# Internal Quality Assurance Cell (IQAC)

**Shri. Balasaheb Mane Shikshan Prasarak Mandal, Ambap's**

## Ashokrao Mane Polytechnic

**Vathar Tarf Vadgaon.**

**Tal.-Hatkanangle, Dist.-Kolhapur-416 112**

**Approved By A.I.C.T.E New Delhi, Affilated to MSBTE Mumbai**
**D.T.E. Mumbai,Government of Maharashtra.**

## *VISION*

- Achieve excellence in quality technical education to create competent technocrats with ethical and social responsibilities for the betterment of society.

## *MISSION*

- To provide a scholarly and vibrant learning environment that enables students to achieve professional growth.
- To impart quality technical education with emerging technology to fulfill industrial requirements.
- To develop culture for holistic development of an individual inculcating social as well as ethical responsibilities.
- To strengthen relationship with industries for empowering the students to work in adverse conditions.

### *Value Framework*

To promote the following core values among the HEIs of the country:

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

## Contents


| | Page Nos. |
|---|---|
| 1. Introduction | ..... 4 |
| 2. Objective | ..... 4 |
| 3. Strategies | ..... 4 |
| 4. Functions | ..... 5 |
| 5. Benefits | ..... 5 |
| 6. Composition of the IQAC | ..... 5 |
| 7. The role of coordinator | ..... 6 |
| 8. Operational Features of the IQAC | ..... 6 |

# Internal Quality Assurance Cell (IQAC)
# In Accredited Institutions

## *Introduction*

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post- accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

## *Objective*

***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***

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) The relevance and quality of academic and 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 evaluation procedures;

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.

## *Functions*

***Some of the functions expected of the IQAC are:***

a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;

b) 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;

c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters of higher education;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Development of Quality Culture in the institution;

## *Benefits*

***IQAC will facilitate / contribute***

a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

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.

| Sr.No. | Name Of Faculty | Department/Designation | Position in IQAC |
|---|---|---|---|
| 1 | Dr. Yuvraj Ramchandra Gurav | Principal | Chairman |
| 2. | Dr. Suhas Anandrao Lakade | HOD (Computer Engg.) | Member |
| 3. | Mr. Sunil Nivruti Yadav | HOD (Mechanical Engg.) | Member |
| 4. | Mr. Sunil Shankar Mane | HOD(ECO Engg.) | Member |
| 5. | Mr. Bhaskar Vasudev Kumbhar | HOD(Electrical Engg.) | Member |
| 6. | Mr. Amit Babaso Varke | HOD(Civil Engg.) | Member |
| 7. | Mr. Prakash Mansingh Patil | HOD(App Sci. & Humanities) | Member |
| 8. | Mr. Sudhir Baburao Lambe | Lecturer | Member |
| 9. | Mr. Chetan Jaku Dhale | Student Representative | Member |
| 10. | Mr. Trishala Vijay Patil | Student Representative | Member |
| 11. | Mr. Ravi Chandrashekhar Doli | Industry Representative | Member |
| 12. | Mr. Ananda Bajirao Patil | Parent Representative | Member |
| 13. | Mr. Pradip Tukaram Hasabe | HOD (Automobile Engg.) | Acadamic Co-ordinator |

The composition of the IQAC will depend on the size and complexity of the institution. 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.

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 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 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 person with expertise 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 preferable that the coordinator may have sound knowledge about the computer, its various functions and 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 and the secretary 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.

# Ashokrao Mane polytechnic Vathar Tarf Vadgaon
# Structure of IAMC

| Sr.no. | Name | Designation | Background |
|---|---|---|---|
| 1. | Dr. Yuvraj Ramchandra Gurav | Chairman | Principal |
| 2. | Dr. Suhas Anandrao Lakade | Member | HOD |
| 3. | Mr. Sunil Nivruti Yadav | Member | HOD |
| 4. | Mr. Bhaskar Vasudev Kumbhar | Member | HOD |
| 5. | Mr. Sunil Shankar Mane | Member | HOD |
| 6. | Mr. Amit Babaso Varke | Member | HOD |
| 7. | Mr. Pradip Tukaram Hasabe | Member Secretory | HOD |