college. **(Annexure- 08)**

8. Faculty members from various departments participate on a regular basis in all the community health awareness programs such as tobacco cessation, anti-cancer awareness, anti-HIV campaign and regular dental awareness and treatment camps.

9. The Institute has two Satellite Health Centres at Mathuranthagam andVenmalnagaram which caters to the basic oral health needs of the local population.

10. The Institution has NSS wing and is a part of NSS unit of university, through which oral health services are provided to the underserved population.

11. Community treatment drive is being implemented through Adhiparasakthi Dental College & Hospital in villages surrounding melmaruvathur - the objective of this project is to create awareness among villagers through the following activities:

12. To conduct and organize lectures, demonstrations and clinical screening on various health related problems by professionals and qualified experts.

13. To prepare brochures and bulletins and other useful audio-visual aids on various diseases in a simple language for free distribution among the general public in at large.

14. To create audio-visual aids for demonstration and exhibitions as often as necessary and needed to educate ordinary people

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	**27.8 acres**	-	**ACMEC**	**27.8 acres**
Class rooms	**4**	**NIL**	**ACMEC**	**4**
Laboratories	**12**	**Ceramic laboratory**	**ACMEC**	**13**
Seminar Halls	**9**	**NIL**	**ACMEC**	**9**
No. of important equipment's purchased (≥ 1-0 lakh) during the current year.	**10**	**AADHAR**	**ACMEC**	**18,00,000**
Value of the equipment purchased during the year (Rs. in Lakhs)	-	**20 lakhs**	**ACMEC**	**20,00,000**
Others-CCTV Cameras			**ACMEC**	**7,00,000**

4.2 Computerization of administration and library

1. The management has a comprehensive policy for the automation of the college administration, hospital administration and use of IT facility in teaching and learning program which is made possible by a CIS system which encompasses most of the above said procedures.
2. Accounts department is provided with Tally 9.3 – (Multiuser) software for all financial data management and FTDS – For calculating TDS deductions.
3. Library runs with "NIRMAL PRO 6.1.0" software. e- Resources are available to enable the students a speedy and convenient access to the Library journals through EBSCO.
4. Other resources like pub med; Medline etc. can be accessed in the campus through broadband- based LAN connection and specific Wi-Fi hotspots.
5. Access to on-line learning resources (e-journals & e-books).
6. The Institute has adopted a "paper-less" work culture, and automation of administration and library has been done through various software's and LAN system.
7. Deployment and up-gradation of all the computers & electronic services is undertaken by the IT cell
8. Continuous up-gradation, maintenance and budgetary allocation are done by the Institutional Purchase & Maintenance and Finance Committees respectively.

Proposed Plan for the Current Year

1. The Institute has a plan to develop software applications for patient management.
2. Patient feedback through e- Kiosk software.
3. Library catalogue, circulation etc. executed through PACEX software.
4. Library to employ Bar Coding System (utilization process).
5. LIS-SDC – application for Library Information System.
6. ICT Cell in Library.
7. To enable entire Institute with Wi-Fi.

4.3 Library services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books	4850	78,72,810	193	3,58,748	5043	82,31,558
Reference Books	NIL					
e-Books	280		130		410	
Journals	364	1,71,85,748	56	24,83,377	420	1,69,69,125
e-Journals	88	6,00,000	07	2,00,000	95	8,00,000
Digital Database						
CD & Video	520		30		550	
Others (specify)	04				04	

4.4 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	86		34 Mbps LAN Wifi	25	06	12	20	23
Added	13		10 Mbps	05	02	02	3	1
Total	99			30	08	14	23	24

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

1. On **25.8.2017** all MDS staffs had attended the training for ICT based Smart board which enabled them for effective use of smart board in teaching and learning process.
2. The upgrading, procuring and maintenance of computers is done from the allocated Institutional budget.

4.6 Amount spent on maintenancein **lakhs**:

i) ICT — 04

ii) Campus Infrastructure and facilities — 16

iii) Equipment's — 20

iv) Others — 33

Total: — 73

Criterion – V
5. Student Support and Progression

5.1 Contribution of IQAC in enhancing awareness about Student Support Services

IQAC monitors the Mentorship program- The mentors are responsible for taking care of the academic performance of the students in addition to providing personal counselling and communicating with their parents if and when needed.

IQAC also monitors Student welfare committee which contributes to enhance the quality of students, their overall Performance in co-curricular and extracurricular activities and to encourage their participation in various programmes at the Intracollege and Intercollege levels.

Parents can access the data of their ward performance from CIS system

IQAC monitors functioning of various Institutional Committees dealing with student Support:

1. Student Welfare Committee (SWC)
2. Hostel & Hospitality Committee (IHHC)
3. Anti-Ragging Committee (ARC)
4. Gender sensitization committee(GSCASH)
5. Alumni Committee (AC)
6. Examination Committee (EAC)

5.2 Efforts made by the institution for tracking the progression

Pre-clinical exercises.

Identification of and support to slow & fast learners.

Identification of and remedial classes for slow and fast learners

Regular meetings with various committees concerning improvement of various aspects of academic performances, patient care, and research projects are held throughout the year by IQAC.

Conducting extra classes,tests and exams to slow learners and regular follow-up by the Head of the institution.

Feedbacks obtained from students and parents are also analyzed by IQAC.

Counseling sessions are conducted regularly for the needy students.

Yoga practical sessions are being conducted in the college to enrich the physical and mental health of the students.

5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
473	42	NIL	-

(b) No. of students outside the state ___01___

(c) No. of international students ___-___

No	%
125	27

No	%
348	73

MenWomen

s

Last Year (2015-16)						This Year(2016-17)					
General	SC	ST	OBC	Physically Challenged	Total	General	SC	ST	OBC	Physically Challenged	Total
UG	04	01	82		**100**	01	18	01	71	-	91
PG	00	-	11	-	**14**	02	05		07	NIL	14

Demand ratio:Evaluated by DCI & TNDRMGRMU Dropout % - 1%

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

Interactive sessions on methodology of preparation during Mentor-Mentee Program.
Encouragement and support by faculty to the students attempting competitive exams.
The Institute has procured required books and CDs giving information and guidance on competitive examinations.
The endowment medal examinations are conducted in MCQ pattern and regular intra departmental quiz competitions are organized to encourage for preparations needed during competitive examinations.
AHED (Academy of Higher Education in Dentistry) associated with our college is conducting post graduate entrance coaching classes for competitive exams like NEET, AIIMS & PGI.

No. of students beneficiaries ___25___

5.5 No. of students qualified in these examinations

___25___   ___-___   ___-___   ___-___

27

NEET   SET/SLET GATE   CAT

IAS/IPS [ ] State PSC [-] UPSC [-] Others [-]

5.6 Details of student counselling and career guidance

1. Lectures for Interns and P.G. students on Career & Placement Orientation.
2. Student counseling is done regularly during the Mentor-Mentee Program.
3. Regular special classes conducted for P.G. entrance examination.
4. Student counseling is done by the mentors who interact with the respective mentees as and when required.
5. The mentors monitor the academic performance of the mentees and ensure their good performance by guiding them and giving them suggestions.
6. The students also have an opportunity to interact with a clinical psychologist who visits our college regularly to provide counseling and helps the students to look at their problems in a different way and tackle them easily.
7. Thus, students get an opportunity to speak with a skilled and interested professional who can work through their problems and help in stress reduction.
8. Any inconsistency observed is immediately reported and discussed with the
9. Chief Mentor, Head of the institution and their respective parents.
10. The parents can access the performance data of their from the **CIS** system.
11. "Psychological approaches for the striving learners" interactive workshop was conducted as per the instruction from the mentor director on **4/4/2017**.
12. The orientation program for fresher's BDS students (2016-17) was conducted on **Aug -2016.**
13. An audio-visual interactive presentation on "Psychological adaptation to professional course" was presented by DrSaravanan, Clinical Psychologist.
14. Both the parents and their wards were benefitted because; it was conducted both in English and the regional language Tamil.

No. of students benefitted [100%]

5.7 Details of campus placement

On campus			Off Campus
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
-	-	-	-

5.8 Details of gender sensitization programmes

1. Celebration of International Women's Day.
2. Encouragement for participation by all in various extra-curricular activities.
3. The gender sensitization committee against sexual harassment is committed to create a safe and congenial working environment for the students, teaching and non- teaching faculty.
4. The committee is functioning effectively under the guidance of a chairperson, with a member secretary and 8 members including student members.
5. No complaints or issues have been reported in the campus so for.
6. The committee conducts gender sensitization and awareness programs for the students and faculty thereby maintaining a cordial abode

5.9 Students Activities

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

State/ University level National level [106] rnational level [ ] [ ]

No. of students participated in cultural events

State/ University level [35] tional level [-] ternational level [-]

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

Sports: State/ University level [15] tional level [-] ternational level [-]

Cultural: State/ University level [15] National level I [-] tional level [-]

5.10 Scholarships and Financial Support**(Annexure-24)**

	Number ofstudents	Amount
Financial support from institution	10	1,00,000
Financial support from government	64	83,86,200
Financial support from other sources	-	-
Number of students who received International/ National recognitions	-	-

5.11   Studentorganised / initiatives

Fairs   : State/ University level [ ] National level [-] International level [-]

Exhibition: State/ University level [ ] National level [-] International level [-]

5.12No. of social initiatives undertaken by the students ;05

5.13   Major grievances of students (if any) redressed: Increase in library timings.
   1. Improvement in canteen facilities and diversification of menu.
   2. Enhancement of Wi-Fi speed.

Criterion – VI

6. Governance, Leadership and Management

6.1 State the Vision and Mission of the institution

VISION

The vision of the institution is to emerge as a world class institution in creating and imparting knowledge, providing students a unique learning experience in dentistry with the state of art technology along with value education that will empower students for the betterment of their own future and for the wellbeing of the mankind.

MISSION

1. To render the services to the poor and needy population
2. To provide meaningful high education from undergraduate to post-doctoral programmes, research and training
3. To impact higher technical skills, experiences and specialized academic excellence to the students thereby fostering innovation and generating new knowledge
4. To create a rich and pleasant environment for studying, living and working where education and research go hand in hand flourishingly
5. To serve the under-served, nurture learner centric quality dental education, quality patient oriented services, community centred research, excellence in knowledge, skill and strategic future oriented planning that meets the national, global dental education standards.

6.2 Does the Institution has a management Information System

Yes. The Institution has a management Information System

1. Teaching process :monitored through CIS system

2. Attendance Monitoring :BIOMETRIC DEVICE

3. The library with "NIRMAL PRO 6.1.0" automation software and administrative office is Wi-Fi enabled and all departments have desktops with high speed LAN network of 10 Mbps

4. Department of oral diagnosis and radiology is equipped with advanced diagnostic software from sirona "sidexis".

5. Department of conservative dentistry and endodontics, has a diagnostic and treatment planning software by Schick for RVG and digital radiography.

6. Department of orthodontics has advanced diagnostic and growth modification predictive software called "Nemo Ceph".

7. Institution is enrolled in the TNDRMGRMU's e-learning consortium (EBSCO)

8. Well maintained website with academic data, administrative and departmental data

9. ICT enabled classroom with LAN network

10. CCTV cameras have been installed for overall supervision in many places in our campus.

6.3 Quality improvement strategies adopted by the institution for each of the following:

6.3.1 Curriculum Development

1. The Curriculum Development in the institution is bound by the regulations of the TNDRMGRMU
2. The institutional board of studies (IBS) aligns the curriculum and modifies in line with the institutional objectives and govern the academic cell in planning the academic calendar and schedule to achieve competency in academics and research.
3. IBS will recommend any revision of the syllabus as necessary to the academic board of TNDRMGRMU
4. Faculty members are also encouraged to participate in workshops organized to discuss the framing of the syllabi of dental courses.

6.3.2 Teaching and Learning

1. Simulation teaching through patients models are implemented in the preclinical conservative laboratory.
2. SOPs and Checklists for various Procedures, Treatment Plans and Processes are formulated as part of TQM
3. Mentor-Mentee Program conducted regularly and included signature in the approval of leave for students.
4. Organized various Guest Lectures, CDEs, Conventions and Conferences to enrich the knowledge.
5. Departmental Teaching Plans collected term wise and implementation is reviewed during the internal audits.
6. Inter-departmental Meet conducted on monthly basis.(ooo meet)
7. Clinical-pathological Meet conducted for cases involving multi-disciplinary approach.
8. Oral Viva Cards
9. Journal Club, Seminar, Case Presentations
10. Group Discussion, Case Based Discussions
11. Identification of Slow and Fast Learners
12. Remedial Classes are scheduled for slow learners.
13. To provide value based dental education to the students by innovative teaching methods in their academic system.
14. Feedbacks from the students are analysed & improvements are made based on it.
15. Additionally we have good e-learning strategy to bring out graduates of global competence.

6.3.3 Examination and Evaluation

1. The Institute strictly follows the guidelines laid down by its Governing Bodies (University & DCI).
2. EC closely monitors examination & evaluation process.
3. Notifications regarding examinations and results are displayed on Institutional notice boards and included in the college calendar.
4. Double question papers with answer keys are submitted to the academic cell and question paper selected by the EC before the day of examination.
5. Central evaluation done after the completion of terminal examination in the conference hall and marks are updated in CIS system and communication sent to the parents.
6. Internal paper assessment changed from single evaluation to double evaluation
7. Evaluation is achieved by formative and summative assessment
8. Formative assessment is used to identify student current level of learning through record work completion, work submission, case evaluation and assignments.
9. Summative assessment is used to evaluate student learning at the end of each term through internal assessment exams.
10. Record of the internal assessment marks, university marks are analyzed and computerized
11. Planning to collect feedback from students regarding the question paper.

6.3.4 Research and Development

1. IRB & SAF closely monitor progress of research related activities of faculty &students.
2. IRB advises researchers regarding latest rules and regulations pertaining to research.
3. Upkeep of Centralized Research Lab and its functioning in MAPIMS..
4. Promoting research culture by organizing various guest lectures and FDP on researchmethodology.
5. Intra-mural grants provided by the Institution for the research.
6. Industrial collaboration, MOU with other Organizations, Institutions and Hospitalsbeing given adequate thrust.
7. Promotion policy to be based on research & publication.
8. To encourage the faculty and the students to participate actively in the research activities.
9. To provide incentives to the faculties, to encourage paper publications, presentations and to attend conference.
10. To increase the number of research project funded by major agencies
11. To establish MOU for research with SIRO by DSIR ,government of India
12. Conducted awareness program for encouraging the faculties to enrol themselves in PhD programs.

6.3.5 Library, ICT and physical infrastructure / instrumentation

1. Library Committee closely monitors'soverall progress & functioning of the library.
2. Library Manual and instructions are strictly followed.
3. Library is automated (Library management software LIS SDC, Bar Code system, Cataloging of books etc.).
4. Separate designated area for U.G. students, P.G. students & faculty
5. CCTV surveillance.
6. Newspaper reading area.
7. Wi-Fi
8. Printing and scanning
9. Repository
10. Access to e-resources (Books & Journals)
11. Reading Room
12. Reprography
13. Book Bank
14. Question Bank facility
15. Establishment of separate section for textbooks, reference books, current journals, back-volumes of journals etc
16. Availability of Gate Entry Monitoring Services(GEMS)
17. Library is equipped with audio-visual room & e-journals are subscribed regularly
18. All class rooms are equipped with computers and projectors with internet access through Wi-Fi and LAN
19. A proper maintenance system for all the equipments, computer and other machinery are placed in the following records like machine information sheet, preventive maintenance schedule and machine history card
20. A book exhibition-cum-sale is organized every year for the benefit of students and staff

6.3.6 Human Resource Management

1. Human Resource personnel (HR) monitor all the functioning, recruitment andpromotional activities.
2. Stringent selection criteria based on DCI, University guidelines & Institutional policy.
3. Transparent system of recruitment and functioning is followed.
4. Various welfare schemes for teaching and non-teaching staff.
5. Leave rules implementation are followed byHuman Resource personnel.
6. The institution plans to further empower the staff and caters to their academic / clinical/ research needs
7. Human Resource personnel create good learning atmosphere for the students and faculties

6.3.7   Faculty and Staff recruitment

1. Stringent selection criteria based on DCI, University guidelines & Institutional policy.
2. Transparent system of recruitment and functioning is followed through advertisementin newspapers, interviews and selection through committee based on merit.
3. Recruitment is done as per UGC guidelines.
4. Faculty with relevant specializations and adequate in depth knowledge are appointed.
5. Faculty recruitment is also based on previous experience, publications, and research activities.
6. Retention of faculty is encouraged by promotion, various welfare schemes

6.3.8   Industry Interaction / Collaboration

1. Industrial collaboration, MOU with other Organizations, Institutions and Hospitalsbeing given adequate thrust.
2. Patents are encouraged.
3. To have more interaction and tie ups with industries in terms of research perspective we regularly organize industrial visits for the faculty and students

6.3.9 Admission of Students

Admission of the students in the institution is based on merit.

BDS

- 65% government quota seats filled through merit from entrance exam conducted by NEET.
- 35% management quota seats filled through merit from entrance exam conducted by NEET

MDS

- 65% government quota seats filled through merit from entrance exam conducted by NEET.
- 35% management quota seats filled through merit from entrance exam conducted by NEET

6.4 Welfare schemes for

Teaching	Employment provident fund, gratuity schemes, group accident insurance, festival loans, free transport facilities. Concessional/subsidized medical and dental care for self & Family. Grants and financial assistance for research work & attending conferences
Non-teaching	Employment provident fund, gratuity schemes, group accident insurance, festival loans, free transport facilities.
Students	Scholarship, group accident insurance Institute encourages their participation in various Local, State, National level academic activities/conferences as well as co-curricular competitions. o Students participating in various extra-curricular activities are given the following support and facilities: Sponsoring registration fee. Facilitating concessional travel grants. Providing sports equipment and kit. Transport facility and other logistic support for participation.

6.5 Total corpus fund generated   -

6.6 Whether annual financial audit has been do 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	BSI group	YES	CMC
Administrative	YES	BSI group	YES	CMC

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?

1. The Institute strictly follows guidelines laid down by its regulatory bodies (DCI &University).
2. Following are the important examination reforms implemented by the Institution underthe limitations of its regulatory bodies:
3. Examination & Academic Cell conducts the two terminal, one model examination and university examination.
4. The examination schedule with dates for theory and practical examinations are planned in the beginning of the year and included in the college calendar and distributed to the students.
5. CCTV cameras are installed in the examination halls
6. Metal detector wand and jammer are used to obstruct the use of electronic devices and Student's identity is crosschecked with the identity card.
7. Central evaluation of theory papers are done immediately after the examination at the conference halls and marks are recorded in the OMR sheets.
8. Internal assessment done by (Summative & Formative) process.
9. Examination results are communicated to the students through CIS system.

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

-

6.11 Activities and support from the Alumni Association

1. Alumni Committee (AC) monitors overall functioning andplans Alumni meet on regular basis.
2. The AC conducts its internal meeting annually.
3. **Alumni committee**-The committee organized an Alumni meet on 28/4/2017. The alumni association APDCH "Rewind 2017" conducted a program with Mr.Kaliyamoorthy, IPS. Rtd I.G, Tamil orator.
4. Alumni are preferred during recruitment process.
5. Feedback from Alumni facilitates the Institute to improve academic processes and Infrastructure.
6. Alumni shared their experiences, expertise and skills by interacting with the students.
7. Alumni also motivate and provide guidance to the students.
8. Alumni feedback as well as and Alumni Feedback from their Employer are taken. Form scan be downloaded from college website.
9. Orientation for parents during orientation program every year followed by parent teacher meetings is organized and suggestions by the parents are taken into consideration.
10. Momentous were presented to alumni's who attended the meeting.
11. Alumni provided their support by providing feedback

6.12 Activities and support from the Parent – Teacher Association

1. Orientation for parents during orientation program every year followed by parent teachermeetings is organized and suggestions by the parents are taken into consideration.
2. Parents are invited, at the beginning of the year, to orient them about the facilities available in the College, exams, evaluation pattern etc.
3. The parents are kept informed about the performance and the consolidated term attendance of their wards and are requested to interact with the mentors whenever necessary.
4. Every year parent - teacher meets are conducted to communicate the performance of the students to their parents.
5. Parent teacher meeting was conducted **on 13/4/2017, 167 pa**rents attended the meeting.
6. Their feedback were collected and analysed.
7. Suggestions which were justifying were submitted to the management for consideration.

6.13 Development programmes for support staff

1. Regular training is imparted as need arises to hone their skills
2. Internal audit is done periodically for assessing & monitoring their work efficiency as per the procedure manual.
3. The following training programs are organized in the institution for the supporting staff: TQM awareness, customer care, ISO awareness, 5S housekeeping and kaizen.
4. Conduction of awareness programs on personal hygiene, oral hygiene, ill effects oftobacco and are also counselled to quit the habits.
5. Medical Services: Free/highly subsidized general & oral health treatment through ACMEC trust hospital and medicine are given free of cost.
6. To showcase their talents, the staff members are encouraged to participate in cultural events organized by our Institutions.
7. The non-teaching staffs are also encouraged to widen the horizons of their knowledge by participating in workshops and seminars.
8. Facility management and safety measures committee organized a fire drill program for the supporting staff on **8/6/2017**.
9. It by conducted by Mr Muthupandian from safex fire service limited.
10. This program created awareness on the emergency measures and preparedness in case of a fire accident.
11. A mock drill was conducted in which volunteers from nonteaching staff participated.

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

1. The buildings is designed so as to allow maximum natural light and ventilation

2. Use of energy efficient light fittings

3. Tobacco free campus

4. Plastic free campus

5. Tree Plantation Drive

6. Manure with organic waste

7. Rain water harvesting system

8. Waste disposal management is strictly followed

9. Lush green campus with abundant greenery.

10. Biomedical waste &segregation as per the protocol and disposal by authorized agency.

11. Institutional vehicles are periodically checked for pollution control.

12. The institution complies with the standards of Tamil Nadu Pollution Control Board (TNPCB) and an annual renewal is done for the same

13. "Save Water" rain water harvesting is carried throughout our college as per government norms and "Save Power" initiatives are performed to ensure power saving.

14. Minimizing use of paper through computerization and implementation of CIS system.

Criterion – VII

7. Innovations and Best Practices

1. Establishment of IQAC.
2. Monitoring departmental documentation.
3. Monitoring documentation pertaining to various Institutional Committees.
4. Allocation of Impress Money for all the departments.
5. Financial independence to all Heads of department & Administrative officer.
6. Freedom to formulate budget at departmental level.
7. Library automation with Bar Coding facilities.
8. Up gradation of Dental & Medical facilities.
9. Bio-Medical Waste Management.
10. Energy conservation initiatives.
11. Special emphasis on inculcation of Core Values in the staff and students.
12. Soft skill programs to students.
13. Library facility in hostels
14. Internet facility in hostels
15. Kaizen practice for employee.
16. Best kaizen awards
17. 5s audit
18. IQAC performs tirelessly with self-regulated responsibilities aimed at continuous improvement of quality for achieving academic excellence.
19. The IQAC has introduced many new innovative practices to help students in their pursuit for attaining quality dental education. Classes are engaged with the help of smart board and multimedia enabled class rooms.
20. CCTV cameras are installed in clinical departments, examination halls and library area.
21. Regular conduction of end posting viva.
22. Introduction of new certificate courses in Lasers and Implant logy clinic.
23. Endowment medal examination in MCQ format conducted on 13-07-2017
24. Faculty encourages the students not only to become good dentist but also to follow ethical values.
25. Comprehensive clinics for treatment of patients with less waiting time and less discomfort.
26. Evening clinics to cater the need of community has been planned along with multi-speciality dental wing..
27. Lecture on research methodology for faculty & students.
28. Encouragement of staff and students in undertaking major & minor projects, in-house or
    a. Collaborative research pertaining to their areas of interest is well supported
    b. Large number of extension activities (health awareness and treatment camps.
29. Fresher's Welcome Meet.
30. Free/Highly Subsidized Quality Medical and Dental Treatment.
31. Code of Conduct for students.
32. Facility of Clinical Psychologist.
33. Introduction to Advanced certificate course in Dentistry (Lasers & Implants).
    a. Regular Value Added Programs, Webinar, CDE, and Guest Lectures for professional growthand development.
34. Participation in various Inter/Intra Institutional extra-curricular Activities.
35. Inclusion of selected Students in various Institutional Committees.

36. Students are especially encouraged to participate in inter-college/ inter-institutional Inter- university cultural, sports and academic events.

37. Faculty appraisal system imparted motivation to faculty members and enabled them to set goals and work towards the same.

38. IQAC released Institutional prospectus for the academic year 2017-18 that has been circulated to various colleges in South India facilitating dissemination of information pertaining to the developments and activities of the Institution.

39. IQAC conducted Soft skills training program for the I year BDS students. Active participation in these training programs by the students empowered them to understand "who they are" and how best they can come across as competent individuals in any given situation.

40. The Institution in collaboration with Pathanjali Yoga centre conducted regular Yoga classes for the I BDS students.

41. IQAC conducted an extended hour of learning where in the students were made to write daily test based on university question bank in the month of June and July for all BDS students.

42. IQAC along with the management selects the best kaizen practice once in every 3 months and awards the faculties and nonteaching staff for TQM practice like the best Kaizen, best social cause kaizen.

43. Orientation Programmes on 28/3/2017 organized by the IQAC for newly appointed teachers to understand and implement the APDCH management system.

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

1. Orientation program and Fresher's Welcome Party organized for newly inducted students.
2. Election of Student Council was done under the guidance of ISPWC.
3. Publication and implementation of IQAC Calendar.
4. Inspection of departmental documentation by IQAC.
5. Interaction of IQAC with various Institutional Committees.
6. Renovation of conference/board room.
7. Enhancement of Wi-Fi Facility.
8. Renovation of Canteen.
9. Extension of library timings.
10. MDS NEET preparation classes initiated.
11. The plan of action conceived during the beginning of the academic year has been successfully initiated and completed accordingly in a time bound manner.
12. The primary task of the IQAC was to monitor the progress of the various Committees constituted by the Institution.
13. The various committees prepare their proceeding and functioning as "status review reports" for every 6 months.
14. The "status review reports" of these Committees were critically appraised at periodic IQAC meetings, based on the suggestions given by the Committees, these review reports were discussed in Management review meeting.
15. The "Action Plan" and the statusof the areas which were planned out in the preceding year are as under

1.3 Give two Best Practices of the institution
   (Please see the format in theNAAC Self-studyManuals)

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1. Campus CIS - Usage of Cloud based Institution CIS System for automating all the academic activities
2. Implementation of TQM Principles-kaizen and 5s implementation.
3. Comprehensive clinics.
4. Evening clinics.

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

7.4Contribution to environmental awareness / protection

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1. Lush green campus with abundant greenery.
2. Biomedical waste & segregation as per the protocol and disposal by the authorized agency
3. Institutional vehicles are periodically checked for pollution control. The Institution complies with the standards of Tamil Nadu Pollution Control Board (TNPCB) and an annual renewal is done for the same
4. "Save Water" rain water harvesting is carried throughout our college as per government norms and "Save Power" initiatives are performed to ensure power saving.
5. Anti-tobacco zone campus as per Government of India regulations
6. Minimizing useof paper through(ERP)

7.5 Whether environmental audit was conducted? Yes [√]   No [ ]

7.6 Any other relevant information the institution wishes to add. (For example SWOCAnalysis)

1. The IQAC is entrusted with the responsibility of formulating separate IQAC Calendar and Yearly calendar for the faculty, non-teaching staff, UG students and PG students and this helps them to plan the academic activities such as (CDEs/ clinical society meetings/ various committee meetings/guest lecture/Conferences and Workshops) and extension activities .
2. The execution of the calendar activities planned in the college calendar is monitored by the IQAC.
3. The institution is planning to obtain the NABH Certificate as a part of quality up gradation for patient care procedures and execution of treatment as per requirements.

SWOC ANALYSIS ANDOPPORTUNITIES

STRENGTHS

1. The institution is under the ACMEC trust, which has more than 37 years of legacy in service to mankind and impairing quality education to underprivileged and needy person
2. Well defined vision and mission of the Institute.
3. State of the art infrastructure with well ventilated, airy, clean departments and a lush green campus.
4. Enthusiastic, devoted, well qualified blend of young and experienced faculty. Hardworking, dedicated and courteous support staff.
5. Excellent support received from Management, Principal, and Head of Department towards building a stress free working environment and addresses the grievances of faculties in a timely manner.
6. Conducive ambience and modern facilities for teaching, learning, research and patient care.
7. Good patient inflow in OPD and IPD with student exposure to a variety of routine and special cases.
8. Regular and effective community outreach programs.
9. Well stocked ICT enabled library with subscription to numerous international and nationaljournals.
10. Smart lecture halls with internet and audio-visual aids.
11. Instilling core moral and ethical values in students through regular soft skill programmes.
12. The location of the dental college and the hospital is easily accessible to the rural community, lends a hand to accomplish the institution mission.
13. Dental care is provided using latest technology with free of cost to the rural public. The spiritual devotees of the campus temple enhances patient flow
14. Organizing continuing dental education (CDE) programs, workshops, seminars and advanced learning programs for enhancing students learning experience.
15. Extensive outreach community services are conducted on a weekly basis through school dental awareness program, dental screening camps with a fully equipped mobile van that has facilities for awareness programs, screening & treatment facilities.
16. Good patient's strength enables the students to get good exposure in the diagnosis and treatment of various dental diseases.
17. The location of medical college & hospital (MAPIMS) of the ACMEC trust within the campus enables easy access for dental students to medical sciences and patients with plethora of illness.

WEAKNESS

1. Poor patient affordability along with the policy of free and highly subsidized treatment sometimes makes the logistics towards the use of expensive materials, equipments and procedures unviable.

2. Student and faculty exchange program remain unutilized and hinder further development in this area.

3. Consultancy and Extramural research projects funded by external agency.

4. Attracting international students would increase student diversity and allow the Institute to transcend national boundaries.

5. Suboptimal utilization of the professional competence due to lack of patient awareness.

6. Limited number of courses.

7. Research fund and grants from external sources has to be explored

8. Commute from the nearby cities (Chennai and Pondicherry) for the teaching staf**f**

OPPORTUNITIES

1. Strategic location of the Institute in the rural area makes the facility easily accessible to the needy people of the community
2. International Collaborations, Availability of research grants by funding agencies, increasing interest from foreign Institutions.
3. Epidemiological studies can be undertaken due to the availability of a large patient database.
4. Well trained and qualified faculty is ideally positioned to conduct research in thrust areas of national and international importance.
5. Beyond syllabus academic activities have to be fine-tuned and syllabus has to be revised to make them more impactful and popular.
6. Further enhancement of hospital diagnostic and treatment facilities.
7. Increase the public outreach of the hospital faciliti**es.**
8. The emerging trends and changing needs of dental fraternity, has created new opportunities for the institution to increase the number of PG courses offered and widen its scope for catering to more number of students pursuing higher dental education
9. Ability to improve the current infrastructure to accommodate training and research requirements to be one between the contemporary clinical and research institutes.
10. Proposal to upgrade and increase working hours of the library to encourage the student to utilize the facilities to its fullest
11. Increasing the number of satellite clinics with the motive of providing dental treatment in their respective locality
12. Implementation of total quality management (TQM), NAAC accreditation shall strengthen customer confidence and scope for continual improvement.
13. Proposal of collaboration with Malaysian dental council will enable students to pursue higher education and placements with an international exposure.

CHALLENGES

- Synchronization and improved understanding about government policies and proceduresfor resource mobilization in research and patient support activities.
- Patient education and motivation due to low literacy rate.
- Lack of diversity of students.
- Lack of dental awareness among the rural population.
- Lack of priority to dental treatment by the patients over daily livelihood issues.
- Lack of entrepreneurship training.
- Focus on marks rather than holistic developments.

Plans of institution for next year

1. Evening clinics to be planned in the institute to serve the patients in and around melmaruvathur.
2. International interactions with foreign universities to update the knowledge for faculties.
3. To obtain NABH accreditation for the institution.
4. To establish MOU with research centres as measure to promote the research activities of the faculty.

Name   ;Dr.S.Thillinayagam   *Signature of the Chairperson, IQAC*

Abbreviations list

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

AQAR   2016-17--LIST OF ANNEXURES

Annexure 01; IQAC Constitution Document

Annexure 02; Meeting with Stake Holders.

Annexure 03; Events File Data's

Annexure 04; IQAC Calendar.

Annexure 05; Academic Calendar.

Annexure 06; Committee Activity Format.

Annexure 07; Students Feedback Analysis Data's.

Annexure08; Data's For Extension Activities.

Annexure 09; Co-Curricular /Extra Curricular Activities.

Annexure 10; Parents and Teachers Meeting

Annexure 11; NABH Training Data's

Annexure12; Endowment Medal Exam Data's

Annexure 13; Patient Feedback Analysis Data's.

Annexure14; College Census/Surgery Data's

Annexure15; Comprehensive Clinic Census.

Annexure16; Implant Logy Clinic Census.

Annexure 17; Data's Of CDE Organized & CDE Points of Programs.

Annexure 18; College Prospectus

Annexure 19; Common Data's from departments.

Annexure 20; Internal Audit Data's.

Annexure 21; College Working Days.

Annexure 22; Students Attendance Percentage.

Annexure 23; Students Pass Percentage.

Annexure 24; Students Scholarship Data's.