

ACADEMIC AUDIT PROFORMA

Academic Session: 2022-2023

Institution Name: ESIC DENTAL COLLEGE & HOSPITAL. SECTOR-15. ROHINI.

Date of Audit:.....

Members of the Academic Audit Committee:

(i) (ii)

(iii) (iv)

(iv) (v)

GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
Sector 16C, Dwarka, New Delhi - 110078

A. Institute Information

Name of the Institution	:	ESIC DENTAL COLLEGE & HOSPITAL		
Name of the Director/Principal	:	DR. NAGARAJ M.		
Address	:	SECTOR-15. ROHINI. DELHI-89		
	Mobile No. (Director/Principal)	:	9902677806	
	Telephone No. (Institution)	:	011-27553099	
	Email ID	:	deandc-roh.dl@esic.nic.in	
	Institution website URL	:	https://dcdelhi.esic.gov.in/ Kindly note that Mandatory disclosures are uploaded under heading "Announcement" → "Circulars/orders" on institute website	

B. Details of Academic Programmes

(a)	Academic Programmes							
	S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year			Total Students (for all years)
					1 st Shift	2 nd Shift	Total	
	1.	BDS	2010	DCI	NA	NA	62	204
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
	8.							
	9.							
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). (Annexure 1)							
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). (Annexure 2)							

1. Status of Accreditation

1(a)	Applicability of Accreditation:		
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NAAC Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
1(b)	Status of Accreditation		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	Registration done. Preparation under Process
	NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:	
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability

As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.

2(a)	Total No. of Students		
	In UG	:	204
	In PG	:	Nil

2(b)	Number of Regular* Teachers		
	In UG	:	64
	In PG	:	
	In UG and PG	:	
	Total	:	

Teachers' Ratio

S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Teacher-Student Ratio (a/(c+d))
				Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d/c)	
1.		204	73	35	29	0.82	3.18
2.							
3.							
4.							
5.							
6.							
7.							
Total							

Marks
(Max. Marks: 100)

*Teacher who stayed for 90% of the time in a year.
Marks be awarded proportionate to the status of the faculty, for Required vs. Available.
Visiting / Adjunct Faculty shall be counted as per the norms.
List of faculty should be uploaded on website under mandatory disclosures. (Annexure 1)

3. Quality of Teachers and Teaching

		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (MDS)	54	As the highest degree recommended by the statutory is MDS the same number is mentioned against Ph. D.	
3(b)	No. of publications in WoS/SCOPUS/UGC-CARE (Category-I) listed journals in the assessment year	29	Annexure attached (Annexure No.3)	
3(c)	No. of publications in UGC-CARE (Category-II) listed journals in the assessment year	09	Annexure attached (Annexure No.3)	
3(d)	No. of publications in any referred journal other than the above (with ISSN No.) in the assessment year	09	Annexure attached (Annexure No.3)	
3(e)	No. of publications in conferences in the assessment year			
	• Indexed by WoS/SCOPUS/UGC-CARE (Category-I)	01	Annexure attached (Annexure No.3)	
	• Indexed by UGC-CARE (Category-II)		Annexure attached (Annexure No.3)	
	• With ISBN Number		Annexure attached (Annexure No.3)	
	• Any other			
3(f)	No. of Books / Edited Books / Book Chapters published			
3(g)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		Annexure attached (Annexure No.2)	
3(h)	No. of courses on Learning Management System (LMS)			
3(i)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)		Geotagged photos attached	
3(j)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)		All the teachers use PPT's, Videos etc.	
				Marks (Maximum Marks: 100)
List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures				

4. Institutional Support for Faculty Development

		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher, etc.	: Annexure attached (Annexure No. 4)	
4(b)	Documentary evidence of mechanism for grant of study leave to teachers with full pay for faculty to pursue higher study at other institutions	: Annexure attached (Annexure No. 5)	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose	: Annexure attached (Annexure No.6)	
4(d)	Individual computing facilities provided to teachers	: Yes	
4(e)	Internet facility (to every teacher)	: Yes	
			Marks (Maximum Marks: 50)

5. Framework for Students' Grievance Redressal Mechanism

		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and complies with UGC's Regulations 2012	: Yes. Annexure attached (Annexure No. 7)	
5(b)	Whether the Grievance Redressal Committee has elected students representative	: Yes. Annexure attached (Annexure No. 7)	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained	: Yes. Annexure attached (Annexure No. 7)	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors	: Yes	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website and admission prospectus	: Yes	
5(f)	Whether students are satisfied with the effectiveness of the SGRC	: Yes	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes	
Marks (Maximum Marks: 100)			

6. Institutional Support for University Examinations (during the Assessment Year)

		Details	Marks
6(a)	Percentage of faculty participation in university examinations as evaluators / university representatives (a)	: Faculty of the college visit the University as evaluators for regular and supplementary exams as and when required as directed by the evaluation branch of the University	
6(b)	No. of days per faculty devoted to university examination process (b)	: Faculty of the college visit the University as evaluators for regular and supplementary exams as and when required as directed by the evaluation branch of the University	
Marks (Maximum Marks: 50)			

7. Status of Library

7(a) Books						
S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
1.	BDS	546	2621		Annexure attached (Annexure No.8)	
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
Total Score						
Marks (Maximum Marks: 70)						
7(b) Journals						
S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details		Marks
1.	Indian	a = 06	a/12 =			
2.	International	b = 21	b/3 =			
Marks (Max. Marks: 30)						
Total Marks [9(a) + 9(b)] (Max. Marks: 100)						

8. Status of Laboratories					
			Details	Marks	
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	As per DCI. Annexure attached (Annexure No. 9)	
	(i)	Number of Labs			
	(ii)	Status of Instruments / Equipments			
	(iii)	Up-gradation as per new technological developments and requirements of the course curriculum			
				Marks (Max. Marks: 50)	
8(b)	Status of Computer Labs (UG: 1 per 6 students across all years; PG: 1 per 3 students across all years)				
	(i)	Total Number of computers available in labs		Total number of computer installed in college is 45. College is not running any program for which computer labs are required	
	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)		e-Granthalya software for automation of library	
	(iii)	Quality of Internet connectivity		Yes	
				Marks (Max. Marks: 50)	
				Total Marks [10(a) + 10(b)] (Max. Marks: 100)	

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)

9(a)	Conferences Organized	No.	Details	Marks
	International / National Conferences	:		
	Proceedings are indexed with WoS / SCOPUS / UGC-CARE (Category-I)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Proceedings are indexed with UGC-CARE (Category-II)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Proceedings have ISBN Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	Proceedings do not have ISBN	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar)			
	No. of One Day Seminar	:		Annexure attached (Annexure No.10)
	No. of Half Day Seminar	:		
9(c)	Faculty / Management Development Programme Organized (of at least one week/5days duration)			
	FDP/MDP	:		
9(d)	Workshops Organized			
	No. of Workshop	:		Annexure attached (Annexure No.10)
9(e)	Short Term / Value Added Programmes Conducted			
	No. of Programme	:		Annexure attached (Annexure No.10)
9(f)	Webinars / Online Extension Lectures Conducted			
	No. of Lectures	:		Annexure attached (Annexure No.10)
Marks				
(Max. Marks: 100)				

10. Publications of the Institutions					
10(a)	Publication of Journal(s)		No.	Details	Marks
	International / National Journal	:			
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publisher	:			
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
No indexing	:	<input type="checkbox"/> Yes <input type="checkbox"/> No			
10(b)	Publication of Newsletters and Magazines				Marks (Max. Marks: 40)
	Magazine	:		ESI Samachar is published and circulated monthly in both printed and online form	
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online		
	Newsletter	:	Yes		
	Frequency	:	Monthly		
Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online			

11. Students' Personality Development Activities

11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.			
	Activities		No.	Details
	Mock Interview	:		Annexure attached (Annexure No.11)
	Role Play	:		
	Group Discussion	:		
	Workshop	:		
	Competition	:		
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors			
	Personality development labs	:	Yes	
	Availability of trained faculty to conduct practical sessions	:	Yes	
	Availability of student counsellor	:	Yes	
11(c)	Sports facilities in the Institutions			
	Indoor facilities	:	Yes	
	Outdoor facilities	:	Yes	
	Sport Equipments	:	Yes	
				Marks (Max. Marks: 30)

12. Status of Placement

		No.	Details	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	:	46	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	:	NA	
(iii)	Total No. of students going for Higher Education (b)	:	08	
(iv)	Total No. of Students having been placed (c)	:	Students are given posting of Junior Residents at various ESIC dental colleges, hospitals and dispensaries	
(v)	Total No. of Students placed + Higher Education (d=b+c)	:		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/b) * 100}	:		
(vii)	No. of companies visited the campus	:	NA	
(viii)	Average salary offered	:	NA	
(ix)	Existence of training and placement office	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Marks (Max. Marks: 50)				
Note: Eligible and registered students shall be considered as total count of students to be placed				

13. General Parameters about the Institution

Upload pictures under mandatory disclosures on the website				Details	Marks
(i)	Individual seating arrangements for faculty with suitable furniture	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(ii)	Institution Website URL	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	https://dcdelhi.esic.gov.in/	
(iii)	Common rooms for girls (separate)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
(iv)	Cleanliness of toilets	:	<input type="checkbox"/> Good <input type="checkbox"/> Bad		
(v)	Students' canteen and drinking water arrangements	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Marks (Max. Marks: 30)					

14. Other Facilities Available in the Institute (Based on Feedback)

14. Other Facilities Available in the Institute (Based on Feedback)				Details	Marks
14(a)	Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure attached (Annexure No.12)	
14(b)	Feedback from the Students/Alumni Collected: Analysed: Action taken: (on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student’s interaction with experts from industry and academia)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure attached (Annexure No.12)	
Marks (Max. Marks: 50)					

15. Removal / Completions of Identified Deficiencies

Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.

				No.	Details	Marks
(i)	No. of deficiencies identified in last report (a)	:				
(ii)	No of deficiencies removed / completed (b)	:				
Marks (Max. Marks: 50)						

16. Summary of Marks				
S. No.	Name of the parameters	Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation	50		
2.	Status of Teachers' Availability	100		
3.	Quality of Teachers and Teaching	100		
4.	Institutional Support for Faculty Development	50		
5.	Framework for Students' Grievance Redressal Mechanism	100		
6.	Institutional Support for University Examinations	50		
7.	Status of Library	100		
8.	Status of Laboratories	100		
9.	Co-Curricular Activities Conducted by the Institution	100		
10.	Publications of the Institutions	40		
11.	Students' Personality Development Activities	30		
12.	Status of Placement	50		
13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		
15.	Removal / Completions of Identified Deficiencies	50		
	Total Marks	1000		
	Percentage (%age) Obtained			

17. Adherence of Time Schedule

Adherence of time schedule for 1 st and 2 nd Shift Programmes	<input type="checkbox"/> Yes NA	<input type="checkbox"/> No	For institutions, not adhering to schedule, ask for written explanations.
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18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
1.	
2.	
3.	
4.	
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6.	
7.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
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9.	
10.	

Name and Signature of the Members of Academic Audit Committee

(i)

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