



6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism

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MAHE INSTITUTE OF DENTAL SCIENCES & HOSPITAL
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CERTIFICATE OF THE HEAD OF INSTITUTION



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Dr.ANIL MELATH, MDS.,
PRINCIPAL

TO WHOMSOEVER IT MAY CONCERN

This is to certify that , our Institution has a streamlined Internal Quality Assurance Mechanism details are given:

PRINCIPAL



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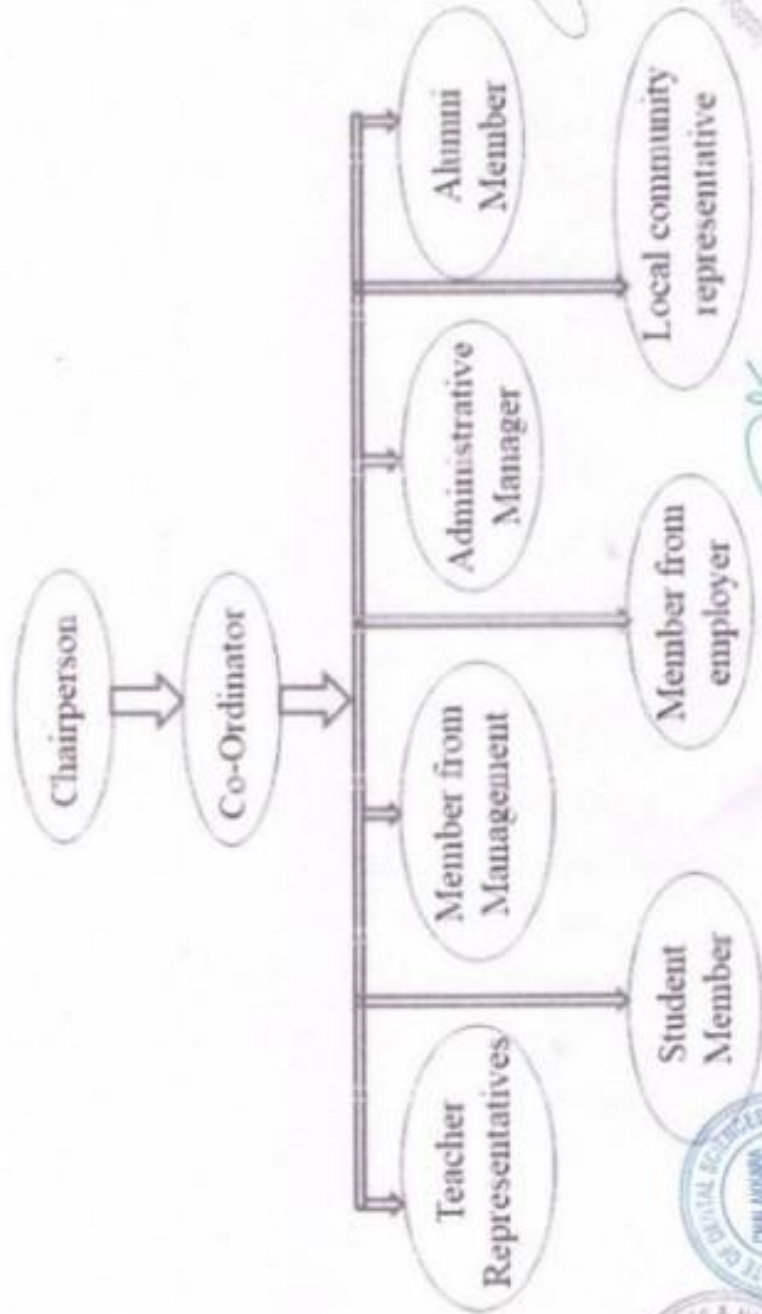
**STRUCTURE AND MECHANISM FOR INTERNAL
QUALITY ASSURANCE**



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IQAC ORGANIZATION STRUCTURE



Principal
MAHE
Mahe Institute of Dental Sciences & Hospital



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IQAC- MECHANISM

The Internal Quality Assurance cell acts as a mechanism to build and ensure a quality culture at the institutional level. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

THE IQAC STRUCTURE:

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director/Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

COMPOSITION OF THE IQAC:

The IQAC shall have the following composition as per the UGC guide lines.

- a) Principal/senior faculty nominated by the principal – Chairperson
- b) Five senior teachers and one senior administrative official – Member
- c) Two external experts on Quality Management/ Industry/Local Community – Member
- d) Director / Coordinator – Member Secretary

The members at b) and c) of the above shall be nominated by the Principal of the College in consultation with the academic body of the College (Academic Committee of a College).

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number



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of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

GOALS:

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

FUNCTION:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programs/activities of the College, leading to quality improvement
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality