



CHILDREN'S EDUCATION SOCIETY (Regd.)

Administrative Office:

1st Phase, J.P. Nagar, Bangalore-560 078.

Ph: 080-26659532, 30410501/02 Fax : 080 - 26548658

THE OXFORD DENTAL COLLEGE

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka & Recognised by Dental Council of India, New Delhi)

Bommanahalli, Hosur Road, Bangalore - 560 068.

Ph: 080-61754680 Fax : 080 - 61754693

E-mail: deandirectortodc@gmail.com Website: www.theoxford.edu

Ref No:TODC/093-A/2018-19

Date:04.07.2018

**Proceedings of the Principal and Chairperson IQAC
Order**

By the direction of the Governing body, undersigned is pleased to reconstitute Internal Quality Assurance Cell (IQAC) for the 2018-19, the cell shall report the work and activities of the cell once in three months, minimum four times in an academic year to the Governing body. These orders will come in to force from the day of issue of orders and they will be on same until further orders are issued. Following is the constitution of IQAC

Sl No.	Name of Member	Designation	Role
1	Dr Pradeep Raju	Principal	Chairperson
2	Mr Shivabasavaiah	Director - Skill Development Center	Member -Management Representative
3	Dr Srirekha	Head, Dept.of Conservative dentistry and Endodontics	Member -Teaching Faculty Representative
4	Ms Sunanda	Office Manager	Member - Non Teaching Faculty Representative
5	Ms Aadishree Verma	Student Council President	Member - UG Female Student Representative
6	Mr. Roshan Christopher	Student Council Vice-President	Member - UG Male Student Representative
7	Dr Noor	Student Council Secretary	Member - PG Female Student Representative
8	Dr Sameer	Student Council Treasurer	Member - PG Male Student member Representative
9	Dr Asha	Alumni	Member - Alumni Representative

10	Mr. Vincent Mr. Ramesh R	Parent (of Male) Parent (of Female)	Member –Parent Representative
11	Munish		Member – Industry Representative
12	Dr. Leeky Mohanty	Professor	Member – Coordinator
13	Dr. Shilpashree	Asst. Prof	Joint Coordinator



 Principal & Chairperson IQAC

Copy to:

1. Chairman and Vice Chairman
2. Committee Members
3. All the HOD's
4. IQAC File

XX

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Proceedings of the Internal Quality Assurance Cell

Agenda:-

1. Re constitution of IQAC as per new guidelines
2. Activities to be conducted by IQAC during the year 2018-19

The 1st meeting for the year 2018-19 of IQAC was held on 04-07-2018 by 11.00 am at Board Room of the college.

IQAC coordinator welcomed all the members present.

After due discussions as per agenda following resolutions were made:

Agenda: 1

The IQAC Committee was re-constituted as per new guidelines and following are the members of the Committee. The Members present in the meeting agreed for the decision of the committee

Composition of the IQAC

1. Chairperson: Dr. Pradeep Raju
2. Co ordinator: Dr. Leeky Mohanty
3. Teaching Faculty: Dr. Sirekha
4. Member from the Management: Mr. Shivabasavaiah
5. Associate dean of Academics: Dr. Archana Krishnamurthy
6. Associate dean of Administration: Dr. Savitha A. N
7. Associate dean of Human Resources: Dr. Malathi
8. Associate dean of Examination: Dr. Shrikanth
9. Administrative officer: Ms. Sunanda
10. Nominee for local society: Mr. Shivabasavaiah
11. Student Nominee: Dr. Noor
12. Alumni: Dr. Asha
13. Stakeholder Nominee: Mr. Ramesh R



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Agenda -2

Activities to be conducted by IQAC during the year 2018-19

1. IQAC Chairman Informed all the Criterion in-charge to provide updated information about the committee's constitution for the year 2018-19 in 10 days.
 2. He informed that all the criterion in Charges arrange to conduct below mentioned activities through respective committees and take necessary support / help from Administrative Officer, Chief Finance Officer, Industries, Students and Alumni's.
- ❖ Conduct Add-on certificate programs 2 per department.
 - ❖ Conduct minimum 2 Value Added courses in each Program.
 - ❖ Plan for Field Projects/ Field visits/ Internships for students meticulously.
 - ❖ To collect feedback on curriculum from all stockholders, analyze and submit report with recommendation to BOM through IQAC.
 - ❖ Adhere to University guidelines for conducting of internal examinations and university exam.
 - ❖ To conduct Student Satisfaction Survey on overall performance of the college, and to submit analysis report in next meeting so as to take necessary steps for quality improvement aspects in the institution.
 - ❖ Faculties to submit research proposals for funding.
 - ❖ To conduct IPR activities and to incubate Start-Ups in the institution.
 - ❖ Collect proposal from faculties those to attend State, National, Inter- National and local level - Conferences Workshops, Seminars, and Training Programs to provide travel & dearness allowance.
 - ❖ To instruct all the faculties to initiate action to publish papers, informed to involve in activities of editing books and chapters.
 - ❖ To Conduct Extension Activities in coordination with NSS, Government, NGO's and other Organizations. Involve maximum number of students these activities. Special emphasis to be given on activity related to Swatch Bharath, Gender Equity, and Environmental Activities.
 - ❖ To initiate action to have Linkages, Collaboration, MOU's with Corporates, Industries, Institutions, NGO's, and Government for Conducting research activities Student exchange and Faculty exchange activities.



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- ❖ Finance committee is Instructed to Allocate sufficient Budget for all activities including Infrastructure, Academic Support Activities, E- Governance, Library, Sports, Cultural, Faculty and Student Welfare schemes, Green Initiatives, Incubation Centre and some of the special training programs as per the request of committee Chair-Persons and HOD's.
- ❖ Instructed to conduct capability enhancement, Alumni and placement activities.
- ❖ To Conduct National Festivals / Birth and Death Ceremonies of National Leaders.
- ❖ IQAC Chairman informed all the members - Reports of all the above activities conducted to be presented in next and subsequent meetings and also to maintain proper documents for having conducted these activities.

Meeting concluded with vote of thanks by IQAC coordinator

Dean and Director

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Proceedings of the Internal Quality Assurance Cell

Agenda:

1. Review of action taken on the proceedings of the previous meeting held on -04-07-2018
2. Review of research, extension activities.
3. Review of Co-Curricular activities and students support facilities.
4. Review of Action taken in terms of institutional values and Best Practices.

The 2nd meeting for the year 2018-19 of IQAC was held on 08-10-2018 by 11.00 am at Board Room of the college.

At the outset IQAC coordinator welcomed the Chairman and members of IQAC

Agenda wise review conducted by the Chairman and following are the points discussed and decision taken.

Agenda:-1

The minutes of previous IQAC meeting held on - 04-07-2018 was read and approved.

Agenda: -2

Review of research and extension activities.

- ❖ Ethics committee meeting for 54 post graduate students was scheduled on 13th and 14th November 2018
- ❖ Decided to conduct workshop on medical negligence in dental practice during the year.
- ❖ Decided to encourage faculties to publish research papers in UGC web-site and to present papers in National/International Conference.



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Agenda:-3

Review of Co-Curricular activities and students support facilities.

- ❖ Decided to encourage students to participate in workshops / seminars / cultural and sports activities.
- ❖ Decision taken to hold competitions among students in various cultural and sports activities.
- ❖ Informed to conduct coaching classes for competitive examinations and capability enhancement programs.
- ❖ Decided to collect application from students to avail scholarships from institution and other government departments.

Agenda:-4

Review of Action taken in terms of Institutional Values and Best Practices.

- ❖ Decided to hold 2 gender equity promotion programs during the year.
- ❖ To initiate action to make the campus eco-friendly – to plant more number of trees, to make paperless office and to install LED bulbs.
- ❖ Decided to have following two Best Practices during 2018-19
 - Evidence based dentistry and use of research in clinical practice.
 - Encouraging the UG and PGs students to actively participate in table clinic, paper and poster presentation at national and international conferences.

Meeting concluded with vote of thanks by IQAC coordinator.

Dean and Director
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Proceedings of the Internal Quality Assurance Cell

Agenda:

1. Review of MOU's / Linkages / collaborative activities.
2. Review of physical facilities and academic support facilities.
3. Conducting Parent- teachers' meet and review of mentoring system.

The 3rd meeting for the year 2018-19 of IQAC was held on 25-01-2019 by 11.00 am at Board Room of the college.

At the outset IQAC coordinator welcomed the Chairman and members of IQAC.

The committee members discussed issues as per agenda and following are the decision taken

Agenda:-1

Review of MOU's / Linkages / collaborative activities.

- ❖ During the year 81 Collaborative activities conducted by the institution.
- ❖ The institution is having linkages with other organizations for research activities of 5 students.
- ❖ The institutions signed MOU with 7 organizations during the year for Internship, on-the-job training, project work, sharing of research facilities, Students & Faculty Exchange, Sharing of Facility etc. and 59 students/faculties got benefited.



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Agenda: -2

Review of physical facilities and academic support facilities.

- ❖ It is observed that all 6 classrooms, 13 laboratories and 9 seminar halls are Wi-Fi/ LAN Connected and having ICT facilities.
- ❖ The library is having LIB Software with 9.5 Limited versions.
- ❖ It is decided to add additional, 203 e-Books, 48 e-Journals, during the year in the library
- ❖ It is observed that there are total 56 Computers in the institution and the members agreed not to purchase additional computers.
- ❖ The institution is having 60 MBPS bandwidth which is presently sufficient for the functioning.

Agenda:-3

Conducting Parent- teachers meet and review of mentoring system.

- ❖ The committee reviewed functioning of mentor mentee system, the chairman IQAC informed all the mentors to keep individual student wise CPA cards and to produce sample filled in cards during next meeting.

It was decided to conduct department wise Parent Teacher Meetings at regular intervals

Meeting concluded with vote of thanks by IQAC coordinator.

Dean and Director

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Proceedings of the Internal Quality Assurance Cell

Agenda:

1. Submission and review of Annual Quality Assurance Report for the year 2018-19
2. Review of Outcome achieved on Plan of action towards quality Enhancement.

The 4th and final meetings of the year 2018-19 of IQAC was held on 24-05-2019 by 11.00 am at Board Room of the college.

At the outset IQAC coordinator welcomed the Chairman and members of IQAC.

Following are the decisions taken

Agenda:-1

1. Submission and review of Annual Quality Assurance Report for the year 2018-19

Following are the initiatives taken and activities conducted by the institution during 2018-19

- Value added courses conducted -10
- Total number of permanent faculty - 149
- Feedback collected from all stakeholders.
- Ph. Ds awarded during the year- 01.
- Research Publications in the Journals notified on UGC Website -at National level-30 and International level - 63
- No. of workshops/seminars attended by faculty at State level- 4, National level - 21, International level - 05, local level - 34.
- No of faculties presented paper at National level - 07, Inter-national level - 01 State level - 01
- Number of faculties deputed as Resource persons at State level- 08, Inter-national level - 03
- Extension activities conducted during the year - 73.
- Students and all faculties participated in Swatch Bharath, Aids Awareness and programs related to Gender Issues.
- 07 MOUs, 06 Linkages and 81 Collaborative activities are conducted.
- Expenditure incurred on maintenance of infrastructure augmentation is Rs. 26.93 lakhs and academic support facilities is Rs.119.11 lakhs
- Students benefitted by guidance for Competitive Examination 32 and 122 through Career Counseling.
- 04 Professional development / administrative training programmes organized by the College for teaching and non-teaching staff.
- 03 Development programme conducted for support staff.
- BDS Result- total pass percentage is - 84%
- MDS Result - total pass percentage is - 100%



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Agenda: -2

Review of Outcome achieved on Plan of action towards quality enhancement.

Plan of Action	Achievements
Conducting Interdisciplinary meets	Various specialty students presented interesting cases during the meet to enhance knowledge of faculty and students at large
Participation in training programmes, workshops and CDE	Faculty and students participated in various training programs, workshops and CDE to strengthen their clinical skills and knowledge
Publication of scientific papers in national and international journals.	Staff and students published scientific papers in Pubmed indexed, Scopus journals etc.
Conduct value added courses	A total of 9 value added courses were conducted and benefited students.
Field visits and extension activities	College has collaborated with various agencies to do community services. 23 field visits conducted and 255 students are participated 73 extension activities conducted, and 795 students & 73 staff participated

Meeting concluded with vote of thanks by IQAC coordinator

Dean and Director

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