



MANSAROVAR DENTAL COLLEGE

Mansarovar Campus, Rani Avanti Bai Marg, Village- Hinotia Aalam,

Ward No. 84, Kolar Road, Bhopal (M.P) 462042

Tel: +91-9111777225, 761158888. Website: www.mansarovardentalcollege.com

**6.4.2 Documents pertaining to
internal and external audits year-
wise for the last five years**

MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

Ref. No. MDC/AUDIT/307

Date : 15/02/2018

Internal audit of various departments will be conducted from 23/02/2018 to 26/02/2018, between 9:00 am to 3:30 pm. All faculties are hereby informed to prepare for audit

Schedule of audit is mentioned below :

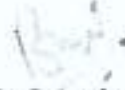
S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr. Amita Gupta Dr. Ramesh Shandilya	23/02/2018 9 am – 11 am
2.	Physiology/ Biochemistry	Dr. Amita Gupta Dr. Ramesh Shandilya	23/02/2018 11am- 1pm
3.	Microbiology/ Pathology	Dr. Amita Gupta Dr. Ramesh Shandilya	23/02/2018 1:30 pm – 3:30 pm
4.	Pharmacology	Dr. Amita Gupta Dr. Ramesh Shandilya	26/02/2018 9 am – 11 am
5.	Gen. Surgery/ Gen.Medicine	Dr. Amita Gupta Dr. Ramesh Shandilya	26/02/2018 11am- 1pm
6.	Oral Pathology	Dr. Nishi Mishra Dr. Himanshu Khashu	23/02/2018 9 am – 11 am
7.	Oral Medicine	Dr. Saurabh Shrivastava Dr. Abhishek Jain	23/02/2018 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr. Saurabh Shrivastava Dr. Abhishek Jain	23/02/2018 11am- 1pm
9.	Periodontics	Dr. Saurabh Shrivastava Dr. Abhishek Jain	23/02/2018 1:30 pm – 3:30 pm
10.	Pedodontics	Dr. Nishi Mishra Dr. Himanshu Khashu	23/02/2018 11am- 1pm
11.	Prosthodontics	Dr. Nishi Mishra Dr. Himanshu Khashu	23/02/2018 1:30 pm – 3:30 pm
12.	Community Dentistry	Dr. Rahul Shrivastava Dr. Mayank Sharma	26/02/2018 9 am – 11 am


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S.No.	Department	Staff to Audit	Date & Time of Audit
13.	Conservative Dentistry	Dr. Rahul Shrivastava Dr. Mayank Sharma	26/02/2018 11am - 1pm
14.	Orthodontics	Dr. Rahul Shrivastava Dr. Mayank Sharma	26/02/2018 1:30 pm - 3:30 pm


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NAAC Internal Auditing Checklist (2017-2018)

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		Satisfactory and according to DCI
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		Fulfilled
	A4	Faculty Requirement List	As per DCI requirements	✓		As per D.C.I fulfilled
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		Completed
	A6	Time Table/ Clinical postings	From 2017-2018, 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 2017 – 18, 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	✓		Need to verify

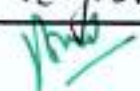
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	B5	University exam – Question paper, Results	From 2017 – 18, UG & PG	✓		
	B6	Department Library	List of books as available in the department library	✓		Audited department library. All issued books are present
C	C1	Name list (I/II/III/IV/CRI/PG As applicable)	From 2017 – 18, 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	✓		Updated and Submitted
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓		All departments have well maintained Record books
D	D1	Faculty profile	Format attached With supporting documents Publications – only the list	✓		Satisfactory


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	D2	Work in-charge	Work allotted to faculties at department level Incharge –Academic -Library -Maintenance -Research -Program	✓		Satisfactory
	D3	Publications	List of publications with hard copy of the entire articles	✓		
E	E1	Daily / Monthly OP register	From 2017 – 18. Register	✓		
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		
	E3	Special case Register	From 2017 – 18, by all the departments	✓		All U.G. departments are instructed to update the register
	E4	Census	Monthly and Yearly census From 2017 – 18	✓		
	E5	Patient feedback	All available data From 2017 – 18	✓		

F	F1	Maintenance Register	From 2017 – 18. Register	✓		
	F2	Valuable register		✓		
	F3	Consumable register / Indent Register		✓		U.G. departments are instructed to update the register


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Remarks for Academic Audit Report 2017-2018

- All departments have adhered to term wise delivery of academic content and regular formative and summative assessments.
- U.G. departments are instructed to improve and update the special case register and consumable, indent register.

B. Gurudatt Nayak

Dr B. Gurudatt Nayak

B.L. Ruparielia

Dr. Brijesh L Ruparielia

Nishi Mishra

Dr. Nishi Mishra

B. Gurudatt Nayak

Dr. B. Gurudatt Nayak
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MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

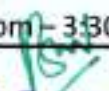
Ref. No. MDC/AUDIT/329

Date : 18/02/2019

Internal audit of various departments will be conducted from 25/02/2019 to 26/02/2019, between 9:00 am to 3:30 pm. All faculties are hereby informed to prepare for audit

Schedule of audit is mentioned below :


S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr. Amita Gupta Dr. N Ganesh	25/02/2019 9 am – 11 am
2.	Physiology/ Biochemistry	Dr. Amita Gupta Dr. N. Ganesh	25/02/2019 11am- 1pm
3.	Microbiology/ Pathology	Dr. Amita Gupta Dr. N. Ganesh	25/02/2019 1:30 pm – 3:30 pm
4.	Pharmacology	Dr. Amita Gupta Dr. N. Ganesh	26/02/2019 9 am – 11 am
5.	Gen. Surgery/ Gen. Medicine	Dr. Amita Gupta Dr. N. Ganesh	26/02/2019 11am- 1pm
6.	Oral Pathology	Dr. B. Sunil Kumar Dr. Utkarsh Tiwari	26/02/2019 9 am – 11 am
7.	Oral Medicine	Dr. Eshani Saxena Dr. Abhishek Jain	26/02/2019 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr. Eshani Saxena Dr. Abhishek Jain	25/02/2019 11am- 1pm
9.	Periodontics	Dr. Eshani Saxena Dr. Abhishek Jain	26/02/2019 1:30 pm – 3:30 pm
10.	Pedodontics	Dr. B. Sunil Kumar Dr. Utkarsh Tiwari	26/02/2019 11am- 1pm
11.	Prosthodontics	Dr. B. Sunil Kumar Dr. Utkarsh Tiwari	25/02/2019 1:30 pm – 3:30 pm


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S.No.	Department	Staff to Audit	Date & Time of Audit
12.	Community Dentistry	Dr. Antriksh Azad Dr. Richa Agrawal	26/02/2019 9 am – 11 am
13.	Conservative Dentistry	Dr. Antriksh Azad Dr. Richa Agrawal	26/02/2019 11am – 1pm
14.	Orthodontics	Dr. Antriksh Azad Dr. Richa Agrawal	26/02/2019 1:30 pm – 3:30 pm


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NAAC Internal Auditing Checklist (2018-2019)


	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		As per DCI (Satisfactory)
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		Satisfactory
	A4	Faculty Requirement List	As per DCI requirements	✓		Satisfactory
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		Completed as per MPMSU Norms
	A6	Time Table/ Clinical postings	From 2018-19, 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 2018-19, 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	✓		Satisfactory

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	B5	University exam – Question paper, Results	From 2018-19, UG & PG	✓		
	B6	Department Library	List of books as available in the department library	✓		Satisfactory
C	C1	Name list (I/II/III/IV/CRI/PG As applicable)	From 2018-19, 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	✓		Submitted
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓		
D	D1	Faculty profile	Format attached With supporting documents Publications – only the list	✓		Satisfactory

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	D2	Work in-charge	Work allotted to faculties at department level Incharge -Academic -Library -Maintenance -Research -Program	✓		Satisfactory
	D3	Publications	List of publications with hard copy of the entire articles	✓		All faculties are instructed to do more publications
E	E1	Daily / Monthly OP register	From 2018-19. Register	✓		Updated.
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		
	E3	Special case Register	From 2018-19, by all the departments	✓		Satisfactory
	E4	Census	Monthly and Yearly census From 2018-19	✓		
	E5	Patient feedback	All available data From 2018-19	✓		

F	F1	Maintenance Register	From 2018-19 Register	✓		
	F2	Valuable register		✓		
	F3	Consumable register / Indent Register		✓		Verified 

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Remarks for Academic Audit Report 2018-2019

- All departments have adhered to the termwise delivery of Academic Content.
- All department faculties are instructed to have more publications.


Dr. Tripti Rahangdale


Dr. B. Sunil Kumar


Dr. Himanshu Khashu


Dr. B. Gurudatt Nayak
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MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

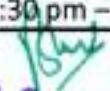
Ref. No. MDC/AUDIT/342

Date : 20/02/2020

Internal audit of various departments will be conducted from 27/02/2020 to 27/02/2020, between 9:00 am to 3:30 pm. All faculties are hereby informed to prepare for audit


Schedule of audit is mentioned below :

S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr. Amita Gupta Dr. Sapna Singh	27/02/2020 9 am – 11 am
2.	Physiology/ Biochemistry	Dr. Amita Gupta Dr. Sapna Singh	27/02/2020 11am- 1pm
3.	Microbiology/ Pathology	Dr. Amita Gupta Dr. Sapna Singh	27/02/2020 1:30 pm – 3:30 pm
4.	Pharmacology	Dr. Amita Gupta Dr. Sapna Singh	28/02/2020 9 am – 11 am
5.	Gen. Surgery/ Gen. Medicine	Dr. Amita Gupta Dr. Sapna Singh	28/02/2020 11am- 1pm
6.	Oral Pathology	Dr. B. Sunil Kumar Dr. S. Prabhu	27/02/2020 9 am – 11 am
7.	Oral Medicine	Dr. Mayank Sharma Dr. Maulsree Guleria	27/02/2020 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr. Mayank Sharma Dr. Maulsree Guleria	27/02/2020 11am- 1pm
9.	Periodontics	Dr. Mayank Sharma Dr. Maulsree Guleria	27/02/2020 1:30 pm – 3:30 pm
10.	Pedodontics	Dr. B. Sunil Kumar Dr. S. Prabhu	27/02/2020 11am- 1pm
11.	Prosthodontics	Dr. B. Sunil Kumar Dr. S. Prabhu	27/02/2020 1:30 pm – 3:30 pm



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S.No.	Department	Staff to Audit	Date & Time of Audit
12.	Community Dentistry	Dr. Saurabh Shrivastava Dr. Nitin Awasthi	28/02/2020 9 am – 11 am
13.	Conservative Dentistry	Dr. Saurabh Shrivastava Dr. Nitin Awasthi	28/02/2020 11am – 1pm
14.	Orthodontics	Dr. Saurabh Shrivastava Dr. Nitin Awasthi	28/02/2020 1:30 pm – 3:30 pm

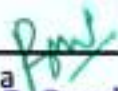

Dr. B. Gurudatt Nayak
Principal

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NAAC Internal Auditing Checklist (2019-2020)

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		Satisfactory
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		Satisfactory
	A4	Faculty Requirement List	As per DCI requirements	✓		fulfilled
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		Completed
	A6	Time Table/ Clinical postings	From 2019-2020, for each respective batch Master Time Table	✓		Satisfactory
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 2019-2020, 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	✓		Satisfactory


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	B5	University exam – Question paper, Results	From 2019-2020, UG & PG	✓	Available. & updated
	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 2019-2020, UG & PG, each batch/ year	✓	
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG		UG research/ projects needed to be improved
	C3	Students participation, awards	List of Paper/ Poster presentations/ participation and awards/ medals – supporting certificates	✓	Submitted
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓	Satisfactory
D	D1	Faculty profile	Format attached With supporting documents Publications – only the list	✓	Attached

Handwritten signature

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	D2	Work in-charge	Work allotted to faculties at department level Incharge -Academic -Library -Maintenance -Research -Program	✓		Satisfactory
	D3	Publications	List of publications with hard copy of the entire articles	✓		Attended
E	E1	Daily / Monthly OP register	From 2019-2020. Register	✓		updated
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		
	E3	Special case Register	From 2019-2020, by all the departments	✓		Satisfactory
	E4	Census	Monthly and Yearly census From 2019-2020	✓		
	E5	Patient feedback	All available data From 2019-2020	✓		Feedback from patient found Satisfactory

F	F1	Maintenance Register	From 2019-2020 Register	✓		
	F2	Valuable register		✓		
	F3	Consumable register / Indent Register		✓		Updated

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Remarks for Academic audit report 2019-2020

- All departments have satisfactorily submitted the documents for the academic year 2019-2020
- UG departments are instructed to encourage the undergraduate students to engage in more number of research projects.



Dr. B. Gurudatt Nayak



Dr. Himanshu Khashu



Dr. Tripti Rahangdale



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MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

Ref. No. MDC/AUDIT/307

Date : 15/02/2021

Internal audit of various departments will be conducted from 22/02/2021 to 23/02/2021, between 9:00 am to 3:30 pm. All faculties are hereby informed to prepare for audit

Schedule of audit is mentioned below :

S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr. Ramesh Shandilya Dr. Sapna Singh	22/02/2021 9 am – 11 am
2.	Physiology/ Biochemistry	Dr. Ramesh Shandilya Dr. Sapna Singh	22/02/2021 11am- 1pm
3.	Microbiology/ Pathology	Dr. Ramesh Shandilya Dr. Sapna Singh	22/02/2021 1:30 pm – 3:30 pm
4.	Pharmacology	Dr. Ramesh Shandilya Dr. Sapna Singh	23/02/2021 9 am – 11 am
5.	Gen. Surgery/ Gen. Medicine	Dr. Ramesh Shandilya Dr. Sapna Singh	23/02/2021 11am- 1pm
6.	Oral Pathology	Dr. Sagar Khanna Dr. Shikha Rajput	22/02/2021 9 am – 11 am
7.	Oral Medicine	Dr. Karvika Dr. Neha Bedwal	22/02/2021 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr. Karvika Dr. Neha Bedwal	22/02/2021 11am- 1pm
9.	Periodontics	Dr. Karvika Dr. Neha Bedwal	22/02/2021 1:30 pm – 3:30 pm
10.	Pedodontics	Dr. Sagar Khanna Dr. Shikha Rajput	22/02/2021 11am- 1pm
11.	Prosthodontics	Dr. Sagar Khanna Dr. Shikha Rajput	22/02/2021 1:30 pm – 3:30 pm

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MANSAROVAR DENTAL COLLEGE

S.No.	Department	Staff to Audit	Date & Time of Audit
12.	Community Dentistry	Dr. Richa Agrawal Dr. Shobhit Pradhan	23/02/2021 9 am – 11 am
13.	Conservative Dentistry	Dr. Richa Agrawal Dr. Shobhit Pradhan	23/02/2021 11am – 1pm
14.	Orthodontics	Dr. Richa Agrawal Dr. Shobhit Pradhan	23/02/2021 1:30 pm – 3:30 pm

Bnw
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Principal

Dr. B. Gurudatt Nayak
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Principal
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NAAC / ISO Internal Auditing Checklist (2020-2021)

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		As per DCI satisfactory
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		Satisfactory
	A4	Faculty Requirement List	As per DCI requirements	✓		Full filled as per DCI
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		
	A6	Time Table/ Clinical postings	From 2020-21 , for each respective batch Master Time Table	✓		
B	B1	Timetable – Theory/ Practical/Clinical	Department schedule UG & PG	✓		Theory classes were conducted online
	B2	Lesson plan, Lesson Format, (Theory/ Practical/Clinical)/ Teaching schedule	Format attached	✓		
	B3	Int. Assessment - Timetable, Question paper, Marks, Remedial measures	From 2020-21 , 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)	✓		Internal assessment were conducted online Paw

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	B4	PTM reports	All available data	✓		<i>satisfactory</i>
	B5	University exam – Question paper, Results	From 2020-21 , UG & PG	✓		
	B6	Department Library	List of books as available in the department library	✓		<i>full filled</i>
C	C1	Name list (I/II/III/IV/CRI/PG As applicable)	From 2020-21 , UG & PG, each batch/ year	✓		
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG	✓		<i>satisfactory</i>
	C3	Students participation, awards	List of Paper/ Poster presentations/ participation and awards/ medals – supporting certificates	✓		
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓		<i>updated,</i>
D	D1	Faculty profile	Format attached With supporting documents Publications – only the List	✓		<i>satisfactory</i>

Bow

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	D2	Work in-charge	Work allotted to faculties at department level Incharge –Academic -Library -Maintenance -Research -Program	✓		<i>satisfactory</i>
	D3	Publications	List of publications with hard copy of the entire articles	✓		
E	E1	Daily / Monthly OP register	From 2020-21 Register	✓		
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		<i>updated</i>
	E3	Special case register	From 2020-21 , by all the departments	✓		
	E4	Census	Monthly and Yearly census From 2020-21	✓		
	E5	Patient feedback	All available data From 2020-21	✓		

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F	F1	Maintenance register	From 2020-21 Register	✓		
	F2	Valuable register		✓		
	F3	Consumable register / Indent register		✓		


Remarks for Academic audit report 2020-2021

- 1) All departments have satisfactorily submitted the document for the academic year 2021-22
- 2) Due to the lockdown, internal assessment was conducted online. so the process of assessing and conducting the exams could not be completely standardized.
- 3) As the classes were conducted online, interaction with students and their understanding of the subjects were found to be limited

Dr Tripti Rahangdale

Dr Nishi Mishra

Dr Sagar Khanna


Dr. B. Gurudatt Nayak
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MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

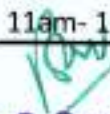
Ref. No. MDC/AUDIT/300

Date : 14/02/2022

Internal audit of various departments will be conducted from 21/02/2022 to 22/02/2022, between 9:00 am to 3:30 pm. All faculties are hereby informed to prepare for audit

Schedule of audit is mentioned below :

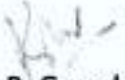
S.No.	Department	Staff to Audit	Date & Time of Audit
1.	Anatomy	Dr. Amita Gupta Dr. Ramesh Shandilya	21/02/2022 9 am – 11 am
2.	Physiology/ Biochemistry	Dr. Amita Gupta Dr. Ramesh Shandilya	21/02/2022 11am- 1pm
3.	Microbiology/ Pathology	Dr. Amita Gupta Dr. Ramesh Shandilya	21/02/2022 1:30 pm – 3:30 pm
4.	Pharmacology	Dr. Amita Gupta Dr. Ramesh Shandilya	22/02/2022 9 am – 11 am
5.	Gen. Surgery/ Gen. Medicine	Dr. Amita Gupta Dr. Ramesh Shandilya	22/02/2022 11am- 1pm
6.	Oral Pathology	Dr. Antriksh Azad Dr. Himanshu Khashu	21/02/2022 9 am – 11 am
7.	Oral Medicine	Dr. Shweta Prabhu Dr. Preeti Bhardwaj	21/02/2022 9 am – 11 am
8.	Oral & Maxillofacial Surgery	Dr. Shweta Prabhu Dr. Preeti Bhardwaj	21/02/2022 11am- 1pm
9.	Periodontics	Dr. Shweta Prabhu Dr. Preeti Bhardwaj	21/02/2022 1:30 pm – 3:30 pm
10.	Pedodontics	Dr. Antriksh Azad Dr. Himanshu Khashu	21/02/2022 11am- 1pm


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S.No.	Department	Staff to Audit	Date & Time of Audit
11.	Prosthodontics	Dr. Antriksh Azad Dr. Himanshu Khashu	21/02/2022 1:30 pm – 3:30 pm
12.	Community Dentistry	Dr. Abhishek Jain Dr. Utkarsh Tiwari	22/02/2022 9 am – 11 am
13.	Conservative Dentistry	Dr. Abhishek Jain Dr. Utkarsh Tiwari	22/02/2022 11am – 1pm
14.	Orthodontics	Dr. Abhishek Jain Dr. Utkarsh Tiwari	22/02/2022 1:30 pm – 3:30 pm


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NAAC Internal Auditing Checklist (2021-2022)

	File no.	File	To check	Yes	No	Remarks
A	A1	University/DCI Regulations	Madhya Pradesh Medical Science University & DCI regulations	✓		
			UG – 2007 with 2018 Amendments PG – 2017	✓		
	A2	Infrastructure – Layout, Floor Plan	Department layout	✓		Satisfactory (as per DCI)
	A3	Equipment List	As per DCI requirements UG – 2007 with 2018 Amendments PG – 2017	✓		Satisfactory
	A4	Faculty Requirement List	As per DCI requirements	✓		As per DCI (Fulfilled)
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		Completed
	A6	Time Table/ Clinical postings	From 2021-2022, for each respective batch Master Time Table	✓		Satisfactory
B	B1	Timetable – Theory/ Practical/Clinical	Department schedule UG & PG	✓		Satisfactory
	B2	Lesson plan, Lesson Format, (Theory/ Practical/Clinical)/ Teaching schedule	Format attached	✓		
	B3	Int. Assessment - Timetable, Question paper, Marks, Remedial measures	From 2021-2022, 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	✓		Satisfactory


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	B5	University exam – Question paper, Results	From 2021-2022, UG & PG	✓		Satisfactory
	B6	Department Library	List of books as available in the department library	✓		Updated
C	C1	Name list (I/II/III/IV/CRI/PG As applicable)	From 2021-2022, UG & PG, each batch/ year	✓		
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG	✓		Satisfactory
	C3	Students participation, awards	List of Paper/ Poster presentations/ participation and awards/ medals – supporting certificates	✓		Satisfactory
	C4	Student record	One record book from UG, PG of recently passed out batch, relevant to the Department	✓		
D	D1	Faculty profile	Format attached With supporting documents Publications – only the list	✓		more number of publications Recommended.

Handwritten Signature
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	D2	Work in-charge	Work allotted to faculties at department level Incharge -Academic -Library -Maintenance -Research -Program	✓		Satisfactory
	D3	Publications	List of publications with hard copy of the entire articles	✓		More number of publication recommended
E	E1	Daily / Monthly OP register	From 2021-2022. Register	✓		
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		
	E3	Special case Register	From 2021-2022, by all the departments	✓		Satisfactory
	E4	Census	Monthly and Yearly census From 2021-2022	✓		
	E5	Patient feedback	All available data From 2021-2022	✓		

F	F1	Maintenance Register	From 2021-2022 Register	✓		
	F2	Valuable register		✓		
	F3	Consumable register / Indent Register		✓		Updated

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Remarks for Academic audit report 2021-2022

- All documents submitted by departments. (UG & PG) were found Satisfactory.
- All faculties were instructed to increase the number of publications.



Dr B. Gurudatt Nayak



Dr. Nishi Mishra



Dr Preeti Bharadwaj



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