1. Kindly provide the details of the institution-

a)	Name of Institution	Dolphin (PG) Institute of Biomedical and Natural Sciences
b)	Year of the establishment of the Institution:	2002
c)	Address Line 1:	Manduwala, near Suddhowala
d)	Address Line 2:	Chakrata Road
e)	City/Town:	Dehra Dun
f)	State:	Uttarakhand
g)	Postal Code:	248 007
h)	Email Address:	mail@dolphininstitute.in

2. NAAC Accreditation/ Reaccreditation Details-

a)	Year of Accreditation/~~Reaccreditation:~~	2011
b)	Current Grade:	B
c)	CGPA:	2.81

3. Institutional Status-

Self-financed; rural

4. Contact Person Details-

a)	Name of Head of Institution:	Dr. Shailja Pant
b)	Contact Phone:	09568004565
c)	Email:	principal@dolphininstitute.in
d)	Website URL:	www.dolphininstitute.in
e)	Name of IQAC Co-ordinator	Dr. Shruti Sharma
f)	Email:	coordinatoriqac@dolphininstitute.in

SECTION I

This section is related to institutional goals, vision and mission, academic programmes and activities, strategies and action plans for institution building.

5. Number of academic programmes existing (Enter a number; 0 for nil)

a)	Undergraduate (BA/B.Sc./B.Com etc.)	03
b)	Post Graduate (MA/M.Sc./M.Com etc.)	10
c)	Research Programmes (M.Phil/P.hD)	03
d)	Certificate Programmes	0
e)	Professional Programmes (B.Tech/M.Tech/B.Ed/M.Ed/Medicine/Pharmacy/Paramedical/Nursing etc)	05
f)	Other value added programmes	0
g)	Any other programme offered (Specify)	0

6. Details on Programme Development (Enter a number; 0 for nil)

a)	New programmes added during the year	06
b)	New programmes designed	0
c)	Programmes under revision	11
d)	Interdepartmental collaborative programmes	18
e)	Inter institutional collaborative programmes	0
f)	Number of review committee recommendations implemented (Total)	0
g)	Number of NAAC peer team recommendations implemented	06
h)	Number of UGC/any other expert committee recommendations implemented	0
i)	Number of review committee recommendation under implementation	0
j)	Number of NAAC peer team recommendations under implementation	04
k)	Number of UGC/ any other expert committee recommendations under implementation	0

7. Faculty Details (Enter a number; 0 for nil)

a)	Total faculty strength required as per norms for all programmes	84
b)	Total faculty on rolls	73
c)	Faculty added during the year	17
d)	Faculty positions vacant	00
e)	Faculty left during the year	09
f)	Total number of visiting faculty	11
g)	Total number of guest faculty	12

8. Qualification of Faculty

a)	Ph.D. and above	44
b)	M.Phil.	01
c)	Masters including MD/MS	37
d)	Any other (NET)	18

9. Faculty qualification improvement

a)	Ph.D. awarded to existing faculty	06
b)	M.Phil. awarded to existing faculty	0
c)	Any other degree awarded to existing faculty	0

10. Administrative Staff Details (enter a number; 0 for nil)

a)	Administrative staff (total sanctioned)	100
b)	Administrative staff (Actual strength)	100
c)	Added during the year of reporting	10
d)	Left during the year	10
e)	Number of posts vacant	00

11. Technical Support Staff Details (enter a number; 0 for nil)

a)	Technical Support Staff (Total sanctioned strength)	16
b)	Technical Support Staff (Actual strength)	16
c)	Added during the year	01

d)	Left during the year	01
e)	Number of posts vacant	00

  4.

SECTION II

This section surveys the quality sustenance and development activities during the year taken up by IQAC.

It reflects quality management structure, strategies, and processes which would enhance academic quality of the institution as perceived by faculty, students, alumni, and other stakeholders (social perception of the institution) inline with the vision, mission and goals of the institution.

12. Establishment details

	DD	MM	YYYY
Year of establishment of IQAC	09	05	2011

13. Composition of IQAC (*Enter a number; 0 for nil*)

a)	Number of IQAC members	16
b)	Number of Alumni in IQAC	02
c)	Number of Students in IQAC	02
d)	Number of Faculty in IQAC	05
e)	Number of Administrative Staff in IQAC	01
f)	Number of Technical Staff in IQAC	01
g)	Number of Management Representatives	01
h)	Number of External experts in IQAC	02
i)	Number of any other stakeholder and community representatives	02

14. IQAC Meetings

a)	Number of IQAC meetings held during the year	03

15. Whether Calendar of activities of IQAC formulated for the academic year

Yes

16. IQAC Plans for Development (Enter a number; 0 for nil)

a)	Number of academic programmes proposed	06
b)	Number of value added programmes proposed	02
c)	Number of skill oriented programmes proposed	21
d)	Number of faculty competency and development programmes proposed	**05**
e)	Number of other staff development programmes proposed	**03**
f)	Number of student mentoring programmes proposed	**04**
g)	Number of co curricular activities proposed	28
h)	Number of inter departmental cooperative schemes proposed	04
i)	Number of community extension programmes proposed	10
j)	Any other programmes proposed (Specify)	04

17. IQAC Plans for development & Implementation (Enter a number; 0 for nil)

a)	Number of academic programmes implemented	04
b)	Number of value added programmes implemented	01

c)	Number of skill oriented programmes implemented	21
d)	Number of faculty competency and development programmes Implemented	04
e)	Number of other staff development programmes implemented	03
f)	Number of student mentoring programmes implemented	06
g)	Number of co curricular activities implemented	25
h)	Number of inter departmental cooperative programs implemented	01
i)	Number of community extension programmes implemented	10
j)	Any other programmes suggested that are implemented (specify)	04

18. IQAC Seminars and Conferences (Enter a number; 0 for nil)

a)	Number of seminars/ conferences/ workshops organized by IQAC within the institution	01
b)	Number of participants from the institution	70
c)	Number of participants from outside	0
d)	Number of external experts invited	01
e)	Number of external conferences/seminars/ workshops on institutional quality attended	0
f)	Number of events conducted with IQACs of other institutions as collobrative programes	0

19. Did IQAC receive any funding from UGC during the year?

- No

20. If the response to Qn. 18 is Yes, please provide the amount received from UGC -(Input 0 - if NA/NIL-) Any other source including internal financial support from the management (Specify amount)

a)	Amount Received from UGC	00
b)	Amount Received from any other source including the college management	00

21. Any significant contribution made by IQAC on quality enhancement during current year (Please provide details in bullet format)

- Introduction of SWOT analysis.
- Career counseling and guidance for better placement of students.
- Remedial classes introduced in scheduled time tables.
- Incentives to faculty for publishing research studies.
- Incentives to faculty for getting the patents registered.
- Incentives to faculty for authoring books in their field of expertise.
- Development of linkages at the State level.
- Deputing faculty for hands-on-training programmes in their respective fields.
- Introduction of best faculty award annually.

SECTION III

In this section the events, activities, and outputs in the field of research and academic areas are being surveyed.

22. Academic Programmes

a)	Number of new academic programs developed or designed by faculty	0
b)	Number of faculty members involved in curriculum restructuring/revision/syllabus development	04
c)	Number of programmes in which evaluation process reformation taken up and implemented	10
d)	Number of active teaching days during the current academic year	253
e)	Average percentage of attendance of students	78
f)	Percentage of classes engaged by guest faculty and temporary teachers	2%

g)	Number of self financed programmes offered	18
h)	Number of aided programmes offered	0
i)	Number of programmes discontinued during the year	0

23. Whether any systematic student feedback mechanism is in place?

Yes

24. Feedback Details (If answer to Question 20 is yes)

Percentage of courses where student feedback is taken	100%

25. Is feedback for improvement provided to the faculty?

Yes

26. Faculty Research, Projects, and Publication details for the year

1)	Number of major research projects undertaken during the year	0
2)	Number of minor research projects undertaken during the year	04
3)	Number of major ongoing projects	0
4)	Number of minor ongoing projects	05
5)	Number of major projects completed	0
6)	Number of minor projects completed	01
7)	Number of major project proposals submitted for external funding	01
8)	Number of minor project proposals submitted for external funding	05
9)	Number of research publications in peer reviewed journals	32
10)	Number of research publications in international peer reviewed journals	28
11)	Number of research publications in	04

	national peer reviewed journals	
12)	Number of research papers accepted for publication in international peer reviewed journals	03
13)	Number of research papers accepted for publication in national peer reviewed journals	01
14)	Average of impact factor of publications reported	1.36
15)	Number of books published	03
16)	Number of edited books published	0
17)	Number of books (single authored) published	01
18)	Number of books (coauthored) published	02
19)	Numbers of conferences attended by faculty	25
20)	Number of international conferences attended	01
21)	Number of national conferences attended	24
22)	Number of papers presented in conferences	17
23)	Number of papers presented in international conferences	01
24)	Number of papers presented in national conferences	16
25)	Number of conferences organized by the institution	01
26)	Number of faculty acted as experts resource persons	14
27)	Number of faculty acted as experts resource persons - international	00
28)	Number of faculty acted as experts resource persons- national	14
29)	Number of collaborations with international institutions	00
30)	Number of collaborations with national institutions	01
31)	Number of linkages created during the year	00
32)	Total budget for research for current year as a percentage of total institution budget	02
33)	Amount of external research funding received in the year	20.38 lac

34)	Number of patents received in the year	00
35)	Number of patents applied for in the year	00
36)	Number of research awards/ recognitions received by faculty and research fellows of the institute in the year	00
37)	Number of PhDs awarded during the year	06
38)	Percentage of faculty members invited as external experts/resource persons/reviewers/referees or any other significant research activities	18

SECTION IV

This section deals with Student Mentoring and Support System existing in the institution. This includes student activities, mentoring, and opportunities for development and inclusive practices.

27. Student Details and Support Mechanisms

a)	The total intake of students for various courses (Sanctioned)	718
b)	Actual enrollment during the year	527
c)	Student dropout percentage during the year	4.86
d)	Success percentage in the final examination across the courses	99.72
e)	Number of academic distinctions in the final examination and percentage	24 6.05
f)	Number of students who got admitted to institutions of national importance	45
g)	Number of students admitted to institutions abroad	01
h)	Number of students qualified in UGC NET/ SET	08

i)	Number of students qualified GATE/ CAT/ other examination (Specify)	03

28. Does student support mechanism exist for coaching for competitive examinations?

No

29. Student participation, if response is yes to Qn. 28

a)	Number of students participated	00

30. Does student counseling and guidance service exist?

Yes

31. Student participation, if answer to Qn. 30 is yes

Number of students participated	237

32. Career Guidance Placement Cell

a)	Number of career guidance programmes organized	19
b)	Percentage of students participated in career guidance programmes	60

33. Is there provision for campus placement?

Yes

34. If yes to Qn. 33

a)	Number of students participated in campus selection programmes	276
b)	Number of students selected for placement during the	200

	year	

35. Does gender sensitization program exist?

Yes

36. If Answer is Yes to Qn 34

Number of programmes organized	02

37. Student activities

a)	Number of students participated in external cultural events	37
b)	Number of prizes won by students in external cultural events	04
c)	Number of cultural events conducted by the institute for the students	25
d)	Number of students participated in international sports and games events	00
e)	Number of students participated in national level sports and games events	00
f)	Number of students participated in state level sports and games events	00
g)	Number of students participated in university level sports and games events	36
h)	Number of prizes won by students in international sports and games events	00
i)	Number of prizes won by students in national level sports and games events	00
j)	Number of prizes won by students in state level sports and games events	00
k)	Number of prizes won by students in university level sports and games events	02
l)	Number of sports and games events conducted by the institute for the students	19

38. Composition of students

a)	Percentage of Scheduled Caste	4.78
b)	Percentage of Scheduled Tribe	14

c)	Percentage of other backward communities	14.67
d)	Percentage of women students	37.64
e)	Percentage of physically challenged	00
f)	Percentage of rural students	31.09
g)	Percentage of urban students	68.91

39. Scholarships and Financial Support

a)	Number of students availing financial support from the institution	12
b)	Amount disbursed as financial support from the institution	682,600.00
c)	Number of students awarded scholarship from the institution	37
d)	Number of students received notable national/ international achievements/ recognition	00

40. Student initiatives

a)	Number of community upliftment programmes initiated by students	03
b)	Number of literary programmes initiated by students	02
c)	Number of social action initiatives based on science / environment initiated by students	03
d)	Number of student research initiatives	02

SECTION V

This section surveys the Governance and Innovation at the institution related to quality management. The educational management strategies adopted and in practice for achieving the objectives are focused.

41. Whether perspective plan for overall developmental activities is created?

- Yes

42. If the answer for Qn. 41 is Yes, is the plan implemented and monitored?

- Yes

43. Whether benchmarking is created for institutional quality management efforts?

- Yes

44. If the answer to Question 42 is yes, please list the benchmarking in various areas of development in bullet format.

- To increase quality placements of students.
- To increase the academic distinctions in university exams.
- To establish NCC in college.
- To make Parent Teacher Association.
- To give competitive exam coaching.
- To generate funds from national funding agency for more research projects
- Research consultancies.

45. Is a Management Information System (MIS) in place?

- Yes

46. If answer to question 45 is Yes, please provide details of MIS applied to

1. **Administrative procedures including finance**
   (i)   Academics:

The academic session is conducted in accordance with the academic calendar, which is prepared by the Principal in coordination with Academic Coordinator, HODs, DSWC, Controller of Examinations and Sports Officer.

The day to day teaching is monitored by the Principal who is duly assisted by an Academic Coordinator.

The academic activities are conducted in tiers, the first is the subject faculty who plans his schedule as per the academic calendar and conveys it the class. Each subject faculty maintains a 'Teachers Diary' in which all academic activities are recorded on daily basis. Next is the Class Coordinator, who primarily functions as the Mentor and also liaisons with the parents/ guardians of his class students to apprise them with their academic progress. The functioning of both preceding faculty are coordinated by respective HODs, who in turn reports to the Principal.

The Management holds a monthly review meeting with the entire faculty where in the progress of teaching in every class is monitored as per the provided time table and syllabus.

(ii)   General:

The Director is fully empowered to manage the day to day administration of the institute like infrastructure development, maintenance, hostels, transport, library etc. All admin staff is under the control of the Director who leads the team comprising of the Chief, Sr. and Administrative officer and other administrative staff.

(iii)   Finance

There is a separate accounts department comprising two Account Officers and is chaired by the Principal of the institute. The Chairman has the overall responsibility of financial coordination, allocation of budget and drawing of the funds. Accounts are regularly audited by an auditor and the financial system is fully computerized.

2. Student admission

The students are selected on the basis of interview (20% Weightage) and 80% Weightage for percentage in last qualifying exam.

3. Student records

Students record are primarily maintained with their respective departments in the form of individual personal files containing their academic certificate as well as TC/ migration, etc, besides their personal, socioeconomic and residential verified details. The examination cell maintains their University forms etc. Director also maintains summary of their personal and residential details for the purpose of furnishing the same to the State Govt., as and when required.

4. Evaluation and examination procedures

The students are assessed through ongoing evaluation system which comprises 02 Sessional tests (for 20% marks each, remaining 60% marks are granted through the semester University examination) besides, regular assessment through seminar presentations, practical demonstrations, case reports, various assignments and projects which are added in their practical.

Evaluation papers for sectionals are designed by faculty members as per the university pattern. The schedule for Sessional etc for a semester is distributed to each student and the faculty at the beginning of the semester. The marks obtained by the students in Sessional are sent confidentially to the University.

For annual system courses a date sheet for class tests and the pre university exams is prepared in advance by the examination cell of the institute on the pattern of university exam which is printed and communicated to the students and all concerned institutional members. The marks obtained by the students in class tests are individually discussed with them in their classrooms and are also intimated to their parents with the bimonthly progress report.

5. Research administration

A research committee comprising following four members undertook the function of monitoring the research work in the institute under the overall umbrella of the IQAC during the academic session.

Composition of Committee
1. Dr. Arun Kumar- Director Research, Chairperson
2. Dr. Sas Biswas, Member
3. Dr. Sovan Bagchi, Member
4. Dr. Seema Rawat, Member Secretary

The committee primary functioned to guide the young faculty in preparing research proposals and to evaluate the quality of research publications/conference presentations made by the faculty and students of the institute. Consequently the faculties of the institute were sanctioned four externally funded research projects by various State Govt. Agencies during the year 2011-12.

The committee meets at least once every quarter, wherein it monitors the progress of the research projects undergoing in the institute and also discusses the same in the meeting of the IQAC.

6. Others
(Enter the respective details corresponding to the serial numbers)

47. Existence of learning resource management

Yes

a)	e-database in library	yes	
b)	ICT and smartclass room	yes	
c)	e-learning sources (e- Books, e-Journals)	yes	
d)	Production of teaching modules	yes	
e)	Interactive learning facilities	yes	

48. Internal resource mobilization: Kindly provide the amount contributed

a)	Research	20.38 lac
b)	Consultancy and training	691600.00
c)	Student contribution	00
d)	Alumni contribution	00
e)	Well wishers	00

49. Infrastructure and welfare spending: Please specify the amount

a)	Amount spent for infrastructure development	1,25,00000.00
b)	Amount spent for student welfare	6,82,600.00
c)	Amount spent for staff welfare	6,73,310.00

50. Is delegation of authority practiced?

- Yes

51. Does grievance redressal cell exist?

Faculty	yes	
Students	yes	
Staff	yes	

52. Grievances received from faculty and resolved (Enter a number; 0 for nil)?

Number of grievances received	03
Number of grievances resolved	03

53. Number of grievances received from students and resolved (Enter a number; 0 for nil)

Number of grievances received	06
Number of grievances resolved	06

54. Number of grievances received from other staff members and resolved (Enter a number; 0 for nil)

Number of grievances received	04
Number of grievances resolved	04

55. Has the institution conducted any SWOT analysis during the year?

- Yes*

56. The SWOT analysis was done by internal or by external agency?

- Internal*

57. Kindly provide three identified strengths from SWOT Analysis (in bullet format)?

1. Strong Training & Placement Cell and high percentage of campus placements.
2. Good infrastructure and well equipped labs.
3. Well organized student support system.

58. Kindly provide three identified weaknesses from the SWOT analysis (in bullet

format) ?

1. Inadequate Research activities.
2. Lack of National & International Linkages.
3. Insufficient resource mobilization through paid consultancy.

59. Kindly provide two opportunities identified from the SWOT analysis (in bullet format)

1. Seeking more paid consultancy and project funding.
2. Seeking approval under section 2f of UGC Act.

60. Kindly provide two identified challenges/threats from SWOT analysis (in bullet format)

1. Decline of interest of students in pursuing career in life sciences.
2. To keep a balance between quality/ quantity in academics in view of the limited internal resources.

61. Identify any significant progress made by the institution towards achieving the goals and objectives during the year (list below in bullet format)

- Introduction of 04 programmes in the institute in accordance with Peer Team recommendations.
- Conduction of 21 workshops-cum-hands-on-training programmes for developing skills of the students.
- Achieving the placement targets for students.
- Holding of a number of health camps by the faculty and students of the institute as part of their social commitment.

62. How do you perceive the role of NAAC in the quality development of your institution (Suggestions in bullet format to be given below?)

- NAAC has a very constructive and positive role in the quality development of our institution as it has strengthened our perspective of quality education in HEI.
- It has also helped us in creation of an IQAC which works as internal advisory body which guides the overall development of the objectives and goals of the institution.
- NAAC helped us in identifying institutional weaknesses like inadequate research activities. These have been partly made up in current year by getting funding for 04 minor projects.

CONCLUDING REMARKS

This exercise is intended to make a self analysis of the quality development of the institution during the year. The perspective plan and implementation for every year is to be documented and analysed to get a cumulative index for the period of accreditation and reaccreditation. Any substantial changes / initiative in this direction is to be separately listed. The best practices in various areas can be listed as a separate annexure. The data will be used to create a quality profile based on the total score index arrived at and this would help to map the institutions' strengths and areas of improvement.

NAAC will provide feedback and a quality profile based on analysis of your inputs if you desire so.

Thank you for your participation.

* *