

# **Annual Quality Assurance Report (AQAR)**

## **2014 – 2015**

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# The Annual Quality Assurance Report (AQAR) of the IQAC

All NAAC accredited institutions will submit an annual self-reviewed progress report to NAAC, through its IQAC. The report is to detail the tangible results achieved in key areas, specifically identified by the institutional IQAC at the beginning of the academic year. The AQAR will detail the results of the perspective plan worked out by the IQAC.

## Part – A

AQAR for the year

2014 - 15

### I. Details of the Institution

1.1 Name of the Institution

Bharath Institute of Higher Education and Research

1.2 Address Line 1

173, Agaram Road,

Address Line 2

Selaiyur,

City/Town

Chennai

State

Tamil Nadu

Pin Code

600073

Institution e-mail address

registrar@bharathuniv.ac.in

Contact Nos.

044 - 22293887

Name of the Head of the Institution:

Dr.M.Ponnaikko

Tel. No. with STD Code:

Mobile:

Name of the IQAC Co-ordinator:

Mobile:

IQAC e-mail address:

1.3 NAAC Track ID (For ex. MHC0GN 18879)

**OR**

1.4 NAAC Executive Committee No. & Date:

*(For Example EC/32/A&A/143 dated 3-5-2004.  
This EC no. is available in the right corner- bottom  
of your institution's Accreditation Certificate)*

1.5 Website address:

Web-link of the AQAR

1.6 Accreditation Details

S.No.	Cycle	Grade	Institutional Score	Year of Accreditation	Validity Period
1	1 <sup>st</sup> Cycle	B	72.50	2006	5 Years

1.7 Date of Establishment of IQAC : DD/MM/YYYY

1.8 Details of the previous year's AQAR submitted to NAAC after the latest Assessment and Accreditation by NAAC:

- i. AQAR 14/10/2011
- ii. AQAR 11/07/2012
- iii. AQAR 17/06/2013
- i. AQAR 02/07/2014

1.9 Institutional Status

University State  Central  Deemed  Private

Affiliated College Yes  No

Constituent College Yes  No

Autonomous college of UGC Yes  No

Regulatory Agency approved Institution Yes  No

(eg. AICTE, BCI, MCI, PCI, NCI)

Type of Institution Co-education  Men  Women

Urban  Rural  Tribal

Financial Status Grant-in-aid  UGC 2(f)  UGC 12B

Grant-in-aid + Self Financing  Totally Self-financing

1.10 Type of Faculty/Programme

Arts  Science  Commerce  Law  PEI (Phys Edu)

TEI (Edu)  Engineering  Health Science  Management

Others (Specify)

1.11 Name of the Affiliating University (*for the Colleges*)

NA

1.12 Special status conferred by Central/ State Government-- UGC/CSIR/DST/DBT/ICMR etc

Autonomy by State/Central Govt. / University

-

University with Potential for Excellence

-

UGC-CPE

-

DST Star Scheme

-

UGC-CE

-

UGC-Special Assistance Programme

-

DST-FIST

-

UGC-Innovative PG programmes

-

Any other (*Specify*)

-

UGC-COP Programmes

-

## **2. IQAC Composition and Activities**

2.1 No. of Teachers

2.2 No. of Administrative/Technical staff

2.3 No. of students

2.4 No. of Management representatives

2.5 No. of Alumni

2.6 No. of any other stakeholder and  
community representatives

2.7 No. of Employers/ Industrialists

2.8 No. of other External Experts

2.9 Total No. of members

2.10 No. of IQAC meetings held : 04

2.11 No. of meetings with various stakeholders No.  Faculty

Non-Teaching Staff  Students  Alumni  Others

2.12 Has IQAC received any funding from UGC during the year? Yes  No

If yes, mention the amount

2.13 Seminars and Conferences (only quality related)

(i) No. of Seminars/Conferences/ Workshops/Symposia organized by the IQAC

Total Nos.  International  National  State   
Institution Level

(ii) Themes

1. Modern Teaching Tools in Higher Learning Institutions.
2. The influence and Effective Utilization of Internet on Teaching Learning Process.

### 3. Stress Management Techniques for Researchers.

#### 2.14 Significant Activities and contributions made by IQAC

- IQAC meetings were conducted with appropriate agendas in view of finding new strategies for quality sustenance and enhancement
- IQAC meetings were held during the academic year as on:
  - I<sup>st</sup> IQAC Meeting (Chalking of Action Plan and Goals) 04.07.14
  - II<sup>st</sup> IQAC Meeting (Intermediate Monitoring) 24.09.14
  - III<sup>st</sup> IQAC Meeting (Assessment of Outcomes) 16.12.15
  - IV<sup>th</sup> IQAC Meeting (Assessment of Outcomes) 15.06.15

#### 2.15 Plan of Action by IQAC/Outcome

The plan of action chalked out by the IQAC in the beginning of the year in the first IQAC Meeting and the quality initiatives proposed were implemented.

2.15 Whether the AQAR was placed in statutory body      Yes       No   
Management       Syndicate       Any other body       Board of Management



## Part - B

### Criterion – I

#### I. Curricular Aspects

##### 1.1 Details about Academic Programmes

Level of the Programme	Number of existing Programmes	Number of programmes added during the year	Number of self-financing programmes	Number of value added / Career Oriented programmes
PhD	68	-	8	-
PG	46	01	46	-
UG	23	02	31	-
PG Diploma	-	-	-	-
Advanced Diploma	-	-	-	-
Diploma	-	-	-	-
Certificate	-	-	-	-
Others	-	-	-	-
<b>Total</b>	137	03	137	-
Interdisciplinary	-	-	-	-
Innovative	-	-	-	-

##### 1.2 (i) Flexibility of the Curriculum: Choice Based Credit System

###### (ii) Pattern of programmes:

Pattern	Number of programmes
Semester	137
Trimester	-
Annual	-

1.3 Feedback from stakeholders\* Alumni  Parents  Employers  Students   
*(On all aspects)*

Mode of feedback : Online  Manual  Co-operating schools (for PEI)

1.4 Whether there is any revision/update of regulation or syllabi, if yes, mention their salient aspects.

- It is ensured that with the academic freedom vested with the university, innovative and interdisciplinary courses.

- The curriculum of various courses was revised/upgraded through the academic council with inputs from IQAC, Board of Studies and feedback from stake holders.
- While designing and introducing new courses, due weightage is given for various aspects of employability, research and innovation. The programs in Engineering and Management included clearly defined **Program Educational Objectives(PEO)** such as:
  - PEO1- Life Long Learning: To understand and apply the concepts of Biology, Chemical Engineering and other related aspects of science and technology
  - PEO2- Skill: To identify, analyze and solve the problems with novelty and updated knowledge in product/process/techniques development to meet the societal demands.
  - PEO3- Ethics: To demonstrate professional and ethical attitude with awareness of current issues in relation to safety, health and environment
  - PEO4- Professionalism: To effectively communicate technical information facilitating collaboration with experts across different disciplines and execute multidisciplinary projects
  - PEO5- Career Achievement: To apply the acquired practical skills and broad biotechnological training to excel in entrepreneurship, teaching, research and development
- Programs under Health Sciences
  - The syllabus of MBBS was earlier revised in 2012. The II<sup>nd</sup> revision was done in 2014 as prescribed by Medical Council of India.
  - Based on the regulations of DCI, the curriculum was revised.
  - For nursing programs, question paper model and the required number of internship hours changed.

1.5 Any new Department/Centre introduced during the year. If yes, give details: Nil

## Criterion – II

### 2. Teaching, Learning and Evaluation

2.1 Total No. of permanent faculty

Total	Asst. Professors	Associate Professors	Professors	Others
923	422	198	102	-

2.2 No. of permanent faculty with Ph.D.

148

2.3 No. of Faculty Positions Recruited (R) and Vacant (V) during the year

Asst. Professors		Associate Professors		Professors		Others		Total	
R	V	R	V	R	V	R	V	R	V
26	-	05	-	04	-	0	0	35	0

2.4 No. of Guest and Visiting faculty and Temporary faculty

-

-

-

2.5 Faculty participation in conferences and symposia:

No. of Faculty	International level	National level	State level
Attended	11	91	212
Presented	05	38	02
Resource Persons	02	39	87

2.6 Innovative processes adopted by the institution in Teaching and Learning:

- About 85% of academic programmes and syllabi are based on choice based credit system with a focus on outcome based education system.
- The curriculum has a proper blend of engineering and technology related courses along with courses on science, Information technology, social sciences and management sciences. The uniqueness of the curriculum is that courses related to soft skill development and overall personality grooming spread over all the semesters of the entire programme.
- The curriculum and syllabi have the proper balance and mix of various life oriented courses apart from courses based on cutting edge technologies.

- The uniqueness is that the alumni representatives also contribute in effective functioning of these academic bodies.
- The faculties are given freedom to design and formulate innovative and value added courses and the students enjoy the privilege to choose courses of his/her choice.
- Regular feedback from students and stake holders helps in critical introspection and further improvement in the overall functioning of the University.
- The university conducts bridge courses and refresher courses for students admitted from rural areas and academically weaker sections before the commencement of regular classes to enable them to cope up with regular classes. This has helped the students from rural areas especially students who have done their school education in their regional languages.
- Online Lectures are loaded in university data center streaming servers and are available to students on campus network.
- Special thrust is given to ICT by including compulsory subjects like “Development Communication and Information Management” in the course curriculum.

#### 2.7 Total No. of actual teaching days during this academic year

215
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#### 2.8 Examination/ Evaluation Reforms initiated by the Institution (for example: Open Book Examination, Bar Coding, Double Valuation, Photocopy, Online Multiple Choice Questions)

- More than 50% of the examiners are appointed from other universities/institutions to ensure fair evaluation process.
- Double valuation (PG).
- Revaluation (UG).
- Bar coding procedure is followed.
- Continuous Internal Assessment with 20% weightage.
- Three parallel and independent question paper sets.
- Revised and improved versions of Objectively Structured Clinical Examination (OSCE), Objectively Structured Physical Examination (OSPE) and Objectively Structured Learning Method (OSLM) for formative evaluation.
- Photocopy of answer paper – On Demand.
- Work of examination section is computerized. This facilitates declarations of results within a period of two weeks.
- Flying squads visit examination halls.

2.9 No. of faculty members involved in curriculum restructuring/revision/syllabus development as member of Board of Study/Faculty/Curriculum Development workshop	231	242	323
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2.10 Average percentage of attendance of students	81
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2.11 How does IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes:

- IQAC monitors records related to teaching such as log book which consists of date, time, topic, duration, bearing signature of the subject faculty, counter signed by the principal.
- IQAC does analyses of feedback by students on teacher quality, teaching methods etc. and provides inputs / suggestions for improvements in the IQAC meetings.
- IQAC collects the syllabus planning, clinical and academic time-tables from departments and reviews teaching programs as per academic calendar in its annual meetings.
- Teaching-learning process of the institute is evaluated annually by the IQAC committee of the respective institution through quarterly report sent by the various academic and administrative departments of the institution and university.
- The IQAC periodically assesses the feedback taken from the alumni, parents and employers. The feedback is consolidated and suitable action plans are initiated by the IQAC.
- The reports of the Internal Academic Audit Committee are submitted also to the IQAC and the findings/information/suggestions of the audit exercise are discussed in the IQAC meetings.
- In institutions of Health Sciences, academic activities such as clinical case presentation, , patient records, case study reports and daily subject wise attendance ensures of proper monitoring recording, evaluation and are kept open and transparent during IQAC meetings.
- IQAC ensures that the departments organises substantial guest lectures in the department for teaching the advanced and elective subjects by inviting eminent professionals from industry and academia.
- The IQAC also works closely with nursing education unit and the centre for continuous and lifelong learning for professional excellence (CCLPE) of the Sree Balaji College of Nursing in conducting faculty development programmes.
- The CME unit of Medical Institutions of the university organises several workshops on Faculty Development Programs. The impact of the programs on the faculty participants are consecutively studied by the respective heads of the departments.

2.12 Initiatives undertaken towards faculty development

<i>Faculty / Staff Development Programmes</i>	<i>Number of faculty benefitted</i>
Refresher courses	254

UGC – Faculty Improvement Programme	-
HRD programmes	172
Orientation programmes	281
Faculty exchange programme	02
Staff training conducted by the university	335
Staff training conducted by other institutions	188
Summer / Winter schools, Workshops, etc.	272
Others	12

#### 2.14 Details of Administrative and Technical staff

Category	Number of Permanent Employees	Number of Vacant Positions	Number of permanent positions filled during the Year	Number of positions filled temporarily
Administrative Staff	145	-	05	02
Technical Staff	934	-	14	06

## Criterion – III

### 3. Research, Consultancy and Extension

#### 3.1 Initiatives of the IQAC in Sensitizing/Promoting Research Climate in the institution

- Research is given the utmost priority by BIHER from inception. The research facilities are periodically improved with additional premises, equipment and other modernisation activities.
- The research activities of the university are monitored by various committees as listed below:
  - Research Advisory Committee.
  - Inter Disciplinary Research Board.
  - Board of Research Studies.
  - PhD Admission and Monitoring Committee.
  - Publications Screening Committee.
  - Industrial Ethical Committee, approved by the Drug Controller of India.

The IQAC involves in the process of revising list of members of the committees, strategies of operation and discuss the minutes of the committee meeting for finding innovative practices to promote research in the university.

- Introduction of Research Development Fund (BU-RDF) to grant “Seed Money” for research projects submitted by faculty.
- It has been made mandatory for all faculty members with a destination of Assistan Professor and above, to qualify for promotion or increment, are required to publish atleast one paper in SCOPUS/PUBMED indexed journal every year.
- The IQAC has suggested to recognise/appoint/invite Senior Scientists/Researchers from reputed National Institutes/Laboratories as Research Advisors to guide the young faculty members and research scholars through their entire journey of research.
- The IQAC has identified exclusive seminars/workshops for educating/training the faculty members to prepare and submit research proposals to funding agencies.
- Special efforts were initiated by the IQAC for Teacher led student projects for involving the students in research activities.
- To improve and continue the schemes from providing financial assistance to publish Research Journals, Text books, Manuals, Patents and Research Articles in Scopus, Indexed and other Referred Journals by providing financial assistance.

#### 3.2 Details regarding major projects

	Completed	Ongoing	Sanctioned	Submitted
Number	34	22	12	38
Outlay in Rs. Lakhs	312	157	88	456

### 3.3 Details regarding minor projects

	Completed	Ongoing	Sanctioned	Submitted
Number	74	26	96	208
Outlay in Rs. Lakhs	295	112	98	156

### 3.4 Details on research publications

	International	National	Others
Peer Review Journals	456	100	22
Non-Peer Review Journals	01	220	-
e-Journals	39	-	-
Conference proceedings	15	95	-

### 3.5 Details on Impact factor of publications:

Range  Average  h-index  Nos. in SCOPUS

3.6 No. of books published i) With ISBN No.  Chapters in Edited Books

ii) Without ISBN No.

### 3.7 No. of University Departments receiving funds from

UGC-SAP  CAS  DST-FIST   
DPE  DBT Scheme/funds

3.8 For colleges Autonomy  CPE  DBT Star Scheme   
INSPIRE  CE  Any Other (specify)

3.9 Revenue generated through consultancy

3.10 No. of conferences organized by the Institution

Level	International	National	State	University	College
Number	5	27	12	-	12
Sponsoring agencies	BIHER	BIHER	BIHER	BIHER	BIHER



3.11 No. of faculty served as experts, chairpersons or resource persons

3.12 No. of collaborations International  National  Any other

3.134 No. of linkages created during this year

3.14 Total budget for research for current year in lakhs :

From Funding agency  From Management of University/College

Total

3.15 No. of patents received this year

Type of Patent		Number
National	Applied	55
	Granted	-
International	Applied	-
	Granted	-
Commercialised	Applied	-
	Granted	-

3.16 No. of research awards/ recognitions received by faculty and research fellows  
Of the institute in the year:

Total	International	National	State	University	Dist	College
27	01	12	-	14	-	-

3.17 No. of faculty from the Institution   
who are Ph. D. Guides  
and students registered under them

3.18 No. of Ph.D. awarded by faculty from the Institution

3.19 No. of Research scholars receiving the Fellowships (Newly enrolled + existing ones)

JRF  SRF  Project Fellows  Any other

3.20 No. of students Participated in NSS events:

University level  State level

National level  International level

3.21 No. of students participated in NCC events:

University level	70	State level	15
National level	20	International level	-

3.22 No. of Awards won in NSS:

University level	20	State level	03
National level	-	International level	-

3.23 No. of Awards won in NCC:

University level	-	State level	-
National level	22	International level	-

3.24 No. of Extension activities organized

University forum	01	College forum	18		
NCC	-	NSS	02	Any other	31

3.25 Major Activities during the year in the sphere of extension activities and Institutional Social Responsibility

- BIHER organized 12 Mega Health Check-up Camps in the villages of Puducherry District along with other constituent units. Free medication and treatment (medical and surgical) was provided to the referred patients. More than 12,000 patients were benefited during the same.
- Free dental camp was organized twice a year in which 48 free dentures were inserted.
- Blood Donation project was carried out in the campus.
- Free Master check-up camps were held Blood Donation, Self-medication awareness, Health & Hygiene, Nutrition awareness camps
- Rally against pornography, human trafficking & abortion and various health programs on child abuse.

## Criterion – IV

### 4. Infrastructure and Learning Resources

#### 4.1 Details of increase in infrastructure facilities:

Facilities	Existing	Newly created	Source of Fund	Total
Campus area (Acres)	305	-	Trust	305
Class rooms	345	-	Trust	345
Laboratories	373	-	Trust	373
Seminar Halls	65	-	Trust	65
No. of important equipments purchased ( $\geq$ 1-0 lakh) during the current year.	124	24	Trust	148
Value of the equipment purchased during the year (Rs. in Lakhs)	1250	848	Trust	2098
Others	-	-	Trust	-

#### 4.2 Computerization of administration and library

- Library for routine transactions, Accessing IEEE e-Journals, ASME e-journals, ASCE e-journals & e-Books 2.
- Digital library server, delNET consortium and EBSCO e-journals access computers for library management.
- Digitalising work of library is going on.
- Institute library is also computerized with Hi-Tech Digital Library
- E-lib Library Management Software

#### 4.3 Technology up gradation (overall)

	Total Computers	Computer Labs	Internet	Browsing Centres	Computer Centres	Office	Departments	Others
Existing	4000	44	100 MBps - 2 GBPS	3	5	25	225	25
Added	565	21	2 GBPS	2	2	8	16	15
Total	4565	65		5	7	33	241	40

4.4 Amount spent on maintenance in lakhs :

i) ICT	18
ii) Campus Infrastructure and facilities	246
iii) Equipments	112
iv) Others	84
<b>Total :</b>	<b>460</b>

## Criterion – V

### 5. Student Support and Progression

#### 5.1 Contribution of IQAC in enhancing awareness about Student Support Services

- Formation of Anti-Ragging Cell.
- Orientation to improve the analytical skill
- Single windows admission.
- Formation of Students council.
- Mentorship facility – faculty as mentors
- Health card for subsidize treatment.
- Anti ragging committee.
- Grievance cell for students.
- Student Counselor.
- Remedial class for slow learners.

#### 5.2 Efforts made by the institution for tracking the progression

- Slow and advanced learners are identified through well formulated format which assesses their knowledge, cognitive and behavioral skills.
- Academic review committee meetings are held once in six months to review UG and PG academic activity.
- Peer feedbacks from the teachers.
- Students feedback about teachers.
- Regular formative and summative assessments for UG and PG.
- Interns are motivated and encouraged to register for certificate courses.
- Students mentorship program available.

#### 5.3 (a) Total Number of students

UG	PG	Ph. D.	Others
4965	435	125	312

#### (b) No. of students outside the state

1815
------

#### (c) No. of international students

04
----

No	%
3	75

Men

No	%
1	25

Women

Demand ratio

1:18
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Dropout %

0.02%

#### 5.4 Details of student support mechanism for coaching for competitive examinations (If any)

- UG students are given coaching for Civil service examinations
- Placement cell arranges several orientation Programmes towards improving skill developments
- Training programs are arranged for coaching the students for GATE, GRE, etc.
- Coaching done for competitive entrance examinations including Group I UPSC, UK entry level and United States entry examinations (PLAB & USMLE), MRCP case scenario
- MCQ's are introduced at formative assessment and for summative assessment  
Orientation programs for UG and Interns for scopes after graduation

No. of students beneficiaries

#### 5.5 No. of students qualified in these examinations

NET	6	SET/SLET	-	GATE	45	CAT	14
IAS/IPS etc	-	State PSC	-	UPSC	04	Others	28

#### 5.6 Details of student counselling and career guidance

- Personality development program
- Training program for recruitment
- Higher studies program
- Entrepreneurship program
- Guest Lectures for Career Guidance
- Every year the outgoing batches of UG and PG students have been arranged for a carrier guidance programme by various hospitals and Insurance companies and consultancies for foreign opportunities.

No. of students benefitted

#### 5.7 Details of campus placement

<i>On campus</i>			<i>Off Campus</i>
Number of Organizations Visited	Number of Students Participated	Number of Students Placed	Number of Students Placed
23	487	438	350

## 5.8 Details of gender sensitization programmes

Women Empowerment cell was established for the welfare of women students in the university

## 5.9 Students Activities

### 5.9.1 No. of students participated in Sports, Games and other events

State/ University level  National level  International level

No. of students participated in cultural events

State/ University level  National level  International level

### 5.9.2 No. of medals /awards won by students in Sports, Games and other events

Sports : State/ University level  National level  International level

Cultural: State/ University level  National level  International level

## 5.10 Scholarships and Financial Support

	Number of students	Amount
Financial support from institution	4282	1179
Financial support from government	125	62.13
Financial support from other sources	149	967.8
Number of students who received International/ National recognitions	04	0.12

### 5.11 Student organised / initiatives

Fairs : State/ University level  National level  International level

Exhibition: State/ University level  National level  International level

5.12 No. of social initiatives undertaken by the students

### 5.13 Major grievances of students (if any) redressed:

- Grievances with specific reference to accommodation shortfalls, lacunae in student amenities such as waiting halls, canteen, etc were attended to with the direction of the committee.



## Criterion – VI

### **6. Governance, Leadership and Management**

#### 6.1 Does the Institution has a management Information System

Yes, on

1. Examination processes
  2. Conduct of All India Entrance Examinations for Admissions to B.Tech Courses.
  3. Library for routine transactions, Accessing IEEE e-Journals, ASME e-journals, ASCE e-journals & e-Books
- The administration and financial transaction of the institute are computerized by customized software.
  - The working of the hospital is computerized (Patient Billing software/Student Management System/Inventory Management/Payroll employee). This software has 30+ modules that covers all aspects of management and operations of Hospital and is designed to achieve best clinical outcomes, optimal financial performance and most importantly patients and employees satisfaction.

#### 6.2 Quality improvement strategies adopted by the institution for each of the following:

##### 6.2.1 Curriculum Development

- Academic Regulations and Curricula undergo revision periodically once in 3years. However, updates are done with continuous interaction and obtaining feedback from students & employers without waiting for the periodicity. Curricula, syllabi updated as when required. The Board of Studies members comprising of experts from other leading institutions, industries and alumni.
- Feedback from alumni, board of studies, tie-up institution, faculty used for curriculum development.
- The Curriculum Innovations are in tune with the institutional goals and objectives with emphasis on providing academic competence, experience in health care delivery and research. A three level process originating at the department level and curriculum committee based on need assessment through stake holder's feedback, revision by a committee of subject experts and approved by board of studies and academic council.
- Curriculum is revised / modified once in two years in medical colleges.

##### 6.2.2 Teaching and Learning

- The new faculty are given orientation on teaching methodology whenever new subject is introduced. Faculty members are trained through faculty development programs. Teaching and learning is continuously monitored by conducting periodical test. The class committee meeting and review meetings are conducted periodically.
- ICT enabled teaching and learning facilitated.
- Slow learners are identified, mentor by faculty, alumni enabling them to advance further.

- Above average students are encouraged for presentation at conference, workshops conducted at college and elsewhere.
- The courses are conducted in the outpatient, inpatient, community level clinical teaching – problem based learning, OSCE, OSPE training, various labs., e- learning, participative learning methodologies, Small group discussions, journal clubs, Skill labs, debates, workshops, and evaluation blueprint are provided to all the students. Theory classes are conducted for the whole batch, Didactic lectures, Practical classes, Clinical classes in OP and wards.

### 6.2.3 Examination and Evaluation

- Model exams, assignments, class tests are evaluated and corrective measures are done within 3 days of having conducted.
- Notifications regarding examinations and results on University Website.
- Biometric analyses and photo identification of the candidates is done during the writing of CET examination and also at the time of counseling.
- OMR Sheets for evaluation.
- The processes of entry of marks, generation of result sheets, generation of marks cards, provisional degree certificates, etc. are totally computerized.
- The Statement of Marks and Convocation Certificates are printed with unique security features.

### 6.2.4 Research and Development

- Collaborations with foreign and National Agencies is initiated.
- R & D Cell of the Institution is established to monitor and record research conducted in the institution.
- Various committees are involved in monitoring research activities like Ethics committee for human and animal studies, Synopsis review committee and Dissertation Review Committee etc.

### 6.2.5 Library, ICT and physical infrastructure / instrumentation

- The adequacy of the books, journals for the various programmes/ courses are obtained from the faculty members and their departments for planning of the purchase. There is an exclusive in the library for the digital information and communication enabled information and knowledge acquisition with online journal or e-learning journal and e-books. The infrastructure likes for reading, staking the books and journals and reprographic facilities are quiet adequate.
- With laptop and unlimited internet access, uninterrupted power supply, basic amenities provides a stress free environment for teachers and learners.

### 6.2.6 Human Resource Management

- The salary and other perks are fixed for faculty members based on the human resource policy which drafted based on UGC norms. The promotions are based on the Academic Performance Indicators (APIs) that each faculty member earns. Similar exercise is also followed for nonteaching, technical and administrative staff. There is an in house training

for the nonteaching technical and administrative staff. Gratuity scheme is also extended for all the staff who served the institution for more than 5 years. The employee provident fund is compulsory for every one whose gross salary is Rs. 6000 and below and for others it is optional.

- Provision of basic amenities to staff and students are done.
- Faculty register manually for full and part time are maintained with time in and out.
- Open communication for staff, students for complaints, ragging, sexual harassments are maintained
- Free Medical treatment for the Staff and for their family members
- Faculty training through regular orientation programs for teaching and non teaching staff.
- Faculty assessment is done through feedbacks from students, peer and Administrative heads.
- Faculty are encouraged by various awards and welfare schemes like, Best Teacher Awards, Best Non-Teaching Staff Awards, Incentives, health insurance scheme, staff welfare scheme etc.
- Institution has appointed Visiting Professors, Adjunct Professors and Emeritus Professors for various academic programs and Decentralized administration.

#### 6.2.7 Faculty and Staff recruitment

- Every year during the month of February/March, requirement of the faculty is received from each dept to meet the student staff ratio every year. The advertisement calling applications for the vacant posts is released in leading. The faculty members are recruited through the panel of expert committee. The similar exercise is also followed for the non teaching, technical and administrative staff.
- The university has laid down norms for the recruitment of teaching and non teaching staff as per the norms of the statutory bodies. The recruitment is by open advertisement and the selection is by the selection committee constituted based on the university bye-laws and UGC guidelines. The vacancies are as determined by requirements as prescribed by various governing authorities like MCI and as well as the workload of individual departments.
- Transparent system of recruitment.—News paper advertisement for vacancy, interview, and selection committee and based on qualification, performance and merit.
- Retention of faculty is encouraged by promotion, and other monetary benefits. Faculty retention is high due to conducive working environment for professional growth.

#### 6.2.8 Industry Interaction / Collaboration

- Clinical postings with relevant subjects for the medical and dental students to benefit from reputed hospitals.
- More than 15 hospitals/institutes has collaboration for training and CRI which are of high standard.
- Feedback from students after postings and the tie-up hospitals are weighed for quality.

- Students are encouraged to carry out their dissertation work at various Research Sources.
- Inviting industrial experts to interact with the students to develop entrepreneurial skills
- The university has entered into MOUs with various national and international level Institutions, research centres and industries and communities to carry out collaborative research projects and consultancy projects

#### 6.2.9 Admission of Students

- There is an admission cell under the control of Dean/Admission functioning in the university. Advertisements calling for applications for admission into the various courses is released every year in the month of March/ April and admission is always done through the All India Competitive examination cell.

#### 6.3 Total corpus fund generated

121

6.4 Whether annual financial audit has been done  Yes  No

6.5 Whether Academic and Administrative Audit (AAA) has been done?

Yes

6.6 Does the University/ Autonomous College declares results within 30 days?

For UG Programmes      Yes       No

For PG Programmes      Yes       No

6.7 What efforts are made by the University/ Autonomous College for Examination Reforms?

- Question Paper Scrutiny Board, Result Passing Board, Result Analysis, Issue of Xerox copy of Answer Scripts ,Review Of Answers Scripts , Conduct of Supplementary Examinations
- Three parallel and independent question paper sets.
- Model answers and scheme of marking.
- Introduction of Objectively Structured Clinical Examination (OSCE), Objectively Structured Physical Examination (OSPE) and Objectively Structured Learning Method (OSLM).
- The examinations results of all the examinations are declared within 15 working days from the last date of practical and theory examinations and the same are declared to the

students.

- Till now there has been no inordinate delay in declaration of results.
- Mobile phones are strictly prohibited in examination and evaluation halls
- Mobile Phone JAMMERS are placed in the examination halls
- Different dates and times for valuation by external and internal examiners.
- 80% of the evaluation of the end examination is through central valuation system.

6.8 What efforts are made by the University to promote autonomy in the affiliated/constituent colleges?

- Bharath institute of science technology is a constituent colleges of Bharath University having full autonomy in academics in respect of deciding regulations, curriculum, teaching, learning & evaluation and equipping the laboratories.
- All constituent Institutes have separate academic calendar of events which is strictly followed
- The academic calendar contains curriculum and internal examinations including preliminary examination.
- The internal examinations are conducted as per time-table of respective Institutes
- The head of the constituent Institutes are given autonomy to decide on all curricular, co-curricular and extracurricular decisions in discussion with the Institute council.

6.9 Activities and support from the Alumni Association

- The Alumni have contributed to the development of institution by providing funds, books, instruments and helped their professional colleagues who are in need financially and emotionally by collecting funds, motivating and interacting with them.
- The Alumni share their expertise and skills by giving guest lectures and conducting workshops during the alumni meet.
- Recommendations are given to alumni for higher education in Indian and foreign Universities.
- Credential evaluation reports are sent as and when required by the alumni for job placement and higher studies.

6.10 Activities and support from the Parent – Teacher Association

- Feedback forms are obtained for parents
- Suggestions by the parents are taken into consideration and implemented by Institute authority after dialogue with the Institute staff.

#### 6.11 Development programmes for support staff

- Need based training and skill based training are arranged for the support staff
- Basic Computer Training program is conducted for support staff.
- Skills training for Technical and Para medical staff.
- Conduct training on Maintaining Good Records.
- Lectures on Personality Development.
- Institute encourages the support staff by rewarding prizes for best non-teaching staff every year.
- Awareness program for Fire, Bio- medical waste Management and personal hygiene.
- Recreational activities like extracurricular and sports are organized at Institute level and also to the ladies staff through University empowerment cell for women.
- In service training programme for teaching staff for career development
- Journal club every month for teaching staff to update research knowledge
- Yoga class for the teaching and non teaching faculty
- Counseling services available for the teaching and non teaching faculty

#### 6.14 Initiatives taken by the institution to make the campus eco-friendly

- Landscaping and gardening and irrigation by recycling water, waste water treatment, sewage disposal through STP, Green campus maintaining for planting more number of amenities, banning use of plastic is completely banned. The campus is declared as tobacco free campus
- Plastic free campus, tobacco free campus, paper less administration, tree plantation around Pallikarnai, waste segregation, noise free zone.
- The Institute is in the process of conducting green auditing of the campus.
- The entire campus is eco-friendly with good walking tracks.
- Solar system and paper less governance, plantation of trees.
- The Institution strictly follows the state government rules for management of biohazards waste. The Institution has effluent treatment and recycling plant.

The Institution is located in environmental friendly campus. Institution believes in conservation of energy and natural environment.

## Criterion – VII

### **7. Innovations and Best Practices**

- 7.1 Innovations introduced during this academic year which have created a positive impact on the functioning of the institution. Give details.
- Case based learning modules for B.Sc, M.Sc students
  - Computer assisted teaching and learning.
  - Model making and chart making competition for undergraduate post graduate students.
  - Formative seminar, medico social case presentation, family study, journal club evaluation of post graduate students by faculty.
  - SBCN follows the norms of INC and TNC to the guidelines of the UGC
  - Financial assistance to orphanage students
  - Students are updated in the recent developments happening in their respective fields of specialization by means of hospital visits, participation in symposiums, conferences, projects, seminars, workshop, etc.,
  - The college conducts periodical tests, oral examinations, assignment and seminars
  - Special coaching classes are conducted for the students to help them prepare for the competitive exams like GATE,GRE etc.,
  - Providing annual calendar of events to all.
  - Provide calendar of academic schedule to parents and the students
  - Orientation program for new recruits regarding teaching.
  - Biometric attendance for teaching and non-teaching staff.
  - Collaboration of our Institute with Japanese Organization NICHI-IN center for regenerative Medicine
  - Establishment of clinical skill laboratory to sensitize undergraduate and postgraduate students for improving clinical skills.
  - Institute website is being updated
  - Establishment of state of art clinical skill laboratory.
  - Convention Centre with auditorium, two conference halls, food court and registration foyer.
  - Medical Insurance for students, teaching and non-teaching staff members.
  - Scholarship for high achiever students.
  - Mentorship programs for students.
  - Best PG dissertation award instituted.
  - Earn while you learn scheme for benefit of poor students.
  - Establishment of IQAC in our Institute
  - Internal Assessment Trials were conducted for all Departments
  - Medical facility has been made completely free for gallantry awardees and freedom

fighters by the hospital.

- Rain water harvesting system is in place, channeling the water from the roof into the ground to increase ground water level. Plantation of trees to improve ground water level.
- Continuing medical education programs were organized by all 21 departments spread throughout the year.
- Conduct of regular surgical skill workshop.
- The theme of the Hospital was “Clinical documentation & Evidence based practices” which is achieved by giving by collecting all clinical reports and necessary documents.
- Increased number of MOUs and collaboration.
- Promotion of research among faculty and student through innovative practices by research awards like, Best Ph.D Thesis Award, Best Post-Graduate Dissertation Award, Best Scientist Award, Best Young Scientist Award, Cash Award / Incentive for publication of Text Book / Reference Book.

7.2 Provide the Action Taken Report (ATR) based on the plan of action decided upon at the beginning of the year

- Improving the infrastructural facility by adding seminar halls, seating arrangements for the faculty rooms, departments, and class rooms.
- Conducted international conferences, seminars, workshops, symposiums department wise.
- Regular in-service programmes conducted for the teaching and non teaching faculty.
- Staffs were motivated to do the research and minor and major projects for this academic year.
- Social welfare activities was conducted for the patients increasing awareness regarding Hypertension awareness, cataract, diabetic care etc,

7.3 Give two Best Practices of the institution (*please see the format in the NAAC Self-study Manuals*)

- Mentor-Mentee (Faculty Advisor)
- Best practices in the Department of Training & Placement

7.4 Contribution to environmental awareness / protection

- The entire campus is eco-friendly with good walking tracks.
- Solar system and water filtration plant for re consumption, paper less governance, plantation of trees.
- Sewage treatment plant of 150 klt /day capacity is available in the hospital which helps to utilize the sewage from the hospital using the activated sludge process by extended aeration system.
- Water filtration plant.
- Manure with organic waste.



➤ The institution has sewage treatment and recycling plant.

➤ e-waste management.

7.5 Whether environmental audit was conducted?    Yes     No

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