

## A Report on Academic & Administrative Audit AY 2020-21

The IQAC conducted the annual academic & administrative audit online. A questionnaire was created through Google Form and the link was circulated among the academic & administrative heads of the college. Following is the analysis of the academic & administrative audit.

### Academic Audit

1. The college identified slow learners & advanced learners based on their 1<sup>st</sup>-year mark & their performance in various co-curricular and extracurricular activities.
2. The learning levels of the students are evaluated based on the performance of the students in the internal assessment, such as unit tests, online practice tests, and the end of the year professional examination.
3. It was reported that 10 alumni were invited to give talks to the students online.
4. Three MOUs were signed to conduct internship and placement activities with the hospitals & clinics during 2019-20.
5. Five faculty development programs were conducted in the college in 2019-20 on various topics, such as the effectiveness of online teaching & learning, Role of dental college in developing community awareness during COVID-19, Developing effectiveness of peer review process, and Role of IQAC in the quality assurance process of the college.
6. The annual teacher & staff appraisal report was completed by the office of the principal & the feedback was given to the faculty & staff based on their report. The confidentiality was maintained.
7. It was reported the average research output of the college during the COVID-19 period has been increased. The coordinator research conducted an online workshop on the topic, "**How to publish good research paper**" This was attended by all faculty.
8. Approximately 80% of faculty participated in more than two online faculty development programs conducted by other dental institutes during the lockdown period.
9. The internship coordinator reported that approximately 80% of final year students completed their internship in the hospitals & clinics abiding by the COVID-19 restriction.
10. The Action taken report concerning the students feedback

## **Administrative Audit**

1. It was reported that 30% of students staying in the college hostel were not happy with the hostel facilities & services. Therefore the wardens were given the following instruction to improve the standards of hostel facilities and services.
  - A. Weekly city tour for the students to relax them from their tough academic life.
  - B. The old furniture need to be replaced with the new furniture
  - C. The study table & chairs need to be ergonomic
  - D. The hostel wardens need to address the grievances of the students at the earliest possible.
  - E. The quality of food items of the hostel needs to be supervised by a committee.
2. It was reported that the feedback collected from the staff members shows that the staff appraisal was not discussed with them by their HOD. The principal put strict instruction to all HODS to discuss the appraisal with the staff members individually.
3. The coordinator information communication technology was requested to verify the ICT arrangements such as internet connectivity, speed of wi-fi, proper arrangement of all systems in the lab within 10 days before the offline class is started.