

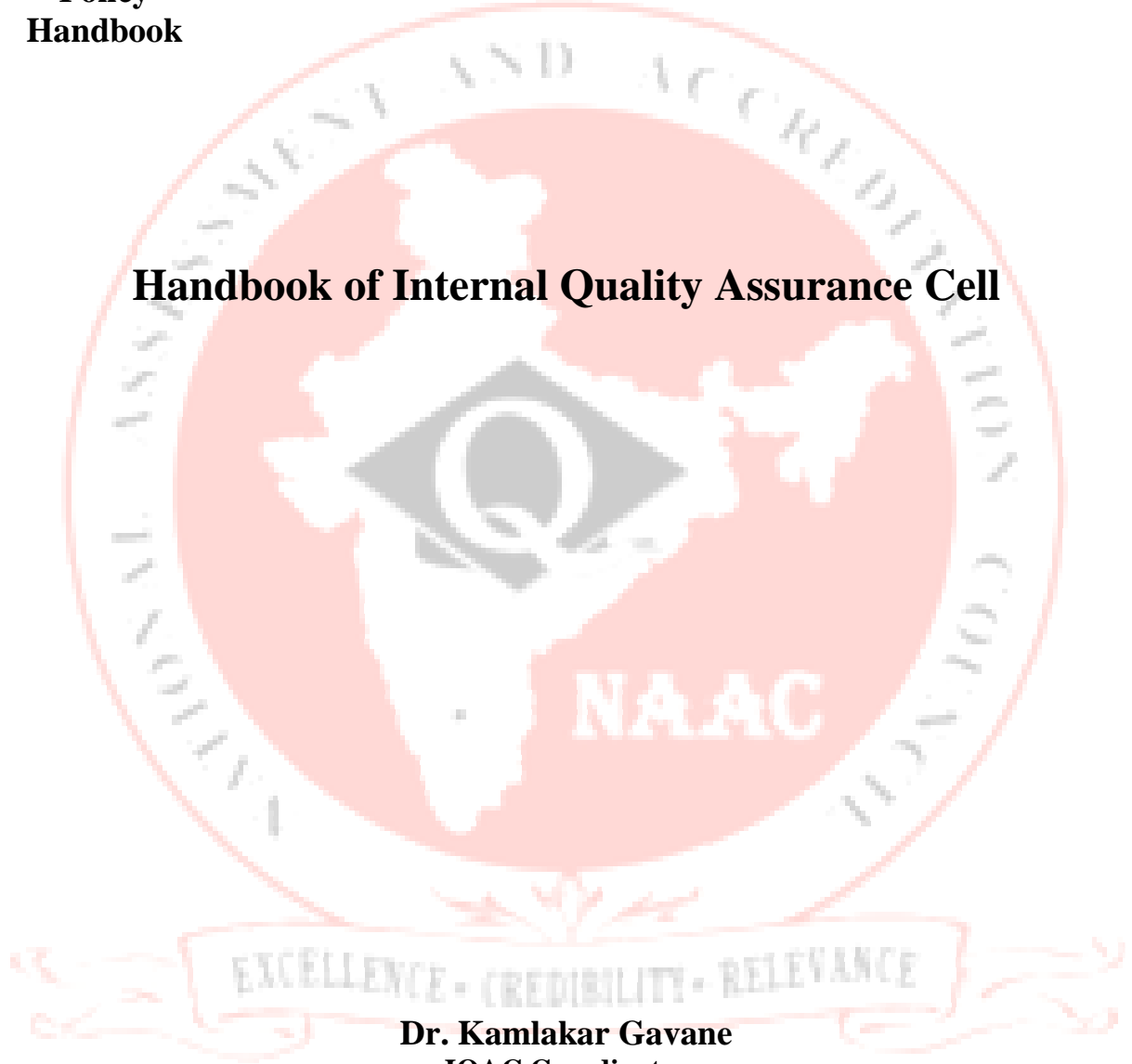


Maharashtra Education Society's
Maharashtra Udayagiri
Mahavidyalaya, Udgir, Dist. Latur.



Policy
Handbook

Handbook of Internal Quality Assurance Cell



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Handbook of Internal Quality Assurance Cell:

Introduction:

The IQAC has contributed significantly for institutionalization of quality assurance strategies and processes. The IQAC of the college was established on 28-8-2004 during the first cycle. Since then, it has played a catalytic role in the enhancement and sustenance of quality education of the college.

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 composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

Below is the recent composition of IQAC as per the guidelines of the NAAC:

Sr.	Name	Designation
1.	Dr. R. R. Tamboli- Principal	Chairperson
2.	Management Representative	Member
3.	Stakeholder Representative	Member
4.	Student Representative	Member
5.	Dr. R.K. Maske- Vice Principal	Member
6.	Dr. E.D.Korpakwad	Member
7.	Dr. M.P.Mankari	Member
8.	Dr. R.B.Allapure	Member
9.	Dr.Ms. Shafika Ansari	Member
10.	Dr. J.M.Patwari	Member
11.	Dr. B.S. Hokarne	Member
12.	Dr. S.A.Mule	Member
13.	Dr. M.J.Kulkarni	Member
14.	Dr. M. B. Swami	Member
15.	Dr.Ms. A.P.More	Member
16.	Dr. G.G. Jewlikar	Member
17.	Dr. Kamlakar Gavane	Coordinator

The IQAC has been a democratic, decentralized and participative cell in practice. The preparations for the Cycle 3 started immediately after the college secured 'A' Grade by NAAC in the Cycle 2. The College formed the IQAC as per the latest notifications of the NAAC. The IQAC publishes its Annual Report on Quality Initiatives including all the academic and co-curricular quality initiatives carried out in the year. The same is uploaded on the college website.

IQAC – 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.

Objectives

The primary aim of IQAC is

- 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.

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ 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 assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

IQAC Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution;
- 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;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;

- 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 coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

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

Functions of the IQAC Members:

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

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.

Due to COVID-19 Pandemic, from March 2020 onwards the teaching adversely affected for three months, but the IQAC formulated the Anti-Corona Policy and implemented it with effect from June 2020. A Committee for Online Teaching was formulated .

Almost 100% teachers started with Google Classroom, Zoom, Google Meet, MOODLE etc. The Online Teaching Committee created Whats App groups of all the college students class-wise. Daily online class link was shared to the students. The weekly report of the online teaching was submitted to the IQAC through the HoDs. This practice helped to bring back on the track the teaching-learning activities during COVID-19 pandemic.

The IQAC Coordinator designed an LMS website for college to introduce MOODLE platform : www.kamlakargavane.xeted.com and www.mumu.gnomio.com During Pandemic period, Dr. Kamlakar Gavane organized the Online Course in BASIC ENGLISH and repeated the same thrice. There were about 1500 beneficiary students for this course.

Among the major quality initiatives of the IQAC implemented during the assessment period are- Special Author Literary Festival, Effective Mentoring, LMS for Effective Teaching, Quality Pledge, Feedback on Curriculum, Performance Appraisal Mechanism, ISO 9000:2015 Certification, participation in NIRF, timely submission of AISHE reports, AQARs, SWOC Survey, Survey on Optimal Utilization of Resources, Course Exit Survey, Program End Survey, workshop on IPR, Workshop on Soft Skills etc

EXCELLENCE - CREDIBILITY - RELEVANCE

Seal and Signatories:

Date first approved:	Date with effect from:	Date last amended:	Date of Next Review: January 2024
First Approved by:	IQAC CDC/ Governing Body		
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Responsible Units:	Management Principal IQAC		
Supporting documents:			
Audience:	All Stakeholders of MUM , Udgir.		


Dr. Kamlakar Gavane
IQAC Coordinator

Principal
Signature with Stamp