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Internal Quality Assurance Cell

PDCA Report for Institute Of Ayush Medical Sciences Lucknow for the Year 2023-24

Prepared by: **IQAC, Institute Of Ayush Medical Sciences, Lucknow**

Introduction:

Institute of Ayush Medical Sciences, affiliated with Maha Yogi Guru Gorakhnath Ayush University, Gorakhpur, strives for excellence in Ayurvedic education. The following PDCA report outlines the improvement initiatives undertaken across various administrative and academic aspects to enhance efficiency and effectiveness.

Plan:
During the planning phase, the focus was on identifying areas for improvement and setting.

Clear objectives. Key areas included:
Objective: To ensure proper documentation, compliance with regulations, and enhance the educational experience for both faculty and students.

1. Faculty Files:

-Compilation of bio-data, joining reports, address proof, academic qualifications, experience certificates, PAN, Aadhar, and contact information of all faculty members.

CamScanner

2. Student Files:

- Maintenance of individual files for each student containing bio-data, admission forms, academic documents, address proof, and other relevant documents.

3. Alumni Data:

- Collection and updating of alumni information to maintain a robust alumni network.

4. Students' Achievement Record/Board:

-Documentation and display of student achievements on notice boards.

5. Notice Boards:

- Regular maintenance and updating of notice boards with relevant information.

6. Name Plates and Asset Labeling:

- Installation of name plates for locations and labeling of assets, files, and registers for easy identification.

7. Correspondence Files:

-Internal correspondence: Maintaining files for communication with University offices

-External Correspondence: Maintaining files for communication with apex bodies and other external parties.

8. Affiliation/Approval File:

-Documentation of all affiliation and approval documents.

9. Leave Record File:

- Maintaining a comprehensive leave record for faculty and staff.

10. Out Station Duty/Special Duty File:

- Documentation of outstation and special duty assignments.

11. Department Master File:

-Detailed records of faculty, including total number, required vs. available, assistant professors, associate professors, professors, librarian, clerk/office assistant, peons, and sweeper.

12. Library Summary:
      -Total number of books, titles, PCs for online journal access, and subscribed journals (online and offline).
13. Stores Summary:
      - Inventory of furniture for students and staff, almirhs, computers, and internet facilities.
14. Registers:
      -Staff Movement Register
      -Asset Movement Register
      - Visitors' Register
      - Library Visitors' Register
15. Timetable:
      -Development of a time table for 305 days & 1830 hrs of Lectures & Non-Lectures hours over 1.5 years for the 1st professional BAMS subject (Excluding 15 days & 90 hours of Induction Programme)
      -Similarly time table for 320 days & 2240 hrs of Lectures & Non-Lectures hours over 1.5 years for the 2nd & 3rd professional BAMS Subjects.
      - Keeping a copy of the academic timetable for 3 years.
16. Induction Programme:
      -Implementation of a transitional curriculum for first-year student

Do:

Implementation:

1. Faculty Files:
      - Faculty were required to submit all necessary documents. Regular audits were conducted to ensure completeness.
2. Student Files:
      -Office collected and verified documents. Regular updates were made as necessary.
3. Alumni Data:
- Alumni office actively reached out to past students and updated records.

4. Students' Achievement Record/Board:
- Notice boards were updated monthly with student achievements.

5. Notice Boards:
-Maintenance team ensured that all notice boards were up-to-date with relevant information.

6. Name Plates and Asset Labeling:
- Name plates were installed, and assets were labeled systematically.

7. Correspondence Files:
-Dedicated personnel managed internal and external correspondence files.

8. Affiliation/Approval File:
-Administrative office maintained and regularly updated the affiliation/approval file.

9. Leave Record File:
- Leave records were maintained digitally for easy access and tracking.

10. Out Station Duty/Special Duty File:
-Assignments were documented and tracked effectively.

11. Department Master File:
- Department heads ensured that the master file was up to date with accurate information.

12. Library Summary:
- Librarian maintained records of books, titles, and journal subscriptions

13. Stores Summary:
- Inventory management system was implemented for tracking furniture and equipment.

14. Registers:
-Registers were maintained in both physical and digital formats for accuracy.

15. Timetable:

-Academic committee developed and monitored the implementation of the timetable.

16. Induction Programme:

Induction program was organized at the beginning of the academic year for first-year students.

Check

Monitoring and Evaluation:

1. Faculty Files:

-Periodic reviews conducted to ensure completeness and accuracy.

2. Student Files:

- Regular audits to ensure all student files are complete and up-to-date.

3. Alumni Data:

- Feedback was collected from alumni to improve the data collection process.

4. Students' Achievement Record/Board:

- Monthly checks to ensure achievements were accurately recorded and displayed.

5. Notice Boards:

- Regular inspections to ensure boards were well-maintained.

6. Name Plates and Asset Labeling:

- Monthly audits to verify the labeling of assets and accuracy of name plates.

7. Correspondence Files:

    - Quarterly reviews to ensure all correspondence was properly documented.

8. Affiliation/Approval File:

    -Annual review to ensure all documents were up to date.

9. Leave Record File:

    - Monthly checks to ensure accuracy of leave records.

10. Out Station Duty/Special Duty File:

    - Regular monitoring to ensure proper documentation of assignments.

11. Department Master File:

    - Quarterly updates to ensure accurate record-keeping.

12. Library Summary:

    - Bi-annual audits to verify inventory and subscription status.

13. Stores Summary:

    -Monthly inventory checks to ensure accuracy.

14. Registers:

    -Regular checks to ensure registers were maintained properly.

15. Timetable:

    - Academic committee reviewed timetable implementation each semester.

16. Induction Programme:

    - Feedback collected from first-year students to improve the induction program.

Act
Improvements and Adjustments:

1. Faculty Files:
   - Improved digital filing system to streamline document management.
2. Student Files:
   - Enhanced digital record-keeping to reduce paperwork and improve accessibility.
3. Alumni Data:
   - Development of an online portal for alumni to update their information.
4. Students' Achievement Record/Board:
   -Introduction of a digital achievement board for real-time updates.
5. Notice Boards:
   -Implementation of digital notice boards for better information dissemination.
6. Name Plates and Asset Labeling:
   -Use of QR codes for better asset tracking.
7. Correspondence Files:
   -Transition to digital correspondence management system.
8. Affiliation/Approval File:
   - Digital archiving for easier access and better security.
9. Leave Record File:
   -Introduction of an online leave management system.
10. Out Station Duty/Special Duty File:
   - Digital tracking of assignments for better management.
11. Department Master File:
   -Improved database management for department records.

12. Library Summary:
   - Introduction of a digital library management system.
13. Stores Summary:
   - Implementation of an inventory management software.
14. Registers:
   -Transition to digital registers for better accuracy and accessibility.
15. Timetable:
   - Use of scheduling software to streamline timetable creation and management.
16. Induction Programme:
   - Enhanced orientation program based on student feedback.

This PDCA report highlights the continuous efforts of Institute of Ayush Medical Sciences, Lucknow to improve its processes and enhance the overall educational experience.

Prepared and verified by:
Internal Quality Assurance Cell
Institute of Ayush Medical Sciences, Lucknow, U.P

The committee shall be for two years or as per Institutional policies. The committee may co-opt any expert or any other member as required. The members are those who undergone Medical Educational Technology training or known for teaching innovation, active and interested in acquiring newer developments.

Principal
Institute of Ayush Medical Sciences
Lucknow

Principal/Superintendent
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