



ACADEMIC AUDIT PROFORMA (2024-25)

Academic Session: 2023-24

Institution Name: ESIC DENTAL COLLEGE & HOSPITAL. SECTOR-15. ROHINI.

Date of Audit:.....

Members of the Academic Audit Committee:

- | | |
|-------------|------------|
| (i) | (ii) |
| (iii) | (iv) |
| (v) | (vi) |

A. Institute Information			
Name of the Institution	:	ESIC DENTAL COLLEGE & HOSPITAL	
Name of the Director/Principal	:	DR. NAGARAJ M.	
Address	:	SECTOR-15. ROHINI. DELHI-89	
	Mobile No. (Director/Principal)	:	9902677806
	Telephone No. (Institution)	:	011-27553099
	Email ID	:	deandc-roh.dl@esic.nic.in
	Institution website URL	:	https://dcdelhi.esic.gov.in/ Kindly note that Mandatory disclosures are uploaded under heading "Announcement" "Circulars/orders" → institute website

B. Details of Academic Programmes								
(a)	Academic Programmes							
	S. No.	Programme	Start Year	Regulatory Body	Sanctioned Intake in the Assessment Year			Total Students (for all years)
					1 st Shift	2 nd Shift	Total	
	1.	BDS	2010	DCI	NA	NA	62	226
	2.							
	3.							
	4.							
	5.							
	6.							
	7.							
8.								
9.								
(b)	Programme-wise list of faculty for the assessment year (to be uploaded under mandatory disclosures). Annexure 1							
(c)	Programme-wise Class-wise Time Table for the assessment year (to be uploaded under mandatory disclosures). Annexure 2							

1. Status of Accreditation			
1(a)	Applicability of Accreditation:		
	NBA Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NAAC Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
	NBA and NAAC	:	<input type="checkbox"/> Yes <input type="checkbox"/> No
1(b)	Status of Accreditation		
	NBA (Out of 25 scaled to 50, if only NBA accreditation applicable)	:	
	NAAC (Out of 25 scaled to 50, if only NAAC accreditation is applicable)	:	
	NBA and NAAC (Out of 50, if both NAAC & NBA accreditation are applicable and marks would be awarded as per availability of accreditations, out of total of '25' marks each for NBA and NAAC)	:	
			Marks (Max. Marks: 50)

2. Status of Teachers' Availability								
As per statutory body (UGC, AICTE, BCI, NCTE, COA, RCI, NMC, AYUSH, etc.) norms or to be assessed for UG as 1:20, PG as 1:15.								
2(a)	Total No. of Students							
	In UG	:	226					
	In PG	:						
2(b)	Number of Regular* Teachers							
	In UG	:	80					
	In PG	:						
	In UG and PG	:						
	Total	:	80					
	Teachers' Ratio							
	S. No.	Programme(s) and duration (in Years)	Sanctioned Intake x duration of the programme = total students (a)	No. of Required Teachers (b)	No. of Regular* Teachers Available			Student-Teacher Ratio (a/(c+d))
					Assistant Professor (Jr. Faculty) (c)	Associate Professor + Professors (Sr. Faculty) (d)	Cadre Ratio (d:c)	
	1.	BDS (Four years)	248	79	44	36	36/44 =0.82	248/80=3.1
	2.							
	3.							
	4.							
	5.							
	Total							
						Marks (Max. Marks: 115)		
<p>*Teacher who stayed for 90% of the time in a year.</p> <p>Marks be awarded proportionate to the status of the faculty, for Required vs. Available.</p> <p>Visiting / Adjunct Faculty shall be counted as per the norms.</p> <p>List of faculty should be uploaded on website under mandatory disclosures.</p> <p>If Student-Teacher Ratio is as per statutory body, Give full 65 marks, else give proportionate marks and if less than 50% give 0 marks.</p> <p>If cadre ratio is as per statutory body, give full 50 marks, else give proportionate marks.</p>								

3. Quality of Teachers and Teaching				
		No.	Details	Marks
3(a)	No. of teachers with Ph. D. (awarded)		NA. The highest degree recommended by our statutory body (DCI) is MDS. Total faculty with MDS qualification is 30 and MD/MS qualification is 18	
3(b)	No. of publications only in WoS/SCOPUS/PuBMed (UGC CARE Category-II) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P1		Annexure 3 a	
	No. of publications only in UGC-CARE (Category-I) listed journals in the assessment year (List to be uploaded under mandatory disclosures) P2			
	No. of publications only in any referred journal other than the above indexing above (with ISSN No.) in the assessment year (List to be uploaded under mandatory disclosures) P3			
3(c)	(i) No. of publications in conferences in the assessment year (List to be uploaded under mandatory disclosures)			
	• Indexed by WoS/SCOPUS			
	• With ISBN Number			
	• Any other			
	No of Patents Published/Granted			
3(d)	No. of Books Authored/ Edited Books / Book Chapters published with ISBN (List to be uploaded under mandatory disclosures)		Annexure 3 b	
3(e)	Course/teaching plan with details of number of lectures on each unit of curriculum, in the assessment year		Annexure attached (Annexure No.2,4)	
3(f)	No. of courses on Learning Management System (LMS) Software other than youtube, ppt, etc. (List to be uploaded under mandatory disclosures)			
3(g)	Classrooms available with mounted projectors and ICT facilities (Geo tagged photos should be uploaded and available under mandatory disclosures)		Geotagged photos attached (Annexure 5)	
3(h)	Percentage of teachers using ICT for teaching (having PPTs, Videos, etc.)	100%	All the teachers use PPT's, Videos etc.	
				Marks (Maximum Marks: 100)
	List of Total number of publications for the assessment year to be uploaded at the Website under mandatory disclosures			

4. Institutional Support for Faculty Development			
		Details	Marks
4(a)	Documentary evidence of awards like best teacher/best researcher with implementation, etc. (Upload report)	: Annexure attached(Annexure No.6)	
4(b)	Documentary evidence of mechanism and its utilisation for grant of study leave to teachers with full pay for faculty to pursue higher studies at other institutions (Upload report with List)	: Annexure attached(Annexure No. 7)	
4(c)	Documentary evidence of grant of funds to teachers to attend conferences, or seminars, or FDP, or workshops, etc. including registration fee, TA/DA, and grant of special casual leave or duty leave for this purpose (Upload report with List)	: Annexure attached(Annexure No.8)	
4(d)	Individual computing facilities with Internet provided to teachers	: Yes	
		Marks (Maximum Marks: 40)	

5. Framework for Students' Grievance Redressal Mechanism			
		Details	Marks
5(a)	Availability of Students' Grievance Redressal Committee (SGRC) and its compliance with UGC's Regulations 2012 (Upload List with notification)	: Yes. Annexure attached (Annexure No. 9a)	
5(b)	Whether the Grievance Redressal Committee has elected students representative?	: Yes. Annexure attached (Annexure No. 9a)	
5(c)	Whether meticulous and verifiable documentations of the proceedings of Students' Grievance Redressal Committee is maintained (upload relevant minutes)	: Yes. Annexure attached (Annexure No. 9b)	
5(d)	Availability of Psychiatrist, Psychologist and professional students counsellors (Upload List with schedule and notification)	: Yes. Annexure attached (Annexure No. 9a)	
5(e)	Whether the institute has published/notified prominently the details of SGRC on website	: Yes. Annexure attached (Annexure No. 9a)	
5(f)	Whether students are satisfied with the effectiveness of the SGRC (upload survey report)	: Yes.	
5(g)	Whether reports of the proceedings of SGRC is sent to the University every semester	: Yes. Annexure attached (Annexure No. 9b)	
		Marks (Maximum Marks: 100)	

6. Institutional Support for University Examinations (during the Assessment Year)			
		Details	Marks
6	Percentage of faculty participation in university examinations as evaluators / university representatives	: Faculty of the college visit the University as evaluators for regular and supplementary exams as and when required as directed by the evaluation branch of the University	
		Marks (Maximum Marks: 30)	

7. Status of Library

7(a)	Books						
	Total Books Added During the year:..... Total Volumes Added During the Year:.....						
	S. No.	Programme	Title (a)	Volume (b)	Score	Details	Marks
	1.	BDS	546	2621		Annexure attached (Annexure No.10)	
	2.						
	3.						
	4.						
	5.						
	6.						
	7.						
	8.						
	9.						
	10.						
	11.						
	12.						
Total Score							
						Marks (Maximum Marks: 70)	
7(b)	Journals						
	No of Journals Added or Discontinued during the year: Added..... Discontinued.....						
	Does the Journals cover all the disciplines offered by the College: Yes/No						
	<i>Upload the list of all Journals under mandatory disclosures.</i>						
	S. No.	Type of Journal	No. of Journals	Ratio (Cap to 1)	Details	Marks	
1.	Indian	a = 06	a/12 =	Annexure attached (Annexure No.10)			
2.	International	b = 21	b/3 =				
						Marks (Max. Marks: 30)	
Total Marks [7(a) + 7(b)] (Max. Marks: 100)							

8. Status of Laboratories

				Details	Marks
8(a)	Status of Laboratories other than Computer Lab (as required by statutory body)		No.	As per DCI. Annexure attached (Annexure No. 11 a and 11 b) Photos attached under mandatory disclosures <i>(Upload the images of the labs with list under mandatory disclosures)</i>	
	(i)	Number of Labs			
	(ii)	Status of Instruments / Equipments			
	(iii)	Up-gradation undertaken as per new technological developments and requirements of the course curriculum (Provide Details)			
				Marks (Max. Marks: 50)	
8(b)	Status of Computer Labs (UG: 1 per 6 students; PG: 1 per 3 students across all years or as per statutory body)				
	(i)	Total Number of computers available in labs		Total number of computer installed in college is 66. College is not running any program for which computer labs are required	

	(ii)	Total number of available licensed software required as per course curriculum (as required by statutory body)		e-Granthalya software for automation of library	
	(iii)	Quality of Internet connectivity		Internet line with 100 MBPS	
	Marks (Max. Marks: 50)				
	Total Marks [8(a) + 8(b)] (Max. Marks: 100)				

9. Co-Curricular Activities Conducted by the Institution (Assessment Year)

9(a)	Conferences Organized <i>(Brochures, Proceedings, Resource persons/session chairs to be provided under disclosures)</i>		No.	Details	Marks
	International / National Conferences	:			
	Proceedings are indexed with WoS / SCOPUS	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings with ISBN Only	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
	Proceedings without ISBN		<input type="checkbox"/> Yes <input type="checkbox"/> No		
9(b)	Seminars Organized (02 Half Day Seminars may be considered as One Full Day Seminar). Brochures, Resource persons/session chairs to be provided under disclosures). Guest Lectures not to be included.				
	No. of One Day Seminar	:		Annexure attached (Annexure 12)	
	No. of Half Day Seminar	:			
9(c)	Faculty / Management Development Programme Organized (At least one week/5days duration). Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included				
	FDP/MDP	:	01	Annexure attached (Annexure 13)	
9(d)	Workshops Organized (Details to be provided with Brochures, Resource persons, etc. under disclosures. Guest Lectures not to be included)				
	No. of Workshop	:		Annexure attached (Annexure 12)	
9(e)	Short Term / Value Added Programmes Organised (Details to be provided with Brochure, Participants, etc. under disclosures)				
	No. of Programme	:		Annexure attached (Annexure 12)	
9(f)	Webinars / Online Extension Lectures Organised (Details to be provided under disclosures)				
	No. of Lectures	:		Annexure attached (Annexure 12)	
	Marks (Max. Marks: 100)				

10. Publications of the Institutions

10(a)	Publication of Journal(s)		No.	Details	Marks
	International / National Journal	:			
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly		
	Publisher	:			
	Indexed at WoS/SCOPUS	:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Indexed in UGC-CARE	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Any other Indexing (please specify)	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	
No indexing	:	<input type="checkbox"/> Yes <input type="checkbox"/> No	

10(b)	Publication of Newsletters and Magazines			
	Magazine	:		ESI Samachar is published and circulated monthly in both printed and online form
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
	Newsletter	:		
	Frequency	:	Monthly / Quarterly / Half Yearly / Yearly	
	Publication Type	:	<input type="checkbox"/> Print <input type="checkbox"/> Online	
				Marks (Max. Marks: 40)

11. Students' Personality Development Activities

11(a)	Activities like mock interview, role play, group discussions, quizzes, workshops, competitions, etc.				
	Activities		No.	Details	Marks
	Mock Interview	:		Reports of various activities attached as Annexure 14a	
	Role Play	:			
	Group Discussion	:			
	Workshop	:			
	Competition	:			
11(b)	Personality development labs, Provisions for trained faculty to conduct practical sessions and existence of qualified student counsellors				
	Personality development labs	:	Yes	Annexure 14b	
	Availability of trained faculty to conduct practical sessions	:	Yes		
	Existence of NSS/NCC Technical and Cultural Clubs/Societies		Yes	Annexure Attached for Student Council Committee (Annexure 15)	
11(c)	Sports facilities in the Institutions				
	Indoor facilities	:	Yes	Pictures uploaded Annexure 16	
	Outdoor facilities	:	Yes		
	Sport Equipments	:	Yes		
	Marks (Max. Marks: 35)				

12. Status of Placement

		No.	Details (Student wise placement list)	Marks
(i)	Total No. of Students having Passed out (in that Assessment Year)	: 29	Annexure attached (Annexure 17a & 17b)	
(ii)	Total No. of Students, who are eligible and have registered for Placements (a)	: NA		
(iii)	Total No. of students going for Higher Education (b)	:		
(iv)	Total No. of Students having been placed (c)	: 70. All 29 Students of present assessment year including previous batches are given posting of Junior Residents at various ESIC dental colleges, hospitals and dispensaries		
(v)	Total No. of Students placed + Higher Education (d=b+c)	: 08		
(vi)	Total Percentage (%age) of Placements + Higher Education {e= (d/a) * 100}	: 78		
(vii)	No. of companies visited the campus	: NA		
(viii)	Average salary offered	: Approx 14 LPA		
(ix)	Existence of training and placement office with TP Officer	: <input type="checkbox"/> Yes <input type="checkbox"/> No		
(x)	No of Entrepreneurship activities conducted with any Startups (provide details)	: NA		
Marks (Max. Marks: 60)				
Note: Eligible and registered students shall be considered as total count of students to be placed				

13. General Parameters about the Institution

Upload pictures under mandatory disclosures on the website			Details	Marks
(i)	Individual seating arrangements for faculty with suitable furniture	: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pictures uploaded (Annexure 18)	
(ii)	Institution Website URL	: <input type="checkbox"/> Yes <input type="checkbox"/> No	https://dcdelhi.esic.gov.in/	
(iii)	Common rooms for girls (separate)	: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pictures uploaded (Annexure 18)	
(iv)	Cleanliness of toilets	: <input type="checkbox"/> Good <input type="checkbox"/> Bad	Pictures uploaded (Annexure 18)	
(v)	Students' canteen and drinking water arrangements	: <input type="checkbox"/> Yes <input type="checkbox"/> No	Pictures uploaded (Annexure 18)	
Marks (Max. Marks: 30)				

14. Other Facilities Available in the Institute (Based on Feedback)						
14(a)				Details	Marks	
	Feedback from the Faculty/Employers Collected: Analysed: Action taken: (on parameters like salary as per norms, leaves, research facility, recognition of their contributions, their respect, promotions, and overall academic environment). Details of Feedback analysis and action taken if any to be provided under disclosures.			: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure attached (Annexure No.19)	
14(b)	Feedback from the Students/Alumni Collected: Analysed: Action taken: (on parameters like teaching environment, regularity of classes, availability of teachers outside classes, support for conducting extra – curricular activities such as field visits, cultural festivals etc., administrative support, career guidance, counselling, support for training and placements, and student's interaction with experts from industry and academia) Details of Feedback analysis and action taken if any to be provided under disclosures.			: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	Annexure attached (Annexure No.19)	
					Marks (Max. Marks: 50)	
15. Removal / Completions of Identified Deficiencies						
Removal / Completions of deficiencies, as identified in previous Academic Audit (If last year, there was no audit, then no marks to be awarded, and the maximum marks component of this parameter not to be counted in total marks). Only deficiencies, as deviations from the standard norms, to be considered.						
				No.	Details	
	(i)	No. of deficiencies identified in last report (a)	:		Annexure attached (Annexure No.20)	
	(ii)	No of deficiencies removed / completed (b)	:			
					Marks (Max. Marks: 50)	
16. Summary of Marks						
S. No.	Name of the parameters			Maximum Marks	Marks Obtained	Remarks
1.	Status of Accreditation			50		
2.	Status of Teachers' Availability			115		
3.	Quality of Teachers and Teaching			100		
4.	Institutional Support for Faculty Development			40		
5.	Framework for Students' Grievance Redressal Mechanism			100		
6.	Institutional Support for University Examinations			30		
7.	Status of Library			100		

8.	Status of Laboratories	100		
9.	Co-Curricular Activities Conducted by the Institution	100		
10.	Publications of the Institutions	40		
11.	Students' Personality Development Activities	35		
12.	Status of Placement	60		
13.	General Parameters about the Institution	30		
14.	Other Facilities Available in the Institute	50		
15.	Removal / Completions of Identified Deficiencies	50		
	Total Marks	1000		
	Percentage (%age) Obtained			

18. Deficiencies Identified (only deviations from the standard norms, to be mentioned here):

S. No.	Details of the identified deficiencies
1.	
2.	
3.	
4.	
5.	

19. Overall Observations and Recommendations

S. No.	Observations and Recommendations
1.	
2.	
3.	
4.	
5.	
6.	
7.	

Name and Signature of the Members of Academic Audit Committee

(i)

(ii)

(iii)

(iv)

(v)

(vi)