

Rayat Shikshan Sanstha's

Annasaheb Awate Arts, Commerce & Hutatma Babu Genu Science College

Manchar, Tal. Ambegaon, Dist. Pune

NAAC Accredited "A" Grade

INTERNAL QUALITY ASSURANCE CELL (IQAC)

INTERNAL QUALITY ASSURANCE CELL POLICY DOCUMENT

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| Policy | : | The IQAC Policy was developed with the goal of making quality the institute's defining characteristic through a combination of internal and external quality assessment, promotion, and sustainability programs. |
| Purpose | : | The primary objective of an Internal Quality Assurance System is to establish a system that facilitates cognizant, consistent, and catalytic action, thereby enhancing the academic and administrative performance of the Institute, as well as institutionalizing and internalizing the quality culture. |
| Vision of IQAC | : | To make quality the defining element of higher education through a combination of self and external quality evaluation, promotion and sustenance initiative. |
| Mission of IQAC | : | <ul style="list-style-type: none">• To stimulate the academic environment of promotion of quality of teaching-learning and research in campus.• To encourage self-evaluation, accountability, autonomy and innovation.• To undertake quality-related research studies, consultancy and training programmes.• To make familiar and used to with the latest technological developments in the field of information communication. |
| Objectives | : | <ul style="list-style-type: none">• To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.• To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. |

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| Scope | : | <ul style="list-style-type: none"> • This policy applies to all the academic and administrative departments/committees of the institute. |
| Functioning | : | <ul style="list-style-type: none"> • Following activities are carried out by IQAC: • To define the agenda and calling meetings • To prepare the Perspective and Strategic Plan of the Institute. • To prepare the SOP's of various activities to be implemented by IQAC. • To represent and propose the various requirement for smooth functioning of the institute in CDC meeting if required. • The prepare Action Taken Report. • To develop, recording, monitoring quality measures in the institution • To develop and apply quality parameters for various academic and research activities. • To disseminate the information on quality aspects. • To organize quality initiatives for enhancing quality circles. • To work as a Nodal agency for quality maintenance and control. • To submit Annual Quality Assurance Report (AQAR) or other essential reports on timely basis. |
| Procedure & Monitoring | : | <p>Establishment of an Internal Quality Assurance System Cell with the Principal as the chairperson, a staff member as a Co-ordinator and members, and external experts who are engaged in the quality aspect with senior members, office representative and a student representative in accordance with the NAAC guidelines.</p> <hr/> <p>Periodic monitoring of all activities is conducted in accordance with the seven principles to ensure the maintenance and improvement of quality of institution.</p> <p>1. Curricular Aspects:</p> <p>To co-ordinate HoDs for following:</p> <ul style="list-style-type: none"> • Participate in meetings organized by Board of Studies, SPPU, Pune. • To provide suggestions to the respective BoS, SPPU, Pune • Revise the curriculum of Short Term Course periodically. • Enrich the curriculum of Short Term Course. <p>2. Teaching-Learning and Evaluation Process:</p> |

To co-ordinate HoDs/ Examination Committee for following:

- Syllabus distribution among faculty members.
- Preparation of departmental academic calendar, teaching plans.
- Communicate the COs/ PSOs/ POs to students.
- Use diverse/ innovative methodologies for teaching and learning.
- Organize special programmes for slow and advanced learners.
- Implement the curriculum effectively throughout the year.
- Organize co-curricular/ extra-curricular activities.
- Syllabus completion.
- Organize and maintain transparency in Continuous Internal Evaluation process.
- Result analysis and CO assessment calculation
- Track students performance.
- Carryout examination audit.

3. Research, Innovations & Extension:

To co-ordinate HoDs/ research Committee/ IPR Cell/ Incubation Cell for following:

- Promote research culture among faculty members through seed money grant.
- Encourage teachers to participate in seminars/ conferences/ workshops.
- Organize workshops on IPR.
- Organize seminars/ conferences/ workshops.
- Increase in number of linkages and MoU's
- Encourage teachers/ students for publications and patents.
- Promotion of incubation centre.

4. Infrastructure and Learning Resources:

To co-ordinate HoDs/ Purchase Committee/ Library Committee/ Office for following:

- Preparation of requirement list as per the budget allotted.
- Procuring new journals/ books etc.
- Procuring new equipments/ instruments.
- Maintaining available equipment's/ instruments.

5. Student Support & Progression:

To co-ordinate HoDs/ Competitive Examination Cell/ Placement Cell/ Office for following:

- Organize skill development programmes/ competitive guidance programmes.
- Organize placement drives.
- Increase scholarship and freeship applications.
- Record student placement and progression.

6. Governance, Leadership & Management:

To co-ordinate HoDs/ Research Committee/ Office/ CDC for following:

- Workload distribution and formation of committees.
- Preparation of academic plan.
- Disseminating information to departments through IQAC
- Conduct meeting with CDC
- Participation of faculty members in RC/ OC/ IC/ STC etc.
- Incentives for publications/ participation fees/ registration fees.
- Conduct SWOC analysis.
- Conduct necessary audits.
- Preparation of

7. Institutional Values & Best Practices:

To co-ordinate HoDs/ NSS? NCC/ Concerned committee/ Office for following:

- Promote initiatives on green and clean campus.
- Conduct energy/ environmental/ gender/ green audit.
- Develop and maintain healthy and best practices.