

MANSAROVAR DENTAL COLLEGE

INTERNAL AUDIT CIRCULAR

Ref. No. /MDC/2024/265A

Date 15/2/24

Internal audit of various departments will be conducted from 19/2/2024 to 20/2/2024 between 09:00 AM to 03:30 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. SAPNA SINGH DR. SAURABA SRIVASTAVA	19/2/2024 9AM - 11AM
2.	Physiology/ Biochemistry	DR. SAPNA SINGH DR. RASHMI SINGH	19/2/2024 1:30 PM - 3:30 PM
3.	Microbiology/ Pathology	DR. AMITA GUPTA DR. ABHISHEK JAIN	20/2/2024 9AM - 11AM
4.	Pharmacology	DR. NITIN AWASTHI DR. RAMESH SHANDILYA	19/2/2024 9AM - 11AM
5.	Gen. Surgery/ Gen. Medicine	DR. ABHISHEK DR. AMITA GUPTA	20/2/2024 1:30 - 3:30 PM
6.	Oral Pathology	DR. RAMESH SHANDILYA DR. PRATIBHA SHARMA	20/2/2024 9AM - 11AM
7.	Oral Medicine	DR. MRINAL SATPATHY DR. DEEPAK SINGH KIROR	19/2/2024 9AM - 11AM
8.	Oral & Maxillofacial Surgery	DR. MAULSHREE GULERIA DR. NITIN AWASTHI	20/2/24 9AM - 11AM
9.	Periodontics	DR. SYED NOORANI DR. RAHUL SRIVASTAVA	19/2/2024 9AM - 11AM
10.	Pedodontics	DR. ABHISHEK JAIN DR. AJAY CHACKSEY	19/2/24 9AM - 11AM
11.	Prosthodontics	DR. MANOJ TIWARI DR. MAYANK SHARMA	20/2/2024 9AM - 11AM

12.	Community Dentistry	DR. HIMANSHU KHAJUR DR. SIDDHARTHA SONAWANE	20/2/2024 9AM - 11AM
13.	Conservative Dentistry	DR. ANIKET SINGH DR. PRAMISH SINGH	19/2/2024 1:30 - 3:50 PM
14.	Orthodontics	DR. UTKARSH TIWARI DR. RICHA AGGARWAL	19/2/2024 1:30AM - 3:50PM



Principal

NAAC / ISO Internal Auditing Checklist

	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	✓		FULFILLED
	A5	Syllabus and Curriculum	MPMSU university Syllabus	✓		
	A6	Time Table/ Clinical postings	From 2020-21 , for each respective batch Master Time Table	✓		SATISFACTORY
B	B1	Timetable – Theory/ Practical/Clinical	Department schedule UG & PG	✓		FOLLOWED AS PER TIME-TABLE
	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	✓		CONDUCTED AS PER SCHEDULE

			basis on which IA was calculated)			
	B4	PTM reports	All available data	✓		SATISFACTORY
	B5	University exam -Question paper, Results	From 2020-21 , UG & PG	✓		DECLARED AS PER SCHEDULE.
	B6	Department Library	List of books asavailable in the department library	✓		FULFILLED AS PER DCI REQUIREMENTS
C	C1	Name list (I/II/III/IV/CRI/P G As applicable)	From 2020-21 , UG & PG, each batch/ year	✓		
	C2	Student Projects	PG thesis Documented Research/ Projects by UG & PG	✓		SUBMITTED ON TIME . SATISFACTORY
	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	✓		UPDATED AND SUBMITTED .

D	D1	Faculty profile	Format attached With supporting documents. Publications – only the list	✓		SUBMITTED/ SATISFACTORY
	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 2020-21 Register	✓		MAINTAINED
	E2	MLC register/ Needle prick injury register	Maintained in OMFS	✓		MAINTAINED
	E3	Special case register	From 2020-21 , by all the departments	✓		MAINTAINED
	E4	Census	Monthly and Yearly census From 2020-21	✓		
	E5	Patient feedback	All available data From 2020-21	✓		

F	F1	Maintenance register		✓		MAINTAINED AND UPDATED
	F2	Valuable register		✓		
	F3	Consumable register / Indent register		✓		MAINTAINED.

Remarks for Academic Audit Report 2022-2023

- ① All the departments have successfully submitted their academic data for year 2023-2024
- ② All the departments are instructed to get more PG work registered with ICMR & arrange for grants by other means.
- ③ All PG departments are advised to go for more patents & especially copyright publications of their Post graduate work.

B. Gurugutt

DR. B. GURUGUTT NAYAK

Anurag Singh

DR. ANURAG SINGH
RAJPUT.