Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1 The Institution has clearly stated vision and mission which are reflected in its academic and administrative governance

Response:

The institution made its humble beginning with a clear vision and mission of imparting quality education.

Vision:

To provide high-quality dental education and patient care at an affordable cost, with a special focus on the remote population for providing dental health. To create interest in research activity among the dental students and fraternity. We aim to grow as an internationally recognized institute by developing a perfect system. To do hypothesis based, community oriented, high impact research which would contribute to formulation of National Dental Management guidelines in all activities related to dental care.

Mission:

- To integrate all the disciplines in creating excellent clinical experience and patient care with all the ethical values.

- To provide advanced scientific innovative research in all specialties of dentistry.

- To globalized teaching methodology incorporation to attain updated teaching facilities.

- To create awareness of oral health care among rural population by conducting dental camps at rural areas and dental education programme.

- To impart academic excellence in dental education to undergraduate and post graduate students.

- To create a friendly atmosphere in which all gender students from different communities and backgrounds practice religious tolerance as well as mutual

cooperation to achieve common goals.

- To make research significant activity including all the faculty, students in alliance with global standards.

- To inculcate high moral, ethical, professional standards to shape them in to future leaders, dental professionals and above all good and successful human beings.

NATURE OF GOVERANCE

- The chairman and the members of the governing body are involved in financial planning, monitoring expenditure, infrastructure development with evaluation and proper functioning of institution.

- The college and hospital have well qualified and competent administrators at the institution and the departmental level to provide effective leadership, patient care and academics.

- The governing authorities are involved in formulating policies and implementing guidelines for continuous improvement of the institution. Several committees are formed to look after academic and administrative functions of the college.

STAKE HOLDER PARTICIPATION

The management entails compiling a list of those who provide finance, supervise and decides policies. To involve the stakeholders, office management takes a step-by-step strategy. To involve the stakeholders, it is necessary to understand the assessment, history and probable outcome. Then in order to attain the goal, objectives, scope and outcomes will be defined.

The faculty members are nominated for various committees to actively involve them in framing guidelines and decision making.

The committee members conduct periodic meetings to discuss regarding the functioning and work allotment to staff members.

The views and suggestions of the students regarding the institution are taken into consideration.

Regular meetings at institutional and departmental level is held to promote the culture of participative management and address any grievance.

CORE VALUES

Excellence in Dental Health and Academics

Our institution is committed to excellence in all Spheres of its activities especially dental health care and academics. We aim to achieve it by following the highest standard in dental care and academic through monitoring and evaluation by means of internal and external reviews. We also simultaneously strive to achieve the recommended standard by means of continuous improvement programs.

INTEGRITY

An environment of justice honesty equality and equity is one of our most important core values. Healthcare provision shall be carried out honestly. Holding the integrity of the profession we are bound by our values, maintain honesty and transparency in dental education.

SERVICE & COMMUNITY ORIENTED PHILOSOPHY

Our institutional work culture is governed by a service oriented and community directed philosophy.

ACCOUNTABILITY

Our institution is accountable to uphold and achieve vision mission and core values

File Description	Document
Link for achievements which led to Institutional excellence	

Link for Vision and Mission documents approved by the College bodies	
Link for additional information	

6.1.2 Effective leadership is reflected in various institutional practices such as decentralization and participative management.

Response:

The Management and the College promotes the culture of participative management by involving the teaching staff, non-teaching staff, students and other stakeholders in decision making at various levels. The college governing body has a representation from the cross section of the society. It comprises of Chairman, Director, Dean, and the board of trustees of the college. The governing body/board of the management meets regularly, reviews the activities of the institution and extends necessary guidelines for the betterment of the quality education.
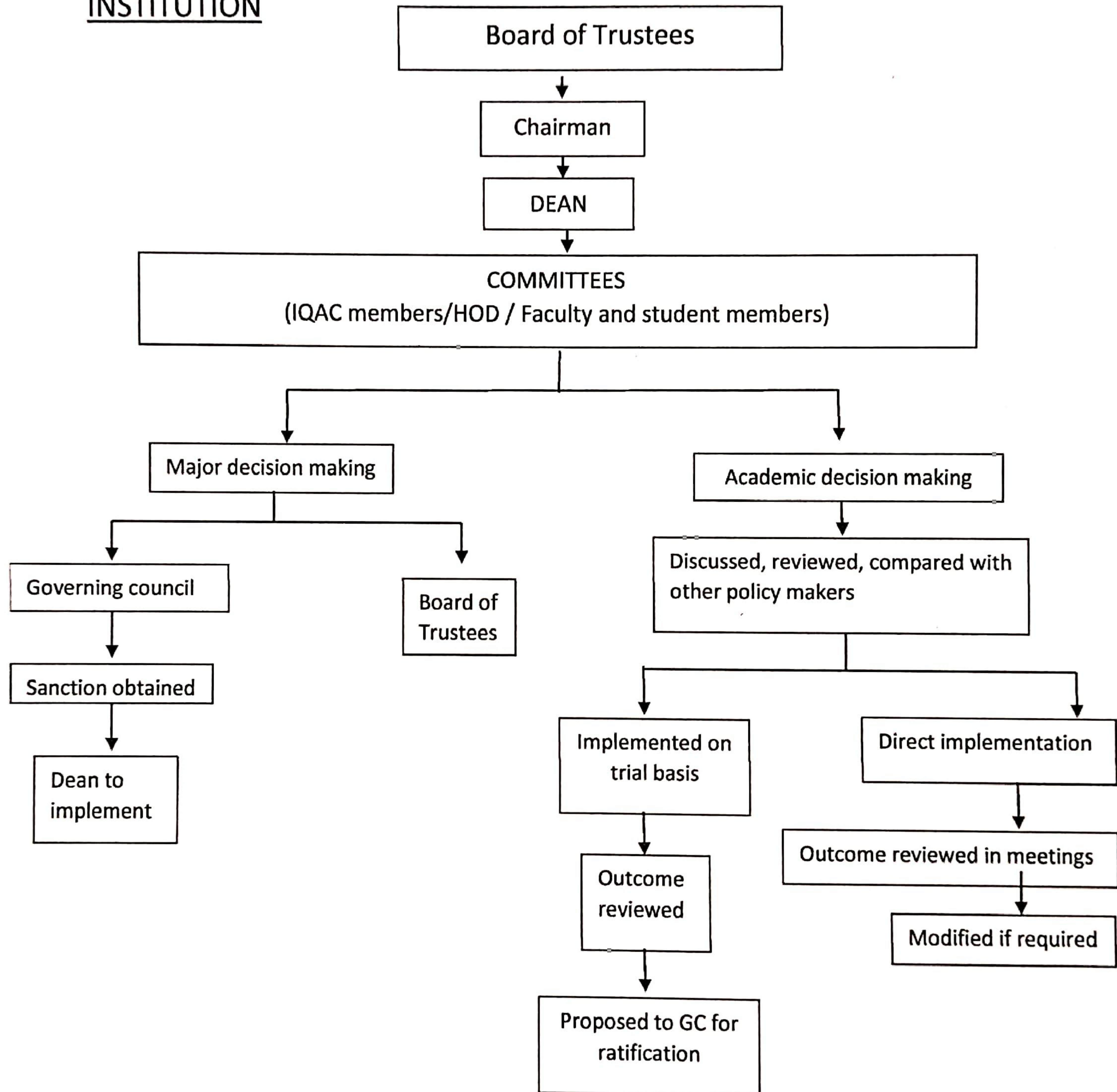
The Dean of the college chairs the meetings of all the statutory and non-statutory bodies and elicit suggestions from faculties and also gives information received from the Govt., University, DCI, College management etc., for quality education. The suggestions from faculties are then scrutinized and is forwarded further for consideration.

SCHEMATIC ILLUSTRATION OF DECISION-MAKING PROCESS OF INSTITUTION

Board of Trustees

↓

Chairman

↓

DEAN

↓

COMMITTEES
(IQAC members/HOD / Faculty and student members)

Major decision making

- Governing council
  - ↓
  - Sanction obtained
    - ↓
    - Dean to implement
- Board of Trustees

Academic decision making

↓

Discussed, reviewed, compared with other policy makers

- Implemented on trial basis
  - ↓
  - Outcome reviewed
    - ↓
    - Proposed to GC for ratification
- Direct implementation
  - ↓
  - Outcome reviewed in meetings
    - ↓
    - Modified if required

File Description	Document
Link for relevant information / documents	

6.2 Strategy Development and Deployment

6.2.1 The Institution has well defined organisational structure, Statutory Bodies/committees of the College with relevant rules, norms and guidelines along with Strategic Plan effectively deployed

Response: Yes, the institution has a formally stated quality policy. The quality policy of the college is reflected in vision and mission of the college. The institution has created meaningful, remarkable plans and policies to achieve the goal and mission of the college

1. College Dean, the IQAC chairman is the supreme policy-making and policy implementing mechanism of the college.

2. The college management discusses various aspects in detail and arrives at the necessary strategies and plans to keep up the quality of dental education in the institution. The members of the management are always available to the faculty to present their views and ideas. The opinion of the faculty and the staff are always considered positively for evolving policies.

3. The Dean brings to the notice of the above body about the functioning of the institution and acts as a catalyst between the management staff and students.

4. The Dean ensures that the institution follows all the statutes, regulations of DCI and provisions of the University to which we are affiliated.

5 The Dean and all head of the department meet regularly to carry out academic, extracurricular and other administrative work.

6. The Dean monitors the day-to-day administration of the college, plans and executes all academic policies and programmes in consultation with important committees. The committee meetings are conducted periodically to coordinate and to improve the functioning of the organisational structure.

7. The Dean along with IQAC coordinator forms several committees in the college namely Research committee, Maintenance Committee, Canteen Committee, Hostel Committee, Student Committee, Cultural and Sports Committee, Community Outreach, Ethical Committee, Satellite Clinic, Publication committee, Biomedical Waste, Grievance Redressal & Sexual Harassment/ Women Grievance Cell /GenSen Committee, Anti-Ragging Committee, Alumni Association, Library Committee, Staff selection Committee, Curriculum Committee, Admission Committee, Academic Committee, Feedback Committee and student welfare committee reviews the overall functioning of each committee and initiates appropriate measures to enhance the quality of academic and administrative fronts.

8. The Dean supervises regularly the performance of non-teaching staff.

9. The grievances of the teaching /non-teaching staff and the students are redressed appropriately to maintain an environment conducive for learning.

File Description	Document
Link for minutes of the college council/other relevant bodies for deployment/deliverable of the strategic plan	View Document
Link for Strategic plan document	View Document
Link for Organizational structure	View Document

6.2.2 Implementation of e-governance in areas of operation

1. Academic Planning and Development

2. Administration

3. Finance and Accounts

4. Student Admission and Support

5. Examination

FILE DESCRIPTION	DOCUMENT
Screen shots of user interfaces of each module Annual e-governance report approved by Governing Council/ Board of Management/ Syndicate Policy document	View Document
Policy documents	View Document
Institutional data in prescribed format	View Document
Institutional budget statements allocated for the heads of E_governance implementation ERP Document	View Document
Link for additional information	View Document

6.3.1 WELFARE MEASURES FOR TEACHING AND NON- TEACHING STAFFS

1) **Faculty Housing Accommodation:** Faculties from other states and distant sources are provided with housing apartments at a minimal cost to enhance their quality of life.

2) **Special Leave:** The teaching staffs avail special leaves for attending conferences and workshops.

3) **Concession in treatment charges:** All the employees working in various departments are eligible for any dental treatment in concessional rates based on type of the treatments. The family members of the non- teaching staffs are also eligible for concessional rates for dental treatments in the institution.

FILE DESCRIPTION	DOCUMENT
Link for list of beneficiaries of welfare measures	View Document
Link for policy document on the welfare measures	View Document

6.3.2 Average percentage of teachers provided with financial support to attendconferences/workshopsandtowardsmembershipfeeofprofessionalbodiesduring thelastfiveyears

6.3.2.1 Number of teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies year-wise during the last five years

2022- 23	2021- 22	2020-21	2019-20	2018-19
7	33	0	0	0

FILE DESCRIPTION	DOCUMENT
Relevant Budget extract/ expenditure statement	View Document
Policy document from institutions providing financial support to teachers, if applicable E-copy of letter indicating financial assistance to teachers	View Document
Office order of financial support	View Document
Institutional data in prescribed format	View Document

Percentage per year: 33/76*100= 43.42%

6.3.3 **Average number of professional development / administrative training programmes organized by the Institution for teaching and non- teaching staff during the last five years (Continuing education programmes, entrepreneurship development programmes, Professional skill development programmes, Training programmes for administrative staff etc.,)**

6.3.3.1 Total number of professional development / administrative training programs organized by the institution for teaching and non- teaching staff year wise during the last five years

2022- 23	2021- 22	2020-21	2019-20	2018-19
6	5	4	0	0

FILE DESCRIPTION	DOCUMENT
Reports of Academic Staff College or similar centers Verification of schedules of training programs	View Document
Institutional data in prescribed format	View Document
Detailed program report for each program should be made available Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	View Document

Ref. No. :	Date :
Copy of circular/ brochure/report of training program self conducted program may also be considered	View Document

Percentage: 1.8%

6.3.4 Average percentage of teachers undergoing Faculty Development Programmes (FDP) including online programmes (Orientation / Induction Programmes, Refresher Course, Short Term Course etc.) during the last five years..

> **6.3.4.1 Number of teachers who have undergone Faculty Development Programmes including online programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course and any other course year-wise during the last five years**

2022- 23	2021-22	2020-21	2019-20	2018- 19
5	33	0	0	0

FILE DESCRIPTION	DOCUMENT
Institutional data in prescribed format	View Document
E-copy of the certificate of the program attended by teacher	View Document
Days limits of program/course as prescribed by UGC/AICTE or Preferably Minimum one day programme conducted by recognised body/academic institution	View Document

6.3.5 PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF

A good performance management system strives to improve overall organisational performance of teams and individuals in order to ensure that the organization's goal and vision are met. An efficient performance management system is critical to the efficient operation of the organisation. As a result, the Institute has following appraisal scheme.

The performances include following:

(i) Teaching, Learning and Evaluation related activities

(ii) Co-Curricular, Extension and Professional Development related activities

(iii) Research Publications and Academic Contributions

The data for the aforementioned categories is collected from each faculty member at the conclusion of each academic year in the proforma, and the scores are produced based on the data obtained.

In collaboration with senior professors, the Dean establishes minimum scores for faculty members. These scores are used to determine whether or not faculty members are eligible for career progress and promotion to the next higher post. Furthermore, at the end of each year, students are given feedback forms for each of the courses they have taken. The feedback forms, which are in the form of questionnaires, collect data about the teacher and other aspects of the teaching process.

A team comprised of the Department Head and a Senior Professor in the Department reviews the student feedback forms and makes recommendations for ways to improve the teaching-learning process. As a result, there is no performance appraisal mechanism in place at the institute for non-teaching staff.

Ref. No. :   Date :

FILE DESCRIPTION	DOCUMENT
Any additional information	View Document
Link for any other relevant information	View Document
Link for performance Appraisal System	View Document

6.5 Internal Quality Assurance System

6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

Response:

Initiation

Internal quality assurance cell (IQAC) was established on 6-11-2017.

IQAC play a vital role in the quality assurance in the teaching learning process.

Dr.Anup Panda, Professor and Head of the Department of Pediatrics and Preventive Dentistry is designated as IQAC coordinator. The members are drawn as per the NAAC recommendation.

The following are the various quality initiatives taken by IQAC

1. IQAC plans for designing calendar of events of the college.

2. IQAC periodically conducts quality related workshops in the college

3. IQAC recommends teachers to use ICT enabled teaching effectively in classroom teaching.

4. IQAC regularly monitors the quality check at the institutional level

5. Academic audit is being conducted every year.

6. IQAC takes initiative to organise conference, seminar and workshop required for the benefits of the staff and students.

7. IQAC documents the research publication of faculties and enhances the research activities in the institution.

8. IQAC designs the feedback formats on various parameters applicable to all stakeholder.

FILE DESCRIPTION	DOCUMENT
Link for the structure and mechanism for Internal Quality Assurance	View Document
Link for minutes of the IQAC meetings	View Document
Link for any other relevant information	View Document

6.5.2 Average percentage of teachers attending programs/workshops/seminars specific to qualityimprovement in the last 5 years

6.5.2.1 Number of teachers attending programs/workshops/seminars specific to quality improvement year- wise during last five years

2022- 23	2021-22	2020-21	2019-20	2018-19
5	33	0	0	0

FILE DESCRIPTION	DOCUMENT
List of teachers who attended programmes/workshops/seminars specific to quality improvement year=wise during the last five years	View Document
Institutional data in prescribed format	View Document
Details of programmes/workshops/seminars specific to quality improvement attended by teachers year wise during the last five years	View Document
Certificate of completion/participation in programs/ workshops/seminars specific to quality improvement	View Document

6.5.3 The Institution adopts several Quality Assurance initiatives The Institution has implemented

the following QA initiatives:

1. Regular meeting of Internal Quality Assurance Cell (IQAC)

2. Feedback from stakeholder collected, analysed and report submitted to college management for improvements

3. Organization of workshops, seminars, orientation on quality initiatives for teachers

and administrative staff.

4. Preparation of documents for accreditation bodies (NAAC, NBA, ISO, NIRF etc.,)

E. None of the above

D. Any one of the above

C. Any two of the above

B. Any three of the above

FILE DESCRIPTION	DOCUMENT
Report of the workshops, seminars and orientation program	View Document
Report of the feedback from the stakeholders duly attested by the Board of Management	View Document
Minutes of the meetings of IQAC	View Document
Institutional data in prescribed format	View Document
Annual report of the College	View Document
Link for Additional Information	View Document