



# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

## **KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES**

**G.S.T. ROAD, CHINNAKOLAMBAKKAM, MADHURANTHAGAM TALUK,  
KANCHIPURAM DISTRICT**

**603308**

**[www.kids.edu.in](http://www.kids.edu.in)**

**Submitted To**

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

### Introduction

Nurturing a dream to create institutions of excellence and serve society, Thiru S. Regupathy laid the foundation of the Karpaga Vinayaga Educational Trust in 1993 and established J.J. College of Arts & Sciences at Pudukkottai in the year 1994 (recently celebrated its Silver Jubilee on 04.01.2019).

- Widening his initial laurels he surged forward and established Karpaga Vinayaga College of Engineering and Technology at Chinnakolambakkam Village, Kanchipuram District in the year 2001.
- Continuing his marathon efforts to provide quality health services for the needy poor in the surrounding rural population, he established Karpaga Vinayaga Institute of Medical Sciences and Research centre (hospital) in the year 2006 with a capacity of 300 beds, with all allied Medical facilities.
- Subsequently Karpaga Vinayaga Institute Dental Sciences college was established in 2007 with the intake capacity of 100 students for developing quality academic facility /dental care to the rural population. It is recognized by Dental Council of India (DCI) and affiliated to the Tamil Nadu Dr MGR Medical University, Guindy, Chennai -32
- He marched forward to lay the foundation of the Karpaga Vinayaga Institute of Medical Sciences & Research Centre (KIMS & RC) in the year 2009 with the intake capacity 100 students. It has now flourished as well established institution with excellence in teaching learning methodology and infrastructure on par with other institutions of national repute.
- Karpaga Vinayaga College of Nursing was established in the year 2010 with the intake capacity of 50 students , located at GST Road, Chinnakolambakkam, Padalam Post ,Madurantakam-TK in Chengalpattu –Dt,603308,Tamilnadu.
- Post graduate Programme in 9 dental specialities were started in the year 2020-21 which is recognized by the Dental Council of India (DCI) and affiliation from The Tamil Nadu Dr MGR Medical University, Guindy, Chennai -32

### Vision

### Vision

To grow as an internationally recognized institute, attaining excellence in the expertise of patient care, dental education and research and development to serve humanity.

### Mission

### Mission

Develop dental education and collaborative initiatives to achieve excellence in dental care, supported by a rigorous academic and research environment. We should be able to attract the best minds in a rewarding and inspiring environment by fostering creativity, innovation and adopting the recent advances in dental

technologies. The highest standard of patient care is aimed at, to serve the sick and the suffering, irrespective of their economic, social or religious status. The Institute prides itself in being able to provide excellent venue for our students to excel in academic as well as extra-curricular activities. The Institution has 260 chaired dental hospital with all modern facilities to cater the learning need of our students as well as to provide excellent care for our patients.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

#### **Institutional Strength**

- Green and clean campus, with social recognition in the region.
- Campus environment with assured safety.
- Qualified and experienced Teaching Faculty are in place as per DCI norms. Experienced, well qualified, dedicated faculty to train the students across all the phases.
- The in-structural infra structure and physical infra structural are in place as per DCI norms. Expansion of infrastructure and facilities for Dental super specialty, to provide all types of services to the patients.
- Determined, supportive and committed administrative support.
- Enthusiastic, creative, optimistic medical education unit.
- Proactive institutional support for Extension programs and Community services.
- Well-equipped Skill Laboratory to train the students to the level where it touches all the important aspects in skill development.

### **Institutional Weakness**

#### **Institutional Weakness**

- Dearth for Research funds from state/ Central government to take up major/ minor research collaboration
- More MOU's and collaboration for research activities
- Trans-disciplinary and inter-disciplinary projects to be improved.
- Encourage existing faculty to acquire higher degree/ qualifications
- Exposure of faculty more and more for Faculty development program and professional development program.

### **Institutional Opportunity**

#### **Institutional Opportunity**

- To introduce certificate/diploma programs in Dental care.
- To introduce PhD and Post-doctoral courses helpful in research.

### **Institutional Challenge**

## Institutional Challenge

- To overcome all the barriers and execute smooth conduct of the newly implemented program and to get the best possible outcome in the form of a competent Post Graduate to the Nation.
- Success lies in metamorphosing in both academic and personality development in outgoing students
- To balance the workload for the Clinicians in respect to teaching and patient care.

## 1.3 CRITERIA WISE SUMMARY

### Curricular Aspects

1.

Karpaga Vinayaga Institute of Dental Sciences is affiliated to The Tamil Nadu Dr.M.G.R. Medical University and follows the prescribed curriculum of the Dental council of India and parent university. Yearly academic calendar is provided to students. The plan action for curriculum delivery is developed at the department level. The lesson plan is formulated by each Faculty and is discussed in the academic and curriculum committee meeting. The academic and curriculum committee meets in every 4 months to discuss the upcoming academic activities. The academic needs of the third and the final year students are met by engaging them in various activities like group discussions, live demonstrations, seminars, case discussions and chair side discussions. Clinical society meetings are held every month which provides a forum to share interdepartmental activities and till date a total of 102 CSMs have been conducted. CDE programs are conducted throughout the year to encourage the students of our institution to gain expertise and hand skills. Structured feedback on curriculum is collected from Teaching staffs, students, alumni, employers and professionals to make required in the already existing methods of delivering the curriculum. Based on the student feedbacks we introduced various hands-on workshops on topics such as LASER and Implantology courses in which interested students enrol apart from the routine curriculum.

### Teaching-learning and Evaluation

#### 1. Teaching- learning and evaluation:

The admission process is in accordance to the National Eligibility Entrance Test (NEET) mediated by the state counselling process governed by Director of Medical Education. The institution has eminent and experienced faculty members to make sure that our students learn from the best. All the works done by the students are recorded in their log books and is closely monitored and evaluated throughout the year. Case Discussions, Quiz, and Chair side discussions are carried out as a part of their curriculum. Internal examinations are conducted in a quarterly basis to periodically assess the performance of students and slow learners and advanced learners are categorised accordingly. Remedial classes are taken for slow learners who require additional care and advanced learners are motivated and trained to reach higher heights. Parent teacher meetings are conducted thrice a year to ensure constant performance update of the students to the parents. The Mentor Mentee system is in action, with a teacher student ratio of 1:8 to monitor, facilitate all student affairs. The pass percentage for final year in the year 2020 was 98% and university rank holders are a testimony of the efficiency of our teaching and evaluation process. Every Post graduate students have individual guide to help them in all activities including

research, clinical and hands-on training utilising our well established patient base.

## **Research, Innovations and Extension**

### **1. Research, innovations and extension:**

Our institution believes the future of any field lies on the process of active research. Hence we encourage our students to learn beyond the classrooms by engaging and guide them in research activities. Our faculties not only motivate the students but also inspire them by having many research publications in various national and international journals. Several of our staff hold international fellowships and also have obtained university grants for their research work. The institution has Central research laboratory with advanced technology to enable students and staff to carry out research works. Apart from this we have an animal house to carry out experiments on animals. The faculty are highly recognized by various national and international bodies and have been working as Post Graduate guides. The staff of the college are key note speakers in various conferences and conventions. Institution has a well-established research and ethical committee, that meets quarterly to sanction research clearance.

The Research committee highly motivates, to increase the number of research projects and grants and to conduct workshops on research methodology and intellectual property rights programs for the faculty and students. The institution has various tie-ups with external research institutions to promote research. The institution encourages the students and faculties into innovative projects. The institution conducts various extension and out-reach activities for the mutual benefit of both the students and community. The institution has conducted several out-reach activities in the past 5 years. The institution has conducted various programs to instil social responsibility in students. The institution has served the population by means of outreach activities as well as adopting various Old Age homes and Special Care Centres. The institution has numerous functional MoU's with various NGOs and schools for mutual benefit of community and students.

## **Infrastructure and Learning Resources**

### **1. Infrastructure and Learning resources:**

The campus is spread over an expanse of approximately 68 acres of land, with the dental college housed in a 5-storey structure. The campus has an exclusive centrally air-conditioned lecture complex with ICT enabled lecture halls for interactive lecture sessions which can house 150 students. The institution has shared recreational facilities with the educational group, for various sporting activities including football, cricket, basketball and volleyball, badminton, table tennis. Centrally air-conditioned auditorium with 1450 seating capacity is utilised for cultural activities and institutional ceremonies. The college has an attached 570 bedded multi-speciality hospital. Round the clock medical services are available and free treatment are provided for common sicknesses and injuries. The Central research laboratory, animal house and herbal garden in the institution are the pillars of support for all diagnostic as well as research activities conducted by students and staff. The institution offers easy access to study materials such as books and journal back volumes with the support of ILMS software in the library. All the students and faculties have remote access to the e-content resources. Learner session programs are conducted to brief the students and the staff about accessing effective usage of library facilities. As a part of Institutional LMS, we use 2 public platforms where the students can access educational videos and presentations. Separate boys and girls hostel with adequate rooms are available to accommodate students and has security and mess facilities. The campus has cafeteria, canteen, mess and RO

drinking water, ATMs, post office for the benefit of patients and students. Students can avail Gymnasium, beauty salons, Banking facilities present within the campus. Solar panels, sewage treatment plant are available in the campus to promote green/zero waste/ sustainable campus. The entire campus has a 24x7 power backup with generator. Multi storied staff quarters is available to accommodate the in-house faculties.

### **Student Support and Progression**

The college takes all possible steps towards enriching our students through a well-structured mentoring and support programs, thus enabling our students to meet academic, social and industry requirements. The college showed utmost commitment and accountability for student progression since its inception. The college provides the students with handbook about the list of academic activities for the current year. Students are well informed about the curricular patterns well in advance to plan their academic progression. Each student is allotted with mentor who guides, evaluates and streamlines student performance throughout the year. The students are provided with various government supported scholarships like First Graduate Scholarship, SC/ST Scholarship. During the admission process, students belonging to SC/ST and BC/ MBC quota are given reservations as per government guidelines. The college offers cultural and social avenues for the students and provides free sports goods and free yoga class for their physical wellness. Psychological counselling sessions are offered to the needy students to enhance their mental health centre. Students are given active role in the organisation of the various programs to cultivate leadership and management skills. Comfortable hostel accommodation with attached mess, well equipped gym, sports facilities etc. help the students to have a comfortable stay within the campus, while pursuing their academics. The library is functional throughout the year even on holidays to aid in learning process. We support students with free travel allowance for out-reach activities. college buses commute from all parts of the city to facilitate transportation for Day scholars. The institution has Anti-Ragging Committee, Hostel Committee, Grievances Redressal Cell and Anti-Sexual Harassment Committee to resolve any problems faced by the students. The teaching and administrative staff take pride in being approachable and friendly there by providing the students ample support for resolution of their issues. Programs are conducted by the college where experts in various relevant fields are invited to give lectures and talks which will benefit our students. The college conducts various programs which can benefit the students in Career guidance, Postgraduate studies, Competitive exam preparation, life skill development and offers placement support.

### **Governance, Leadership and Management**

The academic, administrative policies and governance is effectively maintained by various committees. All the committees have set definitive goals and work in autonomy to implement the policies adopted. Faculties and students actively take part in the committee activities and are a part of decision-making process to achieve the best quality of education, service and research. For effective governance decentralization is practiced which follows a hierarchical system, well-structured Organization Chart. The committees meet regularly and any decision, recommendation or action plan is initiated with the knowledge of management and concerned department.

The institution has introduced various schemes for the welfare of its faculties which includes PPF and leave benefits. The institution also adopted an Annual Performance-Based Appraisal System (PBAS) to evaluate and encourage the teaching and non-teaching staffs. The faculties are given financial support and on duty permissions to encourage them to attend out-reach academic activities.

The accounts department maintains the records of financial inflow and expenditures via Tally software (e-

governance strategies-salary statements, e-banking, and net-banking). Being a self-financing college, institution do not get any donation or funding from any external agency/ individual and is run by mobilizing its own funds. Staff quarters is run with nominal rent with the required facilities provided for the teaching as well as the non-teaching staff. Audits are conducted regularly to ensure transparency.

The Internal Quality Assessment Cell is established as per the NAAC guidelines on November 2019 to initiate various quality measures in teaching, learning, administration, governance, finance etc. The college has various committees like Research committee, Minority cell, SC/ST cell, Anti-Ragging Committee, Hostel Committee, Grievances Redressal Cell, Anti-Sexual Harassment Committee, Student and Staff welfare committee, Alumni committee for effective governance and management of concerned activities. Our faculties have attended faculty development programs conducted by other colleges. Continuing Dental Education Programs are conducted by our college every year. The college obtains the feedback from the students on teaching, learning resources and student support services and necessary amends are made based on the same.

## **Institutional Values and Best Practices**

### **1. Institutional values and best practices:**

Our institution promotes gender equity and sensitization programs by conducting regular seminars, workshops, and guest lectures by reputed female personalities. In addition, various programs including role play, debates are organized on International women's day.

KIDS maintain cultural harmony by celebrating various festivals like Pongal, Ayudh pooja and Christmas, etc. This fosters favorable atmosphere among the local students and students of other states. Institution celebrates national and international commemorative days. The students actively take part in organizing inter college level cultural meet SANGAMAM every year with colleges across the south India colleges competing in academics, cultural and sports events.

Biomedical waste disposal of the hospital is done as per the specifications of the Tamil Nadu Pollution Control Board. There exist a MoU between the Institute and an agency authorized by Tamil Nadu Waste Management Board and its timely renewal is done. Installation of two Sewage Treatment Plants with 600 KL/day capacity have been done for effluent treatment & recycling. Hazardous chemicals and radioactive waste are treated separately as per AERB standards. The two Best Practices of Institution are: Our institution has many best practices since many years however two significant best practices adopted in the institution is as under

- Best practice 01- PATIENT OUTREACH PROGRAMS:
- Best practice 02- TOBACCO CESSATION CLINIC:

## **Dental Part**

### **1. Dental part (Part B):**

Established in 2007, KIDS is one of the pioneer Dental institutions in Tamil Nadu. Student admission into the course is based on the NEET ranking. The mean score of the students enrolled in the year 2019-2020 was 253.75. The first- and second-year students are given pre-clinical training that introduces them to laboratory and clinical procedures involved in dentistry in a simulated environment. Third year and final year students

have good clinical exposure for their regular practice. The CRI and Post Graduates students are trained for using the latest technologies such as laser, endodontic microscope, implants and magnification loops on patients. Meticulous infection control protocols are being followed and are continuously monitored.

Orientation programs are conducted for freshers and interns which includes white coat ceremony, workshops on patient care etc. The students are exposed to different clinical setting through Tobacco Cessation Clinic, Geriatric Clinic, Comprehensive Clinic and Special Health Care Clinics. Establishing an exclusive Department for Dental Implants is another benchmark to college's quest for excellence in dentistry. The students of the college are at an added advantage that the college has an exclusive implant training program for the house surgeons. The institute is backed with full time dedicated faculty, few of whom have additional degrees and fellowships. Many PhD scholars are a part of this institution. All students are vaccinated for Hepatitis B. The institute organizes clinical society meeting and clinical forum to ensure the staff and students are in forefront with latest trends in dentistry.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES
Address	G.S.T. Road, Chinnakolambakkam, Madhuranthagam Taluk, Kanchipuram District
City	Maduranthagam
State	Tamil Nadu
Pin	603308
Website	<a href="http://www.kids.edu.in">www.kids.edu.in</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	A. Mathan Mohan	044-71565153	9444016900	044-71565146	dean@kids.edu.in
IQAC / CIQA coordinator	Aniz	044-71565147	9884233240	044-71565154	aniz@kids.edu.in

Status of the Institution	
Institution Status	Self Financing
Institution Fund Source	Trust

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
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Date of establishment of the college	13-07-2007			
<b>University to which the college is affiliated/ or which governs the college (if it is a constituent college)</b>				
<b>State</b>	<b>University name</b>		<b>Document</b>	
Tamil Nadu	Tamilnadu Dr. M.G.R. Medical University		<a href="#">View Document</a>	
<b>Details of UGC recognition</b>				
<b>Under Section</b>	<b>Date</b>		<b>View Document</b>	
2f of UGC	23-06-2018		<a href="#">View Document</a>	
12B of UGC				
<b>Details of recognition / approval by statutory / regulatory bodies other than UGC (MCI, DCI, PCI, INC, RCI, AYUSH, AICTE etc.)</b>				
<b>Statutory Regulatory Authority</b>	<b>Recognition/Approval details Institution/Department programme</b>	<b>Day,Month and year(dd-mm-yyyy)</b>	<b>Validity in months</b>	<b>Remarks</b>
DCI	<a href="#">View Document</a>	16-02-2021	60	

<b>Recognitions</b>	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the college recognized for its outstanding performance by national or international agencies such as DSIR, DBT, ICMR, UGC-SAP, AYUSH, WHO, UNESCO etc.?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	G.S.T. Road, Chinnakolambakkam, Madhuranthagam Taluk, Kanchipuram District	Rural	30.76	13470.94

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/ Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BDS,Dental	60	HSC	English	100	83
PG	MDS,Dental	36	BDS	English	3	3
PG	MDS,Dental	36	BDS	English	3	3
PG	MDS,Dental	36	BDS	English	2	2
PG	MDS,Dental	36	BDS	English	2	2
PG	MDS,Dental	36	BDS	English	2	2
PG	MDS,Dental	36	BDS	English	3	3
PG	MDS,Dental	36	BDS	English	3	3
PG	MDS,Dental	36	BDS	English	2	2
PG	MDS,Dental	36	BDS	English	2	2

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	9				36				0			
Recruited	8	1	0	9	28	8	0	36	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				0			
Recruited	0	0	0	0	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
	<b>Lecturer</b>				<b>Tutor / Clinical Instructor</b>				<b>Senior Resident</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	50				0				0			
Recruited	34	16	0	50	0	0	0	0	0	0	0	0
Yet to Recruit	0				0				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				9				0			
Recruited	0	0	0	0	2	7	0	9	0	0	0	0
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				117
Recruited	74	43	0	117
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				16
Recruited	9	7	0	16
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	0	0	0	0
Yet to Recruit				0

### **Qualification Details of the Teaching Staff**

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	8	1	0	28	8	0	0	0	0	45
<b>Highest Qualification</b>	<b>Lecturer</b>			<b>Tutor / Clinical Instructor</b>			<b>Senior Resident</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	0	0	0	0	0	0	1
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	35	14	0	0	0	0	0	0	0	49

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
<b>Highest Qualification</b>	<b>Lecturer</b>			<b>Tutor / Clinical Instructor</b>			<b>Senior Resident</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
<b>Highest Qualification</b>	<b>Lecturer</b>			<b>Tutor / Clinical Instructor</b>			<b>Senior Resident</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>				
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
	0	0	0	0
<b>Number of Emeritus Professor engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
	0	0	0	0
<b>Number of Adjunct Professor engaged with the college?</b>	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**



Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	96	1	0	0	97
	Female	350	1	0	0	351
	Others	0	0	0	0	0
PG	Male	3	0	0	0	3
	Female	19	0	0	0	19
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	3	2	1	4
	Female	10	9	7	9
	Others	0	0	0	0
ST	Male	0	1	0	0
	Female	0	0	0	0
	Others	0	0	0	0
OBC	Male	11	3	6	11
	Female	27	29	24	34
	Others	0	0	0	0
General	Male	7	10	3	10
	Female	47	44	24	27
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		105	98	65	95

<b>General Facilities</b>	
<b>Campus Type: G.S.T. Road, Chinnakolambakkam, Madhuranthagam Taluk, Kanchipuram District</b>	
<b>Facility</b>	<b>Status</b>
• Auditorium/seminar complex with infrastructural facilities	<b>Yes</b>
<b>• Sports facilities</b>	
* Outdoor	<b>Yes</b>
* Indoor	<b>Yes</b>
• Residential facilities for faculty and non-teaching staff	<b>Yes</b>
• Cafeteria	<b>Yes</b>
<b>• Health Centre</b>	
* First aid facility	<b>Yes</b>
* Outpatient facility	<b>Yes</b>
* Inpatient facility	<b>Yes</b>
* Ambulance facility	<b>Yes</b>
* Emergency care facility	<b>Yes</b>
<b>• Health centre staff</b>	
* Qualified Doctor (Full time)	<b>104</b>
* Qualified Doctor (Part time)	<b>0</b>
* Qualified Nurse (Full time)	<b>9</b>
* Qualified Nurse (Part time)	<b>0</b>
• Facilities like banking, post office, book shops, etc.	<b>Yes</b>
• Transport facilities to cater to the needs of the students and staff	<b>Yes</b>
• Facilities for persons with disabilities	<b>Yes</b>
• Animal house	<b>Yes</b>
• Power house	<b>Yes</b>
• Fire safety measures	<b>Yes</b>
• Waste management facility, particularly bio-hazardous waste	<b>Yes</b>
• Potable water and water treatment	<b>Yes</b>

• Renewable / Alternative sources of energy	<b>Yes</b>
• Any other facility	<b>NA</b>

<b>Hostel Details</b>		
<b>Hostel Type</b>	<b>No Of Hostels</b>	<b>No Of Inmates</b>
* Boys' hostel	1	50
* Girls's hostel	2	205
* Overseas students hostel	0	0
* Hostel for interns	2	44
* PG Hostel	2	13

## Extended Profile

### 1 Students

#### 1.1

##### Number of students year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
470	480	517	535	571
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

#### 1.2

##### Number of outgoing / final year students year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
99	90	112	110	99
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

#### 1.3

##### Number of first year Students admitted year-wise in last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
105	98	65	95	96
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

### 2 Teachers

#### 2.1

##### Number of full time teachers year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
104	107	93	90	90
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

## 2.2

### Number of sanctioned posts year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
104	107	93	90	90
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

## 3 Institution

### 3.1

#### Total Expenditure excluding salary year-wise during the last five years ( INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
261	237	163	144	94
File Description		Document		
Institutional data in prescribed format(Data templ		<a href="#">View Document</a>		

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

**1.1.1 The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and the affiliating University.**

**Response:**

Karpaga Vinayaga Institute Of Dental Sciences is abiding by the curriculum set forth by its affiliating university – The Tamil Nadu Dr..M.G.R Medical University and Dental Council of India for both BDS and MDS programs.



The college has the following systems in place to ensure effective planning, delivery and evaluation of the prescribed syllabus.

#### 1. Planning

- Curriculum committee
  - One of the main goals of this quarterly meet is to address various concerns arising in the Institute regarding curriculum contents, implementation, clinical and theory class hours, schedules and take the necessary actions.

## 2. Curriculum delivery

The curriculum delivery is implemented through:

- Seminars
  - Final year and third year undergraduate students are urged to present a non-clinical topic as seminars with integration of a live Q & A session. In this way the main points or the gist of each academic chapter is exposed to the student which by itself would serve the purpose, digital literacy is an added benefit.
- Lecture
  - The primary objective is achieved through conducting lectures incorporating various teaching methods. Topic delivery to the student is primarily attained through this method.
- Role plays
  - This not only exposes the student to the academic nuances but also makes the learning process more enjoyable & acceptable. This serves as an opsonisation procedure in the entire learning process.
- Others
  - Electronic gadgets such as ITC devices fulfil the gaps in the learning process by providing demo videos of the procedures thereby not only aiding the teacher in the lecture but also helping the student in comprehending the subject better. Periodic student feedback on key parameters is taken to improve the learning process and achieve desirable learning outcomes.

## 3. Evaluation

- Internal Exam
  - The process of planning & implementation is gauged primary through these evaluation systems such as conducting internal examinations. 3 Internal exams are conducted per academic year. After the assessment, the papers are evaluated, and the marks are displayed on the department notice board.
  
- Posting Tests
  - Conducting separate tests in their respective postings greatly improves their exposure in the subject and provides a better opportunity for the staffs to teach and provide individual care to the students.
  
- Clinical evaluation
  - Students attending clinical posting attend individual viva sessions to evaluate their understanding of the subject, identify and isolate deficits in knowledge and plan for further training accordingly. During the clinical treatment procedures, clinical students are evaluated for their clinical ability, understanding of concepts, understanding of properties of material used, treatment planning ability etc. Students maintain record of practical & clinical work in record books.
  
- Intimation of attendance shortage to the parents
  - Parents of students with academic shortage are intimated about the progress and attendance of their ward and by this way the parent gets to keep a track of their ward's academic performance.
  
- Remedial Classes
  - Students requiring further training and special coaching are identified and remedial measures are formulated for them.

File Description	Document
Link for Minutes of the meeting of the college curriculum committee	<a href="#">View Document</a>



**1.1.2 Percentage of fulltime teachers participating in BoS /Academic Council of Universities during the last five years. (Restrict data to BoS /Academic Council only)****Response:** 0.22

1.1.2.1 Number of teachers of the Institution participating in BoS/Academic Council of universities year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	1	0	0

File Description	Document
Provide scanned copy of nomination letter such BoS and Academic Council From University/ Autonomous college	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for details of participation of teachers in various bodies	<a href="#">View Document</a>

**1.2 Academic Flexibility****1.2.1 Percentage of inter-disciplinary / inter-departmental courses /training across all the Programmes offered by the College during the last five years****Response:** 79.25

1.2.1.1 Number of inter-disciplinary /inter-departmental courses /training offered during the last five years

Response: 42

1.2.1.2 Number of courses offered by the institution across all programs during the last five years

Response: 53

File Description	Document
Minutes of relevant Academic Council/BoS meetings	<a href="#">View Document</a>
List of Interdisciplinary /interdepartmental courses /training across all the the programmes offered by the University during the last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.2.2 Average percentage of students enrolled in subject-related Certificate/ Diploma / Add-on courses as against the total number of students during the last five years

**Response:** 84.88

1.2.2.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
213	454	479	527	533

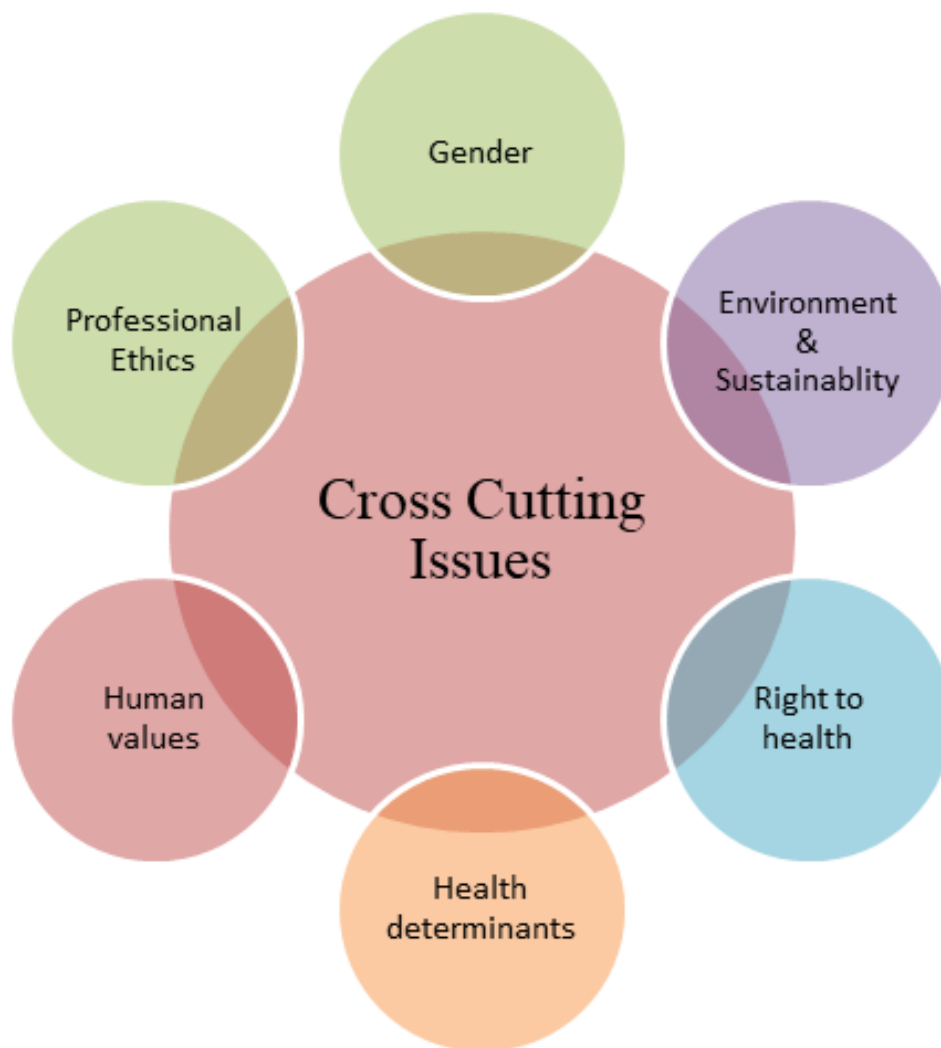
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

**1.3.1 The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum as prescribed by the University / respective regulative councils**

**Response:**

The institution has taken various steps to integrate cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum.



• **Gender**

The institution has policies in place to sensitize its community on issues relevant to gender.

Women Grievances Committee is functioning in the institution to isolate, identify and redress gender specific issues faced by the women in the institution.

The institution actively promotes programs on breast cancer, woman's health & International Woman's day.

• **Environment and sustainability**

To ensure pollution control, our Institution provides bicycle facility within the campus. In an initiative to improve campus esthetics and quality of air, tree plantation drives are undertaken.

Rainwater collection and harvesting is done by channeling rainwater from roof run-off into ground water sources to recharge the ground water level.

Biowaste management is strictly implemented, and students are educated on proper disposal of waste in color coded bins.

Solar panels, led lights, battery cars are available to promote eco-friendly campus.

Sewage treatment plant is operational to ensure recycling of water.

- **Right to health**

Our institution provides equal treatment to all regardless of their educational status, social status and physical disabilities.

Students are provided facilities to maintain physical health like gym, sports facilities, yoga.

We offer every level of treatment to all the patients.

For ease of access to the general public, Institution provides free shuttle service

- **Health determinants**

School oral health camps are organized to promote oral health education in children.

Camps are organized in various places to provide oral health services to wide range of people.

- **Human values**

With an aim of cultivating human values like brotherhood, interaction, acceptance, consideration, appreciation, listening, openness within our institution, various intra college and inter college events are organized by the college where students and staff compete and share responsibilities.

World No Tobacco Day is followed by the institution by conducting outreach programs and sensitization camps at various industries and facilities. Rallies are conducted by the interns and students to educate general masses.

The institute organizes programs to sensitize the students on the issue of ragging with talks delivered by eminent personalities.

Blood donation camps are organized every year by the institute and faculty and students participate whole heartedly in the camps.

Old age home camp and prison camp are organized to promote social service.

- **Professional Ethics**

The institution as part of the curriculum prescribed by the university educates the students on ethics.

Professional ethics is inoculated with importance to code of conduct, contract & confidentiality, autonomy of decision, drug prescription, etc. Guidance is also given on research ethics through the institutional ethics committee.

The Institutional Review Board meets periodically to review studies & proposals of students & staffs alike, exposing them both to the boards.

1st year orientations, internship orientation, clinical posting orientation programs are conducted to instill the necessary level of understanding in both human and ethical values to enable the students to attend to their duties with ethics and humanity.

File Description	Document
Link for list of courses with their descriptions	<a href="#">View Document</a>

Other Upload Files	
1	<a href="#">View Document</a>

### 1.3.2 Number of value-added courses offered during the last five years that impart transferable and life skills.

**Response:** 15

#### 1.3.2.1 Number of value-added courses offered during the last five years that impart transferable and life skills.

Response: 15

File Description	Document
List of-value added courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Brochure or any other document related to value-added course/s	<a href="#">View Document</a>

### 1.3.3 Average percentage of students enrolled in the value-added courses during the last five years

**Response:** 71.28

#### 1.3.3.1 Number of students enrolled in value-added courses offered year-wise during the last five years that impart transferable and life skills

2020-21	2019-20	2018-19	2017-18	2016-17
265	480	517	535	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Attendance copy of the students enrolled for the course	<a href="#">View Document</a>

### 1.3.4 Percentage of students undertaking field visits/Clinical / industry internships/research projects/industry visits/community postings (data for the preceding academic year)

**Response:** 21.06

1.3.4.1 Number of students undertaking field visits, clinical, industry internships, research projects, industry visits, community postings

Response: 99

File Description	Document
Scanned copy of filed visit report with list of students duly attested by the Head of the institution to be provided	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Community posting certificate should be duly certified by the Head of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.4 Feedback System

**1.4.1 Mechanism is in place to obtain structured feedback on curricula/syllabi from various stakeholders. Structured feedback received from:**

1. Students
2. Teachers
3. Employers
4. Alumni
5. Professionals

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Stakeholder feedback reports as stated in the minutes of meetings of the College Council /IQAC/ Curriculum Committee	<a href="#">View Document</a>
Sample filled in Structured Feedback to be provided by the institution for each category claimed in SSR	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

#### **1.4.2 Feedback on curricula and syllabi obtained from stakeholders is processed in terms of:**

**Response:** A. Feedback collected, analysed and action taken on feedback besides such documents made available on the institutional website

<b>File Description</b>	<b>Document</b>
Stakeholder feedback report	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Action taken report of the Institution on feedback report as minuted by the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

**2.1.1 Due consideration is given to equity and inclusiveness by providing reservation of seats to all categories during the admission process. Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years**

**Response:** 94.77

2.1.1.1 Number of students admitted from the reserved categories as per GOI or State Government norms year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
51	44	38	58	62

2.1.1.2 Number of seats earmarked for reserved categories as per GOI or State Govt. norms year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
52	45	45	62	62

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Final admission list published by the HEI	<a href="#">View Document</a>
Copy of letter issued by state govt. or and Central Government (which-ever applicable) Indicating the reserved categories to be considered as per the GO rule (translated in English)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual Report/ BOM report/ Admission report duly certified by the Head of the Institution	<a href="#">View Document</a>
Admission extract submitted to the state OBC, SC and ST cell every year.	<a href="#">View Document</a>

**2.1.2 Average percentage of seats filled in for the various programmes as against the approved intake**



**Response:** 88.01

2.1.2.1 Number of seats filled-in for various programmes offered by the College as against the approved intake during the last five years:

2020-21	2019-20	2018-19	2017-18	2016-17
105	98	65	95	96

2.1.2.2 Number of approved seats for the same programme in that year

2020-21	2019-20	2018-19	2017-18	2016-17
122	100	100	100	100

**File Description****Document**

The details certified by the Head of the Institution clearly mentioning the programs that are not covered under CET and the number of applications received for the same

[View Document](#)

Institutional data in prescribed format

[View Document](#)

**2.1.3 Average percentage of Students admitted demonstrates a national spread and includes students from other states****Response:** 7.39

2.1.3.1 Number of students admitted from other states year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
1	20	4	5	4

File Description	Document
List of students enrolled from other states year-wise during the last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
E-copies of admission letters of the students enrolled from other states	<a href="#">View Document</a>
Copy of the domicile certificate as part of the from other states and countries and/or Previous degree/Matriculation / HSC certificate from other state or country	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The Institution assesses the learning levels of the students, after admission and organises special Programmes for advanced learners and slow performers The Institution:**

1. Follows measurable criteria to identify slow performers
2. Follows measurable criteria to identify advanced learners
3. Organizes special programmes for slow performers
4. Follows protocol to measure student achievement

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Criteria to identify slow performers and advanced learners and assessment methodology	<a href="#">View Document</a>
Consolidated report of special programs for advanced learners and slow learners duly attested by the Head of the Institution	<a href="#">View Document</a>
Any other information	<a href="#">View Document</a>

**2.2.2 Student - Full- time teacher ratio (data of preceding academic year)**

**Response:** 5:1

File Description	Document
List of students enrolled in the preceding academic year	<a href="#">View Document</a>
List of full time teachers in the preceding academic year in the University	<a href="#">View Document</a>
Institutional data in prescribed format (data Templates)	<a href="#">View Document</a>

### 2.2.3 Institution facilitates building and sustenance of innate talent /aptitude of individual students (extramural activities/beyond the classroom activities such as student clubs, cultural societies, etc)

#### Response:

The institution gives due importance to foster the extracurricular activities of students. The institution has outdoor sports facilities like cricket ground, basketball ground, football ground, volley ball ground, badminton court, kho-kho ground and running. The institution houses an air-conditioned indoor auditorium with seating capacity of 1450, to conduct cultural events and programs.

The I year students are splendidly welcomed into the KIDS family by their seniors with a Fresher s day celebration, where they are encouraged to exhibit their individual talents. The student council dynamically participates in nurturing the young talents by organizing various club activities after the college hours which greatly help the students to relax after their routine college activities.

Each batch of students have student representatives for sports and cultural activities to identify talents among them. They are cheered to take part in intra college, inter college cultural programs to showcase their talents. Our institution supports the students organize intra college convention “BLITZ” in which each batch of students compete in academic, sports and cultural forums. We also conduct inter college student convention “SANGAMAM” annually. It is enthusiastically attended by student delegates from all over India.

The hostel has a well-equipped gym and a physical trainer to coach students and to improve their physical fitness. Students are also trained for various competitive exams in their internship period to help them pass these exams in flying colors even after their course completion. Thus the institution solely believes in the development of students in all dimensions.

File Description	Document
Link for Appropriate documentary evidence	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 2.3 Teaching- Learning Process

### **2.3.1 Student-centric methods are used for enhancing learning experiences by:**

- **Experiential learning**
- **Integrated/interdisciplinary learning**
- **Participatory learning**
- **Problem solving methodologies**
- **Self-directed learning**
- **Patient-centric and Evidence-Based Learning**
- **Learning in the Humanities**
- **Project-based learning**
- **Role play**

#### **Response:**

The institution focuses primarily on holistic development of an individual with which academic knowledge, critical reviewing capabilities and humanitarian approach to the field of dentistry.

#### **Experimental learning:**

The students are motivated and elaborated on various activities in a stepwise manner through ICT enabled lectures, interactive sessions are conducted to assess their understanding and further deliberations are done. Demonstrating sessions are conducted periodically and they are encouraged to practice the activity presented as a preclinical activity on mannequins, models and they are allowed to perform the procedure cleanly. The activities are assessed by faculties and the students are graded accordingly.

#### **Integrated / Interdisciplinary learning method:**

Regular schedules are planned for all the students for interactive learning, from first year to final year interactive learning classes are planned in various subjects to develop an understanding of interrelationship between various departments. Clinical society meetings are conducted every month, students are motivated to participate and present papers.

#### **Participatory learning:**

Active participation of students during lecture sessions is encouraged. Lecture classes are made more interactive using videos, ppt., and quiz sessions. Students are grouped into small groups and thought to debate on the topic. Small group discussions are periodically planned and students are motivated to lecture during sessions. This approach has made our students bag many intercollege medals.

**Problem solving methodology:**

The faculties play the role of moderator. Students are motivated to evaluate the patient and present the plan. Interactive discussions are conducted on the presented plan. Students are taught to judge the outcome of the procedure, therefore we broaden the problem solving skills in them.

**Self directed learning:**

Students are encouraged and motivated to use the department library and the central library. In the library we provide the topic of the day. Students are encouraged to read on that topic, self assess their understanding by the self assessment focus made available on the prescribed topic in the library.

Siminars, journals discussions are periodically planned to develop their self learning abilities.

**Patients's centric / evidence based learning:**

Prime importance is given to the patient oriented approach, students are alloted patients and are taught to diagnose, plan and conduct the procedures under the guidance of faculties. They are taught to critically evaluate risk and benefits of treatment plan according to the needs of the individual patients.

Evidence based treatment approaches are insisted during teaching sessions.

**Learning in humanities:**

Students are posted in tobacco cessation clinics, oral cancer screening camps, blood donation camps, various periodic school camps, tribal camps, various organisational camps to develop humanitarian approach in field of dentistry.

**Project based learning / role play:**

Various students are inspired to take project according to the year of study. They are motivated to develop and create a model and to present it. Students are persuaded to develop role play activities in research, academic and awareness segments. They are made to present in various forums like school camps, awareness and preventive centers.

File Description	Document
Link for learning environment facilities with geotagging	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 2.3.2 Institution facilitates the use of Clinical Skills Laboratory / Simulation Based Learning The Institution:

1. Has Basic Clinical Skills / Simulation Training Models and Trainers for skills in the relevant disciplines.
2. Has advanced simulators for simulation-based training
3. Has structured programs for training and assessment of students in Clinical Skills Lab / Simulation based learning.
4. Conducts training programs for the faculty in the use of clinical skills lab and simulation methods of teaching-learning

**Response:** A. All of the above

File Description	Document
Report on training programmes in Clinical skill lab/simulator Centre	<a href="#">View Document</a>
Proof of patient simulators for simulation-based training	<a href="#">View Document</a>
Proof of Establishment of Clinical Skill Laboratories	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Geotagged Photos of the Clinical Skills Laboratory	<a href="#">View Document</a>
Details of training programs conducted and details of participants.	<a href="#">View Document</a>

### 2.3.3 Teachers use ICT-enabled tools for effective teaching and learning process, including online e-resources

**Response:**

All the faculties of the institution use ICT-enabled tools for effective teaching and learning process. These include online study materials and e-resources. Delivery of knowledge is through chalk and blackboard, power point presentations and 3D and simulation based models. Wi-Fi facility is provided for free to all teachers as well as students. All lecture halls are enabled with smart-boards, computer, internet and audio-

visual aids for effective learning of students. All clinical departments have individual seminar hall with projector facility which enables micro-teaching. All teaching faculty of the college are well trained in use of ICT-enabled tools. Clinical procedures are taught to students with the help of various e-learning sources and through animated as well as clinical videos.

Special surgical procedures which are done in the clinical departments are streamed live to the lecture halls for learning recent advances in the particular topic.our teachers are efficient in handling online classes which is evident during COVID-19 pandemic further our teachers not only develop e content but also use them effectively for curriculum delivery. Regular monitoring and feedbacks of all such activities are taken and amendments are made for future program

File Description	Document
File for list of teachers using ICT-enabled tools (including LMS)	<a href="#">View Document</a>
File for details of ICT-enabled tools used for teaching and learning	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for webpage describing the “LMS/ Academic Management System”	<a href="#">View Document</a>

#### 2.3.4 Student :Mentor Ratio (preceding academic year)

**Response:** 8:1

2.3.4.1 Total number of mentors in the preceding academic year

Response: 62

File Description	Document
Log Book of mentor	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Copy of circular pertaining the details of mentor and their allotted mentees	<a href="#">View Document</a>
Approved Mentor list as announced by the HEI Allotment order of mentor to mentee	<a href="#">View Document</a>

#### 2.3.5 The teaching learning process of the institution nurtures creativity, analytical skills and innovation among students

**Response:**

### **Introduction:**

The teaching and learning process ensures that the students develop analytical skills to apply knowledge in day to day practice and to analyze the outcome of treatment through clinical postings. They also learn to apply principles of ethics and to evaluate the scientific literature and information to decide the treatment.

### **Research and Innovation:**

The students are involved in simple research projects during the course of the study. Skills are developed to coordinate & supervise the activities of allied dental health personnel and to maintain all records. Skills are developed at arriving provisional, differential and final diagnosis for patient care and treatment. The curriculum ensures that the student gains knowledge to prescribe investigations and analytically analyse them for treatment planning. They are also taught to integrate multiple disciplines into an individual comprehensive sequenced treatment plan using diagnostic and prognostic information for patient care and treatment planning.

### **Laboratory skills:**

The laboratory skills to be developed by the students like Crown Bridge, Aesthetic Dentistry and Oral Implantology exercises and studying dental morphology also is a part of initial training. Preclinical work is part of curriculum and work on models to simulate the oral structures which helps them in nurturing creativity and better understanding of the subject.

### **Clinical Skills:**

The students need to gain adequate clinical hands on-experience in extractions and other minor oral surgical procedures, all aspects of Conservative Dentistry, Endodontics, Crown and Bridge, fabrication of dentures, periodontal therapeutic procedures and use of orthodontic appliances. Familiarity with various radiological techniques, particularly intra-oral methods and proper interpretation of radiographs is an essential part of this component of training and has application in clinical diagnosis, forensic identification and age estimation.

### **Innovative Teaching:**

Innovative teaching methods like using simulator teaching aids such as phantom head, restoration in caries teeth, carving in wax blocks, plaster model teeth preparation, suture techniques as well as advanced clinical procedures like Implant placement, Esthetic related surgical procedures are also practiced there by creating clinical skills as well as to master with the technique prior with handling to patients. Towards the final stage of the clinical training, each student will be involved in comprehensive oral health care or holistic approach to enable them to plan and treat patients as a whole. Another way we inculcate analytical thinking and execution in our students is through our teaching of diagnostics, prognosis and treatment planning. Our clinical course incorporated analysis of radiographs, tracing of key landmarks in the facial region through cephalometric tracing, evaluation of oral tissues excised for histological analysis and critical thinking through the process of elimination for the formulation of a diagnosis. Prior to performing any clinical procedure, the students are required to take a comprehensive case history evaluation for the patients. This enables the process of thinking analytically about the possible differential diagnosis, ordering appropriate investigations for each patient, and arriving at a confirmatory diagnosis. Following these steps, the students are subsequently encouraged to formulate a treatment plan on their own.



File Description	Document
Link for appropriate documentary evidence	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

File Description	Document
<b>2.4.1 Average percentage of fulltime teachers against sanctioned posts during the last five years</b>	
<b>Response: 100</b>	
Sanction letters indicating number of posts (including Management sanctioned posts) by competent authority (in English/translated in English)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>2.4.2 Average percentage of fulltime teachers with Ph.D./D.Sc./ D.Lit./DM/M Ch/DNB in super specialities /other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences (like MD/ MS/ MDS etc.,) for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils /Affiliating Universities.</b>
<b>Response: 50.27</b>

2.4.2.1 Number of fulltime teachers with Ph.D/D.Sc./D.Lit./DM/M Ch/DNB in super specialities / other PG degrees (like MD/ MS/ MDS etc.,) in Health Sciences for recognition as Ph.D guides as per the eligibility criteria stipulated by the Regulatory Councils. Last five years data to be entered.

2020-21	2019-20	2018-19	2017-18	2016-17
56	55	47	46	40

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Copies of Guideship letters or authorization of research guide provide by the the university	<a href="#">View Document</a>

**2.4.3 Average teaching experience of fulltime teachers in number of years (preceding academic year)****Response:** 8.52**2.4.3.1 Total teaching experience of fulltime teachers in number of years (cumulative experience)**

Response: 886

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Consolidated Experience certificate duly certified by the Head of the insitution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**2.4.4 Average percentage of teachers trained for development and delivery of e-content / e-courses during the last 5 years****Response:** 22.16**2.4.4.1 Number of teachers trained for development and delivery of e-contents / e-courses year-wise during the last five years.**

2020-21	2019-20	2018-19	2017-18	2016-17
24	21	22	21	19

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Certificate of completion of training for development of and delivery of e-contents / e-courses / video lectures / demonstrations	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Web-link to the contents delivered by the faculty hosted in the HEI's website	<a href="#">View Document</a>

**2.4.5 Average Percentage of fulltime teachers who received awards and recognitions for excellence in teaching, student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / academies during the last five years****Response:** 1.61

2.4.5.1 Number of fulltime teachers who received awards and recognitions for excellence in teaching and student mentoring, scholarships, professional achievements and academic leadership at State, National, International levels from Government / Government-recognized agencies / registered professional associations / *academies* during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	4	4	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-Copies of award letters (scanned or soft copy) for achievements	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

**2.5.1 The Institution adheres to the academic calendar for the conduct of Continuous Internal Evaluation and ensures that it is robust and transparent**

**Response:**

2.5.1 As per the prescribed of the curriculum of the parent university, Karpaga Vinayaga Institute of Dental Sciences prepares the academic calendar, defines the achievable landmark dates for the year in advance. The academic calendar consists of clinical posting schedules, schedules for conduct of various internal assessments, holidays, plan for clinical society meetings and library learning sessions meeting. Having the year plan in advance allows the students to arrange their studying and holiday schedule. It allows the students to plan and establish short term goals. It helps the faculty to plan for lectures and so to complete the topics in time as per the prescribed curriculum. The academic calendar also comprises the schedule for assignments and assessments aimed to improve the academic performance of the students. The calendar as the schedule for parent's teachers meeting which helps the parents to plan their participation without fail. The academic calendar is designed in a well-planned manner to achieve academic excellence for both students and faculty.

File Description	Document
Link for dates of conduct of internal assessment examinations	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for academic calendar	<a href="#">View Document</a>

### 2.5.2 Mechanism to deal with examination related grievances is transparent, time-bound and efficient

#### Response:

#### DETAILS OF UNIVERSITY EXAMS

Karpaga Vinayaga Institute of Dental Sciences follows the examination guidelines issued by the parent university. The college is authorized examination center to conduct University examinations for both the undergraduate and postgraduate. Institution strictly adheres to the guidelines of The Dr MGR Medical University to conduct university examinations. The chief superintendent is the in-charge of the examination hall and ensures that examination is conducted in a fair and transparent manner

The examination hall cameras and cell phone jammers which are switched on 30 minutes before the starting of examination. The question paper is downloaded exactly 15 minutes before by logging in to the university website portal. Downloaded question papers are photocopied as per the required numbers. The question paper is handed over to the invigilators 5 minutes before and is distributed to the students at the scheduled exam time. One invigilator is posted per 20 students. Online attendance sheet is downloaded from university website and the student's signature is obtained by the respective invigilator and simultaneously the attendance of the students is submitted through online portal. The attender rings the bell every 30 minutes till the completion of examination. The answer books are collected by the invigilators at the end of examination and packed and sealed under the CCTV surveillance. Recorded CD is sent to the university on the same day along with the answer books bundle.

#### Details of the internal assessment examination:

The internal assessment schedules are prepared as per the academic calendar and communicated to the students well in advance. Institution follows strict protocol in conducting the internal assessment. Guidelines are set in such a manner that the question paper print out is taken only 30 min before commencement of exam for the undergraduates. Question papers are handed over to invigilator only at the time of commencement of exam. Once exams are over the answer sheets are handed over to respective head of the departments for evaluation. The marks obtained by the students in internal assessment tests are displayed periodically in the department notice board along with their attendance.

File Description	Document
File for number of grievances regarding University examinations/Internal Evaluation	<a href="#">View Document</a>
File for details of University examinations / Continuous Internal Evaluations (CIE) conducted during the last five years	<a href="#">View Document</a>
File for any other relevant information	<a href="#">View Document</a>

### **2.5.3 Reforms in the process and procedure in the conduct of evaluation/examination; including Continuous Internal Assessment to improve the examination system.**

#### **Response:**

#### **Self-Study Report Of Karpaga Vinayaga Institute Of Dental Sciences Continuous Internal Assessment to improve the examination system.**

Response: Continuous internal assessment is done through conducting various tests from time to time. The institution has in place an effective continuous evaluation system through which the students are assessed based on their performance. The marks secured in a continuous internal assessment are added to the University examination marks in the final award of the marks/grade at the end of the course. Objective structured clinical examination (OSCE) and objective structured practical examination (OSPE) have been introduced in an internal continuous examination. Components of continuous internal assessment include academic activities such as monthly tests, internal exams, assignments, attendance, class participation, viva-voce, practical exercises, skill lab, quiz, open book test, field work, group discussion, seminar, practice school, record maintenance etc. Extra weightage is given to students while awarding internal marks who participate and present scientific papers and posters in national and international conferences. For the continuous internal evaluation of students first, second and third internal assessment examinations are conducted for each batch at three months interval. Before the date of every internal examination, the department furnishes and display the portions in the department notice boards. Three sets of question papers are prepared and submitted to the exam cell and one question paper is secretly selected by the exam cell based on a choice-based system. The internal exam answer sheet evaluation is centralized that is as same as that of the affiliating university. Other than regular internal assessment monthly test, end-posting exams, micro discussions are conducted. All examinations are conducted in the examination hall under strict surveillance by faculty members as well as by close circuit cameras and signal jammers. A board meeting is conducted by the governing council along with all head of departments at the end of every internal exam and before the final university exam. In this meeting, the internal marks awarded to students are discussed. The same council make decisions regarding the parameters of the distribution of marks based on university guidelines and suggestions regarding awarding of marks to students. The decision of the same is communicated to all faculty members which ensures uniform assessment of students without partiality. Complete automation of examination process helps in the successful execution of examination processes such as examination schedule, seating arrangement, attendance monitoring, Marks data entry, preparation of programme wise results. Results of internal examination will be announced within a week of completion of examinations. The qualifying examination is conducted by the affiliated university (TamilNadu Dr. M.G.R Medical University) and results are declared following centralized valuation in the university website.

Examination reforms brought in the institution the last five year

1. Automation of the evaluation and conduct of exam
2. Automation for the storage large data of students
3. Redefining examination procedures as the need and guidelines of parent university

File Description	Document
Link for Information on examination reforms	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**2.5.4 The Institution provides opportunities to students for midcourse improvement of performance through specific interventions Opportunities provided to students for midcourse improvement of performance through:**

- 1. Timely administration of CIE**
- 2. On time assessment and feedback**
- 3. Makeup assignments/tests**
- 4. Remedial teaching/support**

**Response:** A. All of the above

File Description	Document
Re-test and Answer sheets	<a href="#">View Document</a>
Policy document of the options claimed by the institution duly signed by the Head of the Institution	<a href="#">View Document</a>
Policy document of midcourse improvement of performance of students	<a href="#">View Document</a>
List of opportunities provided for the students for midcourse improvement of performance in the examinations	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 The Institution has stated the learning outcomes (generic and programme-specific) and graduate attributes as per the provisions of the Regulatory bodies and the University; which are communicated to the students and teachers through the website and other documents**

**Response:**

The Institution takes adequate steps and implementation of methods and measures according to the guidelines of the Affiliated University to achieve the learning outcomes. Learning outcome is the ultimate output that a learner eventually achieves towards the completion of the course. The college facilitates student-centric learning process to make learning easier and better in all aspects. The students are taught in such a way that their cognitive skills are instilled. Group discussions done in the clinical scenario rekindles the interest to learn more about clinical aspect of patients. Innovative thinking and cognitive skills of the student is increased by encouraging participation in Hands-on Workshops, Conferences. The students keep in pace with current trends and recent advances with the help of Continuing Dental Education program that

are being organized frequently in our Institution. Conducting Seminars, Journal Clubs, case presentations train the students to present papers and posters held at intercollege level, as it enhances the communication skills. The curriculum of the course is designed such that, the student transforms from preclinical to clinical phase with ease and comfort. Learning is made easier for students with demonstration of models and specimens for better visualization and understanding of concepts.

Use of technical tools like audio visual aids, computers, and internet helps the students to connect better with their peers and faculties thereby helping smart and swift learning. About 3 internal assessment exams are conducted every academic year to evaluate the competency of the students. Slow learners are identified and adequate training is given to them by way of special classes with individual attention to make them score better and be competent with their peers. One model exam is conducted before the student takes up the university examination. This mock exam helps evade fear and anxiety and fare well in their university examinations. Frequent conducting of Viva Voce in practical laboratories and clinical departments ease the performance of students in the university examinations. A centralized library with elaborate working hours, housing more than 10,000 books in the field of Dentistry and Medicine is a boon to students to facilitate uninhibited learning. In addition to Central Library, a Departmental Library lends books to student for anytime reference. To instill social responsibility and empathy in students, the Institution encourages participation of students in Dental Health Education, screening and treatment Campaign Program, Anti-Tobacco awareness Program. Not just academic skills are instilled, but the students are taught to practice with Professional Ethics as well. Group activities involving multidisciplinary approach to arrive at a comprehensive treatment plan helps the student to develop teamwork skills.

Additional training program are conducted during Internship to make the students more technically skilled and equipped. All the academic activities of the college are implemented such that there is continuous evaluation of program outcome, course outcome and program specific outcome.

File Description	Document
Link for upload Course Outcomes for all courses (exemplars from Glossary)	<a href="#">View Document</a>
Link for relevant documents pertaining to learning outcomes and graduate attributes	<a href="#">View Document</a>
Link for methods of the assessment of learning outcomes and graduate attributes	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 2.6.2 Incremental performance in Pass percentage of final year students in the last five years

**Response:** 80.55

2.6.2.1 Number of final year students of all the programmes, who qualified in the university examinations in each of the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
85	80	93	81	79

2.6.2.2 Number of final year students of all the programmes, who appeared for the examinations in each of the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
87	90	101	102	104

File Description	Document
Trend analysis for the last five years in graphical form	<a href="#">View Document</a>
Reports from Controller of Exam (COE) office/ Registrar evaluation mentioning the relevant details and the result analysis performed by the institution duly attested by the Head of the Institution	<a href="#">View Document</a>
List of Programmes and the number of students passed and appeared in the final year examination each year for the last five years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Links for additional information	<a href="#">View Document</a>
Link for the annual report of examination results as placed before BoM/ Syndicate/ Governing Council for the last five years	<a href="#">View Document</a>

**2.6.3 The teaching learning and assessment processes of the Institution are aligned with the stated learning outcomes.**

**Response:**

Karpaga Vinayaga Institute of Dental Sciences is a strong- growing Institution, which offers a 5 year Undergraduate course in Dentistry, known as Bachelor of Dental Surgery (BDS). The college enables the students to excel in academics, become competent professionals, responsible citizens by instilling skills and advanced techniques in students, in addition to providing quality education. Methodical formulation of learning objectives helps to achieve the targeted goals.

**GOALS OF BDS CURRICULUM:**



After the completion of the five-year undergraduate program of Bachelor of Dental Surgery, the student becomes competent enough to perform the following:

1. **General Skills** - Apply knowledge & skills in day to day practice.

2. **Practice Management** - Practice within the scope of one's competence Communication & Community Resources.

3. **Patient Care – Diagnosis:** Obtaining patient's history in a methodical way, performing thorough clinical examination, Selection and interpretation of clinical, radiological and other diagnostic information, Arriving at provisional, differential and final diagnosis.

4. **Patient Care - Treatment Planning**

5. **Knowledge about Disinfection and Infection Control Protocol**

**ASSESSMENT PROCESSES:**

**Objective Structured Clinical Examination (OSCE):** Clinical Evaluation of the student is made structured and objective. A number of practical and clinical examinations in laboratories and on patients respectively are conducted to assess the student’s practical and clinical knowledge. This includes regular assessment on spotters and models as well.

**Logbooks and records:** The student’s performance is constantly monitored with Log books and Records.

**Theory Examinations:** Written examination is an excellent method of assessing the student. Internal Assessment and model exams are conducted on regular basis.

**Group Discussions:** Discussions on interesting cases makes learning easier for the students.

File Description	Document
Link for programme-specific learning outcomes	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**2.6.4 Presence and periodicity of parent-teachers meetings, remedial measures undertaken and outcome analysis**

**Response:**

**Responsibilities of PTA Committee:**

- To sensitize the parents, about the importance and purpose of Parent Teachers Meeting (PTM)
- To inform the parents about the schedule and timings well ahead, atleast 10 days prior to the

meeting.

### Parent Teachers Meeting (PTM):

PTA committee functions to link the gap between the parents, faculties and students. Internal assessment exams are conducted once in 3 months. About 3 exams are conducted, followed by a model exam in an academic year. The evaluated answer sheets are given to the students. Any query from the student side is clarified by the concerned department faculty. The finalized marks are sent to the exam cell. The exam cell forwards the marks to the parents. The coordinators discuss and fix a date that would be convenient for the parents. Parents are intimated over phone about the meeting timings. All parents are called upon for the meeting in the first term to get a better introduction about students and parents. Parents who could not make up for the meeting on the scheduled date, can meet the concerned staff on their convenient dates. On the day of the meeting, each department would be represented by one staff to discuss the marks, progress, attendance of every student in person with the parents. The parents would meet the HOD as well, if they wish and need to discuss in detail. The students can open their mind, in case of any hindrance like language barrier, Psychological stress or any other. Any difficulties from the student, if genuine would be noted and addressed accordingly. Psychological counseling is also done whenever needed. Special classes are taken for the betterment of slow learners. Mentoring system in place ensure the identification of problems that a student face which affects the academics and remedial measures are initiated to overcome the same. Adequate remedial measures are taken according to the type of difficulty faced by the student. Parents can also share their views and opinions, and are given the liberty to place their ideas and suggestions in the PTM.

**Remedial measures:** Slow learners are identified and special attention and care is given to improve them. It is seen to that adequate measures are taken by the faculties for the students to cope up psychologically and academically. Special coaching classes are given to slow learners with repeated clinical, written and oral assessments. To enable complete and thorough understanding of the subject for the student, revision classes are taken following meticulous completion of coverage of the syllabus. Parents of slow learners are met at frequent intervals until the concerned student achieves satisfactory academic performance. The type of difficulty faced by each student in learning process is identified and intense training is given accordingly to correct the same.

**Outcome analysis:** These methodical and innovative measures helped the students to excel in the university examinations. Slow learners were more confident and competent, psychologically stable, and performed better with higher score of marks.

File Description	Document
Link for proceedings of parent –teachers meetings held during the last 5 years	<a href="#">View Document</a>
Link for follow up reports on the action taken and outcome analysis.	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

### 2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

NAAC

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

#### 3.1.1 Percentage of teachers recognized as PG/ Ph.D research guides by the respective University

**Response:** 50.41

##### 3.1.1.1 Number of teachers recognized as PG/Ph.D research guides during the last 5 years

2020-21	2019-20	2018-19	2017-18	2016-17
56	55	47	46	40

File Description	Document
List of full time teacher during the last five years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Copies of Guideship letters or authorization of research guide provide by the university	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 3.1.2 Average Percentage of teachers awarded national /international fellowships / financial support for advanced studies/collaborative research and participation in conferences during the last five years

**Response:** 8.89

##### 3.1.2.1 Number of teachers awarded national/ international fellowship / Financial support for advanced studies/collaborative research and conference participation in Indian and Overseas Institutions year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
14	19	3	6	3

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Fellowship award letter / grant letter from the funding agency	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Total number of research projects/clinical trials funded by government, industries and non-governmental agencies during the last five years****Response: 2**

3.1.3.1 Number of research projects/clinical trials funded by government/industries and non-government agencies year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	2	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
E-copies of the grant award letters for research projects sponsored by Government, industries and non-government sources such as industries, corporate houses etc	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**3.2 Innovation Ecosystem****3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge****Response:**

KIMS has established a Central Research Laboratory (CRL) for Research and transfer of knowledge in the year 2013. The Research Centre is fully air conditioned and is located on the ground floor in the college building which is accessible to all the Departments. A Memorandum of Understanding was done between **KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES & KARPAGA VINAYAGA INSTITUTE of MEDICAL SCIENCES AND RESEARCH CENTER** for the utilization of Central Research Laboratory (CRL).

The facilities of the CRL and its roles and functions are described during the Lecture class to the Third years, Final year, Interns and Post graduate students to motivate them towards research activities.

The objectives of the centre are:

- 1.To create awareness on the role of innovation and research by students.
- 2.To establish and promote emerging knowledge, technology, and learn innovation-based techniques.
- 3.To develop innovation-driven entrepreneurship in the institute.

- 4.To create an Academic platform for the undergraduates and postgraduate students for research and innovations.
- 5.To establish a network between institutes, industries as an inter sectorial approach thus building institutions.

We have State of art Infrastructure facility for Research with modern instruments like **Thermal Cycler** (PCR), **Gel Documentation System** (transilluminator) , **High Performance Liquid Chromatography (HPLC)** (Isocratic Model), Upright Freezer (-20o C), Digital PH Meter (bench Top), Mini Centrifuge, Ultra Sonic washer (42 Series W/Htr 0.25l), UV/Visible **Spectrophotometer**, **Submarine Gel Electrophoresis** Horizontal, Biosafety Cabinet With Virus Burnout, Autoclave, Incubator, Hot Air Oven, **Fluorescence Microscope** (Up Right), Refrigerated Centrifuge, Biological Microscope. **Cytogenetics lab** is also available as part of CRL.

File Description	Document
Link for details of the facilities and innovations made	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 3.2.2 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) Research methodology, Good Clinical, Laboratory, Pharmacy and Collection practices, writing for Research Grants and Industry-Academia Collaborations during the last five years

**Response:** 19

3.2.2.1 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
2	3	4	7	3

File Description	Document
Report of the workshops/seminars with photos	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

**3.3.1 The Institution ensures implementation of its stated Code of Ethics for research. The Institution has a stated Code of Ethics for research, the implementation of which is ensured by the following:**

- 1. There is an Institutional ethics committee which oversees the implementation of all research projects**
- 2. All the projects including student project work are subjected to the Institutional ethics committee clearance**
- 3. The Institution has plagiarism check software based on the Institutional policy**
- 4. Norms and guidelines for research ethics and publication guidelines are followed**

**Response:** B. Any 3 of the above

<b>File Description</b>	<b>Document</b>
Share the code of ethics of research clearly stating the claims of the institution duly signed by the Head of the Institution	<a href="#">View Document</a>
Institutional data in prescribed form	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

**3.3.2 Average number of Ph.D/ DM/ M Ch/ PG Degree in the respective disciplines received per recognized PG teacher of the Institution during the last five years.**

**Response:** 1.05

3.3.2.1 Number of Ph.D.s /DM/M Ch/PG degrees in the respective disciplines received per recognized PG teachers of the Institution during the last five years.

Response: 22

3.3.2.2 Number of PG teachers recognized as guides by the Regulatory Bodies / Universities during the last five years.

Response: 21

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>

**3.3.3 Average number of papers published per teacher in the Journals notified on UGC -CARE list in the UGC website/Scopus/ Web of Science/ PubMed during the last five years**

**Response:** 0

File Description	Document
Institutional data in prescribed forma	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Web-link provided by institution in the template which redirects to the journal webpage published in UGC notified list	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.3.4 Average number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings indexed in UGC-CARE list on the UGC website/Scopus/Web of Science/PubMed/ during the last five years

**Response: 0**

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 3.4 Extension Activities

### 3.4.1 Total number of extension and outreach activities carried out in collaboration with National and International agencies, Industry, community, Government and Non-Government organizations engaging NSS / NCC / Red Cross / YRC / Institutional clubs etc. during the last five years.

**Response: 659**

3.4.1.1 Number of extension and outreach activities carried out in collaboration with National and International agencies, Industry, community, Government and Non-Government organizations engaging NSS/NCC/Red Cross/YRC/Institutional clubs etc. during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
30	152	180	171	126



File Description	Document
Photographs or any supporting document in relevance	<a href="#">View Document</a>
List of students in NSS/NCC/Red Cross/YRC involved in the extension and outreach activities year-wise during the last five years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Average percentage of students participating in extension and outreach activities during the last five years

**Response:** 72.75

#### 3.4.2.1 Number of students participating in extension and outreach activities year-wise during last five years

2020-21	2019-20	2018-19	2017-18	2016-17
109	432	435	466	453

File Description	Document
Institutional data in prescribed forma	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 3.4.3 Number of awards and recognitions received for extension and outreach activities from Government / other recognised bodies during the last five years

**Response:**

Karpaga Vinayaga Institute of Dental Sciences has always had keen interests in charitable works and in public health related activities right from its inception in the year 2007. We have always believed in the idea of growing as a society is more important than individual development and we have made sure that we plant this seed of thought in every student studying in this college. Our Managing Director Dr. AnnamalaiRegupathy has led right from the front in these events and has ensured that every individual understands the importance of these activities and performs them to the fullest. Our Dean Dr. Mathan Mohan has always been a source of motivation to all students and has granted us full freedom to engage in such activities. We have conducted several outreach programs to raise dental awareness among the general public in several places, mainly rural areas. We have also conducted free dental camps and offered free dental services in a lot of schools so that awareness is created among the parents regarding the oral health of their children. The Department of Public Health Dentistry play a pivotal role in the organisation and

conduction of such camps. The Department of Public Health Dentistry along with other departments such as Department of Prosthodontics, Department of Periodontics, Department of Conservative Dentistry and Department of Paedodontics work hand in hand to ensure these programs are a great success. Free medicines are also provided for the needful population at their will. Constant motivation and Cooperation among the departments is the main reason behind the continuation of these programs. Our institution has a special consideration for anti -tobacco usage in the nearby society. The hospital has a special anti -tobacco cell to educate all the tobacco using people visiting the institution and also the anti -tobacco cell creates and displays banners, videos and education materials for creating awareness. **We are proud to say that we have been bestowed with several awards of appreciation in recognition of our work.** The Awards of institution are as follows:

- Terapanth Yuvak Parishad Chennai,
- Achariya Tulsi Diagnostic Centre,
- Lions Club of Nandhivaram, Guduvanchery,
- Vruksha Vidhyaashvam CBSE Madhavaram, Chennai,
- Auto Anna Welfare Trust in association with Lions club of Meenambakkam,
- Bharathi N & P School Pons Park, Chengalpet,
- Sangford schools Chennai & Kancheepuram,
- Sri Navapasana Vadapalani Siddhar Peedam Charitable Trust, Poonamallee,
- Sri SS Jain sangh, Sowcarpet, Smrt. NDJA VV JR College, MKB nagar, Chennai,
- PYAR oraganises Mega Health Camp,
- NDNP Vainava Magalir kalloori, Chrompet,
- Tamil Nadu Prison Department Convict-1 Puzhal,
- Jawanmal Virdichand Marlecha Charitable trust,
- Punjab women's Association

File Description	Document
Link for list of awards for extension activities in the last 5 year	<a href="#">View Document</a>
Link for e-copies of the award letters	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**3.4.4 Institutional social responsibility activities in the neighborhood community in terms of education, environmental issues like Swachh Bharath, health and hygiene awareness, delivery of free/ subsidized health care and socio economic development issues carried out by the students and staff, including the amount of expenditure incurred during the last five years**

**Response:**

Apart from setting enviable standards in delivering oral health services, Karpaga Vinayaga Institution of Dental Sciences, has been organizing regular extension and outreach activities every year since its inception in 2007. The activities include dental screening camps, dental treatment camps, school oral health programs, oral health awareness campaigns etc. in remote rural areas, tribal hamlets, urban slums, industries, school and colleges as an social responsibility. During the last five years, we had organized 650

dental health camps covering more than 1 lakh population. Out of which Forty thousand received dental treatments through our mobile dental unit and Peripheral health centers. We have initiated and established 2 satellite centers (Peripheral centers) 15 and 17 December 2012 at Pullipakam and Annanagar Chengalpet taluk, Kanchipuram district to facilitate treatment accessibility and to increase awareness on the importance of oral health. This aims to provide accessible, affordable oral health services for rural Population. We also organize special programs on important days to spread awareness. We do not see outreach programs as a regulatory compulsion but an opportunity to serve the society. Our institute takes great pride in celebrating various National and International commemorative days as these impart in the student community as an social awareness and also provided opportunities to students to participate in various associated activities beyond academics. The programme conducted are Swachh Bharat Abhiyan Program, Voter's Day, International Women's day, World Oral Hygiene Day, World Health Day Program, World Oral Cancer Day, World No tobacco day, World Environment Day and International Yoga Day..

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for details of Institutional social responsibility activities in the neighbourhood community during the last 5 years	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 3.5 Collaboration

#### 3.5.1 Average number of Collaborative activities for research, faculty exchange, student exchange/ Industry-internship etc. per year for the last five years

**Response:** 1.6

##### 3.5.1.1 Total number of Collaborative activities for research, faculty exchange, student exchange year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
4	1	1	1	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Documentary evidence/agreement in support of collaboration	<a href="#">View Document</a>
Certified copies of collaboration documents and exchange visits	<a href="#">View Document</a>
Any other Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 3.5.2 Total number of Functional MoUs/linkages with Institutions/ Industries in India and abroad for academic, clinical training / internship, on-the job training, project work, student / faculty exchange, collaborative research programmes etc. for last five years

**Response: 8**

3.5.2.1 Number of functional MoUs/linkages with Institutions/ industries in India and abroad for academic, clinical training / internship, on-the job training, project work, student / faculty exchange, collaborative research programmes etc. for the last five years

Response: 8

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
E-copies of the MoU's with institution/ industry/ corporate house, Indicating the start date and completion date	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

#### 4.1.1 The institution has adequate facilities for teaching - learning. viz., classrooms, laboratories, computing equipment, etc

##### Response:

The institution has provided state of art infrastructure for the students and created a stress free environment for learning. The facilities provided meet the requirements of Dental council of India and TamilnaduDr.MGR Medical university.

##### Classrooms

The institution is well equipped with spacious ICT enabled classrooms. Technologically advanced Smart boards have been installed in specific classrooms. These boards serve as an essential tool for large – group teaching. This ensures a conducive, sophisticated environment for teaching and learning.

##### Seminar halls

Every department has well equipped ,spacious seminar halls with LCD projectors and white boards. These provide a conducive environment for small group teaching.

##### Chair side learning

After learning skills in preclinical labs, students are trained in a variety of operational procedures ranging from basic injection techniques to advanced procedures like laser dentistry, through chair-side learning. The students are well trained in digital dental radiography with intraoral and extraoral techniques like IOPA,OPG. This facilitates student learning from single to three dimensions. Students are also trained in operating Conscious sedation units.

##### Digital histopathology

Advanced subjects like oral histology and histopathology has been made easy to understand by a unique digital imaging software , where the histopathological images are projected on to a larger screen and explained to the students. This can be done under 20x and 40x magnifications. This unique facility increases the analytical skills of students to diagnose cases based on histopathology.

### **Community based learning**

The institution is instrumental in providing community based dental education to students. This in turn provides constructive learning experiences for students while providing required dental services for the community.

As a part of this endeavor, the institution has a fully equipped mobile dental van with dental chairs and dental instruments to cater to dental screening and treatment needs of the community.

Community related health awareness programs are conducted periodically.

The institution has 2 satellite centers in Kanchipuram districts and CRRIs are posted in these centers on all working days. This caters to the needs of the rural and urban community in and around the district.

### **Yoga centre**

Learning cum therapy center for Yoga has been established. Yoga programs are conducted periodically and training sessions have been conducted.

### **Laboratories**

The institution has well equipped central laboratory and histopathology laboratory. Dental anatomy and tooth morphology skill lab ensure that the students are well trained in tooth carving and interpreting ground sections and histopathological sections. The histopathology skills lab is well equipped with adequate microscopes for training young minds. Pre-clinical endodontic lab is well equipped with mannequins which provide a simulated environment to train students in cavity preparations and endodontic procedures.

Preclinical Prosthodontic and Orthodontic/Pedodontic labs are equipped with state of art machines and facilities for effective teaching learning process. The Department of Prosthodontics has a well equipped Ceramic lab.

### **Computing equipment**

The campus is Wifi enabled with around 30 computers utilized for library and academic activities. This is complimented by numerous accessories like scanners and printers. The institution also provides state of the art facilities for live surgical demonstrations.

File Description	Document
Link for list of available teaching-learning facilities such as Classrooms, Laboratories, ICT enabled facilities including Teleconference facilities etc., mentioned above.	<a href="#">View Document</a>
Link for geotagged photographs	<a href="#">View Document</a>

#### **4.1.2 The institution has adequate facilities to support physical and recreational requirements of students and staff – sports, games (indoor, outdoor), gymnasium, auditorium, yoga centre, etc. and for cultural activities**

##### **Response:**

The institution caters to the all round development of the students. With this in mind, the mangement of Karpaga Vinayaga group of Institutions has created adequate facilities for sports, cultural and recreational activities in the campus and are commonly shared by all the students in the campus.

##### **Outdoor sports**

For Outdoor sports, the campus has a spacious Cricket ground, football ground, tennis court, tennikoit court and a throwball/volleyball court. A well maintained vast Kho-kho ground is also provided. A running track has been set up for track events.

##### **Indoor games**

The institution also provides equal importance to indoor games like carrom, chess and table tennis. Adequate facilities for such indoor games have been provided.

##### **Fitness**

Keeping the health and fitness of the students in mind, a well equipped gymnasium has been established to impart cardio and strength training to students.

##### **Inter-college Cultural and Sports events**

The annual inter-college cultural and sports extravaganace “Sangamam” is conducted with tremendous support and participation by both staff and students. Students from all over Tamilnadu participate in this fest, which includes both on stage and off- stage events. The students compete with each other and win

trophies and medals. "Blitz", an intra-college sports and cultural festival is conducted every year with enthusiastic participation by both staff and students.

### Auditorium

For conducting cultural events, the campus has an indoor auditorium with centralized air-conditioning, generator back-up and a seating capacity of 1450 members. Every month new movies are projected for entertaining students.

The details of the area available of the facilities and the year of establishment are listed below:

GROUND/AUDITORIUM	MEASUREMENTS (sq feet)	YEAR OF ESTABLISHMENT
Football Court	70,000	2009
Volley Ball Court	2,000	2009
Volley Ball Court	2,000	2009
Volley Ball Court	2,000	2009
Volley Ball Court with flood light	2,000	2009
Cricket Field	1,00,000	2009
Ball badminton court	1,600	2009
Kho Kho ground	4,628	2009
Track and field	200 meters	2009
Hand ball Court	6000	2009
Basket ball Court with flood light	5,000	2009
Basket ball Court	4,700	2009
Table tennis Court	200	2009
Saroja Regupathy Auditorium	1450 seating capacity	2012

File Description	Document
Link for list of available sports and cultural facilities	<a href="#">View Document</a>
Link for geotagged photographs	<a href="#">View Document</a>

#### 4.1.3 Availability and adequacy of general campus facilities and overall ambience



**Response:**

The Karpaga Vinayaga Institute of Dental Sciences caters to satisfy all the general facilities inside the campus for overall well being and the facilities are commonly shared by the students of all the institution in the campus.

**Hostel**

The boys and girls have separate hostel blocks, that has more than adequate number of rooms against the number of inmates. Well ventilated, spacious hostel room facilities have been provided with clean rooms and hygienic toilets. The students are provided with mineral water for drinking and 24 hours high security with security guards.

**Medical facilities**

24/7 medical facilities are provided for the students. The campus has a medical hospital with 570 beds and 24x7 residential doctors and staff nurses. Medical facilities like General ward, 24/7 Ambulance facilities, first aid kit and equipment necessary for emergency purposes are available. The hostel mess provides good quality, hygienic, well balanced food.

**Cafeteria**

The institution has 2 canteens which caters to the needs of the students and faculty. One inside the dental college building and another few meters away from the dental block.

**Restrooms**

The institution has provided adequate separate restrooms for Men and Women in both the main building and in the lecture complex on all the floors. Each restroom has multiple toilets, that are sufficient to cater the needs of patients and students. Also there are separate restrooms inside the respective departments for the staff.

**Departmental Stores**

The college campus includes a departmental stores in the premises with basic supplies for the students to utilize in the hostel. There is a dental material store within the campus functional till 4pm on all working days for the benefit of students. Also there is a departmental store within hostel with basic essential supply for emergency that is functional after 4pm.

### **Xerox centre**

The campus has a xerox centre that caters to the needs of students while within the campus.

### **Banking**

2 Operational ATMs are present in the campus near the college gates.

### **Roads, signage and parking services**

All the buildings in the campus are connected through well paved roads. Descriptive signage are displayed at regular intervals and crossroads to ensure a confusion free navigation for students, faculty and patients.

### **Greenery**

The campus is landscaped with numerous trees. Tree plantation day is observed periodically and new trees continue to be planted every year.

### **Water Purification plant**

Water purification plant has been set up and it has been fully functional ever since its inception.

### **Renewable energy**

The institution firmly believes “Go green” policy. Solar energy panels have been set up at numerous sites in the campus.

### **Sewage treatment plant**

The campus has a fully functional, effective state-of-the-art sewage treatment plant.

**Rain Water Harvesting**

Water Conservation is a key attribute of the campus, we have rain water harvesting systems and water storage units at multiple strategic locations within the campus.

**Post Office**

The campus is attached with post office supported by India Post.

File Description	Document
Link for photographs/ Geotagging of Campus facilities	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure incurred, excluding salary, for infrastructure development and augmentation during the last five years**

**Response:** 22.07

4.1.4.1 *Expenditure incurred, excluding salary, for infrastructure development and augmentation year-wise during the last five years (INR in lakhs)*

2020-21	2019-20	2018-19	2017-18	2016-17
48.29	89.49	51.31	7.00	16.67

File Description	Document
Provide the consolidated expenditure towards infrastructure development and augmentation during last five years duly certified by Chartered Accountant and Head of the institution.	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Audited utilization statements (highlight relevant items)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.2 Clinical, Equipment and Laboratory Learning Resources**

4.2.1 Teaching Hospital, equipment, clinical teaching-learning and laboratory facilities are as

**stipulated by the respective Regulatory Bodies****Response:**

Karpaga Vinayaga Institute Of Dental Sciences has all amenities to provide dental education at its best, enlightening the students on the present scenario of dentistry, preparing them to be better dentists tomorrow. The clinical facilities/ laboratories, equipment, dental hospital are created as per DCI and parent university norms. The dental hospital is spaced with a capacity of 260 chairs for patient care, along with an attached general hospital which helps students to gain clinical exposure on medical sciences. The college also has spacious airconditioned classrooms with adequate sound system in which clinical society meetings and classes are held. The postgraduates have separate commodious PG clinics and PG common rooms. The college has a central library with a separate library for dentistry with voluminous collection of books to aid the students in academics. The dental college has exclusive skill labs to train students with necessary life skills. The departments in the dental college have separate pre-clinical laboratories where the students receive hands on training before handling patients. The cancer foundation is an asset to the college, which is a part of the Oral Maxillofacial Department and deals with ample number of carcinoma cases on a daily basis where students get to see and experience the basics of oncology care in undergraduate itself. The students are also given an opportunity to assist major surgeries. The department of Prosthodontics is known for its prosthetic reconstruction and replacement of the head and neck tissue (epithesis) and fixed prosthesis. The Pedodontics department specializes in care for children with special needs and trains the students on conscious sedation. The department of Periodontology provides hands on learning for students on laser surgeries. The Endodontics department of the college performs and acquaints students on microsurgeries and root canal treatments. The Oral pathology department deals with immunohistochemistry and biopsies which plays fundamental role in diagnosis and works hand in hand with the college's oral maxillofacial surgery department. The Oral medicine department has an attached well equipped radiology unit. The college's public health department teaches students the importance of community dentistry by organizing dental camps to schools, orphanages etc. The college also provides with research facilities like exclusive animal house, herbal garden and a well-equipped central research laboratory to encourage the idea of research in students.

File Description	Document
Link for the list of facilities available for patient care, teaching-learning and research	<a href="#">View Document</a>
Link for the facilities as per the stipulations of the respective Regulatory Bodies with Geotagging	<a href="#">View Document</a>

**4.2.2 Average number of patients per year treated as outpatients and inpatients in the teaching hospital for the last five years****Response:** 83048.8

4.2.2.1 Number of patients treated as outpatients in the teaching hospital year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
67199	62799	100730	89885	93586

4.2.2.2 Number of patients treated as inpatients in the teaching hospital year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
189	156	213	218	269

File Description	Document
Year-wise outpatient and inpatient statistics for the last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Extract of patient details duly attested by the Head of the institution	<a href="#">View Document</a>
Details of the teaching hospitals (attached hospital or shared hospitals after due approval by the Regulatory Council / University) where the students receive their clinical training	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to hospital records / Hospital Management Information System	<a href="#">View Document</a>

**4.2.3 Average number of students per year exposed to learning resource such as Laboratories, Animal House & Herbal Garden during the last five years.**

**Response:** 528.2

4.2.3.1 Number of UG students exposed to learning resource such as Laboratories, Animal House & Herbal Garden year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
470	526	517	535	571

4.2.3.2 Number of PG students exposed to learning resource such as Laboratories, Animal House & Herbal Garden year-wise during the last five years.

2020-21	2019-20	2018-19	2017-18	2016-17
22	0	0	0	0

File Description	Document
Number of UG, PG students exposed to Laboratories, Animal House and Herbal Garden (in house OR hired) per year based on time-table and attendance	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Details of the Laboratories, Animal House and Herbal Garden	<a href="#">View Document</a>
Detailed report of activities and list of students benefitted due to exposure to learning resource	<a href="#">View Document</a>

#### 4.2.4 Availability of infrastructure for community based learning Institution has:

1. Attached Satellite Primary Health Center/s
2. Attached Rural Health Center/s other than College teaching hospital available for training of students
3. Residential facility for students / trainees at the above peripheral health centers / hospitals
4. Mobile clinical service facilities to reach remote rural locations

**Response:** C. Any two of the above

File Description	Document
Institutional prescribed format	<a href="#">View Document</a>
Geotagged photos of health centres	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 4.3 Library as a Learning Resource

#### 4.3.1 Library is automated using Integrated Library Management System (ILMS)

**Response:**

**Name of software** - AutoLib – Library Management Software

**Features of software** –

It is a web based software - needs to be installed only in the server. The Software can be used by using IE and Mozilla Browsers. This software has been developed using Java technologies which provides more flexibility, security and stability.

The present version uses MySQL - an open source RDBMS, which is being used in many reputed Institutions /universities.

Login password is given to all users. Access can be authenticated by passwords. User can change password at any time. Admin can restrict the facility provided to various categories of users

The following categories of users are provided based on their roles. The roles are:

Users? access to search and transaction details

Counter ? access to function related to counter transaction

Admin-II ? access to all the modules except Admin Module

Admin -I? Access to all the modules

Single database is used for books, book bank, standards, thesis, reports, non-book materials and back volumes. This enhances the search capabilities and also maintain the database easily. Though single database is used, separate customized data entry screen is provided to enter data for books, reports, standards, non-book, etc . This will speed up the data entry work.

One of the important features provided in the new software is dashboard facility. Dashboard facility is provided to the users on log-in. It is a single window access to use all the features of the software based on his privileges/roles by a simple click.

**Facilities available in Dashboard for Admin I** - Access to Total Collection of books and Transaction details (in a day ).

#### **Facilities available in Dashboard for Users**

**Search Facility** - Allows using Search, Advanced Search, Quick Search, Journal Search, etc.,

**New Arrivals** –User will get a list of newly added resources in the library under this tab.

**Transaction details** - By clicking, user will know the status of total number of books issued, returned, reserved - by a particular user.

Enhanced facility to view pictures and images is provided. Thumbnail images facility is given on the OPAC to view the book jacket .The software is designed to work on Intranet and Internet environment ( using static/public IP)

The software has Data Import facility- Data of books and also members can be entered in EXCEL and the same can be imported into the software. It has provision for manual and automatic Backup. Generating statistics of various transactions and collection can be documented. Physical verification of resources is possible.

**Printing Reports can be formulated with the following details :**Total Collection based on various types of resources, Accession Register, Statistical Reports based on (Accession and Received Date) for

Dept/Subject/Publisher/Supplier wise, Bibliographical Reports, Unique Titles Report, Counter Transactions Report, Members Report, Database Reports based on desired fields, Payment Transaction Reports, No-due certificates, Stock Verification Reports, Book Transfer Reports to various Depts, Journal Reports, Chart for various important statistics.

**Nature and extent of automation** - Full

**Date of commencement** – 22.3.2014

File Description	Document
Link for geotagged photographs of library facilities	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### **4.3.2 Total number of textbooks, reference volumes, journals, collection of rare books, manuscripts, Digitalized traditional manuscripts, Discipline-specific learning resources from ancient Indian languages, special reports or any other knowledge resource for library enrichment**

##### **Response:**

The college has a separate central library, dental library and exclusive libraries for the respective dental departments. The Central library of Karpaga Vinayaga Institute of Dental Sciences is established with the aim of enlightening and aiding the students in academics with collection of textbooks over 9954 and back volumes of 1293 to keep the students update with the recent trends in medicine as well dentistry. The dental library has a voluminous collection of 2926 dental books, 570 back volumes, 50 journals, basic science books of over 806, 139 general medicine books and 83 general surgery books. It also has a digitalized compartment with access to many numbers of reputed books and journals. It also has access to various e-learning resources like DELNET and e-consortium, which comprises of 100 online journals and over 115 CD/DVD to promote remote usage. All the departments have exclusive library facilities with books of over:

Department	Number of books
Oral medicine and radiology	70
Oral maxillofacial surgery	100
Prosthodontics	42
Periodontics	43
Conservative dentistry and endodontics	61
Public health dentistry	56
Orthodontics	25
Pedodontics	42
Oral pathology	77



The institution encourages the students to spend quality time and productive hours in the library. Library working hours open for students is from 8 am to 10 pm on working days, and from 8am to 3.30pm on holidays (as per the institution's list of holidays). The Library is located in fourth floor of our Dental College building in combination with Central Library with seating capacity of over 300. It has separate reading rooms for Staffs, UGs, PGs and also has an independent room for internet access. Students are permitted to borrow 2 books at a time for a period for 5 days, which can be renewed again once.

File Description	Document
Link for geotagged photographs of library ambiance	<a href="#">View Document</a>
Link for data on acquisition of books / journals / Manuscripts / ancient books etc., in the library.	<a href="#">View Document</a>

**4.3.3 Does the Institution have an e-Library with membership / registration for the following: 1. e – journals / e-books consortia 2. E-Shodh Sindhu 3. Shodhganga 4. SWAYAM 5. Discipline-specific Databases**

**Response:** E. Any one of the above

File Description	Document
Institutional data in prescribed sormat	<a href="#">View Document</a>
E-copy of subscription letter/member ship letter or related document with the mention of year	<a href="#">View Document</a>

**4.3.4 Average annual expenditure for the purchase of books and journals including e-journals during the last five years**

**Response:** 14.72

4.3.4.1 Annual expenditure for the purchase of books and journals including e-journals year-wise during last five years (INR in Lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
5.4	49.25	5.48	4.49	8.99

File Description	Document
Provide consolidated extract of expenditure for purchase of books and journals during the last five years duly attested by Chartered Accountant and Head of the institution	<a href="#">View Document</a>
Proceedings of library Committee meeting for allocation of fund and utilization of fund for purchase of books and journals	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Audit statement highlighting the expenditure for purchase of books and journal library resources	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.3.5 In-person and remote access usage of library and the learner sessions/library usage programmes organized for the teachers and students

##### Response:

The library in our College offers a quiet place to study as well as fast internet facility for online access of all the educational resources. The institution has both in person and remote access facilities for both the students and staff to a wide array of learning resources.

Each member will be provided with a unique login id and password to access the resources remotely and also provided with a unique barcode system for in person usage at the premises. The details of methods for accessing the books, journals and other learning sources are delineated to both the staff and the students in learner sessions held every year in the month of September for the undergraduate students. However for the teaching staff, the sessions programmes are held as and when new staff join the institution and are clubbed into small groups. The programme elaborates the rules and regulation of the library and the research material available. It also explains about the procedure of handling e - journals and the software. The DELNET representative has visited in the year July 2016, July 2017 and July 2018 and given teaching learning sessions about the user ID and password information. Sessions were highlighted with E-books and other database search. The usage of library beyond college hours and their associated disciplinary rules to be followed are listed out.

The Central Library encompasses a total area of 18000 sq. ft. with a seating capacity of over 300. Library working hours open for students is from 8 am to 10 pm on working days, and from 8 am to 3.30 pm on holidays (as per the institution's list of holidays).

Students are permitted to borrow 2 books at a time for a period for 5 days, which can be renewed again once.

File Description	Document
Link for details of library usage by teachers and students	<a href="#">View Document</a>
Link for details of learner sessions / Library user programmes organized	<a href="#">View Document</a>

#### 4.3.6 E-content resources used by teachers: 1. NMEICT / NPTEL 2. other MOOCs platforms 3.SWAYAM 4. Institutional LMS 5. e-PG-Pathshala

**Response:** Any One of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Give links e_content repository used by the teachers	<a href="#">View Document</a>

#### 4.4 IT Infrastructure

##### 4.4.1 Percentage of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi-enabled ICT facilities (data for the preceding academic year)

**Response:** 100

4.4.1.1 Number of classrooms, seminar halls and demonstration rooms linked with internet /Wi-Fi enabled ICT facilities

Response: 14

4.4.1.2 Total number of classrooms, seminar halls and demonstration room in the institution

Response: 14

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Geo-tagged photos	<a href="#">View Document</a>
Consolidated list duly certified by the Head of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

##### 4.4.2 Institution frequently updates its IT facilities and computer availability for students including Wi-Fi

**Response:**

The institution is well equipped and connected with Computer and IT facilities, to enhance the students' learning process. Round the clock internet facility is provided throughout the campus. All the computers and audiovisual systems in the Academic block and lecture hall complex are supported by UPS. All lecture theatres and class rooms are equipped with a Desktop computer with connected Wi-fi.

The quality of teaching- learning process is enhanced through the utilization of online resources by faculty and students. All students and faculty have access to various online resources.

The institution upgrades the IT infrastructure and internet facilities, periodically. The IT maintenance personnel periodically enquire the respective departments, whether any facilities need to be serviced or upgraded. Depending upon the needs, the IT facilities are upgraded. The upgradation details are maintained in a register. In this manner, routine maintenance of computers, peripherals, network devices, services are carried out by the IT maintenance personnel.

File Description	Document
Link for documents related to updation of IT and Wi-Fi facilities	<a href="#">View Document</a>

**4.4.3 Available bandwidth of internet connection in the Institution (Lease line)**

**Response:** ?1 GBPS

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>
Bills for any one month of the last completed academic year indicating internet connection plan, speed and bandwidth	<a href="#">View Document</a>

**4.5 Maintenance of Campus Infrastructure**

**4.5.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years**

**Response:** 84.4

4.5.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
128.52	218.44	163	116.36	93.82

File Description	Document
Provide extract of expenditure incurred on maintenance of physical facilities and academic support facilities duly certified by Chartered Accountant and the Head of the institution	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.5.2 There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports facilities, computers, classrooms etc.**

**Response:**

The institution has a very organized protocol for various categories like academic, sports, library and maintenance. Each of the needs are addressed by the concerned category via proper channel. The stepwise functionality of each of the category is described below

**Laboratory:**

The Central Research lab instruments are maintained daily by the technicians and any related issues are reported to the technical supervisor. The Technical supervisor conveys the matter to the Quality Manager of the lab and the Biomedical Engineer. If the issue cannot be solved with the Bio-medical Engineer then it is conveyed to the concerned service provider by the HOD or the Lab-in-Charge.

**Library:**

The Library-in-Charge is responsible for the maintenance of physical facilities at the library. Books are issued through an automated system. The computer hardware, software and networking are looked into by the Assistant of the IT Department. If any issue related to the computer is raised, it is informed to the IT Department by the library staff. Old books and replacement policy are decided by the Library Committee which conducts bi-annual meetings.

#### Sports Facilities:

The sports equipment is maintained by the Sports Teacher. Any sports equipment damaged is repaired while irreparable equipment is replaced.

#### Computers:

The IT Department of the institute takes care of the maintenance of computers in the College. They attend the calls related to computer issues and resolve the problem on a priority basis. After a primary inspection, if any computer part needs to be replaced, it is done in a stipulated time frame.

#### Classrooms:

The respective office attendants hold the responsibility for the maintenance of the classrooms. Any issue related to electricity, sound system, or computers is informed to the maintenance committee.

#### Objectives :

- To ensure proper maintenance of the physical property and facilities in the campus
- Ordinary preventive maintenance as well as annual maintenance
- Long range plans for repairs/replacement of equipment
- Regular review of the conditions of the infrastructure and other facilities

#### Rules and regulations:

- Develop a plan to respond quickly and appropriately

To maintenance emergencies

- Coordinate maintenance work with concerned staff
- To regularly review the condition of the campus building , ground utilities and other infrastructure to ensure their adequacy through different sections
- To bring to the notice of authority on any irregularities in the conditions of the infrastructure and facilities.
- The maintenance log will be held in the office wherein the issues of the concerned departments need to be registered.
- The maintenance log book will be periodical inspected by astaff in charge , in rotation from the maintenance committee once into two weeks
- Any issue in the library related to physical facilities and facility related to books will be inspected and addressed periodically
- Any issue regarding to sports facility will be surveyed and tackled in a timely manner.

File Description	Document
Link for minutes of the meetings of the Maintenance Committee	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>
Link for log book or other records regarding maintenance works	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships /freeships / fee-waivers by Government / Non-Governmental agencies / Institution during the last five years

**Response:** 28.59

##### 5.1.1.1 Number of students benefited by scholarships /free ships / fee-waivers by Government / Non-Governmental agencies / Institution during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
104	147	162	163	162

File Description	Document
List of students who received scholarships/ freeships /fee-waivers	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Consolidated document in favour of free-ships and number of beneficiaries duly attested by the Head of the institution	<a href="#">View Document</a>
Attested copies of the sanction letters from the sanctioning authorities	<a href="#">View Document</a>

#### 5.1.2 Capability enhancement and development schemes employed by the Institution for students: 1. Soft skill development 2. Language and communication skill development 3. Yoga and wellness 4. Analytical skill development 5. Human value development 6. Personality and professional development 7. Employability skill development

**Response:** B. Any five of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Detailed report of the Capacity enhancement programs and other skill development schemes	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>



### 5.1.3 Average percentage of students provided training and guidance for competitive examinations and career counseling offered by the Institution during the last five years

**Response:** 10.43

5.1.3.1 Number of students benefitted by guidance for competitive examinations and career counseling offered by the Institution in a year

2020-21	2019-20	2018-19	2017-18	2016-17
85	81	89	0	0

File Description	Document
Year-wise list of students attending each of these schemes signed by competent authority	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Copy of circular/ brochure/report of the event/ activity report Annual report of Pre-Examination Coaching centers	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for institutional website. Web link to particular program or scheme mentioned in the metric	<a href="#">View Document</a>

### 5.1.4 The Institution has an active international student cell to facilitate study in India program etc.,

**Response:**

The Institution has an active international student cell to facilitate study in India program etc., KARPAGA VINAYAGA INSTITUTE OF DENTAL SCIENCES has an active International Student Services Cell (ISSC) under the control of the Dean. The ISSC was established to cater and to assist the international students admitted in the institute at the undergraduate or postgraduate level. The institute provides a handbook which includes the admission process for the international students, checklist, details of the visa etc. Currently, there is no international student.

Role of ISSC

- Documentation of International students.
- Arrangements for reception, transport and induction schedule.
- To develop a positive relationship with other classmates and seniors to make them feel they are in a comfortable and safe atmosphere.

- To assist the students to keep in touch with their parents and relatives.
- To assist them with the help of hostel students and local native students to get familiar with the Indian culture, lifestyle, food style, sports, social events and culture of the local demographic details of the nearby villages.
- To help them in getting access to nearby banks to open accounts, to reach the nearest airport or railway stations, road routes etc.
- Periodical meetings to be conducted with the international students to address their needs, as and when required.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for international student cell	<a href="#">View Document</a>
Link for Any other relevant information	<a href="#">View Document</a>

### 5.1.5 The institution has a transparent mechanism for timely redressal of student grievances / prevention of sexual harassment and prevention of ragging

1. Adoption of guidelines of Regulatory bodies
2. Presence of the committee and mechanism of receiving student grievances (online/ offline)
3. Periodic meetings of the committee with minutes
4. Record of action taken

**Response:** All of the above

File Description	Document
Minutes of the meetings of student Grievance Redressal Committee and Anti-Ragging Committee/Cell	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Circular/web-link/ committee report justifying the objective of the metric	<a href="#">View Document</a>

## 5.2 Student Progression

**5.2.1 Average percentage of students qualifying in state/ national/ international level examinations during the last five years**  
(eg:GATE/AICTE/GMAT/GPAT/CAT/NEET/GRE/TOEFL/PLAB/USMLE/AYUSH/Civil Services/Defence/UPSC/State government examinations/ AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,)

**Response:** 80

5.2.1.1 Number of students qualifying in state/ national/ international level examinations (eg: GATE/AICTE/GMAT/ **GPAT**/CAT/NEET/ GRE/TOEFL/ PLAB/USMLE/AYUSH/Civil Services/Defence/ UPSC/State government examinations/ AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,) year-wise during the last five years ..

2020-21	2019-20	2018-19	2017-18	2016-17
1	16	23	4	0

5.2.1.2 Number of students appearing in state/ national/ international level examinations (eg:GATE/AICTE/GMAT/CAT/NEET/GRE/ TOEFL/ PLAB/ USMLE/AYUSH/Civil Services/Defence/UPSC/ State government examinations / AIIMSPGET, JIPMER Entrance Test, PGIMER Entrance Test etc.,) **during the last five years**

2020-21	2019-20	2018-19	2017-18	2016-17
1	16	23	4	0

File Description	Document
Scanned copy of pass Certificates of the examination	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**5.2.2 Average percentage of placement / self-employment in professional services of outgoing students during the last five years**

**Response: 5.36**

5.2.2.1 Number of outgoing students who got placed / self-employed year- wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
6	6	5	5	5

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
In case of self-employed professional services registration with MCI and documents for registered clinical Practitioner should be provided	<a href="#">View Document</a>
Annual reports of Placement Cell	<a href="#">View Document</a>

### 5.2.3 Percentage of the batch of graduated students of the preceding year, who have progressed to higher education

**Response:** 12.12

5.2.3.1 Number of last batch of graduated students who have progressed to higher education

Response: 12

File Description	Document
Supporting data for students/alumni as per data template	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any proof of admission to higher education	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at State/Regional (zonal)/ National / International levels (award for a team event should be counted as one) during the last five years.**

**Response:** 27

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at State/Regional (zonal)/National / International levels (award for a team event should be counted as one) year-wise during the last five years .

2020-21	2019-20	2018-19	2017-18	2016-17
0	12	12	2	1

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Duly certified e-copies of award letters and certificates	<a href="#">View Document</a>

### 5.3.2 Presence of a Student Council, its activities related to student welfare and student representation in academic & administrative bodies/ committees of the Institution

#### Response:

Karpaga Vinayaga Institute of Dental Science and Research Center believes that college life goes beyond the routine lectures, laboratory work, assignment and assessments. The institute ensures that every student has memorable and enjoyable moments throughout his/her stay. The Student Council is a structural body of the students through which they can get involved in various activities and work together with faculty members for the growth of the institute. The Student Council was established in the year 2019. The students are selected based on their academic and extracurricular performance. The Council has equal representation from all the batches and equal distribution of male and female students. The faculty from the academic and the administrative departments are also placed in the Council as Advisory members and Ex-officio members. The Advisory and Ex-officio members have to monitor the Council activities and guide and advise, as and when needed. The Student Council ensures that all the students are active in all the activities of the institution and represent themselves in various other committees like Curriculum Committee, IQAC, Library Committee, Anti-ragging Committee, Anti-sexual Harassment Cell etc.,

#### Objectives:

1. The main objective of the Council is to promote academic and cultural activities of the students.
2. To represent student's grievances to the appropriate cell on behalf of the students.
3. To guide the students in a proper way to maintain cordial relationship between the juniors and the seniors.
4. To connect the Alumni and the students for further help and guidance for higher studies and career.

#### Activities:

The student council activities include active participation in the various sports and cultural activities inside and outside the college in the state and national level. Other activities encouraged by the student council include voting awareness campaign, green India campaign, Swachh Bharath Program.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for reports on the student council activities	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### Other Upload Files

1	<a href="#">View Document</a>
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### 5.3.3 Average number of sports and cultural activities/competitions organised by the Institution during the last five years

**Response: 55**

5.3.3.1 Number of sports and cultural activities/competitions organised by the Institution year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	44	81	79	71

File Description	Document
Report of the events with photographs or Copy of circular/ brochure indicating such kind of activities	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5.4 Alumni Engagement

**5.4.1 The Alumni Association is registered and holds regular meetings to plan its involvement and developmental activities with the support of the college during the last five years.**

**Response:**

Karpaga Vinayaga Institute of Dental Science has Alumni association where the undergraduates and postgraduate students graduated from our institute join and be a part of one of the stakeholders to support the growth of the institution. Office of the association is located in the campus auditorium building. Alumni association was established in the year 2013 and registered under Tamil Nadu societies registration act on ----- . The Association was formulated with the administrative staff and the alumni of the college.

The alumni play a major role in guiding the students to either pursue further higher studies or to continue their career as doctors in society.

### Objectives

1. Empowering rural health and aiding medical education Appreciation and felicitation of alumni who are serving in the rural area to promote health awareness program
2. To promote CME/ conferences on recent advances Promote and support disease prevention campaign
3. To create a suitable environment to identify and support budding talents in sports
4. To motivate and encourage the outgoing students for further higher studies or career
5. To contribute to the Institution in terms of finance, books and other supporting materials to the students pursuing their studies at KIDS

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for frequency of meetings of Alumni Association with minutes	<a href="#">View Document</a>
Link for details of Alumni Association activities	<a href="#">View Document</a>
Link for audited statement of accounts of the Alumni Association	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>
Lin for quantum of financial contribution	<a href="#">View Document</a>

#### 5.4.2 Provide the areas of contribution by the Alumni Association / chapters during the last five years

1. Financial / kind
2. Donation of books /Journals/ volumes
3. Students placement
4. Student exchanges
5. Institutional endowments

**Response:** C. Any three of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Certified statement of the contributions by the head of the Institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Annual audited statements of accounts. Extract of Audited statements of highlighting Alumni Association contribution duly certified by the Chartered Accountant and Head of the Institutions	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

NVAAC



## 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:**

#### Vision

To grow as an internationally recognized institute, attaining excellence in the expertise of patient care, dental education and research and development to serve humanity.

#### Mission

Develop dental education and collaborative initiatives to achieve excellence in dental care, supported by a rigorous academic and research environment. We should be able to attract the best minds in a rewarding and inspiring environment by fostering creativity, innovation and adopting the recent advances in dental technologies. The highest standard of patient care is aimed at, to serve the sick and the suffering, irrespective of their economic, social or religious status.

File Description	Document
Link for Vision and Mission documents approved by the College bodies	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>
Link for achievements which led to Institutional excellence	<a href="#">View Document</a>

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

**Response:**

#### 1. Principal and Vice Principal Level

All the Academic decisions based to the Academic and Curriculum Enrichment Board headed by the Principal in order to fulfill the vision and mission of the institute. Academic and Curriculum Enrichment Board formulates common working procedures.

## 2. Faculty Level

Faculty members are given representation in various committees/cells and allowed to conduct various programs to showcase their abilities. They are encouraged to develop leadership skills by being in charge of various academic and Co-curricular activities. For effective implementation and improvement of the institute following committees are formed.

• <i>IQAC</i>
• <i>Academic and Curriculum Enrichment Board</i>
• <i>Ethical Committee</i>
• <i>Mentor Program &amp; PTA</i>
• <i>Faculty &amp; Student Welfare Committee</i>
• <i>Alumni Committee</i>
• <i>Gender Sensitization Cell &amp; Sexual Harassment</i>
• <i>Anti-Ragging Cell</i>
• <i>Grievances Redressal Cell &amp; Disciplinary Committee</i>
• <i>Hostel Committee</i>
• <i>Minority Cell</i>
• <i>SC/ST Committee</i>
• <i>Facility Management &amp; Safety</i>
• <i>Management Review Board/ staff selection</i>
• <i>Dental Educational Unit</i>
• <i>International Student Cell</i>
• <i>Committee For Code of Conduct</i>
• <i>Maintenance Committee</i>

### 3. Student Level

Students are empowered to play an active role as a coordinator of co-curricular and extra-curricular activities.

The institute promotes a culture of participative management by involving the staff and students in various activities. Both students and faculties allowed to express themselves to improve the excellence in any aspect of the Institute.

### 4. Strategic Level

The principal, academic co-ordinator and staff members are involved in defining the policies and procedures, framing guidelines and rules & regulations pertaining to admission, placement, discipline, grievance, counseling, training & development and library services, and effectively implementing the same to ensure smooth and

systematic functioning of the institute.

? For the various programs to be conducted by the institute all the staff members will meet, discuss, share their opinion and plan for the event and form various committees. Staff members are also involved in deciding academic activities and examinations to be conducted by the college.

### Academic and Curriculum Enrichment Board

**Role:** ACEB is centralized Board responsible for drafting, regulating and implementing different academic policies.

**Committee Hierarchy:** ACEB is headed by Chair-person who is the Dean of the institute. Other members of the committee are HOD's of all the Departments.

### Activities conducted by ACEB:

? ACEB monitors the teaching learning process. It prepares the academic calendar of the institute which is a reflection of University's academic calendar that includes curricular, co-curricular activities.

? Academic calendar is meticulously planned and prepared in advance by academic coordinator and ensures the proper implementation of the academic calendar.

? Academic coordinator is responsible for confirmation and observation of academic activities.

**Outcome:** Meetings are held quarterly for discussing the issues and challenges, developmental aspect of the Institute. Thus, the institute encourages teachers, students, parents, employers, alumni, staff, to share their ideas, opinions, suggestions through proper channels i.e. through parent-teacher meet, alumni

meet, student feedback system, and through other various committee meetings. The inputs received from various stakeholders of the institute are reviewed and those which are in line with our institute's Vision and Mission Statements will be considered by the ACEB for the decision making.

File Description	Document
Link for relevant information / documents	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

**6.2.1 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**

**Response:**

### **Introduction**

The organizational structure of the institute and its operational details are well laid out. The statutory bodies and committees function as per the rules and regulations laid out.

### **Committees**

The following committees are active and function to keep the institution moving forward. The various committees constituted by the college for effective implementation of the plans and policies include

#### ***IQAC***

#### ***Dental Education Unit***

#### ***Academic and curriculum enrichment board/examination Committee***

#### ***Ethical Committee and Institution review board***

#### ***Faculty and student welfare Committee***

#### ***Hostel Committee***

#### ***Alumni committee***

#### ***Anti Ragging Committee***

#### ***Mentor programme and parents teacher association***

#### ***Grievance redressal cell and disciplinary Committee***

*International student cell*

*Minority cell*

*Facility management and safety*

*Committee for code of conduct*

*Management review board/staff selection*

*SC/ST committee*

*Gender sensitization and sexual harassment Committee*

*Maintenance committee*

Participation of representative sections of faculty, staff and students are ensured. Special care is taken to ensure inclusion of a significant number of women members in all the committees and their active participation in the meetings. The meetings are conducted as per the standard operating protocol of each committee and the minutes are recorded and filed. Free voicing of opinions and exchange of ideas and suggestions are encouraged in the meetings.

The Strategic Plan of the college comprises of the following dimensions.

- 1.Ranking and Accreditation
- 2.Internationalization
- 3.Student In-take
- 4.Student Participation and Accolades
- 5.Faculty Augmentation and Intellectual Output

The college aspires to be a citadel of dental education. In order to achieve this, the performance of the college has to be assessed rated and recognized by government agencies like NAAC, NBA etc.The college submits itself for assessment and accreditation by NAAC.

The college is planning to global by offering the dental programs to the aspirants from other countries by offering world class dental education and our efforts are expected to bear fruits in the next few years. The college is stepping up its infrastructure to cater to the increased demand for BDS and MDS programs and this pave way for increase in-take. The college is never tired of motivating the students to participate in various competitions in academic, cultural and sports at the national level as this is bound to increase the visibility of the college. Faculty are encouraged to increase their intellectual output through research and this is evidenced by their involvement in research work.

File Description	Document
Link for strategic Plan document(s)	<a href="#">View Document</a>
Link for organisational structure	<a href="#">View Document</a>
Link for minutes of the College Council/ other relevant bodies for deployment/ deliverables of the strategic plan	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 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

**Response:** A. All of the above

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	<a href="#">View Document</a>
Policy documents	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Institutional budget statements allocated for the heads of E_governance implementation ERP Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

**Response:**

**Welfare Measures:**

**Staff:**

The institution provides with a fixed salary structure for the grade scale of the staffs and paid on or before 5th on the month. PF facilities available for both teaching and non-teaching staffs. Uniforms are provided to non-teaching staffs. Accommodation such as spacious villa, apartments and hostel within the campus for the benefit of the employees. Facility of Gymnasium, playground is accessible for inmates, apart from providing a clean, lush green environment.

**Leave structure:**

Staffs are provided with paid leave for their marriages and female staffs are provided with paid maternity leave. On duty for the day is given to the staffs attending state or national level conference.

**Access to Medical facilities:**

Employees and their families can avail the medical facilities at our hospitals at a reasonable cost as and when required.

**Security**

In order to maintain security, the campus is automated with turnstile access at key locations like college, canteen, hostel and is fully secured with uniformed guards. The campus is also monitored by CCTV which adds security level to the highest order.

**Laundry**

A well-equipped Laundry is available inside the premises for all inmates of the hostels

**Cafeteria**

A coffee shop is available in the premises to provide a world class experience to all inmates.

**Beauty Parlor**

A parlor has been set up inside the premises to provide a personalized hair & beauty service.

**Bank & ATM**

Adjacent to the campus we have a post office and ATM to fulfill through which the need for financial services of the inmates are met.

**Stores**

A provision store is available inside the campus to meet out the need for provisions and stationeries.

**Yoga Centre**

A well-constructed Yoga center is available for the Teaching and Non-Teaching staff.

Pranayama and Meditation is taught apart from Asana. This is absolutely free.

**Transport Facility**

Fully air-conditioned transport facility is available for free of cost for teaching and non-teaching staffs.

File Description	Document
Link for policy document on the welfare measures	<a href="#">View Document</a>
Link for list of beneficiaries of welfare measures	<a href="#">View Document</a>

### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

**Response:** 4.06

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

2020-21	2019-20	2018-19	2017-18	2016-17
2	15	2	1	1



File Description	Document
Relevant Budget extract/ expenditure statement	<a href="#">View Document</a>
Policy document from institutions providing financial support to teachers, if applicable E-copy of letter indicating financial assistance to teachers	<a href="#">View Document</a>
Office order of financial support	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**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.,)**

**Response: 5.2**

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

2020-21	2019-20	2018-19	2017-18	2016-17
3	5	8	7	3

File Description	Document
Reports of Academic Staff College or similar centers Verification of schedules of training programs	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Copy of circular/ brochure/report of training program self conducted program may also be considered	<a href="#">View Document</a>

**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..**

**Response: 9.59**

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

2020-21	2019-20	2018-19	2017-18	2016-17
0	0	26	11	7

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
E-copy of the certificate of the program attended by teacher	<a href="#">View Document</a>
Link of AQARs for the last five years	<a href="#">View Document</a>

### 6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff

#### Response:

Karpaga vinayaga Institute of Dental sciences follows Key Resource Areas (KRA) as an inbuilt performance appraisal system to evaluate the employees in a given time period and helping them to improve their performance in the areas of inefficiency.

Performance appraisal system is used to identify the employees strength and weakness to place right man on right job, to assess their potentiality, skills for their growth and development, to review and retain the promotional and increment process. Performance appraisal is done by the Head of the Department, Head of the institution and the Human Resource Department.

Performance appraisal is a regular review of employees' job performance and overall contribution to the institution. 90% weightage is given for academic performance and 10% weightage is given to personal development. The goals are formed for one academic year with qualitative and quantitative assessment and time period of completion of goals are also planned from the beginning of the academic year. The progress of the KRA is evaluated at the middle of the year and the attainment of the goals is evaluated at the end of academic year.

The KRAs for the Principal of the college are given below as an example.

1. Management of all Academic Programs as prescribed by the university and the DCI and monitor Assurance of Learning
2. Ensure that KIDS gets the accreditation and approvals as directed by the Management from time to time.
3. Ensuring that quality and quantity of students' intake is maintained as per the policies of the institute
4. Maintaining connect with Alumni network of the institution by holding regular meets and by felicitating the alumni who have contributed well.

5. Financial & Budgetary Planning and Reporting. Ensuring that the revenues and expenses are within the budget approved.

6. Participate in important events and conferences to ensure visibility of the college, representing the college in all external interactions and building and maintaining relationships with local, state and national community, professional, industry and government constituents to ensure the creation of a favourable ecosystem for ensuring the college's success and growth.

7. To enroll KIDS with all the important industry associations and societies for promoting the interests of the institute.

The KRAs for HODs, teaching and non-teaching staff are similar to this.

At the institutional level general functions of the faculty and their additional responsibilities are taken for the appraisal. Voluntary participation and dedicated involvement of faculty in all the administrative works are also included for appraisal. Faculty publications in Scopus indexed journals, faculty awards, guideship for student research projects, faculty involvement in funded projects, resource person in a national, international conferences, participating and organizing staff development programs are also included in the appraisal process. Students academic performance in a specific subject is an added benefit for the faculty appraisal. Feedback of the students on subject teachers and the evaluation of teaching methods by the Head of the institution also included in performance appraisal system.

File Description	Document
Link for performance Appraisal System	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

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

#### Response:

- The Institution is self - financed and is managed by KVET Trust. Other sources of income generation include:
- Tuition fees collected for UG course.
- Subsidised treatment charges collected from patients.

#### Steps taken to increase resource include:

- By conducting various CDE programs with the other dental colleges
- Introduced PG courses and tuition fees collected for the same,

#### Steps planned to increase resource include:

- Introduction of additional courses in the future.
- Creation of awareness regarding the facilities available at the dental hospital to increase the number of patients availing treatment facility.
- Planning to sign MOU with corporate to attain financial as well as mutual benefits.

File Description	Document
Link for resource mobilization policy document duly approved by College Council/other administrative bodies	<a href="#">View Document</a>
Link for procedures for optimal resource utilization	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

#### 6.4.2 Institution conducts internal and external financial audits regularly

##### Response:

##### INTERNAL AUDIT

Internal audit is conducted half-yearly and audited statement of accounts is placed before the accounts department for review and taking necessary decisions. Internal audit plays an important role in controlling the expenses and enforcing financial discipline. The institute takes utmost care to maintain transparency and accountability of the accounting system. The auditing team audits the purchase orders of the stores that are generated and formulated according to the rules and regulation of the State Government. The Finance Manager conducts the Internal Audit department-wise by checking the indent register and stocks of books and prepares documents about the proper utilization of the resources by the department and submitting it to the Trustee.

##### EXTERNAL AUDIT

The external audit of the institute is audited by qualified chartered accountant Mr. Ananthakumar. The external audit is conducted every year. The external auditor audits all the vouchers concerning the cashbook. He analyses the income and expenditure and prepares the balance sheets. Audited statements of accounts and balance sheets are submitted to the Finance Officer, for information and consideration. Subsequently, the statements are placed before the Management in November. Audited statements of accounts and balance sheets are forwarded to the Government of Tamil Nadu along with the Annual Report

of the College every year, on or before 31st December. No major audit objections were found during the last five years.

#### Guidelines for the Preparation of the Budget:

- The Principal in consultation with the Accounts Department prepares the budget in accordance with the suggestions of the HOD.
- The HOD at the end of the financial year analyses the last year's budget expenditure and prepares the budget of the department.
- The Principal submits the budget before the Trustee.

Before preparing the budget, the following preparatory works are necessary :

- To verify other sources of income like commercial establishment inside the campus, which are properly collected and accounted for.
- Ensure that all the advances granted are properly reimbursed
- Verify all the vouchers related to all expenditures.

File Description	Document
Link for documents pertaining to internal and external audits year-wise for the last five years	<a href="#">View Document</a>

#### 6.4.3 Funds / Grants received from government/non-government bodies, individuals, philanthropists during the last five years (not covered in Criterion III)

**Response: 56**

6.4.3.1 Total Grants received from government/non-government bodies, individuals, philanthropists year-wise during the last five years (INR in lakhs)

2020-21	2019-20	2018-19	2017-18	2016-17
0	20	26	0	10

File Description	Document
Provide the budget extract of audited statement towards Grants received from nongovernment bodies, individuals, philanthropist duly certified by Chartered Accountant and the head of the institution	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Copy of letter indicating the grants/funds received by respective agency as stated in metric	<a href="#">View Document</a>
Annual statements of accounts	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

### 6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

#### Response:

As per the guidelines of NAAC IQAC was established in the institute on 6/11/2019. Since then IQAC is active in conducting various activities. The IQAC unit started for NAAC and submit self-study report for cycle 1.

Our Internal Quality Assurance Committee is streamlined with the Principal as the Chairperson, the IQACco-ordinator, a senior administrative nominee, the teachers' nominee, external experts and other members including management nominee, stakeholder's nominee, student's nominee and alumni nominee.

IQAC meetings are conducted quarterly and when required with prior intimations. Meetings are addressed by the Principal, IQAC coordinator and the Core Committee members. The meetings of the IQAC are transparent, suggestions given by the Core Committee members are noted and relevant suggestions are implemented subsequently.

#### Important Initiatives taken by the IQAC

1. Establishment of stakeholders, feedback system in the institution.

1. Introduction of performance-based appraisal system as per UGC /NAAC guidelines.

1.Appointment of National /International faculty of repute for academic and research activities.

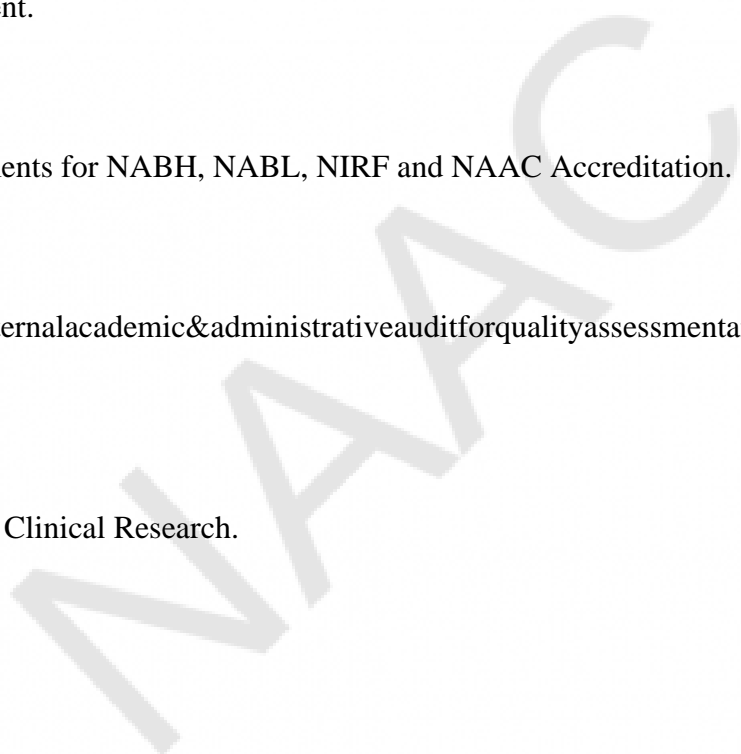
1.Fostering performance-based incentives for teaching staff for Academics and Research.

1.The organization of seminars, workshop, symposia and conference for faculty empowerment and student enrichment.

1.Preparing documents for NABH, NABL, NIRF and NAAC Accreditation.

1.Co-ordinating external academic & administrative audit for quality assessment and continuous improvement.

1.Strengthening of Clinical Research.



**INTERNAL QUALITY ASSURANCE CELL(IQAC)**

<b>CHAIRPERSON</b>	<b>Dr.MeeraThinakaran</b>
<b>CO-ORDINATOR</b>	<b>Dr.Aniz</b>
<b>EXTERNAL MEMBERS</b>	<b>Dr. V Sudhakar</b>
<b>TEACHING MEMBERS</b>	<b>APDCH</b> <b>Dr.A. Mathan Mohan Dr.Thirunavukkarasu</b> <b>Dr.Sathishkumar</b>

	<b>Dr.BalaGuhan</b> <b>Dr. Kamal Kannan</b> <b>Dr.Vishnu Prasad</b> <b>Dr.Madhuram</b> <b>Dr.Mahendra Raj</b> <b>Dr.Hemalatha</b> <b>Dr. Mahesh Kumar.P</b>	
<b>ADMINISTRATIVE / TECHNICAL STAFF</b>	<b>Mr.Palaniappan -Account manager</b> <b>Mr.Anandhan</b> <b>Dental equipment and maintainance engineer</b>	
<b>STAKE HOLDER REPRESENTATIVE</b>	<b>COMMUNITY</b>	<b>Advocate and Notary</b>

<b>File Description</b>	<b>Document</b>
Any additional informaton	<a href="#">View Document</a>
Link for the structure and mechanism for Internal Quality Assurance	<a href="#">View Document</a>
Link for minutes of the IQAC meetings	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### **6.5.2 Average percentage of teachers attending programs/workshops/seminars specific to quality improvement in the last 5 years**

**Response: 92.23**



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

2020-21	2019-20	2018-19	2017-18	2016-17
5	23	237	76	86

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Certificate of completion/participation in programs/workshops/seminars specific to quality improvement	<a href="#">View Document</a>

**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.,)**

**Response:** A. All of the above

File Description	Document
Report of the feedback from the stakeholders duly attested by the Board of Management	<a href="#">View Document</a>
Minutes of the meetings of IQAC	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
AQAR submitted to NAAC and other applicable certification from accreditation bodies	<a href="#">View Document</a>
Annual report of the College	<a href="#">View Document</a>

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Total number of gender equity sensitization programmes organized by the Institution during the last five years

**Response:** 9

7.1.1.1 Total number of gender equity sensitization programmes organized by the Institution year-wise during the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
0	3	4	1	1

File Description	Document
Report gender equity sensitization programmes	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Geotagged photographs of the events	<a href="#">View Document</a>
Extract of Annual report	<a href="#">View Document</a>
Copy of circular/brochure/ Report of the program	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2 Measures initiated by the institution for the promotion of gender equity during the last five years.

**Response:**

##### Introduction

The importance of maintaining equality amongst men and women in any establishment is at the forefront of our institution. The proportion of female faculties, students and employees in our institution is 2 times as much as their male counterparts. Our motive is to provide a sense of equitybased work place environment to all the stakeholders. Hence, the sensitization of our faculties, students and employees to the issues and situation that may arise when interacting with the opposite sex is of utmost importance. To this end, we have ensured that we dedicate more than adequate time and effort to organize programs that highlights and educates our faculties, students and employees about handling delicate issues and situations with clarity and professionalism.

The institution gives utmost importance when it comes to the security of the students in general. The campus has round the clock security and CCTVs at various pivotal locations in the campus and monitor

the student's safety especially women.

The various initiatives taken by the institution in terms of security are elucidated in terms of

- Safety & Security
- 
- Common rooms
- Day care centre for young children

### **Safety and Security:**

The Institute has a 30.76 acre campus, accommodates a 550 bedded hospital block, 4 storied College block, staff quarters, 3 blocks of hostels each with 6 floors with mess facilities and indoor and outdoor recreation facilities. The number of women in the administrative and housekeeping departments is more than men.

Day scholars are transported to the Institute by a secure fleet of buses which are operated by experienced and responsible drivers and we have common rooms and sick rooms and dining facilities.

The Institute has established contact with the nearby police station. The hostels have established system of recording in and out time, which are monitored by warden. The girls are housed in a separate double gated building and some of our senior officials stay within the campus.

### **Counseling:**

Counseling is given at the time of admission, during orientation program and also through the academic years. A well-structured mentoring scheme is followed regarding student's academic performance, personality building, adherence to dress code, emphasis on moral values and future guidance. In addition, the faculty regularly promote gender equality and build a best class room environment that nurtures budding students. The institution has a transparent mechanism for timely redressal of student grievances.

### **Common Rooms:**

There are common rooms for both boys and girls of UG and PG separately with attached restrooms and basic amenities like tables and chairs.

### Day Care Centre:

The institution provides an innovative and a safe environment for the children in its day care centre. The centre engages the children in meaningful activities and general supervision.

File Description	Document
Any additional information	<a href="#">View Document</a>
Specific facilities provided for women in terms of a. Safety and security b. Counselling c. Common Rooms d. Day care centre for young children	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

### 7.1.3 The Institution has facilities for alternate sources of energy and energy conservation devices 1. Solar energy 2. Wheeling to the Grid 3. Sensor based energy conservation 4. Biogas plant 5. Use of LED bulbs/ power efficient equipment

**Response:** C. Any three of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Installation receipts	<a href="#">View Document</a>
Geo tagged photos	<a href="#">View Document</a>
Facilities for alternate sources of energy and energy conservation measures	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

### 7.1.4 Describe the facilities in the institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management

- **E-waste management**
- **Waste recycling system**
- **Hazardous chemicals and radioactive waste management**

**Response:**

The institution has adopted a strict policy of managing all types of wastes as per the norms of environmental protection act for biomedical waste disposal.

**Solid Waste management:**

The waste generated from routine activities is segregated at each level by providing colour coded dustbins. The administrative supervisor in each block ensures that the biomedical waste is collected at designated time intervals. The paper waste is given to an authorized agency – Well Being out of Waste (WOW), a National recycling initiative by ITCLtd. Food waste from the hostel is taken to an organic waste converter which has a capacity of 500 kgs and the output from it is used as manure for plants.

**Liquid Waste management:**

Liquid waste generated by the institution is Sewage waste, Laboratory waste, waste from Operation Theatre and Laundry. Sewage waste is treated through the Sewage Treatment Plant (STP). Liquid waste from the laundry is treated through the Effluent Treatment Plant (ETP). Liquid waste from Operation Theatre and Laboratory is first subjected through a disinfection and then into the STP. The treated water from these plants is used for horticulture. Our ETP has handling Capacity of 10 KL/Day and STP plant with handling Capacity of 600 KL/Day.

**Biomedical Waste Management (BMW):**

All the necessary steps are taken to ensure that biomedical waste is handled in an efficient way to prevent any harmful effects on human beings and the environment. In our institution, BMW is segregated, weighed and disposed of in accordance with the guidelines of the BMW management. Biomedical waste is segregated in appropriate colour coded, leakproof containers.

Sensitization programs are conducted periodically to promote awareness regarding the importance

of efficient BMW management. A Standard Operating Procedure has been evolved for handling the biomedical waste by Tamil Nadu Pollution Control Board.

### Waste Recycling System

Our institution's key operations have very less impact on the environment as the institution is conscious of generating less waste and recycling it through a system that enables the used material to be reused ensuring that few natural resources are consumed. Our institution has been awarded a **Certificate of Appreciation** for contributing to dry waste management by **WOW – Wellbeing of Waste**, a nation-wide recycling initiative in the year 2017-18. The lawns and saplings in the garden are watered by the recycled wastewater.

### E-Waste Management

Parts of a computer like motherboards, compact discs and Printers, cartridges of printers, Fax and photocopy machines are recycled and old machines are upgraded to avoid buying new ones wherever possible.

### The Hazardous Chemicals and Radioactive Waste Management:

The hazardous chemicals are removed from the stock three months before the expiry date and returned to the purchased vendors. The Hospital's Safety Committee team consists of specially trained staff. Our Radiology Department holds the Atomic Energy Regulating Board (AERB) registration and license. Leak proof test is done at the stipulated time and all safety devices are available to protect against radiation exposure.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>
Link for geotagged photographs of the facilities	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

**7.1.5 Water conservation facilities available in the Institution:**

- 1. Rain water harvesting**
- 2. Borewell /Open well recharge**
- 3. Construction of tanks and bunds**
- 4. Waste water recycling**
- 5. Maintenance of water bodies and distribution system in the campus**

**Response:** All of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Installation or maintenance reports of Water conservation facilities available in the Institution	<a href="#">View Document</a>
Geo tagged photos of the facilities as the claim of the institution	<a href="#">View Document</a>
Geo tagged photo Code of conduct or visitor instruction displayed in the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.6 Green campus initiatives of the Institution include 1. Restricted entry of automobiles 2. Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastics 5. Landscaping with trees and plants**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
Geotagged photos / videos of the facilities if available	<a href="#">View Document</a>
Geotagged photo Code of conduct or visitor instruction displayed in the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.7 The Institution has disabled-friendly, barrier-free environment**

- 1. Built environment with ramps/lifts for easy access to classrooms**

2. Disabled-friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for persons with disabilities (*Divyangjan*) accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information: Human assistance, reader, scribe, soft copies of reading material, screen reading

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Geo tagged photos of the facilities as per the claim of the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socio-economic and other diversities. Add a note on how the Institution has leveraged its location for the services of the community (within 500 words).**

**Response:**

KIDS is an institute with a very strong vision to train with empathy and produce quality dentists with competent skill and knowledge to render service to society. Also, the institute attracts students from all locations and backgrounds; hence it takes great care to build a caring environment to nurture students with best practices being followed in their training and boarding. The institute has built up a culture which is free from ragging and promotes an inclusive environment wherein people from the diverse cultural and socio-economic background can flourish.

We list below some of the key measures taken in this regard.

Academic Support:

The Institute provides academic support to ensure all students have the opportunity to thrive. Students who have difficulty in communicating English or have English as a 2nd language is supported by Flexible pacing, English coaching class, mentorship program and tutoring. There are grievance redressal cells in the



institute which deal with grievances without considering anyone's racial or cultural background .Institute has code of ethics for students and a separate code of ethics for teachers and other employees which has to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities.

#### Cultural Activities:

The institute regularly conducts programs to celebrate the cultural diversity and promotes appreciation of the same among all faculty and students. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like Women's day, Yoga day, Cancer day, along with many regional festivals like Pongal, Christmas and Ayudha pooja are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds.

#### Socio-Economic Participation:

The institute seeks to enhance students and faculty integration and appreciation of different socio-economic groups through the following steps:

Visit nearby old age homes to enhance voluntary activities.

Participation in community-oriented and rural development programs to enhance interaction with and aid to the local population.

#### Promote a Positive Classroom Climate:

Faculties enter the classroom 10 minutes before the schedule and greet the students as they enter the classroom. Face to face interactions helps them to come out with their queries and problems. This positive climate has helped the institution to bring up an affectionate bonding, irrespective of ethnicities, social-economic backgrounds, or educational preparedness.

#### Create a Respectful Institutional Community:

Satellite centers have been established to provide patient care in rural areas. Jail camps are organized to provide dental treatment to jail inmates. Buses ply regularly from the college to get patients to the institute

for the convenience of patients. School camps are also organized for oral screening of the kids so that preventive and interceptive dental treatment can be provided. Tobacco cessation cell has been established for the purpose of spreading awareness and providing necessary treatment and referrals wherever necessary to the needy. All these facilities to the patients are provided irrespective of their caste, creed, colour, sex or socioeconomic background.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>
Link for any other relevant information/documents	<a href="#">View Document</a>

**7.1.9 Code of conduct handbook exists for students, teachers and academic and administrative staff including the Dean / Principal /Officials and support staff. 1. The Code of conduct is displayed on the website 2. There is a committee to monitor adherence to the code of conduct 3. Institution organizes professional ethics programmes for students, teachers and the academic and administrative staff 4. Annual awareness programmes on the code of conduct are organized**

**Response:** A. All of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Information about the committee composition number of programmes organized etc in support of the claims	<a href="#">View Document</a>
Details of the monitoring committee of the code of conduct	<a href="#">View Document</a>
Details of Programs on professional ethics and awareness programs	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>
Web link of the code of conduct	<a href="#">View Document</a>

**7.1.10 The Institution celebrates / organizes national and international commemorative days, events and festivals**

**Response:**

## **Introduction**

Our institute takes great pride in celebrating various National and International commemorative days as these impart awareness in the student community and also provided opportunities to students to participate in various associated activities beyond academics..

### **Voter's Day**

Our institute conducted a program on voter's day on January 25th to create awareness among the students. Voting is the rights of every citizen. Our institute educate the students to vote..

### **International Women's day**

We are in the habit of celebrating the International Women's day every year. As a part of this program, various screening tests are conducted for faculties and students.

### **World Oral Hygiene Day**

Every year world oral hygiene day is celebrated on March 20. Hence the Department of Periodontics, KarpagaVinayaga Institute Of Dental Sciences planned to celebrate the world oral hygiene day at nearby Government school.

### **World Health Day Program**

Every year world health day is celebrated on April 7 .Hence the Department of Public Health Dentistry, KarpagaVinayaga Institute Of Dental Sciences planned to celebrate the world health day at nearby Government school.

### **World Oral Cancer Day**

The students educated the general public about the myths and taboos related to cancer, its treatment, and its causes. They formed long human-chains and spread the awareness at traffic-signals to cover a large audience.

### **World No tobacco day**

Celebrated on May 31st every year. Public awareness pamphlets are distributed on the ill effects of tobacco usage on the body and on the oral cavity. The same are explained through skits, anti-tobacco counseling interaction and other activities.

### **World Environment Day**

Celebrated in the month of June 5thevery year in our campus. As a part of the program, the faculties and students take part in planting trees thus initiating our "KIDS go green initiative".

### **International Yoga Day**

Celebrated in the month of June every year in our campus. As a part of the program, the trained yoga

instructors teach simple yoga and meditation methods to our students.

### **Blood donor day**

This importance of blood donation was stressed upon by our institute in celebrating the Blood Donor day in the month of June.

### **Swachh Bharat Program**

Our institute conducted a program on swachhbharat. The students went on to educate the benefits of swachhbharat to the general public and the patients. They formed long human-chains and spread the awareness to cover a large audience.

### **National Tooth Brushing day**

We celebrate the National Tooth Brushing day every year in the month of November Includes a variety of events including an awareness camp in an education centre wherein free toothbrushes and toothpastes are distributed to the poor.

### **Festivals and Celebrations**

KIDS is prompt in observing important commemorative days with great enthusiasm involving staff and students, every year.. We also inspire students to create brotherhood and fellowship among them by celebrating religious festivals like Pongal vizha, Ayudha Pooja, etc.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for additional information	<a href="#">View Document</a>

<b>Other Upload Files</b>	
1	<a href="#">View Document</a>

## **7.2 Best Practices**

### **7.2.1 Describe two Institutional Best Practices as per the NAAC format provided in the Manual**

**Response:**

**Best Practice 1:**

**Title of the Practice: PATIENT OUTREACH PROGRAMS**

**Objectives:**

To act as a primary care provider providing emergency and multidisciplinary oral health care, directing health promotion and disease prevention activities, and using advanced treatment modalities.

Diagnose the oral health problems and their effects on the community and to identify the most common oral health problems in order to effectively manage the endemic problems of the community.

To apply scientific principles to the provision of oral health care.

To utilize the values of professional ethics, lifelong learning, and patient centric care, adaptability, and acceptance of cultural diversity.

To imbibe in the students a spirit of social consciousness and an urge for protection of rural health.

**Context:**

- Evidence suggests that the unmet oral health needs of a population are considerably high in a developing country like India.
- The subgroups of the population like school children, pregnant women, lactating mothers, geriatric group, physically and mentally challenged have the maximum need for the dental care.
- The lack of awareness, affordability, inherent cultural practices, myths, beliefs of the community and the compounding role of dearth of dental public health.

**Practice:**

- Conducting camps in nearby areas such as schools, colleges, old age homes, orphanages, factories, IT companies, Government bodies and local community centres including special needs. Also conducting camps to distant places like Tuticorin, Thiruvannamalai and Chennai leads to awareness about KIDS.
- Satellite centres at Pulipakkam village for rural oral health care service which caters to the clustered villages around.
- Patients in need of advanced treatment are referred to the institution and are also provided access to free transport from Pulipakkam twice a week for procurement of care at the tertiary level.
- Anna nagar - chengalpet Urban Satellite Centre provides oral health needs of population of Anna nagar, Alagesan nagar and surrounding areas.
- Oral health awareness and care for the specially abled (mentally and physically) groups and their care givers through regular campaigns of reaching them.
- The geriatric population has one of the highest dental treatment needs and hence initiatives to reach them are taken.
- Outreach activities are carried out on special days such as World Oral Health Day, World Anti-Cancer

Awareness Month, and World No Tobacco Day.

**Evidence of Success:**

Through this program the college has made efforts to make Pulipakkam a model village transformed into a healthy place through awareness and practices of dental care.

- Preventive Dental Health and general health awareness among people.
- Awareness creation on Dental Hygiene among people.
- School Health Program: Creating awareness of oral health and ill effects of tobacco.
- Care of underprivileged/Marginalized groups like the irulas, Gypsies, Fishermen and construction workers.

**Problems Encountered and Resources Required:**

The major obstacle faced by the institution is in obtaining the approval from the authorities to conduct oral screening cum treatment camps due to government restrictions. The transport of oral healthcare personnel to distance areas along with the equipment and necessary infrastructure becomes an issue of logistics.

**Best Practice : 2**

**Title of Practice: TOBACCO CESSATION CLINIC**

**Objectives :**

- To Recognise the various patterns, biology and epidemiology in our area.
- To increase awareness and intention to quit among tobacco users.
- Emphasize Consequences of tobacco use and health benefits of tobacco Cessation.
- Protection from second-hand smoke.

**Context:**

- The ministry of health and family welfare government of India started tobacco Cessation clinics (TCCS) with the support of world health organisation recognising the importance of Tobacco Cessation.
- Tobacco Cessation Clinics were renamed to Tobacco Cessation Centers and more Cessation Centers were established in India.
- As per the global adult tobacco survey (GATS), India has over 275 million current tobacco users.
- An estimated one million people die every year due to tobacco-related diseases every year.
- We need a combination of strategies aimed at avoiding initiation of tobacco by the nonusers and cessation of tobacco among the current users.

Tobacco cessation is the only way to save the current tobacco users from tobacco-related mortality. The consultation time can be effectively used by doctors as an opportunity to promote patients to quit tobacco when they are motivated to listen. In Tamilnadu, less than five percent of adults noticed advertisements or promotion on smokeless tobacco products. Also 91.1 percent of adults believed that smoking caused serious illness. Almost 90 percent were aware of the link between use of smokeless tobacco and dental disease. We have established the Tobacco Cessation Clinic in our dental college (Karpaga Vinayaga Institute Of Dental Sciences) to create awareness among people and provide services for the needy.

**Practice:**

With our observation, in our outpatients 20-30% were using tobacco in some form or other. The major group who were using tobacco were in the group of 13-35 years. With this in mind, two separate programs were started to identify the real need among the surrounding villages. Department of Public health Dentistry of our college organize school camps to create awareness among students who will be in a better position to inculcate the message and transform to their family members. Among the predominant users, a large number of them were farmers and building labourers. Hence an initiative was taken to target these group of people by organising oral oncology camps in villages.

**Evidence of success :**

As our college is in a rural setup, first awareness has to be created among the public regarding the menace of tobacco. Awareness was created by conducting specific oral oncology camps targeted on the village peoples where the practice was found to be very high. Regular counselling and collaborative camps are being done to address the issue. Nearly fifty percent of patients have acknowledged their habits and want to lead a happy life.

**Problems encountered and resources required:**

Tobacco as a menace cannot be handled by a single institution alone it should be an unified collaborative effort.

File Description	Document
Link for best practices page in the Institutional web site	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 500 words

#### Response:

#### **PUBLIC OUTREACH PROGRAMS**

We render the needs of the rural community surrounding our institution through Oral Health screening camps both in Kanchipuram and Chengalpet Districts, Tamilnadu. Each year around 5000 plus individuals get benefited from these camps and the treatments are offered at free of cost. We cater the needs of around 4,000 school students every year by conducting school camps with an emphasis on educating school students on maintenance of Oral health care and create awareness on associative disorders. We run two fully functional satellite clinics at Pulipakkam Village and at Anna Nagar, Chengalpet District. Every year around 2000 individuals get benefitted.

In addition we have Memorandum Of Understanding MOU'S with Organisations like Hand in Hand India at Nasarath pettai village at Kanchipuram district, Rising Star Out Reach of India, Thottanaval village of Kanchipuram district, Sinai Nursery Trust at Mahabalipuram, Jubilee Ministries Trust, Kadambai, Mamallapuram, Mariamma Childrens Home at Paiyanoor, Child Heaven International (India) Home for Children, Women, Kaliyampoondi village, Kanchipuram district.

#### **MOBILE DENTAL UNIT**

Mobile Dental unit for the door step dental treatment to the public. We conduct Oral Health awareness programs on Anti-tobacco day, World Oral Health day & World health day to procure public attention. We do spread oral and general health related messages through pamphlets, signature campaigns along with public addressing aids.

#### **KIDS GO GREEN INITIATIVE**

“KIDS go green initiatives” is strictly adhered to our camps. To promote awareness regarding protection of environment, programs and activities like Plantationday, Forest day, celebration of World environment day with Photography competition among students are conducted, which also contributes to the increase in variety of birds sighted in the campus. Students are using cycles in the campus as part of green initiatives



**PUBLIC OUTREACH PROGRAMS**

1. Screening and treatment camps in chengalpet and Kanchipuram Districts.
2. Also conducting camps at distant places like Tuticorin, Thiruvannamalai and Chennai.
3. KIDS “Go Green initiative”.
4. “Clean Hands & Healthy Life” programs.
5. Satellite centres at Pulipakkam village, Anna nagar, Chengalpet District.
6. Public awareness posters regarding “ Save water, Save electricity, Swachh Bharat”.
7. Mobile Dental unit for the door step Dental treatment to the public.
8. Oral health awareness programs include social mob, flash mob with healthcare message.

The facts thus provided are the pride of us to impart good Dental and Medical treatment to the nearby society. With all these the glory of dream come true is the projection to live through to expand further to make this Dental College with all distinctiveness.

File Description	Document
Link for appropriate web page in the institutional website	<a href="#">View Document</a>
Link for any other relevant information	<a href="#">View Document</a>

## 8. Dental Part

### 8.1 Dental Indicator

**8.1.1 NEET percentile scores of students enrolled for the BDS programme for the preceding academic year.**

**Response:** 253.75

8.1.1.1 Institutional mean NEET percentile score

Response: 253.75

File Description	Document
NEET percentile scores of students enrolled for the MBBS programme during the preceding academic year	<a href="#">View Document</a>
List of students enrolled for the BDS programme for the preceding academic year	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### Other Upload Files

1

[View Document](#)

**8.1.2 The Institution ensures adequate training for students in pre-clinical skills**

**Response:**

#### PRE-CLINICAL WORKS

##### DEPARTMENT OF CONSERVATIVE DENTISTRY AND ENDODONTICS

Students are given training to prepare 1 inch cube in plaster of Paris , geometric cavities in prepared cubes, preparation of tooth models in plaster and preparation of cavities and restoration with modelling wax, Preparation of Cavities on Extracted Natural Teeth and typodont teeth for Base Application, Matrix and Wedge Placement for amalgam, tooth colour restoration and cast restorations. Casting procedures, Finishing and polishing of above restorations.

In Endodontics- Identification of basic endodontic instruments, Access cavity preparation in upper central incisors, working length determination, Cleaning and shaping, Obturation of the root canal and Access seal.

##### DEPARTMENT OF ORTHODONTICS

Students are given preclinical training in Basic wire bending exercise- Straightening of wire and basic shapes. Fabrication of bows, clasps, springs, retractors, removable orthodontic appliances and myofunctional appliances.

### **DEPARTMENT OF PEDODONTICS**

Students are given preclinical training in basic wire bending exercises and fabrication of space maintainers and habit breaking appliances.

### **DEPARTMENT OF PROSTHODONTICS**

The students are trained for preparing special tray, temporary and permanent denture bases, occlusion rims, Orientation of occlusion rims on articulator, Arrangement of teeth, complete processing of complete dentures and fabrication of Acrylic removable partial denture in all the categories of Kennedy's classification.

Surveying of partial edentulous models and preparing modified master cast, wax pattern for cast partial denture framework. Tooth preparation for fixed partial denture, preparing of wax patterns, spruing, investing, casting and finishing.

Preparation of plaster models to receive retainers for FPD, wax patterns for minimum of 3-unit FPD.

### **DEPARTMENT OF ORAL AND MAXILLOFACIAL SURGERY**

The students are trained to do Wiring techniques for maxilla and mandible fractures (arch bar and IMF) and Suturing techniques on models.

### **DEPARTMENT OF PERIODONTICS**

The students are trained to do suturing techniques on models.

<b>File Description</b>	<b>Document</b>
Geo tagged Photographs of the pre clinical laboratories	<a href="#">View Document</a>

**8.1.3 Institution follows infection control protocols during clinical teaching**

- 1. Central Sterile Supplies Department (CSSD) (Registers maintained)**
- 2. Provides Personal Protective Equipment (PPE) while working in the clinic**
- 3. Patient safety curriculum**
- 4. Periodic fumigation / fogging for all clinical areas (Registers maintained)**
- 5. Immunization of all the caregivers (Registers maintained)**
- 6. Needle stick injury Register**

**Response:** A. All of the above

<b>File Description</b>	<b>Document</b>
Relevant records / documents for all 6 parameters	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Immunization Register of preceding academic year	<a href="#">View Document</a>
Disinfection register (Random Verification by DVV)	<a href="#">View Document</a>
Central Sterile Supplies Department (CSSD) Register (Random Verification by DVV)	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**8.1.4 Orientation / Foundation courses practiced in the institution for students entering the college / clinics / internship:**

**Response:**

**1. ORIENTATION FOR FRESHERS:**

The orientation of fresher's is primarily a very important aspect among the fresh entrants who step into the college campus after their schooling. The transition of the school to college particularly in a totally different setting is of prime importance, with regard to their exposure, practice, learning, and adaptation in a different environment by adapting planned strategies to overcome the fear of adapting to the new arena, such as agenda, expectations and benefits by way of communication.

To provide relevant campus resources, encourage, indulge, involve in social events/activities, provide relevant support and advice by a team of college mentors, we at KIDS follow stern protocols for the freshers.

**PROFESSIONAL ETHICS:**

We are bound by the discipline and practice of professional ethics in all our daily walk of life as deliberated by our professional bodies like IMA,IDA,Medical and Dental councils – Almamater

The principle objective being to render the service to humanity with utmost respect, diligence and dignity of the profession.

The seven principles are:

Non - maleficence Beneficence

Health maximization Efficiency

Respect for autonomy Justice Proportionality

## **WHITE COAT CEREMONY:**

We follow the procedure in our college every year to the new entrants who transit from the school to the medical or dental colleges in the first year.

During the ceremony each student place the white-coat on their shoulder and recite the oath of Hippocrates.

## **BMW (BIO MEDICAL WASTE MANAGEMENT):**

We handle the BMW in an appropriate manner and protocol in the collection, segregation, disposal in alignment with rules of BMW in force from time to time along with the guidelines as stipulated by the central/state.

## **2. ORIENTATION FOR THIRD YEAR**

### **INFECTION CONTROL:**

Infection control is of utmost importance in all health care facilities and we have been meticulously following the following protocols in a stringent and efficient manner.

Routine patient evaluation Personal protection Barrier techniques Instrument sterilization Equipment disinfection

Asepsis and disinfection control measures in the laboratory and surroundings.

## **3. ORIENTATION FOR INTERNS:**

An orientation program is a structured program to make the student to understand the intricacies of the discipline, manners, interpersonal skills, and preparedness of the interns in managing the patient. By this way their anxiety and apprehension are allayed and sheer confidence is instilled in the minds of the budding doctors and to also prepare them for the competitive PG programs.

## **WORKSHOPS ON PATIENT CARE:**

Educating the patients is of utmost importance in medicine and dentistry.

The social stigma, superstitions, apprehensions and anxiety about various infectious diseases and cancer etc., are of prime importance and misconceptions are allayed. Various tools such as;

- psychosocial counselling
- Village / Rural educational programmes/ workshop
- Handbills / banners / AV aids etc., reach the public to gain competence and thorough understanding of the medical/ dental practice and their management.

## COMMUNITY SKILLS:

We follow the following community skills;

- Empathy
- Communication skills
- Team work
- Stress management
- Positive attitude
- Flexibility of time
- Time management
- Decision making

File Description	Document
Programme report	<a href="#">View Document</a>
Orientation circulars	<a href="#">View Document</a>

**8.1.5 The students are trained for using High End Equipment for Diagnostic and therapeutic purposes in the Institution.**

1. Cone Beam Computed Tomogram (CBCT)
2. CAD/CAM facility
3. Imaging and morphometric softwares
4. Endodontic microscope
5. Dental LASER Unit
6. Extended application of light based microscopy (phase contrast microscopy/polarized microscopy/fluorescent microscopy)
7. Immunohistochemical (IHC) set up

**Response:** A. Any 5 of the above

File Description	Document
Usage registers	<a href="#">View Document</a>
Invoice of Purchase	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Geotagged Photographs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
Links for additional information	<a href="#">View Document</a>

**8.1.6 Institution provides student training in specialized clinics and facilities for care and treatment such as:**

1. Comprehensive / integrated clinic
2. Implant clinic
3. Geriatric clinic
4. Special health care needs clinic
5. Tobacco cessation clinic
6. Esthetic clinic

**Response:** A. Any 5 of the above

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Geotagged Photographs of facilities	<a href="#">View Document</a>
Certificate from the principal/competent authority	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

**8.1.7 Average percentage of full-time teachers who have acquired additional postgraduate Degrees/Diplomas/Fellowships beyond the eligibility requirements from recognized centers/universities in India or abroad. (Eg: AB, FRCS, MRCP, FAMS, FAIMER & IFME Fellowships, Ph D in Dental Education etc.) during last five years**

**Response:** 9.65

8.1.7.1 Number of fulltime teachers with additional PG Degrees /Diplomas /Fellowships/Master Trainer certificate

2020-21	2019-20	2018-19	2017-18	2016-17
11	11	11	8	6

File Description	Document
List of fulltime teachers with additional Degrees, Diplomas such as AB, FRCS, MRCP, FAMS, FAIMER/IFME Fellowships, Ph D in Dental Education etc. during the last 5 years	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Attested e-copies of certificates of postgraduate Degrees, Diplomas or Fellowships	<a href="#">View Document</a>

### **8.1.8 The Institution has introduced objective methods to measure and certify attainment of specific clinical competencies by BDS students/interns as stated in the undergraduate curriculum by the Dental Council of India**

#### **Response:**

The ultimate motto of the Institution is to train and equip the students with sound theoretical knowledge and adequate clinical skills in all branches of dentistry to excel as efficient dental surgeons. The student handles the patient when he/she comes to the third year of the course. During the first and second year the students are well trained in the preclinical and practical aspects. Proper training is given in laboratory investigations like analysis of urine and blood samples, recording of vital signs, dissection of head and neck by the basic sciences departments which includes anatomy, physiology, microbiology, pharmacology and pathology. A thorough knowledge and insight about the morphology of the teeth is given to the students by the practical training on tooth carving. The preclinical prosthodontics department teaches and assess students about fabrication of removable and fixed partial dentures well ahead of handling the patients. The preclinical conservative dentistry department trains the students in preparation of cavities in plaster models, identification and knowledge about properties of dental cements, manipulation of various dental cements, identification and handling of straight and contra-angled rotary hand-piece, knowledge about instruments required for cavity preparation and restoration. The student needs to learn about basic endodontic instruments and basic endodontic procedures. Practical exercises on phantom and simulation models make the student more competent for a better handling. When students are posted in General Medicine, skills that are essential to examine the general health and to diagnose the symptoms of various important diseases of organ systems are instilled in them. The General Surgery department does the work of teaching the students about the examination and diagnosis of common swellings, cysts and tumors of orofacial origin, head and neck. When students are posted in the clinical departments they are trained in different competencies which includes recording of case history, restoration of decayed teeth, taking and processing of Intra Oral Periapical Radiographs (IOPA), performing Root Canal Treatments(RCT), construction of removable and fixed partial dentures, complete dentures, construction of crown and bridges, to learn different techniques of Local Anesthesia(LA), extraction of tooth, minor oral surgical procedures like abscess drainage, performing alveoloplasty, perform complete oral prophylaxis, minor periodontal surgical procedures, perform biopsy under local anesthesia.

The students are subjected to routine evaluation by conducting internal assessment and model exams, monthly tests which includes both written and practical assessment.

Practical /clinical examination:



- Recording of case history
- Objective structured practical examination (OSPE)
- Viva voce

Theory examination :

- Internal assessment exams
- Model exams
- Monthly test

File Description	Document
Report on the list and steps taken by the College to measure attainment of specific competencies by the BDS students/interns stated in the undergraduate curriculum during the last five years	<a href="#">View Document</a>
List of competencies	<a href="#">View Document</a>
Geotagged photographs of the objective methods used like OSCE/OSPE	<a href="#">View Document</a>

### 8.1.9 Average percentage of first year students, provided with prophylactic immunization against communicable diseases like Hepatitis-B during their clinical work in the last five years.

**Response:** 95.81

8.1.9.1 Number of first year students, provided with prophylactic immunization against communicable diseases like Hepatitis-B during their clinical work in the last five years

2020-21	2019-20	2018-19	2017-18	2016-17
83	98	65	95	96

8.1.9.2 Number of first year Students admitted in last five years

2020-21	2019-20	2018-19	2017-18	2016-17
105	98	65	95	96

File Description	Document
Policies documents regarding preventive immunization of students, teachers and hospital staff likely to be exposed to communicable diseases during their clinical work.	<a href="#">View Document</a>
List of students, teachers and hospital staff, who received such immunization during the preceding academic year	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any other relevant information.	<a href="#">View Document</a>

### 8.1.10 The College has adopted methods to define and implement Dental graduate attributes with a system of evaluation of attainment of such attributes.

#### Response:

The institution takes adequate measures to arrive at the graduate attributes. A co-ordinator is allotted to every batch of students to record their internal assessment marks, to address their personal grievances as well as to monitor their academic performance. The mentors take care of the mental well being of the students and provide psychologic counselling, whenever required. The students are very well trained during the preclinical phase to make them competent enough to handle patients during the clinical phase of the course. Student's performance in preclinical and clinical part is monitored with record book. To instill a thorough knowledge and deep understanding of subject and to make them prepare better for the university examinations, Viva voce is conducted in a regular basis. Case discussions, group discussions, live demonstrations during the clinical postings trains the students adequately. The technical skill of each student is raised by the completion of prescribed quota of clinical cases. Individual student evaluation is done through frequent assessments during the clinical hours and well ahead of university examinations. The students emerging out of this prestigious institution will be fully equipped with adequate technical knowledge, competencies, capabilities and required skills to manage all kinds of dental diseases and conditions related to oral cavity.

File Description	Document
Dental graduate attributes as described in the website of the College.	<a href="#">View Document</a>

### 8.1.11 Average per capita expenditure on Dental materials and other consumables used for student training during the last five years.

**Response:** 4233.7

8.1.11.1 Expenditure on consumables used for student clinical training in a year

2020-21	2019-20	2018-19	2017-18	2016-17
1680313	3107413	1616301	1818359	2623445

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **8.1.12 Establishment of Dental Education Department by the College for the range and quality of Faculty Development Programmes in emerging trends in Dental Educational Technology organized by it.**

#### **Response:**

Institute organises several programmes to enhance and update the clinical skills of the faculties, Post Graduates and students. The following schedule is followed on monthly basis. It covers a wide range of meetings which emphasises on basic sciences to clinical sciences. Case discussions are held every month in the inter department meets and clinical skill development programmes are conduct for interns. Students are sensitised about social issues and responsibilities, the faculty members of the college are provide with a lot of avenues to update themselves with the knowledge of emerging areas and latest technologies in the field of dental education. The Faculty Development Programs planned and organized by the college enrich the faculty in terms of teaching and knowledge.

The DEU plays a vital role in the successful functioning of our institution. The committee was established to develop a single point contact between the institution, administration, teaching faculty, departments and the students. Its primary focus is the upliftment of the academic, practical, and clinical performance of the students of the institution. It helps the students by giving information in terms of academic related queries, guidance at times of difficulty, enabling smooth functioning of the departments.

Apart from its primary focus towards the students, the DEU also contributes immensely to the academic events of the institution. All the academic events organized by the various committees are coordinated and synchronized by the DEU.

The academic events of DEU include

1. Programs for academic, clinical and cultural enrichment of students
2. Faculty Development Programs for the faculty

3. Programs on sensitization of Anti Ragging measures and implementation

4. Guest lectures by eminent entrepreneurs

5. National and international conferences/workshops in coordination with the departments and other statutory bodies

6. Programs on development of related needs including soft skills development, gender sensitization, personality development, bioethics and principles, professional ethics, and handling of non-compliant students.

FDPs conducted by DEU:

1. Clinical Society Meetings:

All the departments at the college are actively engaged to present recent advancement and research papers on rotation, house surgeons are encouraged to present in this forum, giving them a platform to exude self confidence.

1. Value Added Courses:

The Dental Education Unit conducts many value added courses as a part of its responsibility to enhance knowledge of faculty and students and bringing awareness on issues related to and outside of the dental curriculum such as life course programmes, ethics and personality development to name a few.

1. Faculty Development Programmes:

Faculty from our college are encouraged to attend as well as conduct faculty development programmes, in the process lot of new advances in teaching and learning is deliberated, which is eventually adopted in teaching methods.

File Description	Document
List of teachers year-wise who participated in the seminars/conferences/ workshops on emerging trends in Medical Educational technology organized by the DEU of the College during the last five years	<a href="#">View Document</a>
List of seminars/conferences/workshops on emerging trends in Dental Educational Technology organized by the DEU year-wise during the last five years.	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

NAAC

## 5. CONCLUSION

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### **Additional Information :**

A lot of priority is provided for the clinical service provided in the college so as to enhance more and more exposure for students' in the dental field. It's also stream lined with a lot of extension activities covering cornered villages and population.

### **Concluding Remarks :**

The Institution is committed to create a nurturing and interesting student friendly environment for the present generation. The Institution has always focused on up gradation of all aspects from the commencement of the college in 2007. Here the students' knowledge, their interest in field and faculty's scientific skills is integrated to come to a consensus about their needs and bring in ideas on teaching methodology. The important strands that distinguish Karpaga Vinayaga institute of dental sciences are the syllabus prescribed by the affiliating university is complemented and supplemented by additional inputs by the college in terms of value added courses. The college inculcates social commitment in the students and simultaneously contributes a lot to the local community through Dental services. The college ensures quality through student-centric teaching and learning, producing good commendable results at the university level. Show intense value in improving quality of research. The college had sufficient infrastructural facilities including Wi-Fi Campus, labs, library, auditorium and hostels exclusively for boys and girls. The college is proud that it is a happening campus providing the learning community with a wide range of co-curricular and extra-curricular activities for enhanced leaning in all aspects. The college is striving with sincere efforts to achieve the levels of excellence.