



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

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

Bommanahalli, Hosur Road, Bangalore - 560 068.

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Ref No:TODC/087-A/2019-20

Date:04.07.2019

**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 2019-20, 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 Priya Subramaniam	Head, Dept.of Pedodontics PG Director	Member -Teaching Faculty Representative
4	Mrs Sunanda	Office Manager	Member - Non Teaching Faculty Representative
5	Ms Shabel	Student Council President	Member - UG Female Student Representative
6	Mr. Roshan Christopher	Student Council Vice-President	Member - UG Male Student Representative
7	Dr Mahima	Student Council Secretary	Member - PG Female Student Representative
8	Dr Anjit	Student Council Treasurer	Member - PG Male Student member Representative



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Proceedings of the Internal Quality Assurance Cell

The 1st meeting for the year 2019-20 of IQAC was held on 04-07-2019 by 11.00 am at Board Room of the college.

Agenda:-

1. Re constitution of IQAC as per new guidelines
2. Activities to be conducted by IQAC during the year 2019-20

IQAC coordinator welcomed all the members present.

After due discussion as per agenda following resolutions was 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. A. R. Pradeep Raju
2. Co ordinator: Dr. Deepa Jayashankar
3. Teaching Faculty: Dr. Priya Subramanian
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: Mr. Roshan Christopher
12. Alumni: Dr. Asha
13. Stakeholder Nominee: Dr. Rajini



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Agenda -2

It was decided to conduct following activities through IQAC from different departments during 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.
 - ❖ 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.



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- ❖ 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 -04-07-2019
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 2019-20 of IQAC was held on 15-10-2019 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 04-07-2019 was read and approved.

Agenda:-2

Review of research and extension activities.

- ❖ Decided to document awards received by Institution/Teachers/Research scholars/Students 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 institutions 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 2019-20
 - Encouraging the Undergraduate and Post Graduate students to publish research papers in national and international journals.
 - Environmentally friendly practices and Go- Green initiative

Meeting concluded with vote of thanks by IQAC coordinator.


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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 2019-20 of IQAC was held on 07-01-2020 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 64 Collaborative activities conducted by the institution.
- ❖ The institutions signed MOU with 7 organizations through which 69 students/faculties are benefited.
- ❖ During the year the institution had linkages with 02 organizations through which 03 students got benefited.

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 Journals 36 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.
- ❖ During the year decided to allot budget of Rs. 123.21 Lakhs to Enhance Academic facilities and Rs. 15.00 lakhs to provide infrastructure augmentation.



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Agenda:-3

- **Conducting Parent- teachers' meet and review of mentoring system.**
 - ❖ The Chairperson asked the committee chairman to conduct regular parent-teacher meetings and to submit the reports.
 - ❖ 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
- **Meeting concluded with vote of thanks by IQAC coordinator.**

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Proceedings of the Internal Quality Assurance Cell

Agenda:

1. **Submission and review of Annual Quality Assurance Report for the year 2019-20**
2. **Review of IQAC Initiatives during 2019-20.**

The 4th and final meeting of the year 2019-20 of IQAC was held on 12-05-2020 by 11.00 am at Board Room of the college.

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

At the outset IQAC Co-coordinator welcomed the Hon'ble Chairman and members of IQAC for virtual meeting.

The IQAC Chairman and the members present thanked the management for having provided salary during COVID – 19.

The Chairman also thanked all the faculties for efficient conduct of online classes by using different ICT enabled tools – 262 different e-content modules developed on various platforms – You Tube, Zoom, LMS OPTRA, Google drive, Microsoft 365; Go to meeting; Microsoft One drive; OPTRA LMS, BC Assist, etc. by faculties was appreciated

Following are the points reviewed as per agenda and decision taken.

Agenda:-1

Submission and review of Annual Quality Assurance Report for the year 2019-20

- ❖ The IQAC reviewed the total Annual Quality Assurance Report for the year 2019-20 and approval was given to place before the governing council.
- ❖ IQAC reviewed AQAR for 2019-20 and following are the activities conducted by different committees as per the suggestions of IQAC.



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Following are the initiatives taken and activities conducted by the institution during 2019-20

- ❖ Value added courses conducted -11
- ❖ Total number of permanent faculty - 149
- ❖ Feedback collected from all stakeholders.
- ❖ Research Publications in the Journals notified on UGC Website -at National level-33 and International level - 49
- ❖ Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or Pub Med/ Indian Citation Index - 82
- ❖ No of workshops/seminars attended by faculty at state level- 8, National level -17, International level-10, local level- 19.
- ❖ No of faculties presented paper at National level-6, International level- 6 Local level - 1
- ❖ Number of faculties deputed as Resource persons at State level- 2, National level 2 International level-6
- ❖ Extension activities conducted during the year - 36.
- ❖ Students and all faculties participated in Swatch Bharath, Aids Awareness and programs related to Gender Issues.
- ❖ 7 MOUs, 2 Linkages and 65 Collaborative activities are conducted.
- ❖ Expenditure incurred on maintenance of infrastructure augmentation is Rs. 9.81 lakhs and academic support facilities is Rs.94.77 lakhs
- ❖ Students benefitted by guidance for Competitive Examination 52 and 139 through Career Counseling.
- ❖ 4 Professional development / administrative training programmes organized by the College for teaching and non-teaching staff.
- ❖ 3 Development programme conducted for support staff
- ❖ BDS Result- total pass percentage is - 72%
- ❖ MDS Result - total pass percentage is - 100%



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Agenda: -2 Review of IQAC Initiatives during 2019-20.

The IQAC Chairman informed the committee IQAC Initiatives during 2019-20 which are as follows.

IQAC Venture

- The support of the students and their progression provided by scholarship which helps in training them to start a self-employed clinical practice.
- Monitored monthly evaluation reports, seminars & journal club for post graduate students & collection of feedback from students.
- Due to the COVID 19 pandemic the IQAC & its committees monitored the new implication and formation of a KIOSK triage area during COVID times. Also monitored the sanitization protocols and implication of MMS protocol (Mask, maintaining social distancing, Sanitization).
- During this academic year both UG and PG students from various departments were encouraged to enroll in various in house and out house programmes conducted at different universities, student exchange programme, on spot debates, chapter-wise discussion for both UG and PGs. Introduction of video-based learning in theory classes at UG level and presentation of articles in theory classes.
- Attachment of clinical postings with St. John's medical college and various other hospitals like, Jayadeva institute of Cardiology, Kidwai Cancer hospital. Enrollment of academic faculty in PhD programs in RGUHS and other deemed universities and grants received to scientific scholars from external sources.
- Due to the pandemic situations occurred, formation of triage areas & implication of staff duty on rotation basis with strict protocol on sanitization, wearing of mask and maintaining of social distancing followed. Conducting of online zoom meeting classes to Both UG & PG. SOP protocol implementation at various department and conversion of aerosol and non-aerosol areas for management of patients.
- Constitution of students' council which organized large awareness programmes which included anti-tobacco Awareness Drive Poster making Competition on Anti Ragging, Leadership Program, Swatch Bharath Abhiyan. Implementation of e-governance in areas of operations. Welfare schemes for teaching, non-teaching staff and students.
- **CDE programmes, Workshops conducted** - Faculty and students participate in various training programmes for enhancement of clinical knowledge and skills. Students and staff are to do scientific paper presentation and publication in reputed national & International journals. Many CDE /Workshops were conducted like, Dive into The World of Magnification (MAGNIFICATION IN DENTISTRY) Eminent speakers enlightened on management of oral cancer. Conferences courses were organized by respective departments with live surgical demonstrations to the UG student's PGs and other inter departmental faculties. Online webinar CDE programmes were conducted during the pandemic stage.

Meeting concluded with vote of thanks by IQAC coordinator

Dean and Director

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