



**West Khandesh Bhagini Seva Mandal's
Dr. Suryakanta R. Ajmera MCA College for Women,
Dhule**

IQAC (Internal Quality Assurance Cell)

Vision:

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective:

The primary aim of IQAC is

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) Relevant and quality academic/ research programmes.
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.


Principal

W.K.B.S. Mandal's

Dr.S.R. Ajmera

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Deopur, DHULE-424005 (M.S.)

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks.
- b) Parameters for various academic and administrative activities of the institution.
- c) 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.
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- e) Dissemination of information on various quality parameters to all stakeholders.
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- g) Documentation of the various programmes/activities leading to quality improvement.
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- j) Periodical conduct of Academic and Administrative Audit and its follow-up .
- k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.



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Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus in institutional functioning towards quality enhancement.
- b) i) Ensure internalization of the quality culture.
- b) ii) Ensure enhancement and coordination among various activities of the institution and institutionalize all.
- c) Provide a sound basis for decision-making to improve institutional functioning.
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.



**Director
Principal**

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IQAC (Internal Quality Assurance Cell)

List of IQAC Committee Members

Sno.	Name of Person	Designation	Member Type
1)	Dr. Rajeev Kharat	Director	Chairman
2)	Dr. Jagdish Kute	Asso. Professor	Co-ordinator
3)	Mrs. Megha V. Kamerkar	OS	Management Representative
4)	Mr. Vishal Khairnar	Admin Officer	Office
5)	Prof. Sanjay Mali	Asst. Professor	Teaching Staff
6)	Prof. Chandrakant Gujar	Asst. Professor	
7)	Ms. Nikita Shah	Asst. Professor	
8)	Mr. Digvijay C. Sonar	CEO	Employer
9)	Ms. Shabbo Ansari	Student	Student Representative

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