



**SRI RAMAKRISHNA
DENTAL COLLEGE & HOSPITAL**

(Educational Service - SNR Srusi Charitable Trust)

Affiliated to the Tamil Nadu Dr. M.G.R. Medical University, Chennai.
Recognized by Dental Council of India, New Delhi



REPORT OF ACADEMIC AUDIT FOR THE YEAR 2019-2020

DATE: 23.03.2021 – TUESDAY,

24.03.2021 – WEDNESDAY &

25.03.2021 - THURSDAY

ACADEMIC AUDIT REPORT FOR THE YEAR 2019-20

Introduction

Academic Audit of Departments is an essential component of quality enhancement in Higher Education Institutions. Consequently, the Academic Audit Committee of Sri Ramakrishna Dental College and Hospital constituted a team of experienced faculty as members to conduct the Audit. A common format for collecting baseline information was prepared by the Academic Audit Committee and provided to the teams visiting the Departments

A personal visit to all Departments and thorough review of departmental documents and records was done and pertinent issues were identified. This Audit Report in Sri Ramakrishna Dental College and Hospital has been possible due to valuable contributions made by all the members of the Academic Audit team whose names are listed in the document and cooperation of the audited departments.

Aims and Objectives :

1. To analyze the teaching learning process while following Tamil Nadu Dr. MGR University and DCI syllabus
2. To collect primary baseline data regarding academic eco-system of the respective Departments.
3. To assess Patient census and treatment records of relevant departments.
4. To interact with the faculty regarding strengths, weaknesses, challenges and achievements of the Department.
5. To assess the research potential and suggest areas that could be taken up for research by faculty during the next 12 months or more.
6. To examine and suggest improvement to academic record keeping of the Departments.
7. To make necessary preparation for ISO and NAAC peer team visit.

Academic Audit Committee Team Members

S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr Subha Anirudhan Conservative/ Dr Praveen Krishna Perio	23.03.2021 9 am – 11 am
2.	Physiology/ Biochemistry	Dr R Kannan OMFS/ Dr Aparna S Kumar Prostho	23.03.2021 9 am – 11 am
3.	Microbiology/ Pathology	Dr Rajesh R Perio/ Dr D V Suganya Ortho	23.03.2021 9 am – 11 am
4.	Pharmacology	Dr Karthik R S OMFS / Dr Arun M Prostho/	23.03.2021 9 am – 11 am
5.	Oral Pathology	Dr M A I Munshi OMFS / Dr Karthikeyan R Pedo	23.03.2021 9 am – 11 am
6.	Gen. Surgery/ Gen. Medicine	Dr S Gowri O Path / Mrs. Vinithra Suresh Microbiology	24.03.2021 9 am – 11 am
7.	Oral Medicine	Dr Senthil Prabhu Anatomy/ Dr Neelamegam U Physiology	24.03.2021 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr Rajesh R Perio/ Dr D V Suganya Ortho	24.03.2021 9 am – 11 am
9.	Periodontics	Dr M A I Munshi OMFS / Dr Karthikeyan R Pedo	24.03.2021 9 am – 11 am
10.	Pedodontics	Dr R Kannan OMFS/ Dr Aparna S Kumar Prostho	24.03.2021 9 am – 11 am
11.	Community Dentistry	Dr S Gowri O Path / Mrs. Vinithra Suresh Microbiology	25.03.2021 9 am – 11 am
12.	Prosthodontics	Dr Subha Anirudhan Conservative/ Dr Praveen Krishna Perio	25.03.2021 9 am – 11 am

13.	Conservative Dentistry	Dr Karthik R S OMFS / Dr Arun M Prosthodontics/	25.03.2021 9 am – 11 am
14.	Orthodontics	Dr Senthil Prabhu Anatomy/ Dr Neelamegam U Physiology	25.03.2021 9 am – 11 am

Methodology :

Vice-principal- Academics, Dr. Koshy Chithresan, along with academic audit committee members Dr. Kannan and Dr. Gowri, assigned auditors for each department. An academic audit schedule was finalized and a pre-audit meeting was conducted for Auditors to set the parameters and clarify doubts related to the audit. The auditors visited their designated auditee departments at the scheduled time and assessed the records of the respective departments as per the set parameters.

Detailed discussions with the faculty of the department about all aspects of academics and other allied activities were made.

All the records pertaining to curricular activities were examined to find out the sufficiency and deficiency in academic management and accordingly suggestions were made to upgrade the delivery mechanism of the departments. Records showcasing the teachers' and students' activities like

1. Teaching schedule
2. Lesson Plan
3. Lesson Format
4. Academic and Posting Records
5. Statistics of Department monthly record
6. Formative Evaluation records
7. Summative records and statistics
8. Programs conducted

9. Parent Teacher meeting
10. Student programs
11. Faculty Profile

were accessed and duly analyzed to evaluate the quality of teaching learning and patient care.

NAAC / ISO Internal Auditing Checklist

1. All the files are to be named as: **SRDCH/ DEP: File No**
2. Files are to be maintained for the following years: **2015-16, 2016-17, 2017-18, 2018-19, 2019-20, 20-21**
3. Only seven files are to be maintained (A to G with subdivisions eg: A1 to A6 in File A only), all subdivisions within a file should have a separating sheet with title and a tag
4. All the PG departments to label/ tag the UG & the PG datas separately within the same file
5. All the files to be maintained as Hard copy
6. Attachments given for
 - a. Lesson plan/ lesson format(theory & clinicals) 2 formats attached – 1st format for AY 2015-16, 16-17, 17-18, 2nd format for AY 2018-19, 19-20, 20-21
 - b. Teaching schedule format
 - c. Sessional marks format
 - d. Faculty profile
7. Internal Auditing will be conducted on 23rd, 24th, 25th of March 2021 from 9 am – 11 am
8. Last date for Rectification by the departments will be 29.3.2021
9. Internal auditors shall verify the rectifications made by the department and submit the Final Audit Report by 29.3.2021

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	TNMGR university & DCI regulations			

			UG – 2007 with 2018 Amendments PG – 2017			
	A2	Infrastructure – Layout, Floor Plan	Department layout			
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017			
	A4	Faculty Requirement List	As per DCI requirements			
	A5	Syllabus and Curriculum	TNMGR university syllabus			
	A6	Time Table/ Clinical postings	From 2015 – 16, for each respective batch Master Time Table			
B	B1	Timetable – Theory/ Practical/Clinical	Department schedule UG & PG			
	B2	Lesson plan, Lesson Format, (Theory/ Practical/Clinical)/ Teaching schedule	Format attached			
	B3	Int. Assessment - Timetable, Question paper, Marks, Remedial measures	From 2015 – 16, for each batch Copy of the file sent to the University, should have the supporting document (to show the			

			basis on which IA was calculated)			
	B4	PTM reports	All available data			
	B5	University exam – Question paper, Results	From 2015 – 16, UG & PG			
	B6	Department Library	List of books as available in the department library			
C	C1	Name list (I/II/III/IV/CRI/PG As applicable)	From 2015 – 16, UG & PG, each batch/ year			
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG			
	C3	Students participation, awards	List of Paper/ Poster presentations/ participation and awards/ medals – supporting certificates			
	C4	Student record	One record book from UG, CRI, PG of recently passed out batch, relevant to the department			
D	D1	Faculty profile	Format attached With supporting documents Publications – only the list, hard copy in D3			

	D2	Work in-charge	Work allotted to faculties at department level Incharge –Academic -Library -Maintenance -Research -Program			
	D3	Publications	List of publications with hard copy of the entire articles			
E	E1	Daily / Monthly OP register	From 2015 – 16. Register to be tagged as E1			
	E2	MLC register/ Needle prick injury register	Maintained in OMFS E2			
	E3	Special case register	From 2015 – 16, by all the departments			
	E4	Census	Monthly and Yearly census From 2015 – 16			
	E5	Patient feedback	All available data From 2015 – 16			
F	F1	Office Circulars	From 2015 – 16, Hard copy in chronology			
	F2	Communications to office	From 2015 – 16, Hard Copy of mail or letters sent to the Office			
	F3	MOM of Department	Monthly From 2018 onwards			

G	G1	Maintenance register	From 2015 – 16 Register to be labelled as G1, G2, G3 respectively			
	G2	Valuable register				
	G3	Consumable register / Indent register				

Recommendations for Academic audit report 2019-2020

- Being an affiliated institution, curriculum design is not within its reach. Adequate representation from college in University's Board of Study is required to suggest any improvement/changes in curriculum.
- All departments adhering to term wise delivery of academic content and regular formative and summative assessments.
- Due to the lockdown, internal assessment was conducted online, hence the process of assessing and conducting the exams could not be completely standardised.
- As the classes were conducted online, interaction with students and their understanding of the subject was limited.
- Research activities can be improved.
- More innovative teaching methodologies can be incorporated.
- All departments can have a monthly audit to ensure their records are updated.

Manu

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Shubh
8/11/21