



SRI VENKATESHWARAA DENTAL COLLEGE

(Recognized by Dental Council of India - Affiliated to Pondicherry University)

No.13-A, Pandy-Villupuram Main Road, Ariyur, Puducherry-605 102. Tel : 0413-2644405

Telefax : 0413-2644406, E-mail : svdc@svmcpondy.com

Standard Operating Procedure

Internal Quality Assurance Cell (IQAC)

The Primary AIM of IQAC

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

IQAC Mechanisms

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The Credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and service;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Function expected of IQAC are:

- a) Development and application of quality benchmarks
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions expected of IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner - centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional process;



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- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR)

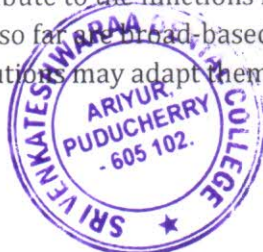
Composition of the IQAC

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers / Industrialists /Stakeholders
7. One of the senior teachers as the coordinator/ Director of the IQAC

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every year. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Report are to be documented with official signatures and maintained electronically in a retrievable format.

While selecting these members several precautions need to be taken.

- It is advisable to choose persons from various backgrounds who have earned respect from integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should know for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.
- The coordinator of the IQAC will have a major role in implementation these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.



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