

# Unified Manual for Health Sciences Colleges in RAF.

(Applicable for all cycles including Re-Assessment)

## Part-A 900 Weightage points common to all types of Health Sciences Colleges

### Criterion 1 – Curricular Aspects (80)

Key Indicator – 1.1 Curricular Planning and Implementation (15)		
Metric No.		Weight age
1.1.1 Q1M	<p><i>The Institution ensures effective curriculum planning, delivery and evaluation through a well defined process as prescribed by the respective regulatory councils and the affiliating University.</i></p> <p><b>CURRICULUM PLANNING:</b> Established in 1928, Govt. Dental College and Hospital, Mumbai is affiliated to Maharashtra University of Health Sciences (MUHS) and follows the academic program designed by MUHS, having a limited role in curriculum design and development. The curriculum is operationalized within the overall framework, taking into consideration the goals and concerns at the institutional level. Various academic activities are conducted focusing on the relevance to students as well as teachers, complying with the guidelines laid by the University. Revisions in the curriculum or syllabus, if any, is a continuous process which are discussed at the college academic committee, and effectively communicated to students and teachers, following which a smooth implementation of the same is done from the primary level.</p> <p><b>IMPLEMENTATION:</b> At the beginning of each academic year, there are orientation programs conducted for undergraduates and post graduates. The curriculum committee of the institution decides the annual academic activities pertaining to the curriculum, to be completed within the stipulated time frame. As per the syllabus, the activities are planned for the required number of theory and practical hours, catering to the basic educational needs. The institute offers the following courses:</p> <p><b>BDS</b> – Bachelor of Dental Surgery. The undergraduate dental training programme is of 4 academic years with 240 teaching days per academic year followed by one year paid rotating internship in a dental college.</p> <p><b>MDS</b> – Master of Dental Surgery in various subjects such as Conservative dentistry and Endodontics, Oral &amp; Maxillofacial Surgery, Periodontology &amp; Implantology, Orthodontics, Prosthodontics, Pedodontics, Oral Medicine &amp; Radiology and Oral Pathology &amp; Microbiology. The post graduate dental training programme is of 3 academic years with 240 teaching days per academic year followed by one year bond in dental college.</p> <p><b>PhD</b> -Doctor of Philosophy in subjects Of Prosthodontics, Periodontics, Pedodontics and Oral Medicine And Radiology</p> <p><b>Diploma</b> in Dental Mechanics and Dental Hygienists</p> <p><b>Fellowship</b>-Oral implantology, Geriatric dentistry and Microdentistry</p>	10

**Documents to be uploaded:**

Sr. no.	Name of the document	Link
1.	Minutes of the meeting of the college curriculum committee	
2.	Any other relevant information.	

1.1.2  
Q<sub>n</sub>M

***Percentage of fulltime teachers participating in BoS /Academic Council of Universities during the last five years. (Restrict data to BoS /Academic Council only)***

5

Number of teachers of the Institution participating in BoS/Academic Council of universities year-wise during the last five years

Data requirement: (As per Data Template)

- Number of teachers participated
- Name of the body in which fulltime teachers participated
- Total number of teachers

Formula

$$\frac{\text{Number of fulltime teachers participating in such bodies during the last five years}}{\text{Average number of full time teachers during the last five years}} \times 100$$

$$2/73.2 \times 100 = 2.73\%$$

**Upload:**

Sr. no.	Name of the document	Link
1.	List of teachers participating in BoS of universities year-wise during the last five years	
2.	List of teachers participating in Academic Council of universities year-wise during the last five years	NA
3.	Details of participation of teachers in various bodies	
4.	Scanned copies of letters to support participation of teachers in BoS Academic Council of universities	
5.	Institutional data in prescribed format	

## Key Indicator- 1.2 Academic Flexibility (20)

Metric No.		Weight age																		
<b>1.2.1 QnM</b>	<p><b><i>Percentage of inter-disciplinary / inter-departmental courses /training across all the Programmes offered by the College during the last five years</i></b></p> <p>1.2.1.1 : Number of <i>courses</i> offered across all <i>programmes</i> during the last five years= 66                      1.2.1.2 : Number of inter-disciplinary /inter-departmental courses /training offered during the last five years= 42</p> <p>Formula:  <math display="block">\frac{\text{Number of interdisciplinary /interdepartmental courses /training offered during the last five years}}{\text{Number of courses offered across all programmes during the last five years}} \times 100</math> <math display="block">42/66 \times 100 = 63.63\%</math></p> <p><b>Upload:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. no.</th> <th style="text-align: center;">Name of the document</th> <th style="text-align: center;">Link</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>List of programmes offered year-wise during the last five years</td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>List of Interdisciplinary /interdepartmental courses /training across all the programmes offered by the University during the last 5 years</td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Minutes of relevant Academic Council/BoS meetings</td> <td style="text-align: center;">NA</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Institutional data in prescribed format</td> <td></td> </tr> <tr> <td style="text-align: center;">5.</td> <td>Any other relevant information</td> <td></td> </tr> </tbody> </table>	Sr. no.	Name of the document	Link	1.	List of programmes offered year-wise during the last five years		2.	List of Interdisciplinary /interdepartmental courses /training across all the programmes offered by the University during the last 5 years		3.	Minutes of relevant Academic Council/BoS meetings	NA	4.	Institutional data in prescribed format		5.	Any other relevant information		<b>10</b>
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<b>1.2.2 QnM</b>	<p><b><i>Average percentage of students enrolled in subject-related Certificate/ Diploma / Add-on courses as against the total number of students during the last five years</i></b></p> <p>Number of students enrolled in subject-related Certificate or Diploma or add-on courses year-wise during the last five years</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Total number of students enrolled in certificate diploma/Add-on</li> </ul>	<b>10</b>																		

courses

- Total number of students across all programs

**Formula:**

Percentage per year=

$$\frac{\text{Total number of students enrolled in Certificate, Diploma or Add-on courses in a year}}{\text{Total number of students across all programs during that year}} \times 100$$

**2018-19: 542/577 ×100 = 93.93%**

**2019-20: 485/614 ×100 = 78.90%**

**2020-21: 615/649 ×100 = 94.76%**

**2021-22: 674/691 ×100 = 97.53%**

**2022-23: 270**

$$\text{Average percentage} = \frac{\sum \text{Percentage per year}}{5}$$

=

=

**Upload:**

Sr. no.	Name of the document	Link
1.	Details of the students enrolled in subject-related Certificate/ Diploma/Add-on courses	
2.	Any other relevant information	
3.	Institutional data in prescribed format	

### Key Indicator- 1.3 Curriculum Enrichment (25)

Metric No.		Weight age
1.3.1. Q1M	<p><i>The Institution integrates cross-cutting issues relevant to gender, environment and sustainability, human values, health determinants, Right to Health and emerging demographic issues and Professional Ethics into the Curriculum as prescribed by the University / respective regulative councils</i></p> <p>The institution provides necessary assistance to students to enable them to acquire meaningful experiences for learning at the campus &amp; to facilitate their holistic development &amp; progression. It also looks into performance &amp; progression of students to higher education &amp; gainful employment &amp; alumni profiles. Students of the institution are benefited by scholarships/free-ships schemes by government. The institution has various capability enhancement &amp; development programme for soft skill, language &amp; communication skill, Yoga &amp; Wellness, Human value, personality &amp; professional development for the benefit of students. It also provides guidance for competitive examinations &amp; career counselling which encourages &amp; empowers students for higher education &amp; self employment making them complete professionals. There is a transparent mechanism to ensure a stress free, ragging free campus headed by Anti-ragging Committee. Timely redressal of grievances of student grievances is carried out by Grievance Committee. Awareness rallies and programs are conducted on World No Tobacco Day. Women's day is celebrated to address issues and create awareness on women's health, women empowerment and gender equality. The institution has required infrastructure &amp; promotes active participation of students in social, cultural, sports &amp; leisure activities to develop &amp; enhance various skills &amp; competencies. The institution is dedicated to overall development &amp; welfare of students through structured Student Council which allows active participation of students in various academic &amp; administrative bodies. An active Alumni Association assures continuing bonds between ex-students and Alma-mater which contributes significantly to the development of institution.</p>	5

An educational institute is known by the values and best practices instilled in its day to day governance and functioning. To achieve its objectives of holistic development among all the stake holders a conducive environment is promoted assuring gender equity, safety & security, green environment friendly campus. Gender equity and sensitization is a hallmark of this institution where in the constant dedicated efforts are made to balance out gender disharmony. The VISHAKHA SAMITI (Sexual Harassment redresser Committee) maintains a strict vigil to weed out any gender biases in daily practice. Dedicated programmes for awareness are conducted to spread the message of gender equity. The green campus initiative is implemented and strictly monitored through various committees on biomedical waste disposal management, energy and water conservation, green and clean campus. To promote communal, regional, linguistic and cultural harmony various programs and dedicated National and International days are celebrated with great fervor throughout the year. The research and scientific environment is zealously promoted by instituting financial grants, supporting CDE, webinar and conferences. The management recognizes exceptional achievements by the teaching and non teaching faculty in every academic year. The institution is thus marching towards its mission of serving the humanity through excellence in academic and clinical practice in a conducive atmosphere.

Provide weblink to :

List of courses with their descriptions

Any other relevant information

Sr. no.	Name of the document	Link
1.	List of courses with their descriptions	
2.	Any other relevant information	

1.3.2.  
QnM

***Number of value-added courses offered during the last five yearsthat impart transferable and life skills***

5

Number of value-added courses offered during the last five years that impart transferable and life skills

Year	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023
Number of value-added courses offered	4	0	1	2	2

Data Requirement for the last five years: (As per Data Template)

Name of the value-added courses with 15 or more contact hours

Number of times that a course is offered during a specified year

Total number of students completing such course in the year

**Upload:**

Sr. no.	Name of the document	Link
1.	Brochure or any other document related to value-added course/s	
2.	List of value added courses (Data Template)	
3.	List of students enrolled in value-added courses year-wise during the last five years	
4.	Any other relevant information	

**1.3.3. QnM**

***Average percentage of students enrolled in the value-added courses during the last five years***

Number of students enrolled in value-added courses offered year-wise during the last five years that impart transferable and life skills

Year	2018-19	2019-20	2020-21	2021-22	2022-23
Number of students enrolled	398	0	29	53	46

Data Requirement for the last five years:

Names of the value-added courses with 15 or more contact hours

Number of times a course was offered during the specified year

Total number of students completing such course/s in the specified year

**Formula:** Percentage per year =

$$\frac{\text{Number of students enrolled in the courses during a year}}{\text{Total number of students in that year}} \times 100$$

**2018-2019:**  $398/577 \times 100 = 68.97\%$

**2019-2020:** 0

**2020-2021:**  $29/614 \times 100 = 4.72\%$

**2021-2022:**  $53/691 \times 100 = 7.67\%$

**2022-2023:**

Average percentage =  $\frac{\sum \text{percentage per year}}{5} =$

**Upload:**

Sr. no.	Name of the document	Link
1.	List of students enrolled in value-added courses (Data Template)	
2.	Any other relevant information	



<p><b>1.3.4 QnM</b></p>	<p><b><i>Percentage of students undertaking field visits/Clinical / industry internships/research projects/industry visits/community postings (data for the preceding academic year)</i></b></p> <p>Number of students undertaking field visits/ internships/research projects/industry visits/community postings</p> <p>Data Requirement: (As per Data Template)</p> <ul style="list-style-type: none"> <li>• Names of the programmes</li> <li>• Number of students undertaking field visits/ internships/research projects/industry visits/community postings</li> <li>• Total number of students in the Institution</li> </ul> <p>Formula:</p> $\frac{\text{No. of students undertaking field visits, Clinical, industry internships, research projects, industry visits, community postings}}{\text{Total number of students}} \times 100$ <p><b>Upload:</b></p> <table border="1" data-bbox="347 981 1216 1487"> <thead> <tr> <th data-bbox="347 981 475 1025">Sr. no.</th> <th data-bbox="475 981 895 1025">Name of the document</th> <th data-bbox="895 981 1216 1025">Link</th> </tr> </thead> <tbody> <tr> <td data-bbox="347 1025 475 1281">1.</td> <td data-bbox="475 1025 895 1281">List of programmes and number of students undertaking field visits/internships/research projects/industry visits/community postings (Data Template)</td> <td data-bbox="895 1025 1216 1281"></td> </tr> <tr> <td data-bbox="347 1281 475 1417">2.</td> <td data-bbox="475 1281 895 1417">Documents to show the total number of students in the Institution during the preceding academic year</td> <td data-bbox="895 1281 1216 1417"></td> </tr> <tr> <td data-bbox="347 1417 475 1487">3.</td> <td data-bbox="475 1417 895 1487">Any other relevant information</td> <td data-bbox="895 1417 1216 1487"></td> </tr> </tbody> </table>	Sr. no.	Name of the document	Link	1.	List of programmes and number of students undertaking field visits/internships/research projects/industry visits/community postings (Data Template)		2.	Documents to show the total number of students in the Institution during the preceding academic year		3.	Any other relevant information		<p><b>10</b></p>
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### Key Indicator- 1.4 Feedback System (20)

Metric No.		Weight age															
1.4.1. Q <sub>n</sub> M	<p><i>Mechanism is in place to obtain structured feedback on curricula/syllabi from various stakeholders</i></p> <p><b>Structured feedback received from</b></p> <ol style="list-style-type: none"> <li>1) Students</li> <li>2) Teachers</li> <li>3) Employers</li> <li>4) Alumni</li> <li>5) Professionals</li> </ol> <p><b>Upload:</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Sr. no.</th> <th style="text-align: center;">Name of the document</th> <th style="text-align: center;">Link</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Stakeholder feedback reports as stated in the minutes of meetings of the College Council /IQAC/ Curriculum Committee</td> <td></td> </tr> <tr> <td style="text-align: center;">2.</td> <td>URL for feedback report</td> <td></td> </tr> <tr> <td style="text-align: center;">3.</td> <td>Institutional data in prescribed format</td> <td></td> </tr> <tr> <td style="text-align: center;">4.</td> <td>Any other relevant information</td> <td></td> </tr> </tbody> </table>	Sr. no.	Name of the document	Link	1.	Stakeholder feedback reports as stated in the minutes of meetings of the College Council /IQAC/ Curriculum Committee		2.	URL for feedback report		3.	Institutional data in prescribed format		4.	Any other relevant information		<b>10</b>
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4.	Any other relevant information																
1.4.2 Q <sub>n</sub> M	<p><i>Feedback on curricula and syllabi obtained from stakeholders is processed in terms of:</i></p> <p><b>Options (Opt any one that is applicable):</b></p> <ol style="list-style-type: none"> <li>A. Feedback collected, analysed and action taken on feedback besides such documents made available on the institutional website ✓</li> <li>B. Feedback collected, analysed and action has been taken</li> <li>C. Feedback collected and analysed</li> <li>D. Feedback collected</li> <li>E. Feedback not collected</li> </ol>	<b>10</b>															

<b>Upload:</b>		
Sr. no.	Name of the document	Link
1.	URL for stakeholder feedback report	
2.	Action taken report of the Institution on the feedback report as stated in the minutes of meetings of the College Council/IQAC	
3.	Institutional data in prescribed format	
4.	Any other relevant information	

