SARASWATI DENTAL COLLEGE

(Affiliated to Dr. Ram Manohar Lohia Avadh University, Ayodhya)

ANNUAL QUALITY ASSURANCE REPORT (AQAR)
(2018-2019)
Report Prepared by Internal Quality Assurance Committee

Submitted to

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL
P.O. Box No. 1075, Bengaluru, Karnataka-560072
India

Dr. R.S. Bedi
Principal

Professor & Head
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+91-9889816455
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Ref. No. SDC/PO/L/2019-20/38

DATE: 18th May 2019

To
The Director,
National Assessment and Accreditation Council (NAAC)
P.O. Box No. 1075, Nagarbhavi
Bengaluru-560072

Sub: Forwarding of AQAR (2018-19) from Saraswati Dental College, Lucknow
(Track ID UPCOGN 22537)

Dear Sir,

Greetings from Saraswati Dental College, Lucknow.

Saraswati Dental College, Lucknow was accredited 'A' grade and communicated to us vide your office letter no. F.19.26/EC(SC-15)/DO/2016/82.1 dated 25-05-2016. As per instructions regarding the submission of AQAR annually to NAAC by its accredited Institute, I hereby submit the soft copy (pdf) of the report as an attachment to this e-mail. This report has also been uploaded on the Institutional website www.sdclucknow.com (Web-link http://www.sdclucknow.com/doc_file_uploads/aqar2018_19.pdf)

We request you to kindly acknowledge the receipt of this report.

Best Wishes,

Principal
Saraswati Dental College
Lucknow

Principal
Saraswati Dental College
Lucknow

233, Tiwari Ganj, Faizabad Road, Chinhat, Lucknow - 227 105 (UP)
P. : 91-0522-6560975, 76, 78, 79 & 9889031414, 0522-3071006, 07   F. +91 522 3071005   E. : smdc@saraswaticolleges.com   W. : http//www.sdclucknow.com

Saraswati Dental College, Lucknow   Page 2

The Annual Quality Assurance Report (AQAR) of the IQAC

(For Affiliated/Constituent Institutional s)

Part – A

Data of the Institution

1. Name of the Institution
> Saraswati Dental College

Name of the Head of the institution:
> Prof. (Dr.) R. S. Bedi

- **Designation:**
  > Principal

- **Does the institution function from own campus:**
  > Yes

- **Phone no./Alternate phone no. :**
  > 0522-818906369, 3071006

- **Mobile no.:**
  > +91 9889816455

- **Registered e-mail:**
  > contactsdc@saraswaticolleges.com

- **Alternate e-mail:**
  > rsbedi@saraswaticolleges.com

- **Address   :**
  > 233, Tiwariganj, Chinhat, Faizabad Road

- **City/Town   :**
  > Lucknow

- **State/UT   :**
  > Uttar Pradesh

- **Pin Code   :**
  > 226028

2. Institutional status:

- **Affiliated /Constituent:**
  > Affiliated

- **Type of Institution: Co-education/Men/Women :-**
  > Co-education

- **Location : Rural/Semi-urban/Urban:**
  > Urban

- **Financial Status: Grants-in aid/ UGC 2f and 12 (B)/ Self financing (please specify)**
  > Self financing

- **Name of the Affiliating University:**
  > Dr. R.M.L Avadh University, Ayodhya,Uttar Pradesh, India

- **Name of the IQAC Co-ordinator :**
  > Prof. (Dr.) Kunal Sah

- **Phone no. :**

0522-818906369

- **Alternate phone no.**

-

- **Mobile:**

+91 9758970400

- **IQAC e-mail address:**

sdciqac@saraswaticolleges.com

- **Alternate Email address:**

kunalsah@saraswaticolleges.com

3. Website address:

www.sdclucknow.com

- **Web-link of the AQAR: (Previous Academic Year):**

http://www.sdclucknow.com/doc_file_uploads/aqar2017_18.pdf

4. Whether Academic Calendar prepared during the year?

Yes

- **Weblink:**

http://www.sdclucknow.com/images/saraswati_dental_academic_calender_2018.jpg

5. Accreditation Details:

Cycle	Grade	CGPA	Year of Accreditation	Validity Period
1st	A	3.01	2016	From 05/2016 to 04/2021
2nd	-	-	-	-
3rd	-	-	-	-
4th	-	-	-	-
5th	-	-	-	-

6. Date of Establishment of IQAC:

09/03/2016

7. Internal Quality Assurance System

7.1Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & duration	No. of participants / beneficiaries
Preparation and promulgation of IQAC Calendar	Notice circulated on 7th Jan, 2019 (Jan 2019-Dec 2019) Available on	All stakeholders (Faculty, Staff, Students, Patients, Parents)

	Institutional website	
Celebration of various Days of National/International Importance	Notice circulated on 14th May, 2018 (June 2018-May 2019) Available on Institutional website	All stakeholders
Committee Oriented Program/Activity	Notice circulated on 7th Jan, 2019 (Jan 2019-Dec 2019)	All stakeholders
Department Documentation Inspection	23rd -27th September 2018 & 7th-11th January, 2019	All Departments
Inspection of Institutional Committee Documentation	February, 2019 (11th – 15th February, 2019)	All Institutional Committees
Certificate of Excellence to the Best IQAC Policy & Quality Compliant Department	28th March, 2019 (Apr 2018-Mar 2019)	Department of Oral Medicine & Radiology
Creation of Department of Continuing Dental Education (DCDE)	3rd October, 2018	All Faculty, Staff & Students
Conducting CDE/Seminars/webinars/workshops	Various Programs were organized. Available on Institutional website	All Faculty, Staff & Students
Conducting various awareness and development programs for faculty, students and non-teaching staff	Various Programs were organized. Available on Institutional website	All stakeholders
Conducting various extension activities involving faculty and students by Department of Public Health Dentistry (PHD)	Various Activities were organized. Available on Institutional website	Faculty, Staff & Students
Awards & felicitation of achievers in academic & administrative fields	26th Jan, 2018-25th Jan, 2019	21 (Faculty & Staff)
Awards & felicitation of achievers in sports, literary and cultural activities	30th March, 2019 (26th Jan 2018-25th Jan 2019) Available on Institutional website	295 (Faculty & Students)
Felicitation of faculty & staff involved in the process of NAAC	26th Jan 2014-25th Jan 2019	97 (Faculty, Students & Staff)
Recognition of Institute as Scientific & Industrial Research Organization (SIRO) by the Department of Scientific & Industrial Research (DSIR), Ministry of Science & Technology, Govt. of India.	Renewed till 31st March 2020	All Faculty, Staff & Students
Establishing new MOU's/collaborations with reputed organizations/institutions	Valid from 30th March, 2019 till 30th	All stakeholders

• Lucknow Cancer Institute • CSIR-CDRI, Lucknow	March 2024	
Identifying IQAC Departmental Nodal Person for collaboration/communication with IQAC	8th March, 2019 (8th March, 2018- 31st March 2019)	All stakeholders
Proposal & Preparation of New Work Schedule (NWS) to enhance the efficacy of teaching-learning & patient care.	(December 2018 onwards)	All stakeholders
Preparation & submission of Institutional AQAR 2018-19 to NAAC, Bengaluru	18th May, 2019 (1st April 2018-31st March 2019) Available on Institutional website	SDC&H

8. Provide the list of funds by Central/ State Government UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/ Department/Faculty	Scheme	Funding agency	Year of award with duration	Amount
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-

9. Whether composition of IQAC as per latest NAAC guidelines: Yes/No: | Yes |

*upload latest notification of formation of IQAC | http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_iqac_constitution_2019.pdf |

10. No. of IQAC meetings held during the year: | 02 |

The minutes of IQAC meeting and compliance to the decisions have been uploaded on the institutional website

Yes/No | Yes |

(Please upload, minutes of meetings and action taken report)
MoM & ATR 1:
http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_minutes_meeting_201819_1.pdf
MoM & ATR 2:
http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_minutes_meeting_201819_2.pdf

11. Whether IQAC received funding from any of the funding agency to support its

activities during the year? Yes | - | **No** | √ |

If yes, mention the amount: Year: | - | | - |

12. Significant contributions made by IQAC during the current year

- Preparation and promulgation of Academic Calendar, IQAC Calendar, Days of National/International/Institutional Importance (2018-19).
- Convocation was organized in recognition of 20 years of Excellence in Dental Education & Oral Health Care of the Institute on 14th November, 2018.
- Certificate of Excellence was Awarded to the Best IQAC Policy & Quality Compliant Department (April 2018 - March 2019), and Awards & felicitation of achievers in academic & administrative fields i.e. sports, literary and cultural activities.
- Creation of Department of Continuing Dental Education (DCDE), and Selection of IQAC Departmental Nodal Person.
- Proposal & Preparation of New Work Schedule (NWS) to enhance the efficacy of teaching-learning & patient care.

13. Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

Plan of Action	Achievements/Outcomes
IQAC Annual Calendar	Circulated on 7th January, 2019 (Jan 2019 – Dec 2019) Uploaded on Institutional website Implemented Completely
Academic Calendar	Circulated on 1 July, 2018 (1st July 2018 – 31st July 2019) Uploaded on Institutional website Implemented Completely
Inspection of Departmental Documentation	Inspection of documents and Interaction with various Departments in the month of September 2018 (23rd – 27th September 2018) & January 2019 (07 – 11 January, 2019)
Inspection of Institutional Committee Documentation	Inspection of documents and Interaction with various committees in February, 2019 (11th – 15th February, 2019)
Organizing various events (CDE/Guest Lectures/Workshops/Convention) for Quality Enhancement, Professional Skill Development and for inculcation of Moral & Ethical Values	Various programs were organized throughout the academic year Uploaded on Institutional website
Interaction of Institutional committees with faculty, students and non-teaching staff	14th March, 2019
Submission of National Survey report to Department of Science & Technology (DST), Ministry of Science & Technology, Govt. of India.	Report submitted on National Survey on Resources devoted to Scientific and Technological (S & T) Activities on 16th January, 2019
Submission of report on Pilot Study of NAAC documents & new SSR	Report submitted on 24th January, 2019 to NAAC Bengaluru
Certificate of Excellence to the Best NAAC/IQAC policy and Quality Compliant Department	Awarded Certificate of Excellence to the Best IQAC Policy & Quality Compliant Departments on 28th March, 2019 to 2016-17: Department of Oral Pathology & Microbiology

	2017-18: Department of Oral & Maxillofacial Surgery 2018-19: Department of Oral Medicine & Radiology
Identifying IQAC Departmental Nodal Person for collaboration/communication with IQAC	Nodal person from each department for easy, quick & effective communication and compliance with IQAC was nominated by HoD on 8th March, 2019
Preparation & submission of Institutional AQAR 2018-19 to NAAC	Submitted on 18th May, 2019 Available on Institutional website

Note: Academic Calendar attached as Annexure II

14. Whether the AQAR was placed before statutory body?   Yes /No: Yes

Name of the statutory body: Management Committee (MC)

Date of meeting(s):   29th April, 2019

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning?

Yes/No: No   **Date:**   -

16. Whether institutional data submitted to AISHE: Yes/No: Yes

Year: 2019   **Date of Submission:**   15.02.2019

17. Does the Institution have Management Information System?

Yes   √   **No**   -

 If yes, give a brief description and a list of modules currently operational.

At SDC, the management information system is created to be a collection of systems, hardware, procedures involving trained personnel in which all work together to process, store and produce information that is useful to the Institute in true sense.This Institution effectively utilizes the Management Information System for the following purposes:

For Teaching, Learning & Evaluation
- ERP system - www.sdcportal.com (Edufruit), for disseminating information regarding academic schedule, lectures, attendance etc.
- Information regarding student's attendance and other academic related activities is also sent to the registered mobile numbers of their parents.
- Maintaining attendance record through biometric devices.
- LIS-SDC application and Bar Coding system for library management.

For Management of data related to Patients
- 'e-SDC software' for management of dental patients and their records.
- 'HIS-SHRC application' for management of hospital patients and their medical records.

- 'SarSanjivani software' for management of drug distribution & accounting at Institutional pharmacy.

For Financial management
- Tally 9.3 (ERP-multi-user for all financial data) software for accounts/finance
- Payment receipts for treatment in SDC & SHRC through messages on registered mobile number of the patients.

For miscellaneous work or general management/ information.
- College web site : www.sdclucknow.com
- SDC e-feedback system for registering patient feedback (at reception)
- Sending messages to the patients on their mobiles/whatsapp.
- Exchange of information &official orders on whatsapp group and feedback on activities of IQAC, Institutional committee, mentor mentee, as well as for administrative purposes.
- Data transfer/sharing in between various offices on SDC-LAN network sharing mode, for promoting paperless work culture.

Part-B

CRITERION I – CURRICULAR ASPECTS

1.1   Curriculum Planning and Implementation

1.1.1   Institution has the mechanism for well-planned curriculum delivery and documentation.
       Explain in 500 words

Planning: This institution ensures effective curriculum delivery through a well-planned process. Curriculum design is in accordance with the syllabus given by Dr. R. M. L. Avadh University, Ayodhya in pursuance of Dental Council of India guidelines. Institution is not authorized to incorporate/amend the curriculum; however the institution does follow a systematic process in the design, development and revision of the curriculum annually or as needed; based on emerging trends and contemporary dental practices.

Implementation: Feedbacks are obtained from the stakeholders. IEAC analyses the feedback and suggestions from stakeholders. Educational policies are discussed with the MC for improvement. The curriculum design and assessment patterns are also discussed with the University Board of Studies. These recommendations are forwarded to the Dental Council of India (DCI) and University as and when solicited. Any suggestions which are not in contravention to the DCI, are incorporated in the syllabus after being duly approved by IEAC. The institution has developed a strong structure and means for effective implementation of the curriculum which is executed as follows:

- Meetings at Department and Institutional level are held regularly as per well-defined schedule.
- Annual academic calendar containing schedule of important academic activities is published regularly.
- IQAC calendar is published annually and strictly followed to achieve excellence in quality.
- The academic information is disseminated to all concerned through various notices/circulars from time-to-time.
- There is an effective horizontal and vertical integration of the curriculum.
- A systematic method of TL process and conduct of examinations is followed as per the laid down norms.
- The institute focuses on the overall development of students by their adequate exposure to R&D social/entrepreneurship programs and also through special professional lectures/CDEs/value-added programs etc.
- Students are exposed to the ethical and moral value systems including leadership aspects through lectures/talks by external resource person/guest speaker(s).
- Formative and summative assessment examinations are conducted through various modes i.e. Group Discussions, End-Posting Viva, OSPE/OSCE, Viva Cards etc.
- Faculty members and students are encouraged to enhance their knowledge and skills by providing on-campus world-class education and research facilities, and to participate in wide variety of off-campus academic activities.
- Lectures, demonstrations, practical and clinical teachings are structured to cover the entire curriculum through evidence based and problem based learning with emphasis on recent advances in each specialty using conventional and ICT enabled methodologies.
- The academic program trains students progressively to handle basic to more complex diseases and procedures by following the system of "Tell, Show, Do, Replicate and Teach". Faculty also demonstrates advanced procedures for more comprehensive learning.
- Faculty and students are given opportunities to participate in on-campus and off-campus literary, cultural, sports, social and other extracurricular activities to facilitate their overall development.
- In addition, faculty and students undertake various short and long term research projects culminating into publications in journals of international/ national repute.
- Curriculum is modified to cater for various community out-reach programs.
- Students and faculty are sensitized to deliver treatment in ethical, moral and humanitarian manner.
- Students and faculty are sensitized to deliver treatment in ethical, moral and humanitarian manner.

1.1.2 Certificate/ Diploma Courses introduced during the Academic year

Name of the Certificate Course	Name of the Diploma Courses	Date of introduction and duration	focus on employability/ entrepreneurship	Skill development
-	-	-	-	-

1.2 Academic Flexibility

1.2.1 New programmes/courses introduced during the Academic year

Programme with Code	Date of Introduction	Course with Code	Date of Introduction
-	-	-	-

1.2.2 Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Institutional s (if applicable) during the Academic year.

Name of Programmes adopting CBCS	UG	PG	Date of implementation of CBCS / Elective Course System	UG	PG
-	-	-	-	-	-
Already adopted (mention the year)					

1.2.3 Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Courses
No of Students	-	-

1.3 Curriculum Enrichment

1.3.1 Value-added courses imparting transferable and life skills offered during the year

Value added courses/programs	Date of introduction	Number of students enrolled
Evidence Based Dentistry • Critical Thinking and Level of Significance • Randomized Clinical Trial • Meta-Analysis and Systematic Review	14th – 30th August, 2018	25
Implantology Practice	06th September, 2018	52
Alternative Avenues for Dental Graduates	08th March, 2019	102

1.3.2 Field Projects/Internships under taken during the year

Project/Programme Title	No. of students enrolled for Field Projects/Internships
One year compulsory paid rotatory Internship after BDS final year	87

1.4 Feedback System

1.4.1 Whether structured feedback received from all the stakeholders.

1) Students		2) Teachers		3) Employers		4) Alumni		5) Parents	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No
√	-	√	-	√	-	√	-	√	-

1.4.2 How the feedback obtained is being analysed and utilized for overall development of the Institution? (maximum 500 words)

A structured mechanism for obtaining and assessing feedback from various stake holders exists. The IEC closely monitors the feedback. The overall feedback is then analysed by the IEC. Accordingly IEC proposes the required amendments/changes in the curriculum/methodology and suitable recommendations are implemented through proper channel. Feedback on the curriculum is also obtained from national and international faculty verbally, as well as in writing from time-to-time.

- Feedback collected from external experts is analysed by the IEC and then CDEs/workshops are conducted to cover the areas requiring greater elaboration.
- Based upon the feedback the Institution encourages students to participate in webinars, CDE,

Workshops etc. to enhance learning initiatives beyond the syllabus and comprehensive understanding of the subject.

- Institution endeavours to obtain adequate information and feedback from faculty, students, patients, parents, industry, hospitals, general public, employers, alumni and interns, etc.
- Institute also conducts Student Satisfaction Survey (SSS) on Teaching, Learning and Evaluation process and this form is also available on Institutional website which can be downloaded and can be submitted in feedback/suggestion box.
- Formal as well as informal interactions of MC with the faculty, staff, students, patients, and parents for feedback.
- The MC formally meets the heads of the department's at least twice a year to discuss the issues related to activities in the department in particular and institution in general.

For quality enhancement and sustenance, based on the feedback obtained, following measures have been instituted:

- Publication of Academic & IQAC Calendar.
- Identifying IQAC Departmental Nodal Person.
- Awarding "Certificate of Excellence" for Best IQAC policy and Quality Compliant Department annually.
- Organizing "Convocation" on 14th November, 2018 in recognition of 20 years of Excellence in Dental Education & Oral Health Care of the Institution.
- Awards & felicitation of achievers in academic, extra-curricular, sports, literary and administrative fields.
- Establishment and up gradation of Central Research Facility.
- e-SDC software for management of patients and their dental records.
- Initiation and implementation of integrated teaching methods.
- Commencement of knowledge enhancement and sharing through webinars.
- Incorporation of OSCE/ OSPE system of evaluation.
- Conducting FDPs, PDPs, Value-added Courses, CDEs and lectures.
- Collaboration with Industries/Institutions for academic & research purpose.
- Acquisition of new instruments and equipment's.
- Reconstitution of Student Council based on the elections.

CRITERION II - TEACHING-LEARNING AND EVALUATION

2.1 Student Enrolment and Profile

2.1. 1 Demand Ratio during the year

Name of the Programme	Number of seats available	Number of applications received	Students Enrolled
BDS 2018	100	224	100
MDS 2018	33	96	31

2.2 Catering to Student Diversity

2.2.1. Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of full time teachers available in the institution teaching only UG courses	Number of full time teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2018-19	100	31	16	-	72

2.3 Teaching - Learning Process

2.3.1 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of teachers on roll	Number of teachers using ICT *(LMS, e-Resources)*	ICT tools and resources available	Number of ICT enabled classrooms	Number of smart classrooms	E-resources and techniques used
88	88	Desktop, laptops, LCD/LED, Projector, Digital camera, Printer, Photocopier, Tablets, Pen Drive, Scanner, Microphone, CDs, SDC Edufruit (www.sdcportal.com), Wi Fi enabled internet facility 2mbps, Departmental Whatsapp groups, Wiley online, ICT Cell	03	03	*Online e-resources* e-books , e-journals, email, e-library, e-forum, e-learning, e-dictionaries, search engines, meta search engines, website, video conferencing, webinars, dropbox, *Offline e-resources* CD ROM based e-resources, offline e-books, offline e-dictionaries, applications, PDF converter, offline e-journals, offline e-books, offline e-library dissertation *Blended Learning*

2.3.2 Students mentoring system available in the institution? Give details. (maximum 500 words)

The institution has a robust mentoring system (Mentor-Mentee Program) in which students of every academic year are divided into batches and a pair of mentors is assigned to them at the time of joining the institute. Regular Mentor-Mentee interactions are held in a structured manner. Every mentor is involved in 'One-to-One' interaction with allotted Mentee. Mentors are responsible for overall well-being of the mentee including academic, personal, psycho-social growth, and their participation in co-curricular activities. The Mentors encourage and ensures that the students prepare and participate in various academic and non-academic activities. If required, the mentor can recommend to the concerned HoD, to arrange for special remedial classes for students needing additional help to improve performance. Students are also mentored through Placement and Guidance Cell. Further, a clinical psychologist counsels students as and when required.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
535	88	1 : 6

2.4 Teacher Profile and Quality

2.4.1 Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
93	88	05	15	04

2.4.2 Honours and recognitions received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
2019	Dr. Anil Singh	Professor & Head, Department of Oral & Maxillofacial Pathology and Oral Microbiology	• EC Member, Indian Association of Forensic Odontology. • EC Member, Indian Association of Oral & Maxillofacial Pathology.
2018	Dr.Kunal Sah	Professor, Department of Oral & Maxillofacial Pathology and Oral Microbiology	• Best faculty Award (Professor) Management Committee, Saraswati Dental College, Lucknow. • Best Dressed Male, National Conference of Indian Association of Oral Maxillofacial Pathology, Amritsar.
2019	Dr. Sunira Chandra	Professor & Head, Department of Oral Medicine and Radiology	• Guest of Honour, 4th International Maxillofacial Summit at Rama Dental College, Kanpur.
2018	Dr. R.S Bedi	Principal, Professor & Head, Department of Oral & Maxillofacial Surgery	• Fellowship, Academy of Dentistry International, ADI Global Conclave. • Certificate of Appreciation for glorifying the image of the university by his outstanding contribution in the field of

			Dentistry, Dr. Ram Manohar Lohia Avadh University.
2018	Dr. Praveen Singh Samant	Professor & Head, Department of Conservative Dentistry and Endodontics	• Certificate of Appreciation for glorifying the image of the university by his outstanding contribution in the field of Conservative Dentistry and Endodontics, Dr. Ram Manohar Lohia Avadh University. • Award of Honour for contributing towards success of Cons-Endo Day 2017 by doing multiple root canal treatment in a single day and entering Limca Book of Records, Indian Association of Conservative Dentistry and Endodontics.
2018	Dr. Arvind Tripathi	Professor & Head, Department of Prosthodontics and Crown & Bridge	• Clinical Research Award, American Academy of Dental Sleep Medicine. • Committee Member, Council for Prosthodontics Research. • Diploma of fellowship FDS RCPS (Glasg.) Royal College of Physician and Surgeons of Glasgow.
2018	Dr.Vivek Bains	Professor & Head, Department of Periodontology	• Membership, National Academy of Medical Sciences. • Associate fellowship in Laser Dentistry Institute.
2018	Dr. A.K Srivastava	Professor & Head, Department of Basic Sciences	• Award of Honour (Community Health) Human Rights Association of India.
2018	Dr. Pratik Chandra	Reader, Department of Orthodontics & Dentofacial Orthopaedics	• Best Young Dentist of the Year • Certificate of Excellence towards Society & Nation • Guest Speaker, IOS Zonal Orthodontics PG Convention

2.5 Evaluation Process and Reforms

2.5.1 Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year-end examination
BDS 2018	-	2018	21.11.2018	01.04.2019
MDS 2018	-	2018	01.09.2018	12.10.2018

2.5.2 Reforms initiated on Continuous Internal Evaluation (CIE) system at the institutional level (250 words)

Evaluation is an integral part of the teaching-learning process. To ensure that all the stakeholders are aware of the internal evaluation processes in the institute, the Institution Examination & Academic Committee oversees the entire examination & evaluation process. The information regarding the examination & evaluation process is available on institutional website and is also displayed on notice boards as and when required. The process strictly follows the guidelines laid down in SDC Examination Manual.

Important examination reforms implemented by the institute are as follows:

Effective Dissemination of the information related to Continuous Evaluation Process
- SDC Examination Manual (SEM) containing all the information related with examination &evaluation system is regularly revised from time to time after recommendations of the IEAC on the basis of feedback received. Revised SEM is updated after the approval from the MC. Following are few examples of the latest reform in evaluation system adapted by the institution:
- Students are provided with an academic calendar at the beginning of each academic session which includes tentative details/schedule of their internal assessment and professional exams.
- Same information is also available on the institutional website and SDC portal

Formative Assessment
- Assessments are held at the completion of each topic/ clinical posting.
- End posting viva is conducted in all the departments through OSCE and OSPE system.
- Inclusion of Multiple Choice Questions (MCQ) in formative assessment.
- Mock Exams are conducted for Post Graduate students.
- Open Book Examination is also followed in formative assessment
- Biannually, assessment report is communicated to the parents.

Summative Assessment
- University theory exam is conducted annually as per the date sheet circulated by DR RML Avadh University, Ayodhya.
- All the departments utilise the OSCE and OSPE system for evaluating clinical/practical knowledge of all the subjects at UG and PG levels in University Practical examinations also.
- Training sessions are held for the invigilators before the examination.
- CCTV cameras are installed in examination hall for close electronic surveillance.
- Viva Cards also used in formative & summative assessment process to make it bias free.
- Surprise visits by flying squads to check use of any unfair means.

2.5.3 Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Students are provided with an Academic Calendar at the beginning of each academic session which includes tentative details/schedule of their internal assessment and professional exams. Information regarding the eligibility to appear in the examination, schedule of examination/assessments and details of the process of examination (conduct, pattern, marks distribution etc.) is given to the students at the beginning of the session. This entire information is also available on the Institutional website (www.sdclucknow.com) and is also displayed on various notice boards from time to time.

SDC Examination Manual (SEM) containing all the information related with examination & evaluation system is regularly revised from time to time after recommendations of the IEAC and is strictly followed. The Standard Operative Procedure (SOP) and code of conduct for Centre Superintendent (CS), Examination Superintendent (ES), Assistant Examination Superintendent (AES), Invigilators, Candidates, Supporting Staff and Security Guards are detailed in SEM. Institute ensures complete transparency in the both internal and university evaluation process by completely complying with the guidelines issued by the regulatory bodies (DCI & University) mentioned in SEM. Institute at every level ensures strict confidentiality in the

conduct of the examinations.

Academic Calendar is available on the Institutional website and is also attached as an *Annexure II*.

2.6 Student Performance and Learning Outcomes

2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

https://www.sdclucknow.com

2.6.2 Pass percentage of students

Programme Code	Programme name	Number of students appeared in the final year examination	Number of students passed in final semester/year examination	Pass Percentage
-	BDS	100	95	95 %
-	MDS	33	33	100 %

2.7 Student Satisfaction Survey

2.7.1 Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

The Institute takes regular feedback

Feedback questionnaire with results are available on Institutional website.

Weblink:

http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_student_satisfaction_survey_201819_copy 1.pdf

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 Resource Mobilization for Research

3.1.1 Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding Agency	Total grant sanctioned	Amount received during the Academic year
Major projects	-	-	-	-
Minor Projects	-	-	-	-
Interdisciplinary Projects	-	-	-	-
Industry sponsored Projects	-	-	-	-
Projects sponsored by the University/ Institutional	-	-	-	-
Students Research Projects *(other than compulsory by the Institutional)*	-	-	-	-
International Projects	-	-	-	-
Any other(Specify)	-	-	-	-
Total	-	-	-	-

3.2 Innovation Ecosystem

3.2.1 Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of Workshop/Seminar	Name of the Dept.	Date(s)
Intellectual Property Rights	Oral & Maxillofacial Surgery	23rd July, 2018
Diversification in the field of Dentistry	Organized at Institutional level	1st November, 2018
Copyrights& Patents	Organized at Institutional level	25th February, 2019

3.2.2 Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of the Awardees	Awarding Agency	Date of Award	Category
Clinical Research	Dr. Pratik Chandra (Faculty)	Indian Orthodontics Society	7th December, 2018	Best Poster
Original Research	Dr, Shagun Agarwal (P.G Student, Department of Paediatric Dentistry)	ISPPD PEDOCON 2018	26th August, 2018	Best paper
Review	Dr.VanshikaYadav Dr.Vandita Raj (P.G Student, Oral Medicine and Radiology)	Indian Academy of Oral Medicine and Radiology, National Conference 2018	25th November, 2018	Best Poster

3.2.3 No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Centre	Name	Sponsored by
-	-	-

Name of the Start-up	Nature of Start-up	Date of commencement
-	-	-

3.3 Research Publications and Awards

3.3.1 Incentive to the teachers who receive recognition/awards

State	National	International
-	-	-

3.3.2 Ph. Ds awarded during the year *(applicable for PG Institutional , Research Center)*

Name of the Department	No. of Ph.Ds Awarded
-	-

3.3.3 Research Publications in the Journals during the year

	Department	No. of Publication	Average Impact Factor, if any
National	Conservative Dentistry and Endodontics	-	-
	Oral& Maxillofacial Pathology and Oral Microbiology	04	
	Oral Medicine and Radiology	04	
	Oral & Maxillofacial Surgery	01	
	Orthodontics & Dentofacial Orthopaedics	08	
	Paediatric Dentistry	-	
	Periodontology	02	
	Prosthodontics and Crown & Bridge	05	
	Public Health Dentistry	-	
	Basic Sciences	-	
Total		**24**	
International	Conservative Dentistry and Endodontics	03	1.842 - 6.754
	Oral& Maxillofacial Pathology and Oral Microbiology	03	
	Oral Medicine and Radiology	06	
	Oral & Maxillofacial Surgery	03	
	Orthodontics & Dentofacial Orthopaedics	02	
	Paediatric Dentistry	-	
	Periodontology	01	
	Prosthodontics and Crown & Bridge	07	
	Public Health Dentistry	01	
	Basic Sciences	01	
Total		**27**	

3.3.4 Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	No. of publication
Conservative Dentistry and Endodontics	02
Prosthodontics and Crown & Bridge	01

3.3.5 Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the paper	Name of the author	Title of the journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self-citations
Probing natural substitute for formalin: comparing honey, sugar and jiggery syrup as fixatives	Amritaksha Bhattacharyya, Bhavna Gupta, Anil Singh, Kunal Sah, Vivek Gupta	National Journal of Maxillofacial Surgery	2018	Scopus	Maharana Pratap Dental College, Kanpur Saraswati Dental College, Lucknow Dental Institute	1

					RIMS Ranchi	
Basaloid squamous cell carcinoma:A rare and aggressive variant of squamous cell carcinoma: A case report and review of literature	Amritaksha Bhattacharyya, Bhavna Gupta, Anil Singh, Kunal Sah, Vivek Gupta	National Journal of Maxillofacial Surgery	2018	Scopus	Maharana Pratap Dental College, Kanpur Saraswati Dental College, Lucknow Dental Institute RIMS, Ranchi	0
Hypoplastic Smooth Autosomal Dominant Amelogenesis Imperfecta: A case report	Shweta Singh, Raju Chauhan, Tanshri Saxena, Neeraj Kumar	JBR Journal of Clinic Diagnosis and Research	2018	PubMed	Saraswati Dental College, Lucknow	1
Gender divergence in dimensions of tongue: A morphometric study	Prachi Anand, M.S Raju, Sunira Chandra, Dewanshu Kumar	International Journal of Dental Science and Innovative Research	2019	PubMed	Maharana Pratap Dental College, Kanpur Dr. B.R Ambedkar Institute of Dental Science, Patna Saraswati Dental College, Lucknow	0
Relationship of Internet Addiction with Depression and Academic Performance in Indian Dental Students	Sandeep Kumar, Amit Kumar, Bhumika Badiyani, Siddharth Kumar Singh, Anjali Gupta, Mohd B Ismail	Clujul Medical	2018	PubMed Scopus	Dental Institute RIMS, Ranchi Sarjug Dental College, Bihar Saraswati Dental College Lucknow Sarawasti Medical College, Unnao GDCRI, VIMS, Ballari Karnataka	0
Dental Fluorosis and Associated Risk Factors in Early Adolescents	Sandeep Kumar, Astha Chauhan, Arunoday Kumar, Siddhrath	International Journal of Adolescent Medicine	2018	PubMed Scopus	Dental Institute RIMS, Ranchi Index Institute of	

in India	Kumar, Anjali Gupta, Sayak Roy, Simran C Kumari	and Health			Dental Science, Indore RIMS, Imphal Saraswati Dental College, Lucknow Sarawasti Medical College, Unnao Dafodyle Dental Clinic Kolkata Vinoba Bhave University, Hazaribagh	0
Evaluation of incidence of mental nerve loop in Central India Population using cone Beam computed tomography	Deepshika Rodricks, Tushar Phulambrikar, Siddharth Kumar Singh, Anjali Gupta	Indian Journal of Dental Research	2018	Scopus	Sri Aurobindo Institution of Dentistry, Indore M.P	0
Knowledge and Awareness of Oral Cancer and Impact of Pictorial warnings on the willingness to quit tobacco in young tobacco consumers in India	Sandeep Kumar, Priyanka Kumari, Ruchika Gupta, Siddharth Kumar Singh, Shruti Sinha, Palkin Mehta, SimranKumariChourasia	International Journal of Adolescent Medicine and Health	2018	PubMed Scopus	Dental Institute RIMS, Ranchi Saraswati Dental College, Lucknow Vinoba Bhave University, Hazaribagh	0
Study of Normal Anatomy of Mandibular Canal and its Variations in Indian Population Using CBCT	Arpita Komal, Ravinder Singh Bedi, PuneetWadhwani, Jitender Kumar Aurora, Himashu Chauhan	Journal of Maxillo-facial and Oral Surgery	2019	PubMed	Saraswati Dental College, Lucknow	0
Mandibular Molar intrusion with mini- implants and the mutiloop edgewise archwire technique	Nikhil Ashok, Pratik Chandra, Kamlesh Singh, Ragini Tandon	American Journal of Orthodontics and Dentofacial Orthopedics	2019	PubMed	Saraswati Dental College Lucknow	0

Lesions of endodontic origin : An emerging risk factor for coronary heart diseases	Rhythm Bains, Vivek Bains	Indian Heart Journal	2018	Scopus	King George Medical University, Lucknow Saraswati Dental College, Lucknow	0
Effects of mucostatic and selective pressure impression techniques on residual ridge resorption in individuals with different bone mineral densities: A prospective clinical pilot study	Arvind Tripathi, Saumyendra V. Singh, Himanshi Aggarwal, Ashutosh Gupta	The Journal of Prosthetic Dentistry	2018	PubMed	Saraswati Dental College, Lucknow King George Medical University, Lucknow Azamgarh Dental College, U.P	0
An innovative approach to the Prosthodontics management class III mandibular defect	Saumya Pandey, Sushil Kar, Naresh Kumar Sharma, ArvindTripathi	National Journal of Maxillofacial Surgery	2018	PubMed	Purvanchal Institute of Dental Science, Gorakhpur Saraswati Dental College, Lucknow BHU, Varanasi	0
Non-implant, Nonadhesive Overlay Approach to Retain a Partial Auricular Prosthesis	Snehkiran Rghuvanshi, Pooran Chand, Saumendra V Singh, Himanshi Aggarwal, Deeksha Arya	Journal of Prosthodontics	2018	PubMed Scopus	King George Medical University, Lucknow Saraswati Dental College, Lucknow	0
Multidisciplinary Approach for Management of a Patient with Oral Mucosal Malignant Melanoma	Prashanti Eachempat, Himanshi Aggarwal, Vidya Kamalaksh Shenoy, Mohan Baliga	Journal of the Institutional of Physicians and Surgeons Pakistan	2018	PubMed	Melaka Manipal Medical University, Melaka Malaysia Saraswati Dental College Lucknow A B Shetty Dental College , Mangalore	0

					Manipal College of Dental Sciences, Mangalore	
Interventions for treating oral-antral communication and fistulae due to dental procedures	SalianKiran Krishanappa, PrashantiEachempat, Sumanth Kumbargere Nagraj, NareshYedthare Shetty, Soe Moe, Himanshi Aggarwal, Rebecca J Mathew	Cochrane Database System Review	2018	PubMed Scopus	Melaka Manipal Medical Institutional , Academy of Higher Education, Melaka Malaysia International Medical University (IMU), Bukit Jalil Malaysia Saraswati Dental College, Lucknow Christian Medical Institutional , Vellore, India	0
Intervention for treating post extraction bleeding	Sumanth Kumbargere Nagraj, Prashanti Eachempati, Himanshi Aggarwal, Ashok Lingappa, Murugan S Muthu, Salian Kiran.K Krishanappa, Haszelini Hassan	Cochrane Database System Review	2018	PubMed Scopus	Melaka Manipal Medical Institutional , Academy of Higher Education, Melaka Malaysia King George Medical University, Lucknow Bapuji Dental College and Hospital, Davangere, India Sri Ramchandra University, Porur, India International Islamic	0

					University Kuala Lumpur, Malaysia	
Rehabilitation of ocular defect : A modified technique a produce corneal prominence	Sumit Kumar Misra, Devendra Chopra, Sudhanshu Srivastava	Journal of Education and Health Promotion	2018	PubMed Scopus	Saraswati Dental College, Lucknow	0
Real time detection and qualification of Epstein Barr virus in different grades of oral gingivitis and periodontitis patients	Apurva K Srivastava, Sanket Shukla, Priya Srivastava, TN Dhole, Meghanand T Nayak, Anjali Nayak, Asha Mathur	Journal of Experimental Therapeutics and Oncology	2018	PubMed	Saraswati Dental College, Lucknow Sanjay Gandhi Post Graduate Institute of Medical Sciences, Lucknow Teerthanker Mahaveer Dental College & Research Centre, Moradabad	0

3.3.6 h-index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the paper	Name of the author	Title of the journal	Year of publication	h-index	Number of citations excluding self-citations	Institutional affiliation as mentioned in the publication
-	-	-	-	-	-	-

3.3.7 Faculty participation in Seminars/Conferences and Symposia during the year

No. of Faculty	International level	National level	State level	Local level
Attended Seminars/ Workshops	16	16	06	45
Presented papers	-	02	02	-
Resource Persons	01	04	-	08

3.4 Extension Activities

3.4.1 Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the Activities	Organising unit/agency/ collaborating agency	Number of teachers co-ordinated such activities	Number of students participated in such activities
81 extension and outreach programmes/activities/camps (educative, preventive, diagnostic,	Saraswati Dental College, in collaboration with following: • Pradhan: Villages • Principal: School • HR Manager: Corporate Agencies/organizations	Most of the extension activities were carried out by Department of Public Health Dentistry and Department of Periodontology. Faculty from other Department were also part of such activities on rotation basis	UG & PG Students

treatment)	• AGM/HR: Government Offices		
Blood Donation Camp	SDC Rotract club at KGMU on 23rd September, 2018	1	04
Blood Donation Camp	SDC Rotract club & SGPGI on 25th December, 2018	1	02
Blood Donation Camp	SDC Rotract club & Thalassemia Society on 28th October, 2018	2	14

3.4.2 Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the Activity	Award/recognition	Awarding bodies	No. of Students benefited
Community Health	Award of Honour (Dr. A.K. Srivastava)	Human Rights Association of India	-
Blood Donation Camp	Certificate of participation (Dr. Pratik Chandra & Dr. Ashish Chauhan)	SGPGI, Department of Transfusion Medicine, Lucknow	-

3.4.3 Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/ agency/ collaborating agency	Name of the activity	Number of teachers coordinated such activities	Number of students participated in such activities
-	Women's Cell	Celebration of International Women's Day, 8th March, 2019	18	253
-	IQAC	Breast Feeding Week 1st – 7th August, 2018	20	111
-	Institutional Environment & Bio-Safety Committee (IEBC)	Tree Plantation Drive 6th August, 2018	13	45

3.5 Collaborations

3.5.1 Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of Activity	Participant	Source of financial support	Duration
15 days clinical posting/training for P.G. Students of Department of Oral Medicine & Radiology at Lucknow Cancer Institute	03	Institutional	19th April, 2018 – 5th May, 2018

3.5.2 Linkages with institutions/industries for internship, on-the-job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration (From-To)	Participant
-	-	-	-	-

3.5.3 MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose and Activities	Number of students/teachers participated under MoUs
Lucknow Cancer Institute	19th April, 2018	15 days clinical oriented posting/training for P.G. Students	• P.G. Students of Department of Oral Medicine & Radiology • P.G. Students of Department of Oral & Maxillofacial Surgery • 5 P.G. Students of Department of Prosthodontics, Crown & Bridge
CSIR-CDRI, Lucknow	31st March, 2019	Research Activities, student exchange programs, faculty exchange programs, sharing of instrumentation facility	• P.G. Students of Department of Oral & Maxillofacial Surgery • 5 P.G. Students of Department of Prosthodontics, Crown & Bridge

CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 Physical Facilities

4.1.1 Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
132.50 Lacs	128.85 Lacs

4.1.2 Details of augmentation in infrastructure facilities during the year

Facilities	Existing	Newly added
Campus area	6.4	-
Class rooms	03	-
Laboratories	22	-
Seminar Halls	09	-
Classrooms with LCD facilities	03	-
Classrooms with Wi-Fi/ LAN	03	-
Seminar halls with ICT facilities	03	-
Video Centre	-	-
No. of important equipment's purchased ($\geq$ 1-0 lakh) during the current year.	-	Five Dental Chairs with accessories & other equipments and one EPIC & one I Lase laser machine
Value of the equipment purchased during the year (Rs. in Lakhs)	-	1519852.00
Others • Equipments • Enhancement/Renovation of Infrastructure		15472.00 2595000.00

4.2 Library as a Learning Resource

4.2.1 Library is automated {Integrated Library Management System -ILMS}

Name of the ILMS software	Nature of automation (fully or partially)	Version	Year of automation
E-SDC Library	Partially	1.12	2006

4.2.1 Library Services:

	Existing		Newly added		Total	
	No.	Value	No.	Value	No.	Value
Text Books Reference Books	6445	3964700.00	163	200000.00	6608	4164700.00
e-Books	365					
Journals	4286	15678488.80	347	2061009.00	4633	17739497.00
e-Journals	893	1692089.00	53		946	
Digital Database	Wiley online library including e-journals					
CD & Video	600	105000.00	29	-	629	105000.00
Library automation	LIS-SDC application and Bar Coding system for library management					
Weeding (Hard & Soft)						
Others (specify)	55 Donated Books					

4.3 IT Infrastructure

4.3.1 Technology Upgradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Available band width(M GBPS)	Others Printers
Existing	120	-	100	ICT Cell	-	All	All	2 mbps	30
Added	05	-	-	-	-	-	-	-	02
Total	125	-	100	ICT Cell	-	All	All	2 mbps	32

4.3.2 Bandwidth available of internet connection in the Institution (Leased line)

   2 MBPS

4.3.3 Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
SDC Portal (Edufruit)	www.sdcportal.com
e-SDC Library	Online Journals.
e-books, e-journals, email, e-dictionaries, search engines, meta search engines, website, video conferencing, webinars, dropbox, browsing centre, smart lecture theaters, seminar halls with ICT facility	Available at Departments, Offices, Central Library and ICT Cell

**4.3.4 E-content developed by teachers such as: e-PG-Pathshala, CEC (under e-PG-Pathshala
   CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other
   Government initiatives & institutional Learning Management System (LMS) etc.**

Name of the teacher	Name of the module	Platform on which module is developed	Date of launching e - content
-	-	-	-

4.4 Maintenance of Campus Infrastructure

**4.4.1 Expenditure incurred on maintenance of physical facilities and academic support facilities,
   excluding salary component, during the year**

Assigned budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
1210.42 Lacs	1169.41 Lacs	88.90 Lacs	85.05 Lacs

**4.4.2 Procedures and policies for maintaining and utilizing physical, academic and support
   facilities laboratory,library, sports complex, computers, classrooms etc.
   (maximum 500 words) (information to be available in institutional Website, provide link)**

Weblink: http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_aqar_weblink_201819.pdf

CRITERION V - STUDENT SUPPORT AND PROGRESSION

5.1 Student Support

5.1.1 Scholarships and Financial Support

	Name /Title of the scheme	Number of students	Amount in Rupees
Financial support from institution	Fee Concession Scheme	27	2550000.00
a) National	Special Scholarship Scheme for North Eastern Region by UGC	07	INR 7800/Year
b) International	-	-	-

5.1.2 Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Mentor-Mentee Program	Annually 23rd March, 2019 (2018-19)	535	Faculty of Saraswati Dental College
Placement & Guidance Cell	-	-	Institutional Placement & Guidance Committee
Remedial Classes	Annually Batch-wise/	Number of students vary from subject-to-subject year-wise/batch Approx 10-12 students/year/batch	Faculty of Saraswati Dental College
Yoga – the experience of union	3rd – 5th December, 2018	253	External Yoga Master

5.1.3 Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited students by Guidance for Competitive examination	Number of benefited students by Career Counselling activities	Number of students who have passed in the competitive exam	Number of students placed
2018-19	IPGC	40	15	37	15

5.1.4 Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	No. of grievances redressed	Average number of days for grievance redressal
08	08	Maximum within a week

5.2 Student Progression

5.2.1 Details of campus placement during the year

On campus			Off Campus		
Name of Organizations Visited	Number of Students Participated	Number of Students Placed	Name of Organizations Visited	Number of Students Participated	Number of Students Placed
-	-	-	-	-	-

5.2.2 Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of Programme admitted to
2018-19	Dr. Vandita Raj Dr. Karishma Barrow Dr. Shreya Dr. Pranshu Mathur Dr. Ankit Mishra Dr. Neelisha Shukla Dr. Shreya V Mishra Dr. Roli Dureha	BDS	SDC	Saraswati Dental College, Lucknow	MDS
	Dr. Siddhrath Joel David Dr. Himanshi	BDS	SDC	Babu Banarasi Das University, Lucknow	MDS
	Dr. Waseem Khan	BDS	SDC	Rama Dental College , Kanpur	MDS
	Dr. Ishita Dubey	BDS	SDC	Subharti Dental College , Meerut	MDS
	Dr. Aliza Rizvi	BDS	SDC	Mullana Dental College, Mullana	MDS
	Dr. Swetank Srivastava Dr. PoojaYadav	BDS	SDC	Bharti Vidyapeeth Dental College and Hospital, Pune	MDS

5.2.3 Students qualifying in state/ national/ international level examinations during the year
   (eg: NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	No. of Students selected/ qualifying	Registration number/roll number for the exam
NET	-	-
SET	-	-
SLET	-	-
GATE	-	-
GMAT	-	-
CAT	-	-
GRE	-	-
TOFEL	-	-
Civil Services	-	-
State Government Services	-	-
Any Other (NEET MDS)	37	-

5.2.4 Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Participants
College Week • Sports Events • Cultural Events • Literary Events	Institutional Level	A total No. of 261 students received awards & certificates for their outstanding performance in various sports. cultural, literary event held during the College Week (2018-19) on 30th March, 2019

5.3 Student Participation and Activities						
5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)						
Year	Name of the award/ medal	National/ International	Sports	Cultural	Student ID number	Name of the student
-	-	-	-	-	-	-

5.3.2 Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

Students participate in the annual election process for student council to choose their representatives as follows:
- Raman House (Captain) : Mr. Shubham Sinha
- Chawla House (Captain) : Mr. Samudra
- Tagore House (Captain) : Miss. Shiksha Singh
- Krishnan House (Captain) : Miss. Samreen Fatima

LITERARY
- Secretaries: Mr. Vaibhav Malik & Miss. Tripti Rathore
- Jt. Secretaries: Miss. Poonam Shukla & Miss. Toshi Sharma

SPORTS
- Secretaries: Mr. Arjit Kumar & Miss. Ankusha Arora
- Jt. Secretaries: Mr. Saurabh Kr. Vishwakarma & Miss Ayushi Chauhan

CULTURAL
- Secretaries: Mr. Ankur Singh & Miss. Divya Tripathi
- Jt. Secretaries: Miss Sanjana Bhargava & Miss. Ritika Raj

MEDIA: Miss. Bunipriya Kashyap

Student Council representatives actively participate in various activities (academic and non-academic) throughout the year. Students are also involved in celebration of various days of National/International/ Institutional important. (available on Institutional website)
- National Festivals
- Birth/Death Anniversaries of important leaders
- International Women's Day
- International Yoga Day
- Teachers Day
- World Literacy Day
- World AIDS Day
- World Oral Health Day
- Oral Hygiene Day
- World Breast Feeding Day
- World No Tobacco Day
- National Orthodontics Day
- National Head & Neck Cancer Day
- International Day of Radiology
- International Oral & Maxillofacial Surgeons Day
  - Students also participated in Tree Plantation Drive, SDC Swatch Drive "Clean SDC, Green SDC", Annual Day (College Week), Sports Day etc.
  - Institute provides necessary support to the council members in organizing & coordinating the events. It encourages the students to develop their leadership skills through these activities. Student

members in this council can become real heroes and competent managers in future by learning all these skills.

- Students are also a part of committees concerning, Publicity, Alumni, Student & Patient Welfare, Grievances and Discipline, Environment & Bio-Safety, Library & Learning Resources, Internal & External Enhancement, Disaster Management, Hostel & Hospitality, Anti-Ragging & Placement & Guidance Committees etc.
- Exposure to functioning of these committees gives them an insight into the important issues and how to handle them.
- Students are also a part of IQAC and they provide their valuable inputs to other IQAC members from time to time.
- Institutional Extra-Curricular Activity Committee (IECAC) is in place to organize and monitor such inter or intra institutional activities generally held during the Institutional week. Some of these activities held in the institute are:
- Sports activities: Table tennis, Tennis, Carom, Basketball, Badminton, Football, Chess, Cricket, Volley ball, Throw ball, Tug of war, Track and field event etc.
- Cultural Activities: Singing (Solo, duet, group), Dancing (Solo, duet, group), Stand-up comedy, Jugal-bandi, Skit, One minute show, Fashion show etc.
- Literary activities: Debate (Hindi, English), Collage, Elocution – Hindi and English, T-shirt painting, Point-counter point, Tattoo making, Quiz, Pencil sketching, Mehendi, Hieroglyphics, Paper presentation, Frame a story, Just a minute, Flower arrangement, Ad Mad show, Rangoli etc.

5.4 Alumni Engagement

5.4.1 Whether the institution has registered Alumni Association? Yes/No, if yes give details (maximum 500 words):

Yes, the institution has a registered Alumni Association.

- Alumni association meets are organized to update the association members about latest facilities and courses in their alma mater.
- The institute also encourages alumni-student-faculty interactions. This helps in fostering bond with the alumni apart from providing exposure to the real professional world for young students.
- The alumni association has created a database where details of the alumni including their area of specialization, present place of employment, nature of employment, residence, contact numbers, and email IDs are available that can help the present students in contacting the alumni for the purpose of help and guidance required during the course as well as regarding job opportunities. The data base is regularly updated.
- The alumni are invited for the College Annual Function etc.
- Convocation was organized in recognition of 20 years of Excellence in Dental Education & Oral Health Care of the Institute on 14th November, 2018.
- Alumni feedback on course and curriculum assists to revise and develop existing content.
- The database also helps the institute and various departments in getting feedback about its alumni from the present employers through the Employer's Feedback Forms.
- These activities help in constantly improving and upgrading the academic program.

5.4.2 No. of registered enrolled Alumni:

1491

5.4.3 Alumni contribution during the year (in Rupees):

INR 114000.00

5.4.4 Meetings/activities organized by Alumni Association :

Bi-Annual Meetings were held during the year. Institutional Alumni Committee also organized a
Class Alumni Meet (2007-08) which was held on 1st September, 2018.

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 Institutional Vision and Leadership

6.1.1 Mention two practices of decentralization and participative management during the last year (maximum 500 words)

- This institution has a well-defined & functional mechanism for delegating authority and for providing operational autonomy to various functionaries to work towards decentralized governance system.
- The institute has organizational structure, and the governance is carried out as per the hierarchy. The management has well-defined vision and mission and the institute has a strategic plan to transform itself into a center of excellence. Decentralization and delegation of powers including financial aspects have been formalized and properly documented. The institute is following practices for performance appraisal, promotions, sponsorships, leaves, etc. for teaching and non-teaching staff. The institute has developed strategies for mobilization of funds, efficient utilization of resources, upgradation of infrastructure and the institute has IQAC and its contributions in the process of quality improvement are noticeable and further being strengthened. Policies and procedures for periodic review of administrative and academic departments are in place. The management and leadership are well focused on quality education, research, good academic performance, holistic development of students quality overall development & growth of patient care.
- The two main aspects showcasing practices of decentralization & participative management are:
  o Twenty three Institutional Committees performing various duties involving academic & non-academic aspects. All committees have adequate members (faculty & students) which meet regularly for related task. IQAC is the overall quality powerhouse of the Institute which ensures quality enhancement & sustenance.
  o A core team comprising of few HoD's and IQAC members was formed for organising the Convocation 2019. The core team further delegated the individual tasks to group of faculty & students for various aspects of the 'mega event'. The management was briefed by the core team from time to time for advice.

6.1.2 Does the institution have a Management Information System (MIS)?
Yes/No/Partial:

Yes, the Institution has a Partial Management Information System (www.sdcportal.com)

6.2   Strategy Development and Deployment

6.2.1 Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

❖ **Curriculum Development**
Curriculum Development is in accordance with the syllabus given by the Dental Council of India. Institution is not authorized to incorporate/amend the curriculum; however the institution does follow a systematic process in the design, development and revision of the curriculum annually or as needed; based on emerging trends and contemporary dental practices. Educational policies are discussed with the MC for improvement. The curriculum design and assessment patterns are also discussed with the University Board of Studies. These recommendations are forwarded to the Dental Council of India (DCI) and University as and when solicited. Any suggestions which are not in contravention to the DCI are incorporated in the syllabus after being duly approved by IEAC. A feedback chain system is followed in the process.

❖ **Teaching and Learning**
Great emphasis is given by the Institution to teaching and learning process. Enhancement in quality of teaching and learning is a continuous endeavor of the faculty, HoD's, Principal & Management.
Other than adopting all traditional and contemporary mode of teaching and learning, the institution believes in providing ICT/Net/web based e-learning/mobile app and other tech driven learning processes through adoption of modern technologies.
The quality upgradation is also driven and monitored by IQAC through the following:
- IQAC Calendar

- Academic calendar
- ICT enabled & Integrated teaching
- Problem based & Simulation teaching
- Departmental teaching plan
- Inter-departmental Meet & Clinico-pathological Meet
- Oral viva cards, OSPE / OSCE
- Journal club, Seminar, Case presentations, Group discussion & Case based discussions
- SOP's of various procedures and treatment plan & checklist
- Organizing various guest lecturers, CDE, conventions, conferences, FDP
- Mentor-Mentee Program
- Slow & fast learners (identification)
- Remedial Classes

❖ **Examination and Evaluation**

The institution lays huge emphasis on the process of evaluation & examination as it reveals the actual effects of teaching & learning endeavour. The Institute follows all guidelines of governing bodies the University & DCI. SDC has created a special committee IEAC (Institutional Examination and Academic Committee) to look into the concerned aspects holistically.

An examination manual called 'SEM' (SDC Examination Manual) has been prepared and implemented w.e.f 2015 which takes care of all aspects regarding the conduct of examinations.

The various notifications regarding examinations and results are displayed on Institutional & University Website.

We have also set up a clinical skill lab for evaluation of clinical skills. There is a system of end posting viva, Oral Viva Cards, OSCE, OSPE examination & MCQs and also double evaluation system all of which ensure a comprehensive evaluation of students by multiple faculty resulting in balanced and objective assessment of their performances.

❖ **Research and Development**

IRDC & IHEC supervise all research & development activities in the institution. IRDC & IHEC conduct their respective meetings annually to monitor quality research outcome(s). Guidelines laid down by IRDC are strictly followed. Lecturers on Research Methodology & Evidence Based Clinical Practice are further organized by the IRDC to inculcate a healthy research culture within the students and faculty. External resource persons are also invited for such programs. IRDC emphasizes on developing research acumen amongst the undergraduate students. Department of Periodontology has also started giving observational research projects at the undergraduate level. All the information regarding such activities is available on the Institutional website.

❖ **Library, ICT and Physical Infrastructure / Instrumentation**
- The Institution has a well-stocked library with all necessary means to provide the student & faculty with quality information.
- The library is automated (Library management Software, Barcode Generation, Cataloguing of books etc.).
- There is a separate area for U.G. students, P.G. Students & Faculty.
- A SDC library manual elaborates the rules and regulations for all users.
- The ICT room is equipped with computers and high speed Internet facility.
- There is a printing and scanning facility & a repository facility also.
- Users have easy access to e-resources (Books & Journals), e-dissertations & e-library dissertations.
- Library also provides the facility of book bank, reading room, newspaper area.
- Inter Institution library loaning facility also available.
- Improvement in the library facilities is incorporated through a robust feedback system.
- An ILLRC is in place to address all issues concerning the library.

❖	**Human Resource Management** The Institution has a dedicated HR department and great emphasis is laid on proper HR management through a well-defined HR policy. There is a transparent System of recruitment and working. Teaching and Non-teaching staff recruitment is based on merit and as per DCI, University guidelines & Institutional policy. Various welfare schemes have been promulgated by HR department such as PF, Health insurance, loan facility, concession in courses run by society to staff children, Grants and financial assistance for research work & attending conferences, leave & maternity leave, accommodation, subsidized medical & dental care etc. HR department also organizes various development programs for non-teaching staff. Based on the Annual Appraisal of the performance, HR department processes applications for the promotion.
❖	**Industry Interaction/Collaboration** Institute aims to create a learner-centric environment. This we strive to achieve through initiatives such as consulting assignment with the industry, student visits to national laboratories like CSIR-CDRI, CSIR-IITR, NBRI and collaboration with institutes like IIT, NBRI, SGPGI, KGMU, CSIR-CDRI etc. for their research projects. The MDS students regularly visit Sushrut Institute of Plastic Surgery Burns & Trauma and Lucknow Cancer Institute to widen their exposure and enhance their clinical skills. The Institute regularly organizes "CDE's" and Guest Lecturers where experts and eminent personalities from Pharmaceutical companies as well as other non-medical fields are invited to share their knowledge and experiences. Students are also encouraged to participate in conferences, workshops and beyond syllabus extracurricular activities organized in other institutions and universities in India and abroad.
❖	**Admission of Students** The admission to students in the college/branch is based upon merit in the National Eligibility cum Entrance Test (NEET). Candidates qualifying NEET can apply for state and for all India quota (15%). Based upon the merit, an all India merit list is generated which is also uploaded on the NEET website. Candidates who do not get a seat in all India quota can apply for state quota. Merit list of state is generated which is made available on the NEET website. Candidate needs to fill the online proforma and select the college/branch as per their choice. Based on the merit, college/branch wise list is formed and candidates get the required information regarding status of their choices. After allotment of the college/branch the candidate needs to approach the respective college for admission.
6.2.2	**Implementation of e-governance in areas of operations:**
❖	**Planning and Development** Careful Planning and sustained development are considered as integral tools crucial for overall growth of this institution. Hence, all possible e-tools are efficiently used for executing planning & implementation procedures from top Management to other Stakeholders. All the ideas, discussions and decision processes are steered through judicious use of e-mail, Whatsapp, internet, LAN network etc. (for knowledge sharing) and finalising outcomes. Prior to the process of NAAC accreditation and later till date all meetings are recorded, minuted, circulated and such processes are repeated till the decision making is completed. Further to this, all planning and development processes get more effective with feedback. Apart from manual feedback, the institution strives to get e-feedback also from all stakeholders. The IQAC lays huge stress on e-governance through its IT mechanism thereby strengthening the system.
❖	**Administration** The administration of this institution uses e-governance techniques efficiently. Notices, reports and minutes of meetings etc. are circulated on LAN of SDC. The e-mail & whatsapp groups are used for knowledge & information sharing. The SDC portal (edufruit) is used for information sharing between faculty & students. The e-groups for mentor-mentee & slow fast learners and for remedial classes use information and guidance from faculty for improvements. The e-feedback system also aids in analysis and corrective action on priority/as required basis. The IT infrastructure in this institution allows maximum use of computers, projectors and other modern hardware & software's, for use in teaching, learning and evaluation methods. The finance, purchase & maintenance and other aspects of managerial activities, all utilize various ICT tools & applications to efficiently administer respective work.

❖	**Finance and Accounts** The Institute has a Chief Finance Officer/Charter Accountant who keeps track of all income and expenses. The Institute uses the Tally ERP software for e-governance for transparent functioning of Finance and Accounts department. The account department is responsible for receiving student fees & disbursements of funds under various heads as and when required. The annual record of audit & balance sheet is properly maintained in excel (software) and can be retrieved from the account database system. All the relevant accounting records are maintained and kept safely. The Institutional Finance Committee looks into all issues related to resource management. The committee meets at regular intervals to coordinate finance related requirements and issues.
❖	**Student Admission and Support** The institute encourages students to join by sending them mailers & publicity through its website and social media. Transparency is maintained in the admission process through the conduct of NEET BDS/MDS examination for both the BDS & MDS programs. Admission Office meticulously maintains and updates all students related data in soft copy. Student's attendance is also maintained in software at principal office. As the students come from diverse backgrounds, social strata and cultures, some of them are found eligible for free scholarships as per govt rules. The institute supports the students throughout the course duration by grooming them with certain knowledge and aptitude including soft skills thereby supporting them financially for projects, paper publications and also for their participation in various sports and cultural activities. They are also guided for their future prospects and options through the Placement & Guidance cell and through employment & deployment board.
❖	**Examination** The Institute has a SDC Examination Manual (SEM) for examination. It describes various rules and regulation of the smooth and proper conduct of entire examination process. It does instruct to take cognizance of examination malpractices by students. It also guides the staff on duty about how to proceed if any such situation arises. Information regarding the examination and results are available on Institutional website. This information is also circulated by the mentor on Mentor-Mentee Whatsapp group. The Institute is also known for conducting all examination in proper & efficient manner.

6.3 Faculty Empowerment Strategies

6.3.1 Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
2018-19	Dr. R. S Bedi Dr. Praveen S. Samanth Dr. Anil Singh Dr. Somya Navit Dr. Anshul Sharma	ADI Global Conclave 6th to 8th October, 2018, Lucknow	Academy of Dentistry International	1 Lac

6.3.2 Number of professional development / administrative training programmes organized by the Institutional for teaching and non-teaching staff during the year

Teaching Staff		
Programmes/Activities	Date	No. of Participants
Medico-Legal Awareness	30th November, 2019	21
Innovations in Teaching & Learning	23rd January, 2019	44
Financial Management	29th January, 2019	18
Non-Teaching Staff		
Programmes/Activities	Date	No. of Participants
Maintenance of Oral Hygiene	1st August, 2018	22
Bio-medical Waste	15th Setember,2018	53
Hand Hygiene and steps of hand washing	16th March, 2019	52

6.3.3 No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	Date and Duration (from – to)
Conference course, U.P Dental Show, 2018	1	4th – 5th Aug, 2018
Workshop on Implantology Surgery and Prosthetic Procedure with Hands-on on Patient (Module I)	3	1st – 3rd Feb, 2019
Workshop on Implantology Surgery and Prosthetic Procedure with Hands-on on Patient (Module II)	3	5th – 7th Apr, 2019
Revised Basic Course work Shop in Medical Education Technology	1	1st – 3rd Aug, 2018
Sensitization workshop on Attitude and Communication Module	1	04th Aug, 2018
Sample Size Estimation: Concept and Application in Health Research	1	12th – 15th Sept, 2018
Sensitization Workshop on International Classification of Diseases	1	27th Sept, 2018
Post Graduate Diploma in Clinical Research	1	Completed in 5th May, 2018
Post Graduate Diploma in Pharmacovigilance and Clinical Data Management	1	Completed in 5th May, 2018
Post Graduate Diploma in Quality Management of Hospital and Healthcare Organization	2	Completed in 5th May, 2018
Pre Accreditation Entry Level for Hospital and SHLO Certification programme, National Accreditation Board for Hospital and healthcare provider	1	12th May, 2018
1st Degree course, Usui Reiki System of Natural Healing	1	23rd July, 2018 – 1st Aug, 2018
NLP Practitioner Program, International NLP Practitioner Certificate	1	25th Aug, 2018 – 29th Aug, 2018
Provocative Simulation	1	25th Aug, 2018 – 29th Aug, 2018
Tobacco Control and Cessation Specialist, Indian Dental Association	1	Valid for July 2018 – June 2019
Advance Implantology Course Alpha Bio, Israel	1	13th May, 2018
Advance Implantology Course Alpha Bio, Tel Aviv University, School of Dental Medicine	1	14th May, 2018
Conference Course on Orientation to Cleft Orthodontics	1	7th – 10th Feb, 2019
ODS Aligners Certificate Course	1	28th March, 2019
Pre-Conference Course on Implants and Photography, SAAPD	2	4th – 6th May, 2018
Pre-Conference Course on Microscopic Endodontic in Children	1	4th – 6th May, 2018
Myofacial Orthodontics, ADI Global Conclave	1	4th October, 2018
Straight Wire Orthodontics, ADI Global	1	5th October, 2018

Conclave		
Zirconia Implants, ADI Global Conclave	1	6th – 8th October, 2018
Complete Implant Prosthodontics	1	11th – 13th May, 2018
CBCT in Implant Planning	1	14th – 15th Sept, 2018
Grafting in Implantology	1	7th – 9th Dec, 2018
Workshop on Implantology Surgical and Prosthetic Procedure	1	1st – 3rd Feb, 2019

6.3.4 Faculty and Staff recruitment (no. for permanent/fulltime recruitment):

Teaching		Non-teaching	
Permanent	Fulltime	Permanent	Fulltime/temporary
15		20	

6.3.5 Welfare schemes for

Teaching Faculty

- Loan facility
- Grants and financial assistance for research work & attending conferences
- Medical, Duty & Earned Leave
- Maternity leave for female employees as per policy
- Free accommodation for employees
- Concessional/subsidized medical and dental care for self & family
- Sabbatical and study leave for higher studies, research work etc.
- Staff farewell
- Recognition and Awards for overall performance
- Financial, administrative, logistical help for faulty compassionate grounds

Students

- Student's Council and its Sub-Committees in collaboration with IECAC coordinate intra & inter-institutional curricular and co-curricular activities of the students.
- ISPWC: Student representatives ensure that issues concerning academic, social and personal welfare of the students are well represented and taken up.
- IARC: Student representatives help to prevent any incident of ragging within as well as outside the campus of the Institute. It also helps in maintaining the general discipline in the Institute.
- IHHC: Student representatives help in ensuring smooth functioning of hostels, mess and the welfare of hostel inmates. Committee also ensures maintenance of general discipline, neatness, and hygiene within the hostels.
- ILLRC: Student representatives give useful inputs regarding upgradation and use of library resources for overall professional & personal development of the students.
- Institute encourages students participation in various Local, State, National and International level academic activities/conferences as well as co-curricular competitions.
- Students participating in various extra-curricular activities are given the following support and facilities:
  o Sponsoring registration fee.
  o Facilitating concessional travel grants.
  o Providing sports equipment and kit.
  o Transport facility and other logistic support for participation.
  o Special leaves and attendance considerations.
  o Flexibility in internal assessment examinations (if required within permissible limits).
  o Weightage in internal assessment for prize winners.
  o Awards and certificates of appreciation to deserving students in various events.
  o Special care is taken to provide nutritious balanced diet.
  o All award winners are recognized by the Institute during the 'College Week' celebrations. Their achievements are also awarded and published.

Non-teaching Staff
• Contributory Provident Fund
• Loan facility
• Medical, Duty & Earned Leave
• Maternity leave for female employees as per policy
• Free accommodation for employees
• Concessional/subsidized medical and dental care for self & family
• Staff farewell
• Recognition and Awards for overall performance
• Financial, administrative, logistical help for faulty compassionate grounds

6.4   Financial Management and Resource Mobilization

6.4.1 Institution conducts internal and external financial audits regularly
(with in 100 words each)

The Institute has a Chief Finance Officer/Charter Accountant who keeps track of all income and expenses.. Monitoring the effectiveness and efficient use of financial resources is done by the Institutional Finance Committee (IFC). The IFC of the institution meets at least twice in a year and as and when required to deliberate upon the financial planning and resource allocation of the institution. The annual budget of the revenue expenditure and the capital expenditure are reviewed by IFC and finally approved by the MC. There is a regular monthly internal audit for monitoring effective and efficient use of financial resources in addition to the annual audit. Internal audit is done by the Director, Finance under the guidance of the Chairman. Audited report is then submitted to the Chairman and IFC for approval. External audit is done by Chief Finance Officer/Charter Accountant of the Institute.

6.4.2 Funds / Grants received from management, non-government bodies, individuals,
philanthropies during the year (not covered in Criterion III)

Name of the non-government funding agencies/ individuals	Funds/ Grants received in Rs.	Purpose
-	-	-

6.4.2 Total corpus fund generated : 1983.46 (Approx. in Lakhs)

6.5 Internal Quality Assurance System

6.5.1 Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	-	-	Yes	Institutional Examination & Academic Committee (IEAC)
Administrative	-	-	Yes	Management Committee (MC) Institutional Enhancement Committee (IEC)

6.5.2 Activities and support from the Parent – Teacher Association (at least three)
- Regular interaction of the Parents with the principal/vice-principal on overall performance of their wards.
- Institution takes proactive feedback from the parents and works on their suggestions for further improvement.
- Parents are requested to attend important events and special functions at the Institute.

6.5.3 Development programmes for support staff (at least three)

Programmes/Activities	Date	No. of Participants
Maintenance of Oral Hygiene	1st August, 2018	22
Bio-medical Waste	15th September,2018	53
Hand Hygiene and Steps of Hand Washing	16th March, 2019	52

6.5.4 Post Accreditation initiative(s) (mention at least three)	
6.5.5	
a. Submission of Data for AISHE portal	Yes
b. Participation in NIRF	No
c. ISO Certification	Yes (Pre-accreditation)
d. NBA or any other quality audit	Internal Quality Audit
e. Submission of AQAR to NAAC	Annually

6.5.6 Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting activity	Duration (from--to--)	Number of participants
2019	Preparation and promulgation of IQAC Calendar	Annual Calendar Notice circulated on 7th January, 2019 (Jan 2019-Dec 2019) Available on Institutional website	Jan 2019 – Dec 2019	All stakeholders (Faculty, Staff, Students, Patients, Parents)
2018-19	Celebration of various Days of National/International Importance	Annual Notice circulated on 14th May, 2018 (June 2018-May 2019) Available on Institutional website	June 2018 – May 2019	All stakeholders
2019	Committee Oriented Program/Activity	Annual Notice circulated on 7th January, 2019 (Jan 2019-Dec 2019)	Jan 2019 – Dec 2019	All stakeholders
2019	Department Documentation Inspection	Bi-annually 23rd-27th September 2018 & 7th-11th January, 2019	23rd – 27th September 2018 & 7th – 11th January, 2019	All Departments
2019	Certificate of Excellence to the Best IQAC Policy & Quality Compliance Department	Annual 28th March, 2019	Apr 2018 – Mar 2019	Department of Oral Medicine & Radiology
2018	Creation of Department of Continuing Dental Education (DCDE)	3rd October, 2018	-	All Faculty, Staff & Students
2018-19	Conducting CDE/Seminars/webinars/workshops	Various Programs were organized. Available on Institutional website	1st April, 2018 – 31st March 2019	All Faculty, Staff & Students
2018-19	Conducting various awareness and development programs for faculty, students and non-teaching staff	Various Programs were organized. Available on Institutional website.	1st April, 2018 – 31st March 2019	All stakeholders
2018-19	Awards & felicitation of achievers in academic & administrative fields	Annual 26 January, 2019	26th Jan 2018 – 25th Jan 2019	21 (Faculty & Staff)

2018-19	Awards & felicitation of achievers in sports, literary and cultural activities	Annual 30th March, 2019 Available on Institutional website	26th Jan 2018 – 25th Jan 2019	295 (Faculty & Students)
	Felicitation of faculty, students & staff involved in the process of NAAC	26th January, 2019	Jan 2014 – Jan 2019	97 (Faculty, Students & Staff)
2018-19	Establishing new MOU's/collaborations with reputed organizations/institutions • Lucknow Cancer Institute • CSIR-CDRI, Lucknow	30th March, 2019	- Valid from 30 March, 2019 till 30 March, 2024	All stakeholders
2018-19	Identifying IQAC Departmental Nodal Person for collaboration /communication with IQAC	8th March, 2019	8th March, 2018 – 31st March, 2019	All stakeholders
2018-19	Preparation & submission of Institutional AQAR 2018-19 to NAAC	Annual 18 May, 2019 Available on Institutional website	01 April, 2018 – 31 March, 2019	SDC & SHRC

CRITERION VII –INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 Institutional Values and Social Responsibilities

7.1.1 Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period (from-to)	Participants	
		Female	Male
International Women's Day	8th March, 2019	53	09
Breast Feeding Week	1st – 7th August, 2018	113	18
Gender Equality Day	25th August, 2018	223	57

7.1.2 Environmental Consciousness and Sustainability/Alternate Energy initiatives such as: Percentage of power requirement of the Institutional met by the renewable energy sources

7.1.3 Differently-abled (Divyangjan) friendliness

Items Facilities	Yes/No	No. of Beneficiaries
Physical facilities	Yes	All the differently-abled persons visiting the SDC&H utilize these facilities. Separate entry & exit facility is created for such individuals and are also given treatment on priority. Such patients are managed and treated in OMFS & SUALA. Signages are placed at various strategic locations within the campus & hospital premises.
Provision for lift	Yes	
Ramp/ Rails	Yes	
Braille Software/facilities	-	
Rest Rooms	-	
Scribes for examination	-	
Special skill development for differently abled students	-	
Any other similar facility	SUALA (Multi-speciality Air-Conditioned Clinic)	

7.1.4 Inclusion and Situatedness

Enlist most important initiatives taken to address locational advantages and disadvantages during the year

Year	Number of initiatives to address locational advantages and disadvantages	Number of initiatives taken to engage with and contribute to local community	Date and duration of the initiative	Name of the initiative	Issues addressed	Number of participating students and staff
2018-19	04	81	Throughout the year	Being closer to National Highway and close proximity to various educational Institutions provides an opportunity to enter into MoUs with Institutions of National repute	Research & Consultancy opportunity for faculty and students.	58
				Regular visits by team of doctors from the college to various educational institutes	To expose the students & faculty to the oral health	127

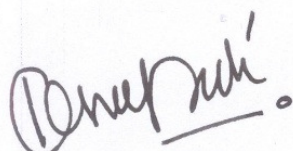|				and corporate establishments	needs of the population around the institution, and to educate the employees on oral health needs and facilities available in the Institution	
				Being located in semi-urban area provides an opportunity to engage with rural population in nearby villages. Hence, the institute has followed the policy of adoption of the nearby villages to benefit the masses.	To give the students & faculty an experience of interacting with diverse sections of the society and to gain first-hand-exposure to the oral health needs of the population around the institution, and also to increase the patient base.	183
				Being closer to National Highway and proximity to various Healthcare Institutions, the college has advantage in conducting CDEs, webinars, hands-on, workshops etc with greater participation of faculty and students	To enhance the knowledge base and clinical skills of faculty, students and staff	

7.1.5 Human Values and Professional Ethics

Code of conduct (handbooks) for various stakeholders

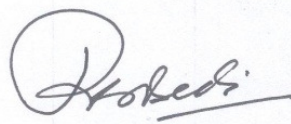| Title	Date of Publication	Follow up (maximum 100 words each)
Code of Ethics & Conduct	3rd October, 2018 Available on college website	The SDC Code of Ethics & Conduct Handbook is prepared as per the guidelines laid down by the DCI & Dr. R M L Avadh University on ethics and conduct of dentists. The document has eight chapters and gives a detailed idea regarding the rules, regulations and general ethical practices to be adhered by the students and faculty at this Institute. The document also outlines aspects concerning unethical acts,

		punishments and disciplinary actions.

7.1.6 Activities conducted for promotion of universal Values and Ethics

Activity	Duration (from-------to-------)	Number of participants
Celebration of • Various National Festivals • Birth/Death Anniversaries of important leaders • International Women's Day • International Yoga Day • Teachers Day • World Literacy Day • World AIDS Day • World Oral Health Day • Oral Hygiene Day • World Breast Feeding Day • World No Tobacco Day • National Orthodontics Day • National Head & Neck Cancer Day • International Day of Radiology • International Oral & Maxillofacial Surgeons Day • Tree Plantation Drive • SDC Swatch Drive "Clean SDC-Green SDC",	As per Academic, IQAC Calendar & days to be celebrated of National/International/Institutional Importance (Available on Institutional website)	Various faculty members, students and staff participated in such activities throughout the year

7.1.7 Initiatives taken by the institution to make the campus eco-friendly (at least five)

- Tree Plantation drives are conducted annually inside and outside the college premises by Institutional Environmental & Bio-Safety Committee on 6th August, 2018
- Plantation of Medicinal plants at Medicinal Garden.
- Plantation of seasonal plants.
- Utilization of water harvested from rains and AC devices for irrigation purposes.
- Minimal utilization of plastic products to make the campus *plastic free*.
- Dustbins are placed at numerous key locations to ensure neat & clean environment in the campus.
- Eco-friendly signages at strategic locations.
- Bio waste management policy is strictly abided by all the departments by latest guidelines.
- "Save Paper Policy" for minimising the use of paper for dissemination of various circulars and information by using IQAC and other Institutional whatsapp group.

7.2 Best Practices

Describe at least two institutional best practices
Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

First Best Practice : Inculcating Moral & Ethical Values in the students
Second Best Practice : Quality Patient Care and Welfare
Weblink: http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_aqar_weblink_201819.pdf

7.3 Institutional Distinctiveness

Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust
Provide the web link of the institution in not more than 500 words
Weblink: http://www.sdclucknow.com/doc_file_uploads/saraswati_dental_aqar_weblink_201819.pdf

8. **Future Plans of action for next academic year**

- To implement the New Work Schedule with an aim to enhance operational, administrative and academic efficiency of the Institute.
- To conduct extensions programs in order to enhance outreach activities
- To establish International/National MOU's for professional collaboration with reputed institutes & organizations.
- To train the faculty and staff on managerial skills and personality development traits.
- To add new facet of facial aesthetic procedure in '*Facial Rejuvenation Clinic'* in the department of Oral & Maxillofacial Surgery.
- To initiate Ph.D programs
- To implement new DCI guidelines for MDS examination.
- To upgrade the following:
  - Internet band width from 2 mbps to 10 mbps
  - Lecture theatres
  - Hostel facilities
  - Gym & recreational facilities
  - Dental chairs
  - Radio-diagnostic equipment
  - SHRC to render specialized services
  - Preclinical Prosthetic Laboratory

Prof. (Dr.) Kunal Sah
Director/Coordinator IQAC
Saraswati Dental College, Lucknow

Prof. (Dr.) R. S. Bedi
Chairman, IQAC
Saraswati Dental College, Lucknow

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LIST OF ABBREVIATIONS

Abbreviation	Expanded Form
AISHE	All India Survey on Higher Education
AJOHAS	Asian Journal of Oral Health & Allied Sciences
AQAR	Annual Quality Assurance Report
ATM	Automated Teller Machine
ATR	Action Taken Report
AYUSH	Ayurveda, Yoga, Unani, Siddha and Homoeopathy
BDS	Bachelor of Dental Surgery
BOS	Board of Studies
CCTV	Closed-Circuit Television
CDE	Continuing Dental Education
CDRI	Central Drug Research Institute
CSIR	Council of Scientific & Industrial Research
CFL	Compact Fluorescent Lamps
DCI	Dental Council of India
DCDE	Department of Continuing Dental Education
DSIR	Department of Scientific & Industrial Research
EC	Executive Committee
HoD	Head of the Department
HRD	Human Resource Department
IAAC	Institutional Alumni Association Committee
IAC	Institutional Admission Committee
IARC	Institutional Anti-Ragging Committee
ICT	Information and Communication Technology
IEAC	Institutional Examination & Academic Committee
IEBC	Institutional Environment & Bio-safety Committee
IEC	Institutional Enhancement (Internal & External) Committee
IECAC	Institutional Extra-Curricular Activity Committee
IGDC	Institutional Grievance & Disciplinary Committee
IHC	Immunohistochemistry
IHEC	Institutional Human Ethics Committee
IHHC	Institutional Hostel & Hospitality Committee
ILLRC	Institutional Library & Learning Resource Committee
IPD	Inpatient Department
IPGC	Institutional Placement & Guidance Cell
IPMC	Institutional Purchase and Maintenance Committee
IQAC	Internal Quality Assurance Committee
IRDC	Institutional Research & Development Committee
ISPWC	Institutional Student & Patient Welfare Committee
KGMU	King George's Medical University

LAN	Local Area Network
LED	Light Emitting Diode
MC	Management Committee
MCQ	Multiple Choice Questions
MDS	Master of Dental Surgery
MoM	Minutes of Meeting
MoU	Memorandum of Understanding
NAAC	National Assessment and Accreditation Council
NEET	National Eligibility and Entrance Test
NWS	New Work Schedule
OPD	Out Patient Department
OMFS	Oral & Maxillofacial Surgery
OSCE	Objective Structured Clinical Examination
OSPE	Objective Structured Practical Examination
PG	Post Graduate
PHD	Department of Public Health Dentistry
PLIS	Performance Linked Incentive Scheme
PWHA	Patient Welfare and Hospitality Assistant
PWO	Patient Welfare Officer
RCT	Root Canal Treatment
RML	Ram Manohar Lohia
SDC	Saraswati Dental College
SGPGI	Sanjay Gandhi Post Graduate Institute of Medical Sciences
SHRC	Saraswati Hospital and Research Center
SIRO	Scientific & Industrial Research Organization
SOP	Standard Operating Procedure
SSS	Student Satisfaction Survey
SUALA	Saraswati Unicorn Advanced Laser Academy
TDS	Tax Deducted at Source
UG	Under Graduate
UGC	University Grants Commission

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ACADEMIC CALENDAR

SARASWATI DENTAL COLLEGE AND HOSPITAL, LUCKNOW
ACADEMIC CALENDAR (JULY 2018- JULY 2019)

S.No.	Date	Description
1	2nd July 2018 (Mon)	College Reopens after Summer vacation
2	15th August 2018 (Wednesday)	Independence Day (Flag Hoisting Ceremony) Mandatory for all the staff member & students to attend
3	22nd Aug.'18 (Wednesday)	Id-Ul-Zuha*
4	26th August 2018 (Sunday)	Raksha Bandhan
5	31st August 2018 (Friday)**	Reporting of New 1st Year (Batch 2018-19)
6	As per Neet Counseling schedule	BDS 2018-19 batch Orientation Program along with the Parents
7	As Per University Schedule	Final Professional & Supplementary Examinations for all BDS Ist year (2017-18), IInd Year (2016-17) & IIIrd year (2014-15) Batches to be conducted by the Faizabad University
8	2nd Oct. 2018 (Tuesday)	Gandhi jayanti/Shastri Jayanti
9	19th Oct. 2018 (Friday)	Vijaya Dashmi (Dushehra) holiday
10	4th Nov. (Sunday) to 8th Nov 2018 (Thursday)	Deepawali, Goverdhan Puja & Bhaiya Dooj
11	23th Nov. 2018 (Friday)	Guru Nanak Dev Jee's Birthday
12	To be submitted on or before 8th Nov. 2018	Thesis Performa (MDS 2018-19 Batch) for evaluation by IRDC/IHEC/IAEC
13	14th Nov. 2018 (Wednesday)	Founder Day Celebration /Convocation
14	22nd & 23rd Nov. 2018	Institutional Research & Development Committee (IRDC) /IHEC/IAEC Meeting
15	To be submitted on or before 4th Dec. 2018	Main Thesis (MDS Final Year Exam Going) (2016-17 Batch)
16	25th Dec. 2018(Tuesday)	Christmas
17	26th Jan. 2019 (Saturday)	Republic Day (Flag Hoisting Ceremony) Mandatory for all the staff member & students to attend IInd Internal Assessment Examinations for BDS-III(2015-16)
18	1st Week of Feb. 2019 (Date to be deside letter)	Ist Internal Assessment Examinations for All the MDS Batches & BDS-I (2018-19), BDS II (2017-18), BDS-III (2016-17) & BDS-IV(2014-15)
19	As per University Exam Schedule	Preparatory Leave of BDS-III(2015-16)
20	4th March 2019 (Monday)	Maha Shivratri
21	5th March 2019	Summer Uniform
22	18th March to 23 March' 2019 (21st March)	Holika Dahan and Holi-Celebration
23	As per University Schedule	Final Professional & Supplementary Examination
24	2nd May 2019 (Wednesday)	Commencement of MDS New Batch Introductory Session for New MDS Batch (Session 18-19)
25	To be Submitted on or before 15th May 2019	Library Dissertation (MDS-II Year) Batch 2017-18 (End of 1st Year)
26	15th May 2019 to 30th June 2019	Summer Vacation (Only for Students)
27	As Per University Schedule	BDS/MDS Annual Examination to be Conducted by the University, Faizabad (U.P.)
28	1st Week of July. 2019 (Date to be decide letter)	IInd Internal Assessment Examinations BDS-I (2018-19), BDS II (2017-18), BDS-III (2016-17) & BDS-IV(2014-15)

* Subject to sight of the moon
# Liable to change as per University Schedule
** Liable to change as per Govt. decision

Internal Assessment shall be calculated on the basis of following:-

1. Written classes tests should be held regularly at the end of each topic covered in theory classes. The marks obtained by the student in these class tests will also be counted towards computation of internal assessment.
2. End Posting Viva/Clinical exam conducted in every clinical department
3. Discipline and obedience shown by the candidate during the academic session.
4. Attendance and behavior of the student during practical, clinical and theory classes.
5. Marks obtained by the students during these assessment tests should reach the principal's office within one week of end of clinical posting.
6. Date for fresher party for BDS Ist year (2018-19) will be decided letter.

(Dr. R. S. Bedi)
Principal

Saraswati Dental College

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