PUSHPAGIRI COLLEGE OF DENTAL SCIENCES 5 YEAR ACTION PLAN

[2020-2025]

The main focus areas of this proposal would be on	Academic Performance
	Dental Research HUB
	Clinical Excellence

INSTITUTIONAL GOALS

1) *NIRF rank list inclusion*
2) *NAAC Grade A*
3) *Research and Educational Excellence*

ACADEMIC GOALS

1) *UG-Consistent top 3 ranks in KUHS/Publications/Presentations*
2) *PG-KUHS Ranks/Indexed publications/Grants*
3) *Faculty-Dental Education Unit (First in the state)*

CLINICAL GOALS

1) *Achieve clinical excellence at par with International standards*
2) *To become the premier tertiary dental referral centre in the state and country*

RESEARCH GOALS

1) *UG – Publications (1) per year / research work from II BDS on wards*
2) *PG – Publications (2) per year / Minor Grants*
3) *Faculty – High impact publications / Trials / Funded research projects / Patents / PhD*

ACADEMIC, CLINICAL AND
RESEARCH GOAL- PLAN OF ACTION

1. Mentorship Committee
2. Academic Monitoring cell
3. Faculty Evaluation Team
4. Dental Education Unit
5. Research and Development Committee
6. Clinical Coordination committee

1) Mentorship Committee
UG Program- Personal level interaction for the academic, personality and emotional development of students. They report to Principal, Vice Principal (Academics) and Academic monitoring cell.

2) Academic Monitoring Cell
Evaluation of the overall academic performance of the students.

3) Faculty Evaluation Team
Comprising of Institutional Director, Principal and Vice-Principals for faculty assessment by audit annually. The annual increment and promotions of faculty will be decided based on this assessment.

4) Dental Education Unit
Develop the academic skills of the faculty by sensitizing them to the latest innovative teaching methods.

5) Research and Development Committee
To enhance research and innovation culture among students and faculty members.

6) **Clinical Coordination committee**

The objectives of the Clinical Coordination committee is to ensure effective and efficient quality dental care for patients.

1) **Mentorship Committee**

1) The committee will be in charge of the overall UG mentorship program.

2) Establishment of systems to identify and help weak students (academic performance improvement).

3) Encouragement and opportunities for over achievers.

4) Committee will comprise of a chief-coordinator and BDS yearly in-charges.

5) They will report to Vice-Principal (Academics) on matters requiring intervention.

6) Each UG student will be allotted a teaching faculty as mentor and the committee will have overall responsibility of coordinating this.

7) Longitudinal Mentorship Program for under graduate Students

Objectives:

- To increase interest in clinical specialties
- To develop professionalism and personal growth
- To promote interest in academics and research
- Should help the mentee to achieve short- and long-term goals.
- Should include role modelling, and help with career development

Design and Delivery

1) Allocation

At the beginning of their period of study each student shall be randomly allocated a mentor for the period of their study in the institution.

2) Mentors Duty
- The allotted faculty members shall act as mentors
- The mentors shall interact with their mentees periodically
- The mentors shall be the point of contact for the parents and year in-charges
- The mentor shall be vigilant about their mentees academic and personal challenges

3) Evaluation
- In the beginning of the mentorship the mentor will be provided information regarding their mentee and a dossier.
- The mentor shall maintain the dossier for each of their mentee and record their subsequent meetings and interactions.

4) Grievance Redressal
The mentor shall duly report any issues that is brought to their notice to respective yearly in-charge.

2) Academic Monitoring Cell (Already functioning)

Objectives
- Guide the educational activities at PCDS (UG &PG).

- Ensure continuous quality improvement in education plan, implement and evaluate curricular development and faculty development in alignment with KUHS & DCI initiatives.

- Help develop specialized educational labs, like Skills lab, Simulation Centre, Communication labs etc.

- Offer courses in Dental education.

Committee members

Chairman: Principal - Dr. George Varghese

Co-chairman: Vice principal – Dr. Biju Sebastian

Secretary: Dr. Omal PM

All HODs and unit chief: Dr. Eapen Thomas

Mentorship committee coordinator: Dr. Subalakshmi

Course Coordinators:-

1st Year BDS: Dr. Sharlene

2nd Year BDS: Dr. Minimol

3rd Year BDS: Dr. Sherin and Dr. Ravi

Final Year Part 1: Dr. Prameetha

Final Year Part 2: Dr. Vinesh U

Intern's Coordinator: Dr. Vinod Mulamootil

MDS Coordinator: Dr. Annie Susan Thomas

3) Faculty Evaluation team

1) Comprising of Institutional Director, Principal and Vice-Principals for faculty assessment by audit annually. The annual increment and promotions of faculty will be decided based on this assessment.

2) Evaluation team will also take in to consideration the annual report from Academic monitoring cell, Mentorship committee, Research committee, Clinical co-ordinator committee and the Dental education unit.

Measure

- Classroom teaching – Lectures, Seminars, Journal clubs and Dental Clinic/Lab Demonstration classes.
- Classroom teaching – Lectures, Seminars, Bridge Courses, Remedial Courses (more than KUHS/DCI norms).
- Dental clinic based/Skills Lab – based teaching/imparting patient-related implant/prostheses development skills/Investigational & operational skills.
- Patient care (OP/IP) activities, Laboratory Services, case-record logbook preparation and Hospital administrative responsibilities.
- Departmental (both teaching & clinical) schedule development, documentation & record Keeping duties.
- Research Supervision for BDS/MDS/ PhD Candidates.
- Participation in curriculum planning & development and in Faculty Development Programs.
- Preparation of additional teaching resources (Multimedia CDs/Video presentations; Clinical presentation materials out of investigations as PPTs).
- Conduct of Participatory/innovative teaching-learning methods (Small group discussion; Case Studies; PRODEV, COURSERA; Problem Based learning (PBL); Project Based learning (PJL); Subject Quiz/Debates
Use of Students feedback on the quality of class room teaching & student interaction by the faculty member.

4) Dental Education Unit

- Standardization of learning outcomes and individualization of learning process
- Ensure Faculty development by conducting Faculty development programs and workshops
- Sensitize and facilitate Information and Communication technology integration in the curriculum.
- Keep the college updated of the current trends in Medical and dental education by conducting journal clubs, workshops and conferences in dental education.
- Provide an educational platform for national and international networking and collaboration.

Faculty Development

- Faculty development programs to improve teaching learning methodologies.
- Writing instructional objectives
- Use of active learning principles
- Use of cooperative learning methods
- Assessment of teaching quality
- Longitudinal study of instructional methods

5) Research and Development Committee

- A faculty from each department will be assigned to coordinate the research activities in the Research Committee and the committee will be headed by a coordinator.

- Research coordinator will be involved in promoting the PCDS Research activities.

- Research committee will formulate broad policy guidelines of research activities at PCDS. The Committee will report to Director, Principal and Vice Principal (Academics).

- Priority Research Areas will be identified and research groups formed. The identified faculty members will be working under clusters on various topics.

Objectives
- enhance research and innovation culture
- To facilitate research collaborations
- To facilitate good quality research programs with national and international grant
- To provide expertise and training to investigators, researchers and PhD Guides
- To support patent filing activities and technology transfer
- To improve the quantum and quality of research in PCDS.
- To promote the publishing of papers in national and
  international journals of high repute and impact factor

To recognize research contribution of teaching faculty and students.

Core Activities by Research Directorate

- Orientation, training and awareness programs to Heads of Institute (HOIs), Heads of Department (HODs), PhD guides and co-guides, investigators, faculty members and postgraduate students. The topics suggested for orientation shall include grant writing, research methodology, patent filing, scientific writing and editing, statistics, industry - institute interaction. Similar orientation training programs may be extended to postgraduate students.
- Steps to promote interdisciplinary research with Faculty of other departments and research centre faculty.

Research Activities among Undergraduate and Postgraduate Students

- To develop critical thinking and research expertise in students, research will be integrated into the undergraduate and postgraduate Curriculum.
- This will help Undergraduates, Post graduates, scientists and scholars to join together and lead to novel ideas for resolving health care problems, culminate in international peer reviewed publication and projects aiming towards student fellowships**.**

BDS Students

- Every undergraduate student (from II BDS onwards) should have at least one publication per year.

- Each student should be allotted a Mentor from First year of their BDS Curriculum.

- The students will be trained in research methodology from their first year and allowed research week in their time table at the end of each year/ summer research.

- The students under guidance of mentors should submit their research proposals to the Scientific Review Board. The students should present their proposals along with their Research Guide at the Institutional Review Board.

- The approved projects are continuously monitored until completion. Students are encouraged to present their research in National as well as International Forums.

MDS Students

- Apart from main dissertation, the post graduates should do 2 short term projects or 2 publications per year involving various discipline of research including epidemiological surveys, material sciences, diagnostic techniques, systematic reviews, case control studies, cohort studies and part of academic clinical trials under Post Graduate faculty.

- The Research projects will be stringently scrutinized by a well-established Scientific Review Board and Institutional Ethics Committee. The postgraduates will be trained in research methodology, biostatistics, evidence-based medicine, scientific manuscript writing, and writing of systematic reviews during their post-graduation course.

- The postgraduates present their completed research projects in Annual Research Meeting and should publish in renowned, peer reviewed, Indexed, and high Impact factor journals.

Planned Activity by Research Directorate

- Research Funding Facilitation.
- Research, consultancy and extension.
- Scrutinizing projects and publication.
- Allocation of budget for research in current year.

Research Funding Facilitation

To provide support to faculty members interested in submitting research project proposals for funding from national and international agencies.

Research, consultancy and extension

To instil and promote research in all streams of scientific disciplines, thereby improving output in terms of innovation, technology, intellectual property and publications.

Scrutinizing projects and publication

Faculty and students will be encouraged to submit research proposals and the same will be screened by research committee. Selected proposals will be given institutional seed funding. Progress of seed funded project should be submitted to research committee every six months.

Proposal should be submitted according to format of Institutional Review Board of Pushpagiri Medical Society. The Committee scrutinizes the research proposals before they are being submitted to the funding agency.

Publication Overview Committee (POC): It is mandatory for the students / scholars / faculty to submit their papers meant for publication to the POC. The POC shall be responsible for conducting plagiarism check and conforming the authorship order. Only if the similarity index is below 20%, further processing is taken.

Research Internships: Research internship to be introduced for UG and PG alumni at PRC for introduction to quality research as a certificate program.

Research incentive

- Each faculty will be assessed by Research audit at every six months.
- Yearly comprehensive audit by external experts after preparing credit score as per latest format Increment / promotion of faculty members to be strictly in accordance with the credit score obtained by the faculty. Considering the research performance, in terms of publications, during faculty member grading / promotions. Special Academic Allowance for those having doctoral qualification, Best Research Paper/Poster Awards.
- Number of international conferences attended by faculty:
- Number of national conferences attended by faculty:
- Number of papers presented in international conferences:
- Number of papers presented in national conferences:
- Number of faculty members as resources persons:

Distribution of Research Incentives for funded Projects, Publication, Books and Patents

- Research Incentive will be 5% of the allocable amount if the institutional overheads are less than 10% of the project cost and 10% if the overheads are 15% or more of the project cost.
- Research grants with no overheads are eligible for 5% incentive. However, researchers are encouraged to include institutional overheads in the grant budgets.
- Principal Investigator will be entitled for 70% of the Incentive while the remaining 30% shall be equally distributed among the co-investigators.
- The maximum limit for any faculty member shall be Rs. 15 lakh per year. The amount will be payable over the period of the grant.
- There will be only one Principal Investigator and faculty members assisting the Principal Investigator with any other title/s will be treated as Co-Investigators for the purpose of calculation of the Incentive.
- If there is no Principal Investigator, the incentive shall be shared equally among the co-investigators.
- Principal and Co-Investigators from outside University institutions will not be eligible for the incentive.

Clinical Trials and Consultancies

- For clinical trials and consultancies, the Principal Investigator/Consultant/Project Coordinator/Co-investigator will be paid 40% of the incentive payable to him/her and the balance 60% shall be retained with the parent institution.
- Out of the 60% retained by the institution, 50% shall be credited to the department's account maintained by the Head of the Institution and the remaining 50% shall be added to the institutional corpus.

Accepted Indexing System

EBSCO , Intute, OAlster, Open J-Gate, Socolar, scholar, PubMed, , Google Scholar, web of science, MEDLINE, PubMed Central, Science Citation Index Expanded, SCImago, Scirus, Scopus, Zetoc, Thomson Reuters Records

- Annual Research Day to highlight departmental research

- Awards – for those showing exceptional interest and workmanship in research

- Research Updates should be displayed in every department

- Faculty development programs and a faculty development cell should be established

6) Clinical Co-ordination Committee

- The committee will be headed by a chief clinical coordinator
- Each of the clinical specialties will have a representative in the committee
- Each of the department coordinators will interact with the clinical coordinator to ensure the smooth functioning of patient related services.

Goals & Objectives

- The objectives of the Clinical Coordinator's role is to ensure that patient's receive effective and efficient quality dental care along with a pleasant experience at PCDS.

- They take a pro-active role in each day's schedule and patient activities to ensure a smooth flow occurs.

- Their goals are to educate, stimulate, motivate, and promote patient participation in dental care; which should result in increased case acceptance. The Clinical Coordinator ensures that each patient has an appointment and a solid treatment plan in place.

<u>Duties of Clinical Co-ordinator</u>

- As the Clinical coordinator he/she can monitor the functioning aspect of the clinical section and report it to the HOD, Principal and Director.
- The clinical coordinator can monitor the prompt management of the patients in the clinic.
- The clinical coordinator can take assistance from faculty or other staff for the benefits and welfare of the patients.
- If there is an emergency (e.g. pain and bleeding) the clinical coordinator himself/herself can manage the same and if required who can take assistance from other faculty or from the concerned specialty. In such cases the clinical coordinator can give earlier appointments for the continuation of the treatment.
- The clinical coordinator can discuss with the HOD, Principal and Director about the short and long term development of the department in terms of turnover of patients and the income.
- The clinical coordinator can monitor the day sheets & the treatment provided by the department, income generation from treatment on a day to day basis.
- The clinical coordinator can think about various aspects of ethical marketing (eg. cancer detection camps, treatment camps, laser treatment, referral cases etc) and fund raising for the betterment of the department.
- The clinical coordinator can arrange periodic meetings/discussions with HODs, Principal for seeking ideas for the improvement of the service provided by the department. He / She can also discuss with them about the quality, quantity of the materials required for the treatment and should inform it to the Principal and Director.
- Clinical coordinator will co-ordinate the Public Relations system & Patient Grievance of the hospital with the existing manpower and deal with the problems faced by the department with patient and vice versa. She/he can monitor the general comforts of the patients and the general cleanliness and safety of the clinical area.

- The clinical coordinator can monitor the optimum use of equipment's and materials available in the clinic. I.e. if there is equipment which is not functioning in the clinics, She/he can instruct the biomedical department to get it repaired and also can report the condition of the equipment's to HOD ,Principal and Director.
- The clinical coordinator can monitor the usage of materials in the clinic, and make necessary methods to reduce the wastage of materials if present.
- The clinical coordinator can work with the Purchase and Materials Management department to verify the stock and purchase of materials along with the department stock in-charge. She/he can verify the stock of the materials in the department/store and inform it to HOD, Principal and Director
- The clinical coordinator can monitor the treatment charges and can suggest to revise the same after discussing with concerned HOD, Principal and Director

Faculty Evaluation

Annual Self-Assessment for the Performance Based Appraisal System (PBAS)
Academic year: 2020 – 2021

(Soft copy to be forwarded to College Office on a monthly basis. Hard copy to be completed and submitted at the end of each academic year)

CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1-1. Classroom teaching – Lectures, Seminars, Journal clubs and Dental Clinic/Lab Demonstration classes

I – 2. Classroom teaching – Lectures, Seminars (in excess of Annual Dept. Schedules)

I – 3. Dental clinic based/Skills Lab – based teaching/advanced dental procedures/ development skills/Investigational & operational skills

I – 4.OP/IP dental training activities, Laboratory Services, Case-record logbook preparation and Hospital administrative responsibilities

I – 5. Departmental (both teaching & clinical) schedule development, documentation & record Keeping duties

I – 6. Research Supervision for BDS/MDS/Ph.D. Candidates

I – 7. Participation in Faculty Development Programmes

I –8. Preparation of additional teaching resources (Multimedia CDs/Video presentations; Clinical presentation materials out of investigations as PPTs

I – 9. Conduct of Participatory/innovative teaching-learning methods (Small group discussion; Case Studies; PRODEV, COURSERA; Problem Based learning (PBL); Project Based learning (PJL); Subject Quiz/Debates

I – 10. Use of Students feedback on the quality of class room teaching & student interaction by the faculty member

I – 11 (a). Question paper setting for Internal/External Exams, Preparation for Exam

I – 11 (b). Invigilation/Supervision duties of Examinations

I – 11(c). Evaluation of answer scripts of University Exams; Assessment of assignments/answer papers for internal assessment; Assessment

CATEGORY – II:
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Discipline/Student related co-curricular activities (Field work, Study tour, Students Refresher Programmes, Students' talent events, career counselling, Placement activities, Entrepreneurship development programs Other Extra-curricular activities of Students (Cultural, Sports, LION/ROTARY/NSS activities and Health camps)

Extension and dissemination activities (Health awareness Programmes, Public lectures/Radio/TV talks, popular writings in Media not covered in Category – III

Academic administration (HOD, Course Chairperson, and other academic committee of College)

Any other contribution to the collective/corporate life/stature of the institution

CATEGORY- III
RESEARCH AND ACADEMIC CONTRIBUTION

III – A (i) Research Papers in Journals in Refereed Journals
III – B (i) Text or Reference Books published by International publishers with peer-review system
III – C (i) Research Projects
III – D – Research Guidance
III - (E) (i) Refresher Courses, Research Methodology Workshops, Training Courses, Teaching-Learning-Evaluation Programmes, Soft Skills Development programmes

CATEGORY – IV:
CLINICAL SERVICES

CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

1-1. Classroom teaching – Lectures, Seminars, Journal clubs and Dental Clinic/Lab Demonstration classes

	Nature of classroom – teaching	Class (UG/PG) taught & Papers handled	Hours / week allotted	Total Hours taken/week & for academic year	% of classes taken as per record
A	LECTURES:				
B	SEMINARS:				
C	JOURNAL CLUBS:				
D	DENTAL CLINIC/LAB DEMONSTRATION CLASSES:				

Sub Category	Allotted API Score (Total : 43)	API Score Secured
I – 1	Max Score: 43 for 100% performance; Proportionate Score up to 60% performance: Below 60% performance : No API Score = 0	

I – 2. Classroom teaching – Lectures, Seminars (in excess of Annual Dept. Schedules)

	Nature of classroom – teaching	Class (UG/PG) taught & Papers handled	Hours / week allotted	Total Hours taken/week & for academic year	% of classes taken as per record
A	Lectures(Beyond regular allotment)				
B	Seminars(Beyond regular allotment)				

Sub Category	Allotted API Score (Total : 5)	API Score Secured
I – 2	(a) Lectures (Max- 3) Each Lecture : 0.5	
	(b) Seminar (Max- 2) Each Seminar : 0.5	

I – 3. Dental clinic based/ Skills Lab – based teaching/ imparting advanced dental procedures/ development skills/ Investigational & operational skills

	Nature of clinical teaching/ learning activity	Class (ug/pg) handled & batches taught	Hours / week allotted	Total hours taken per week & in academic year	% of hours of teaching-learning as per record
A	Dental Out-patient – Clinic/Community dental clinic teaching				
B	Skill-Lab based teaching				
C	Training for advanced dental procedures				
D	Dental Science related investigational skills/training for use of dental equipment's and Clinical Protocol development				

Sub Category I - 3	Allotted API Score (Total : 25)	API Score Secured
a	Dental Out-patient – Clinic/Community dental clinic teaching : 5	
b	Skill-Lab based teaching : 5	
c	Training for advanced dental procedures/ development skills : 5	
d	Dental Science related investigational skills/training for use of dental equipment's and Clinical Protocol development : 5	

e	Imparting Patient related operational skills and Medical Record documentation: 5	

I – 4. Patient care (OP/IP) training activities, Laboratory Services, Case-record logbook preparation and Hospital administrative responsibilities

	Patient care related Responsibilities	Hospital and Medical Centre Work	Hours/week or Night-duties/ week/No. of Camps	Hours of Work performed	% of hours work as per record
A	Rendering OP/IP Dental care training activities				
B	Laboratory Services & Case-record logbook preparation				
C	Dental Health camps participation				
D	Hospital administrative responsibilities like Principal, Vice Principal etc.,				

Sub Category I - 4	Allotted API Score (Total : 20)	API Score Secured
a	OP/IP – Dental care training : 5 (0.1/ hour)	
b	Laboratory Services and Case-record logbook : 5 (1 per 10 case records / one lab service)	
c	Participation in Dental Health camps : 5	
d	Hospital administrative responsibilities Principal, Vice Principal : 2 each CME – co-ordinator & other departmental responsibilities : 1 each Total : 5	

I – 5. Departmental (both teaching & clinical) schedule development, documentation & record keeping duties

	Nature of duties	Details of Batches responsible for	Teaching Schedule documentation	Clinical Schedule documentation	% of compliance and Record Submission to authorities
A	Departmental Schedule preparation – Teaching & Clinical				
B	Documentation of conduction as per schedule – Teaching & Clinical				
C	Monthly Statement of documentation to office				
D	Yearly report on compliance of duties as per schedules provided				

Sub Category I - 5	Allotted API Score (Total : 10)	API Score Secured
a	Departmental Schedule preparation Teaching & clinical : 2	
b- 1	Documentation of conducting Teaching schedules : 2	
b- 2	Documentation of conducting Clinical schedules : 2	
c	Monthly Statement submission to authorities : 2	
d	Yearly report compliance as per schedule : 2	

I – 6. Research Supervision for BDS/MDS/Ph.D. Candidates

	Type of Candidates	Number allotted/year	Number completed/year	Number awarded degrees/year	Type of Candidates
A					
B					
C					
D					

Sub Category I - 6	Allotted API Score (Total : 20)	API Score Secured
a	UG Summer Projects : Each fresh candidate/year = 1 point	
b	BDS – Research Trainee - Projects : Each fresh candidate/year = 1 points	
c	MDS Dissertations : Each fresh candidate/year = 2 points	
d	Ph.D. – As main Supervisor : 3 points/each fresh candidate that year ; Co-guide: 2/each fresh candidate that year	

I – 7. Participation in Faculty Development Programmes

	Name of Participation	Name(s) of Courses/ Programmes	Duration Days/ Hours	Total Hours/ academic year	% of Participation against allotment
A	Faculty Development Programmes (FDP) undergone				
B	Resource Person for Faculty Development Programme				

Sub Category I - 7	Allotted API Score (Total : 10)	API Score Secured
a	(a.1) FDP : Total : 6 (Each day - 1 point)	
b	(b) Resource Person for FDP : Total : 4 (Each day : 2 points)	

I –8. Preparation of additional teaching resources (Multimedia CDs/Video presentations; Clinical presentation materials out of investigations as PPTs)

	Name of teaching Resource	Specific Title of Resource	Usage of it in teaching of Department	Name of teaching Resource	Specific Title of Resource
A	Multimedia CDs preparation & presentation to students				
B	Videos/Exhibits for Teaching – Learning tools				
c	Clinical Case presentation materials using investigations				

Sub Category I -8	Allotted API Score (Total : 10)	API Score Secured
a	(a) Multimedia CD based on curriculum (4 points : 2 points each)	
b	(b) Videos/Exhibits for use in Practical's/ Demonstration (4 points : 2 points each)	
c	(c) Clinical Case presentation materials using investigations (2 points : 1 points each)	

I – 9. Conduct of Participatory/innovative teaching-learning methods (Small group discussion; Case Studies; PRODEV, COURSERA; Problem Based learning (PBL); Project Based learning (PJL); Subject Quiz/Debates

Name of Teaching – Learning method	Title of activity Topic	Total Hours on activity/ academic year	Output (Project/assignment/ Reported	Name of Teaching – Learning method
Sub Category I - 9	**Allotted API Score (Total : 10)**			**API Score Secured**
	(a) Small group Discussion (Total : 2; Each activity : 1 point) (b) Case Studies (Total : 1.5; Each activity : 0.75 point) (c) PRODEV,COURSERA : Single topic (Total : 1.5 : Each activity : 0.5 point) (d) PBL : (Total : 2; Each activity Supervised : 1.0 point) (e) PJL : (Total : 1.5; Each activity Supervised : 1.5 point) (f) Subject Quiz/Debate conducted (Total 1.5; Each activity conducted : 1.5 point)			

I – 10. Use of Students feedback on the quality of class room teaching & student interaction by the faculty member

	Feedback on Course/Papers	Name of the Courses/Papers in academic year	Student feedback Performa receipt	No. of Students participated	Feedback on Course/Papers
A	Lectures				
B	Seminars				
C	Journal clubs (PGs)				
D	Demonstration classes				

Sub Category I - 10	Allotted API Score (Total : 10)	API Score Secured based on feedback proforma analysis
	Outstanding in all a – d: 10 Outstanding in 3 out of 4 : 9 Outstanding in 2 out of 4 : 8 Very good in all a – d : 7 Very good in less than 4 : 6 Good in all a – d : 5 Good in less than 4 : 4 Average in all: 3 No score below average in any category	

I – 11 (a). Question paper setting for Internal/External Exams Preparation for Exam

	Nature of activity	Title of Paper set by the faculty – academic year	
		Internal Exam	External Exam
a	Theory Question Paper (Exam/Subject)		
b	Practical (Exam/Subject)		
c	Preparation of Practical Exam Specimens etc.,		

Sub Category I -11 a	Allotted API Score (Total : 10)	API Score Secured

a	(i) Total : 6 points
	    Theory Question Paper External : 1/paper
	    Theory Question Paper Internal Assessment : 0.5/paper
	     For other University Question Paper setting : 2/paper	

b	(ii) Total : 2 points
	    End Posting Practical : 1/paper
	    Internal assessment Practical : 0.5/paper	

c	(iii) Preparation : 2 points Each Practical Exam session : 1 point	

I – 11 (b). Invigilation/Supervision duties of Examinations

	Type of Exam work	Duty hours assigned/ Semester	Duty hours carried out/ Semester	Total % of Performance	Type of Exam work
A	Invigilation/Supervision of University Exam. Details with date				
B	Invigilation/conduct of Internal Assessment Exams/tests (Dates)				

Sub Category I -11 b	Allotted API Score (Total : 7)		API Score Secured
	(i) Total : 4 points : Each Exam – 2 points (ii) Total : 3 points : Each Internal test/Exam : 1 point		

I – 11(c). Evaluation of answer scripts of University Exams; Assessment of assignments/answer papers for internal assessment; Assessment and maintenance of Student records

	Type of Exam/activity	Details/Dates of Exams	Number of answer scripts etc valued
A	University Exams answer scripts valuation details		
B	Assessment of assignments of students - details		
C	Valuation of Internal assessment answer scripts – details		
D	Assessment and Maintenance of Student records		

Sub Category I – 11 c	Allotted API Score (Total : 10)	API Score Secured
	(A) Total : 4 (B) Total : 2 (C) Total : 2 (D) Total : 2 For all sub categories, 0.2 point per answer script or assignment or Record Book	

CATEGORY – I: TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

Maximum API Score available	190/year
Minimum API Score required	95/year

CATEGORY – II:
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

	Nature of Activity	Method	Unit of assessment	Maximum Score	*Score claimed
II A	Discipline/Student related co-curricular activities (Field work, Study tour, Students Refresher Programmes, Students' talent events, career counselling, Placement activities, Entrepreneurship development programs)	Organising/ conducting schedules with evidences	Each activity- 0.2 points / hour	10 points	

	Nature of Activity	Method	Unit of Assessment	Maximum Score	*Score claimed
II B	Other Extra-curricular activities of Students (Cultural, Sports, LION/ROTARY/ NSS activities and Health camps)	Organising/ conducting schedules with evidences	Each 0.2 points /hour	10 points	

	Nature of Activity	Method	Unit of Assessment	Maximum Score	*Score claimed
II C	Extension and dissemination activities (Health awareness Programmes, Public lectures/Radio/TV talks, Popular writings in Media not covered in Category – III	Evidence based Scoring	Each activity- 0.2 points / hour	10 points	

	Nature of Activity	Method	Unit of assessment	Maximum Score	*Score claimed
II D	Administrative Responsibility (Principal, Vice Principal; Committee Convener/ Member)	Actual Hours of Meeting	0.2points/hour	10 points	

	Nature of Activity	Method	Unit of assessment	Maximum Score	*Score claimed
II E	Academic administration (HOD, Course Chairperson and other academic committee of College)	Actual Hours of Meeting	0.2 points /hour	10 points	

	Nature of Activity	Method	Unit of assessment	Maximum Score	*Score claimed
II F	Any other contribution to the collective/corporate life/stature of the institution	Evidence based scoring	Outstanding : 10 Very good : 7 Good : 5 Average : 3 Only in one : 1 (Scored by evaluation team)	10 points	

CATEGORY – II:
CO-CURRICULAR, EXTENSION AND PROFESSIONAL DEVELOPMENT RELATED ACTIVITIES

Maximum API Score available 60/year
Minimum API Score required   30/year

For the score claimed, each faculty member need to provide evidences/justification documents along with the API Score form/Performance Based Appraisal System (PBAS) Performa

CATEGORY- III
RESEARCH AND ACADEMIC CONTRIBUTION

III – A (i) Research Papers in Refereed Journals
Journal

Title with page nos.	Journal	ISSN/ISBN No	Whether peer reviewed. Impact Factor, if any	No. of co-authors	Whether you are the main author or authorship position	*API Score for each

*Refereed Journal: 15/paper
(Authorship scoring system as per DCI norms)

III – A (ii) Research Papers in Non-refereed but ISSN/ISBN Journals

Title with page nos.	Journal	ISSN/ISBN No	No. of co-authors	Whether you are the main author or authorship position	*API Score for each	Title with page nos.

Non-refereed but with ISSN/ISBN Number: 10/paper
(Authorship scoring system as per DCI norms)

III – A (iii) Full Papers in Conference Proceedings
 (Copies of Research publications to be enclosed for III – A)

Title with page nos.	Details of Conference Publication	ISSN/ISBN No	No. of co-authors	Whether you are the main author	*API Score : 10/publication

III – B (i) Text or Reference Books published by International publishers with peer-review system

Book title with Publishers details & year (copy to be submitted)	ISSN/ISBN or other foreign Reg. No	Sole author or edited Book with chapter only	Number of authors, if edited Book	No. of co-authors if edited book	API Score (50/Sole author (10/chapter)

III – B (ii) Subject Books by National level publishers/State/Central Government Publications

Book title with Publishers details & year (copy to be submitted)	ISSN/ISBN Number	Sole author or edited Book with chapter only	Number of authors, if edited Book	No. of co-authors if edited book	API Score (25/Sole author (5/chapter)

III – B (iii) Subject Books by other local publishers with ISBN/ISSN Numbers

Book title with Publishers details & year (copy to be submitted)	ISSN/ISBN Number	Sole author or edited Book with chapter only	Number of authors, if edited Book	No. of co-authors if edited book	API Score (15/Sole author (3/chapter)

III – C (i) Research Projects - Ongoing

Title of the Project	Major/Minor	Duration	Grant in Rs. & Agency	API Score 20/each for above 15 lakhs; 15/each : 5 to 10 lakhs 10/each : 0.5 to 5 lakhs	Title of the Project

III – C (ii) Research Project Completed

Title of the Project	Major/Minor	Duration	Grant in Rs. & Agency	API Score 20/each above 15 lakhs; 15/each : 5 to 10 lakhs 10/each : 0.5 to 5 lakhs

III – C (iii) Consultancy Projects Ongoing

Title of the Project	Duration	Agency/Industry detail	Grant Size	Outcome IPR/Patent	API Score 20/each above 15 lakhs; 15/each : 5 to 10 lakhs 10/each : 0.5 to 5 lakhs

III – C (iv) Consultancy Projects Completed

S. No	Title of the Project	Duration	Agency/Industry detail	Grant size	Outcome IPR/Patent	API Score 20/each above 15 lakhs; 15/each : 5 to 10 lakhs 10/each : 0.5 to 5 lakhs

III – C (v) Completed projects – Quality evaluation

Title of the Project	Date of completion	Date of Submission of Report	Date of Submission of UC/Audited Statement	Reply from Agency	API Score 20/each for Major & 10/each for minor project

III – C (vi) Project outcome/output

Title of the Project	Title of Patent/IPR & No.	Title of Product if any	Details of Industry/Partner	API Score 30/each for Indian patent & 50/each for International - PCT

III – D – Research Guidance

	Number Enrolled	Name of Candidate(s)	Thesis Submitted	Degree awarded	API Score*
MDS					
Ph. D.					

(3/candidate awarded the post graduate degree; Ph.D.: Thesis Submitted: 7 points & Ph.D. Degree awarded: 10 points/Candidate)

III - (E) (I) Refresher Courses, Research Methodology Workshops, Training Courses, Teaching-Learning-Evaluation Programmes, and Soft Skills Development programmes

	Programme	Duration	Organised by	API Score*

(* If Two weeks or more: 20 points each; If one week or more: 10 points each, three days or more: 5 points each, 1-2 days: 3 points each)

III - (E) (ii) Papers in Conferences, Seminars, Workshops, etc.,

Title	title	Title of Conference / Seminar	Organised by	Whether international /national/ state /regional /local or universal level	API Score*

(* International: 15/each; Speciality: 10/each; National: 7.5/each; Regional/State level: 5/each; Local University level: 3/each)

III - E (iii) Invited Lectures and Presentations at national or international conference / symposia

Title	Title of Invited Lecture	Title of Conference / Seminar	Organised by	Whether international /national	API Score*

(* International: 15/each; Speciality: 10/each; National: 7.5/each; Regional/State level: 5/each; Local University level: 3/each)

CATEGORY- IV
CLINICAL SERVICES

Serial NO:	CRITERIA	UNIT OF ASSESSMENT	MAXIMUM SCORE	SCORE CLAIMED
1.	OP days	0.1 score for each OP Day	5	
2	Patient Record Documentation in File as per Institutional Protocol	10 files of each faculty randomly checked and scored	2	
3	Speciality Treatments related to own Departments.	0.1 score per speciality patient case	12	
4	Maintenance of Patient Appointments as per the appointment Register	10 appointments of each faculty randomly checked and scored	2	
5	Advanced Dental Treatments related to own speciality	0.4 score per patient	10	
6	Interdisciplinary initiative for patient treatments. Making 2 or 3 departments involved for the benefit of patient. Interdisciplinary discussion regarding a particular patient treatment	0.2 score per patient	7	

7	Patient referrals from outside	0.4 score per patient	2	
8	Medical negligence	Negative 0.5 score per patient (Evaluation by Grievance cell)		

Maximum CPI Score available 40/year
(1-7evaluated by clinical coordination committee)

SUMMARY OF API SCORE SECURED BY THE FACULTY

		TOTAL API Score	API Score Secured
Category- I		Teaching, Learning and Evaluation Related Activities	
Category- II		Co-curricular, Extension, Professional development related activities	
		*Total I + II	
Category- III		**Research and Academic Contribution	

*Each faculty to secure 125 out of 250 API points available/academic year (From Category I & II)

Category III: Research & Academic Contribution

a)   Cumulative API score at the rate of 15/year for promotion to Reader

(b)   Cumulative API score at the rate of 30/year for promotion to Associate Professor

(c)   Cumulative API score at the rate of 40/year for promotion to Professor

Promotion as per eligibility and DCI requirements

Annual targets

First Year

Academic, Clinical and Research Goal- Plan of action

Constitution and implementation of:

1) Mentorship Committee

2) Academic Monitoring cell

3) Faculty Evaluation Team

4) Dental Education Unit

5) Research and Development Committee

6) Clinical Coordination committee

Faculty Evaluation

Annual Self-Assessment for the Performance Based Appraisal System [PBAS] -- incentive based (5% of the basic pay salary increment for those who achieve the API score of 125 points)

Core Activities by Research Directorate

Orientation, training and awareness programs to Heads of Institute (HOIs), Heads of Department (HODs), PhD guides and co-guides, investigators, faculty members and postgraduate students. The topics suggested for orientation shall include grant writing, research methodology, patent filing, scientific writing and editing, statistics, industry - institute interaction. Similar orientation training programs may be extended to postgraduate students

Research Goal

1) UG – Publications (1) / research work per year from II BDS

2) PG – Thesis publication mandatory

3) Faculty – 1 paper per year- first author

Seed funding for research program

UG or PG students should be included

Funding will be given for

- 3 proposals from faculty ---Rs 30000/proposal

- 2 proposals from UG -----Rs 10000/proposal

- PG -One short study ----Rs 20000/proposal

Total amount – Rs 1, 30,000/- (Disbursed from College Principal's fund)

Second Year

Academic Goals

UG-Consistent top one rank in KUHS/Publications/Presentations

PG-KUHS Ranks/Indexed publications

Clinical Goals

Achieve clinical excellence at par with national standards

Research Goals

PG – Publications / research work (2)

Research Internships:

Research internship to be introduced for UG and PG alumni at PRC for introduction to quality research as a certificate program

Publications by Faculty members and students

Journals indexed by -- EBSCO , Intute, OAlster, Open J-Gate, Socolar, scholar, PubMed, , Google Scholar, MEDLINE, PubMed Central, Science Citation Index Expanded, SCImago, Scirus, Scopus, Web of science, Zetoc, Thomson Reuters Record

Third Year

Institutional Goals

NIRF rank list inclusion

NAAC Grade A

Academic Goals

UG-Consistent top ranks in KUHS/Publications/Presentations

PG-KUHS Consistent top ranks in various departments/Indexed publications

Clinical Goals

Achieve clinical excellence at par with international standards

Research Goal

National Funded Research Projects for faculty members and students

Fourth Year

Academic Goals

UG-Consistent top ranks in KUHS/Publications/Presentations

PG-KUHS Ranks/Indexed publications with high Impact factors/Grants

Clinical Goals

Achieve clinical excellence at par with international standards

Research Goal

Improving output in terms of innovation, technology, intellectual property and royalty

Publications by Faculty members and students in high impact factor journals

Multicentric National Funded Research Projects for faculty members and students

Fifth Year

Academic goals

Faculty and students exchange programmes with International universities

Clinical Goal

To become the premier tertiary dental referral centre in the state and country

Research Goal

Clinical Trials and Consultancies

International Funded Research Projects for faculty members and students

Starting Research labs funded by national and international agencies in all clinical and nonclinical departments

Financial implications due to implementation

1) **5% of the basic pay amount- annual salary increment for those who achieve the API score of 125 points**

2) **Seed funding for research program- Rs 1,30,000/-(Disbursed from College Principal's fund)**

3) **Purchase of plagiarism software for Pushpagiri Group of Institutions**

4) **Purchase of software program to monitor academic, research and clinical program** (The institution is already committed to the purchase and software development is currently underway with Amal Jyothi College of Engineering, Kanjirapally. So actually its purchase cost can be excluded from the overall financial commitment)

Social Commitment of the Institution: Plan of action

The implementation of the action plan is not an end to itself. The thrust on academic, clinical and research excellence will help train dentists capable for providing quality care and in the development of newer technologies and dental treatment modalities. The ultimate goal is to provide the society high quality dental treatment at a reasonable cost and to provide the masses an experience of dental health wellbeing with loving care. To this end, we plan to implement various schemes in consultation with various dental departments to make the latest treatment methods affordable to the lower strata of the society. In addition, we plan to implement the following community dental health activities as soon as the current Covid pandemic is under control.

1. **Conducting dental checkup camps for public**- 30 dental camps would be conducted in a year. The camps would identify dental problems in patients, inform them of the dental problems and refer them to the dental college for treatments

2. **Conducting dental checkup camps for school children**- 20 dental camps in a year in schools would be conducted in Pathanamthitta district and Allapuzha district

3. **Conducting oral cancer detection camps**- 20 oral cancer screening camps would be conducted in association with the dept. of oral pathology for detection of precancerous lesions and oral cancer in the community.

4. **Conducting oral health education programs for school children and school teachers-** 20 programs in a year would be conducted to create awareness for school children on common oral health problems affecting children and how to prevent them. School teachers would be taught about oral health problems affecting children and how to identify them and refer them to dentists

5. **Conducting oral health education program in Radio Macfast 90.**4- Oral health education programs on various topics would be conducted for the community. Programs will be conducted by faculty and Interns

CONCLUSION

The 5 year action plan has been envisaged to achieve the targets set in our 10 year vision document for the institution. This would mean drastic changes in our approach and so to ensure smooth transition, annual targets have been set. We intent to implement the various aspects of the whole document with the full support of management and staff.