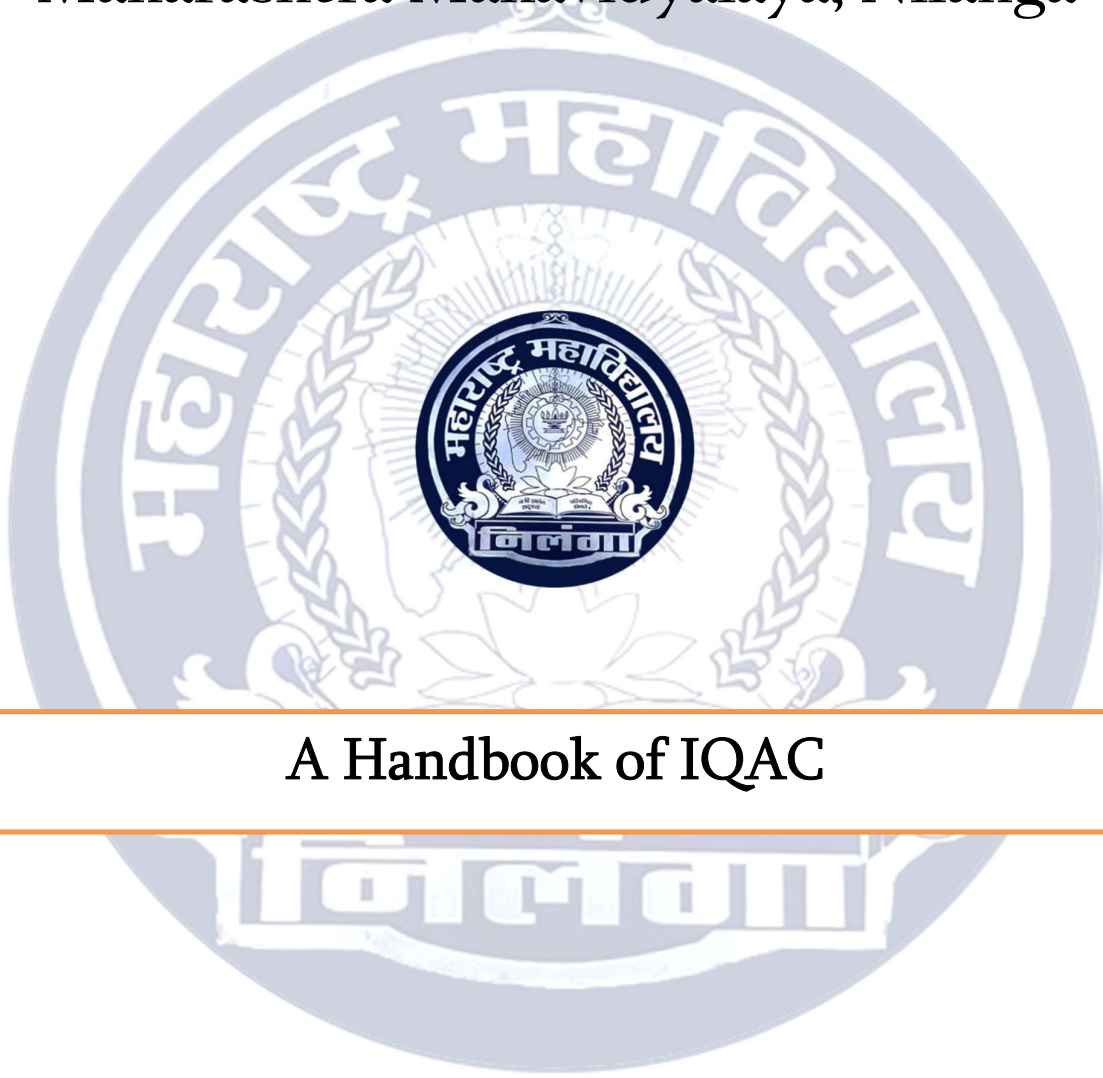


Maharashtra Shikshan Samiti's

Maharashtra Mahavidyalaya, Nilanga



A Handbook of IQAC

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A Handbook of IQAC

Introduction:

Internal Quality Assurance Cell is the core Think Tank of any Higher Educational Institution. In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC 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 & work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

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

Functions of IQAC

- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- 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 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
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Benefits

- IQAC will facilitate/contribute:
- Ensure heightened level of 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

Composition

- 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:
 - Chairperson: Head of the Institution
 - A few senior administrative officers
 - Three to eight teachers
 - One member from the Management
 - One/two nominees from local society, Students and Alumni
 - One/two nominees from Employers /Industrialists/stakeholders
 - One of the senior teachers as the coordinator/Director of the IQAC

Composition of IQAC at Maharashtra Mahavidyalaya, Nilanga

Sr. No.	Name of the IQAC Members	Designation
01	Dr. M.N. Kolpuke	Chairman
02	Hon. Vijay Patil Nilangekar	Management Representative
02	Dr. B.S. Gaikwad	Member & Coordinator, Criterion I
03	Dr. H.D. Bhosale	Member & Coordinator, Criterion II
04	Dr. A.M. Mulajkar	Member & Coordinator, Criterion III
05	Dr. S.S. Devnalkar	Member & Coordinator, Criterion IV
06	Dr. S.G. Benjalwar	Member & Coordinator, Criterion V
07	Dr. N.V. Pinamkar	Member & Coordinator, Criterion VI
08	Dr. G.G. Shivshette	Member & Coordinator, Criterion VII

09	Dr. Gajendra Tarange	Alumni Representative
10	Mr. Rajendra Suryawanshi	Industry Representative
11	Mr. Suhas Mane	Administrative Representative
11	Dr. D.S. Choudhary	Director, IQAC

Functions of IQAC Director/Coordinator

The IQAC Director/Coordinator shall perform following duties-

- Prepare academic calendar in consultation with the College Principal & all faculty members at the beginning of the academic year.
- Chalk out short term and long term academic plans.
- Lead all academic activities in the college.
- Ensure quality in teaching, learning, evaluation, research and extension activities in the college.
- Collect and analyse the data regarding all activities conducted in the year.
- Conduct regular meetings of IQAC & prepare reports of the meeting.
- Coordinate with all stakeholders like management, administration, students, parents, teachers, and society at large.
- Review and approve the proposals of CAS of faculty members as per the Govt. norms.
- Communicate different guidelines to all members of IQAC and faculty members issued by UGC/NAAC/Central and State Government etc. on time to time.

Functions of IQAC Members


The IQAC members are expected to perform following duties-

- The IQAC Chairman shall call regular meetings of IQAC and take continuous feedback on the functioning of the IQAC.
- The Management Representative shall provide all necessary support to IQAC regarding quality improvement and sustenance in the college.
- The senior faculty members of the IQAC shall guide IQAC team regarding smooth conduct of all programs as envisioned in the annual academic plan.

- The teacher representatives shall conduct all programs according to the academic calendar.
- The alumni representative shall provide valuable feedback regarding alumni engagement in all college programs.
- The industry representative shall provide inputs regarding the curriculum offered to students and also provide necessary support in regard with students counselling, training & placement.
- The student representative shall bring to the notice of IQAC, the issues related to students and academic facilities provided to students.

IQAC Meetings

The IQAC shall conduct regular meetings in the academic year. The academic calendar defines the academic growth of the college. Therefore; the IQAC shall conduct a meeting at the beginning of the academic year in which the academic path shall be discussed. At the same time, a meeting for reviewing the work done in a semester shall be conducted at the end of the first semester. IQAC shall conduct a meeting at the beginning of the second term of the academic year. And finally an annual meeting can be called at the end of the academic year to review the academic programs conducted throughout the year.



Director, IQAC

Co-Ordinator (IQAC)
Maharashtra Mahavidyalaya,
Nilanga-413521, Dist.Latur



Principal

Principal
Maharashtra Mahavidyalaya
Nilanga 413521 Dist Latur