

6.1.1 QIM The Institution has clearly stated Vision and Mission which are reflected in its academic and administrative governance

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

Vision:

Ours is the culmination to visualize and to create a healthier society by providing affordable healthcare services and to inspire the budding aspirants to reach the unreached for the betterment of the community.

Mission:

- We are committed to provide a comprehensive and quality medical education with ethical values to equip the younger generation through teaching, research and compassionate approach and to spread the fragrance of learning.
- To stimulate and extend the frontiers of knowledge through the faculty development and continuing the education programmes in our college.
- To promote competent and qualified manpower of health care services.
- To master the art of healing and explore the frontier of health/medicine with a mandate to reach the unreached through compassionate practice, committed teaching and constant research.
- To make research the significant activity involving student, faculty and other stakeholder of education in our college.

NATURE OF GOVERNANCE

The chairman and the members of the governing body are involved in financial planning, monitoring expenditure and infrastructure development

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, regulating 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 faculty members student forum and the local authority or involved in decision making for continuous improvement of the institution.

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

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

Regular meetings at institutional a departmental level are 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 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 and 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.

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

As a matter of decentralisation and encouragement of faculty and students to participate in decision-making, the institute encourages faculty and students to actively engage in various committees formed. All committees are encouraged to plan for the respective areas of activity. Faculty and students representatives are encouraged to express their ideas, plans and suggestion to arrive at necessary decision.

The institute as a governing body headed by the chairman and it recommends processes and systems to be implemented for the institute to excel in the field of dental education.

The Chairman:

Chairman is the head of the institution and presides over all the curricular and extra-curricular activities. He is the main link of action between all the management, staffs and the students.

The Principal:

The principal is the head of the institution and executive member of the college. Principal is the responsible for the smooth working of the institution, and accountable to the chairman through the governing council.

The Vice-Principal (Admin):

The Vice-Principal (Admin) is the responsible person to make decisions and to implement the decisions regarding the administrative and financial matters.

The Vice Principal (Academics):

The Vice Principal (Academics) is the person to make decisions and implement decision regarding the academics.

The Governing council:

This council determines and implements well taken decisions, improvements in respect to academics, finance and management issues.

The Planning committee:

The Planning committee lays down the first step in introducing new systems, reforms and policies.

The Ethical committee & IRB Committee:

The college has a well-organized review board and ethical committee, which grants permission to conduct research projects and clinical studies under university regulations and field ethics

IQAC committee:

The IQAC cell aims at the continuous improvement of quality and achieving academic excellence at its fullest. The IQAC channelizes the efforts of the institution and directs them into academic excellence. The IQAC is in regular touch with the NAAC cell for all its implementations and for the preparation of SSR report.

The Academic Council:

This is the authoritative centre where any new additions, deletions, reforms to be made in the curriculum and academics through the chairman. Suggestions regarding upgrading the existing syllabus will be sent by this committee to the university website.

The Head of the Department:

Departmental head plays a vital role in the introduction of new reforms, advancements in the respective fields. Measures to be taken regarding academics, syllabus, and patient and student welfare were reported to the management through the board of heads.

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

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. Governing body 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 principal is the member secretary of the governing body. The principal 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 principal ensures that the institution follows all the statutes and regulations of DCI and provisions of the affiliated University.

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

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

7 The principal along with IQAC Cordinator forms several committees in the college namely Research committee, student welfare committee, Anti-ragging cell, woman empowerment cell, library committee, sports and cultural committee and reviews the overall

functioning of each committee and initiates appropriate measures to enhance the quality of academic and administrative fronts.

8. The principal 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.

6.3.1 The institution has effective welfare measures for teaching and non-teaching Staff

The institution is supportive and friendly towards the teaching and non-teaching staff.

Welfare measures for teaching Staffs:

As an encouragement for the teaching staff special incentives are given for publishing indexed international and national journals. Staff is provided with on duty. Facilities, special travel allowances are also rendered for presenting scientific papers at National level conferences. Special cash prizes are awarded for the staff who guided prize-winning posters in national, international level posters. Every year the best teacher award for the finest teaching staff in every department and the academic excellence award for the senior staff in college for 10 years and more.

The institute provides maternity leave as per the norms.PF provided for teaching staff involved in UG teaching.

Welfare measures for non-teaching Staffs:

The best outgoing administrative non-teaching staff award is in practice to encourage the non-teaching staff. The non-teaching staff and their families are benefited extremely by the ESI collaboration and regular camps conducted by the college. Institute provides maternity leave to the female staff according to the norms. The college offers employment opportunity for the retired staff and senior citizens to motivate and uplift their lifestyles. Provident fund is provided for the non-teaching staff to increase their quality of life. Institute provides maternity leave to the female staff according to the norms. Free bus transport facility is provided for all the employees. Dental health facility is extended to all employees and their dependents. Grievance redressal mechanism is available to address the grievances of all employees

The individual is also to provide information regarding initiatives / innovative measures in teaching and clinical training. At the personal level he / she is to appraise their strengths and weaknesses. The staff also needs to explain their future plans in terms of goals and their strategy for their achievements.

6.3.5 Institution has Performance Appraisal System for teaching and non-teaching Staff

The Appraisal form consists of a structured questionnaire which includes personal details like Bio data, Details of academic qualification, Research or training, publications, research projects carried out, Seminar conferences attended ,innovative methods in teaching, Participation in extension and community service and membership in professional bodies. The appraisal form will be collected from all the teaching staffs at the end of the academic year in each department. The HOD with their remarks will be forwarded to the Principal for the further action. The Principal will place these appraisal forms before the committee and necessary actions will be taken.

Similarly a different performance appraisal system is in practice for assessing the commitment, regularity and punctuality of the non-teaching staffs. The feedback is analysed and the actions were taken by the feedback committee for their betterment and for introducing new reforms.

The individual is also to provide information regarding his/her initiatives / innovative measures in teaching and clinical training. At the personal level he / she are to appraise their strengths and weaknesses. The staff needs to explain their future plans in terms of goals and their strategy for their achievements. The performance appraisal of the faculty is done with the various parameters including students feedback and examination results.

6.4.1 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

Resource allocation involves the planning of all the resources required for accomplishing vision and mission of the institution. The institution has a fully digitalized accounts department which manages accounts efficiently and effectively. We have a two-tier audit system which comprises of internal and external audit committee conducting periodic evaluations.

Student tuition fee:

Tuition fee is the main source of income generation for the institution. The tuition fee is fixed on the rules and regulations of The Dr. Tamil Nadu Dr. MGR Medical University.

Patient service revenue:

The Treatment charges fixed for the various procedures will generate revenue for the management, with the special input from the speciality clinic.

The revenue generated will be spent mainly for the salary of teaching and non-teaching staffs. Part of it will be spent for the infrastructure, consumables, library enhancements and organising various Faculty development programmes and CDE programmes.

Rental revenue:

A part of infrastructure of Rajas Dental College and Hospital is rented out for

1. Canteen
2. Axis bank ATM
3. Airtel Tower

The revenue generated from the rental is used for the betterment of the institution.

6.4.2 Institution conducts internal and external financial audits regularly

The institution has a well-monitored auditing system. The college management has appointed an internal auditor CFO (Chief Financial Officer) and an external auditor. The internal audit committee headed by a chartered accountant will conduct a periodic auditing every 6 months. Each specialty has an appointed responsible faculty who will correlate and tabulate cost incurred and earned on a monthly basis. This inter departmental audit report will be discussed in monthly IQAC meetings. Finalized monthly departmental audit report will be cumulated and presented to the internal audit committee for their report. Generated report will be forwarded to the management for its review.

External audit is conducted annually by a statutory auditor. The books of account are maintained as per government norms. The internal and external auditing plays a vital role in the financial management of the institution. The unbiased and independent audit reports of the external auditors have helped us to understand the organization's systems and processes. The audited statements (income-expenditure and balance sheets) auditor's reports are placed before the financial committee and board of management every year for their approval. Financial management is fully computerized. Tally accounting is the software used for maintaining the accounts in the overall institution.

6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism.

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. Angeline Deepthi Professor and Head of the Department of Oral Medicine 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 stakeholders.