

# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## STANDARD OPERATING PROCEDURE (SOP)

There is an Internal Quality Assurance Committee in the college to plan, guide and monitor the quality assurance and quality enhancement in all academic activities of the college. The college has undertaken to prepare and submitting regularly their assembly quality assurance reports to the affiliating university, state level assurance bodies , and national accreditation.

### Composition

The following person have been appointed on the IQAC body. They will be responsible for the smooth functioning of the IQAC and conduction of various activities under its head.

Chairperson	Dr Sneha Katke
External Faculty (Medical) Member	Dr. R.P Limaye
External Member (Other University)	Dr Prashant Naik Dr. Peeyoosha Patil
Co-ordinator	Dr Manal Anthikat
Administrative Officer	Dr Santosh Magdum
Members	Dr Sunil Harsulkar Dr Sachin Shetti Dr Asif Kareem Dr Amruta Kabra Dr Sapna Khot Dr Vishagh Nair Dr Perna Ghodke
Students	Metwi Vasa Keval Bheda

## **Objectives**

IQAC will facilitate / contribute:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- To better internal communication

## **Strategies**

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society. Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

## **Function of IQAC:**

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institutions.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents, and other stakeholders on quality related institutionalized process.
- Dissemination of information on various quality parameters of higher education.

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes /activities leading to quality improvement.
- Acting as a nodal agency of the institution for conducting the quality related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose, maintaining, enhancing the institutional quality.
- Development of quality culture in the institution.

#### **Frequency of Meeting:**

- There shall meet at least twice in a year.
- In case of exigency, the Co-Ordinator can call a meeting.
- There shall be a notice for the requisition of meeting

#### **Minutes of the meeting:**

- The minutes are usually completed by the IQAC Coordinator, but can be assigned to someone else.
- Minutes of meetings should be written up for review within one week of the meeting.
- Copies must be preserved and handed over to the next member student at the end of the term.

#### **Communication of IQAC with staff members:**

- Through College email
- Through official meetings
- Through existing committees

## **Operations of IQAC:**

- Periodic academic
- Teaching plan
- Work diary
- Feedback
- Examinations
- Result