

Academic year 2021-22

Ten Action Point

Role of IQAC

The institutional policies with regard to quality assurance are as follows.

- Ensure, sustain and enhance the quality of teaching, learning, evaluation and infrastructure
- Imparting quality education to the masses from the society catering to their diverse needs and fostering global competence among them.
- ICT enabled teaching learning
- Promotes research culture
- Faculty empowerment through workshops/seminars/conferences
- Promoting professional development of the staff
- Quality feedback mechanism
- Performance appraisal mechanism

Contribution of IQAC in quality assurance processes:

- IQAC has suggested conducting seminars/workshops/conferences. During last five Feedback forms for evaluation of teachers by students are developed. Feedback forms stakeholders are sought on teachers, curriculum and campus.
- PBAS forms and API scores of teachers are evaluated
- Department wise examination results are analyzed and reports are communicated to the principal.
- Recommended for procurement of ICT infrastructure and impart training
- Motivate faculty to adopt innovative teaching learning methods
- Encourage faculty to conduct tours, excursions, field visits, surveys
- Motivate faculty to establish collaboration, linkages and MoUs.

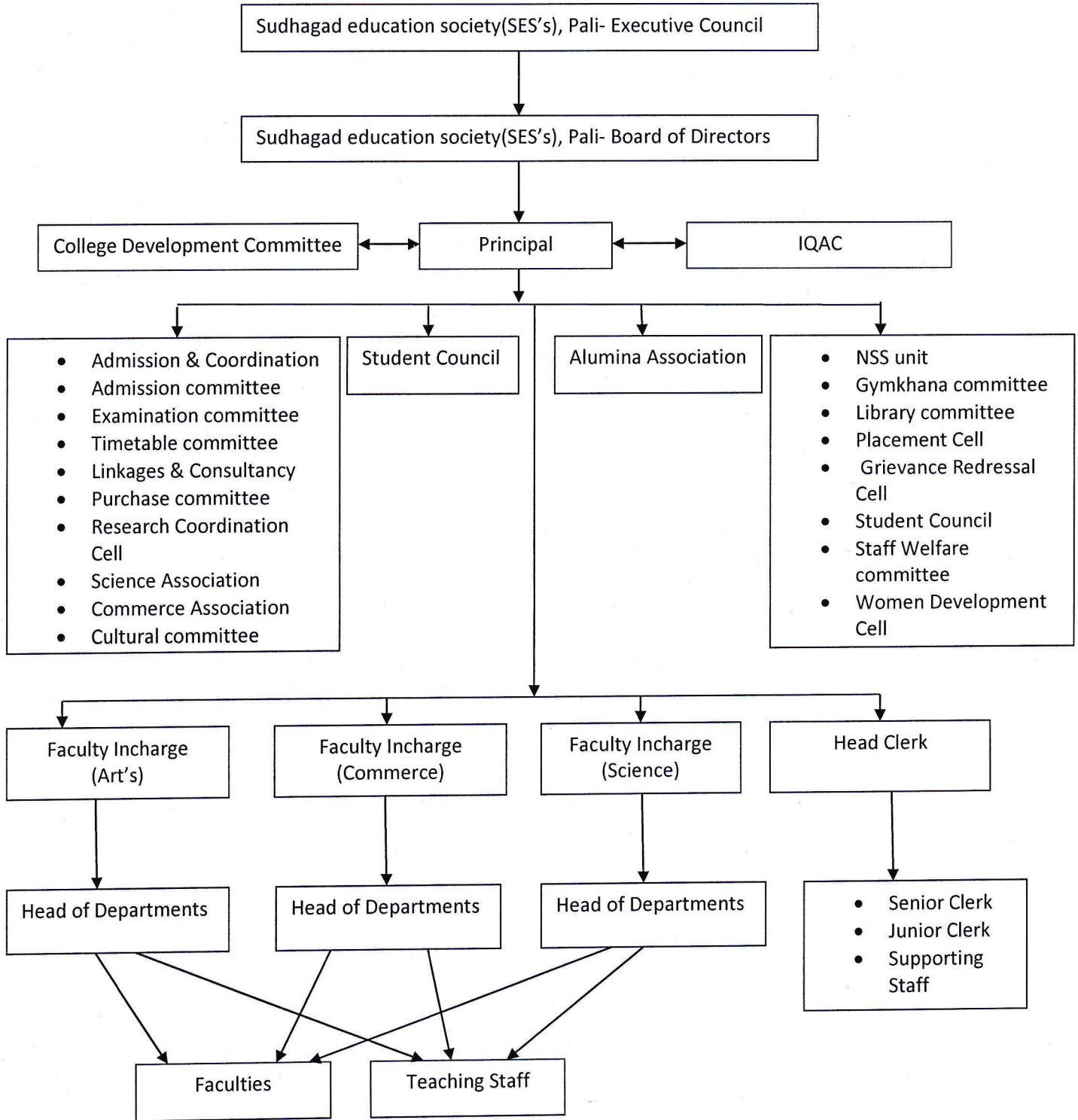


Composition of IQAC Committee

Sr.No.	Name of IQAC Committee Members	Designation
1	Dr. S.C. Lahupachang	Chairperson
3	Prof. S. B. Mahajan	Co- Ordinator
4	Prof. Priti Prasad Mahajan	Member
5	Dr. Manisha N. Bansode	Member
6	Dr. Jadhav B.B.	Member
7	Prof. Vaishali R. Dhamal	Member
8	Prof.Snehal Palkar	Member
9	Prof. Roopa Kanaka	Member
10	Prof. Varsha Bhagat	Member
11	Prof.Anita Mhatre	Member
12	Prof. Deepa Patil	Member
13	Mr. Anil Birhade	Representative of Non-Teaching
14	Mr.Ravikant Ghosalkar	Representative of management
15	Mr.Ajay suryavanshi	Representative of Alumni
16	Mr.Dhanraj Tokade	Representative of Alumni
17	Mr. Jayesh Kambale	Representative of Industrialist



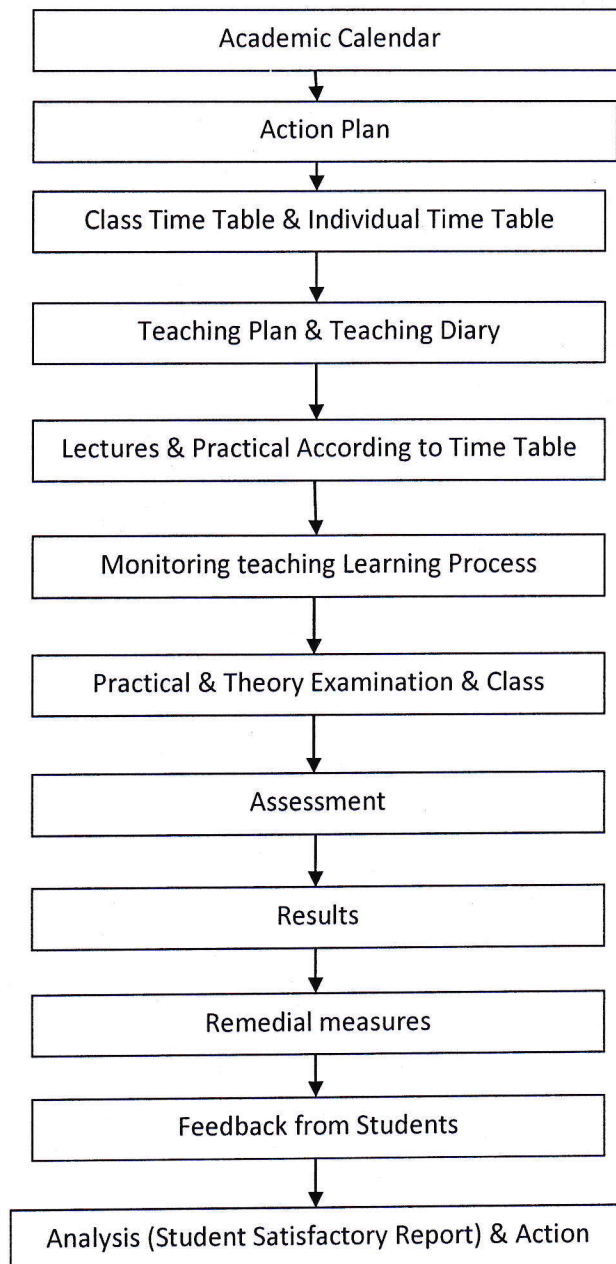
Hierarchy within Institution

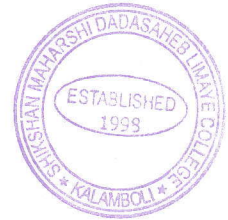




Policies for Teaching and Learning

College has elaborate and extensive mechanisms put in place for the ongoing review of the teaching-learning process. IQAC has undertaken following significant activities to continuously review the teaching learning process and to achieve higher benchmarks of quality.





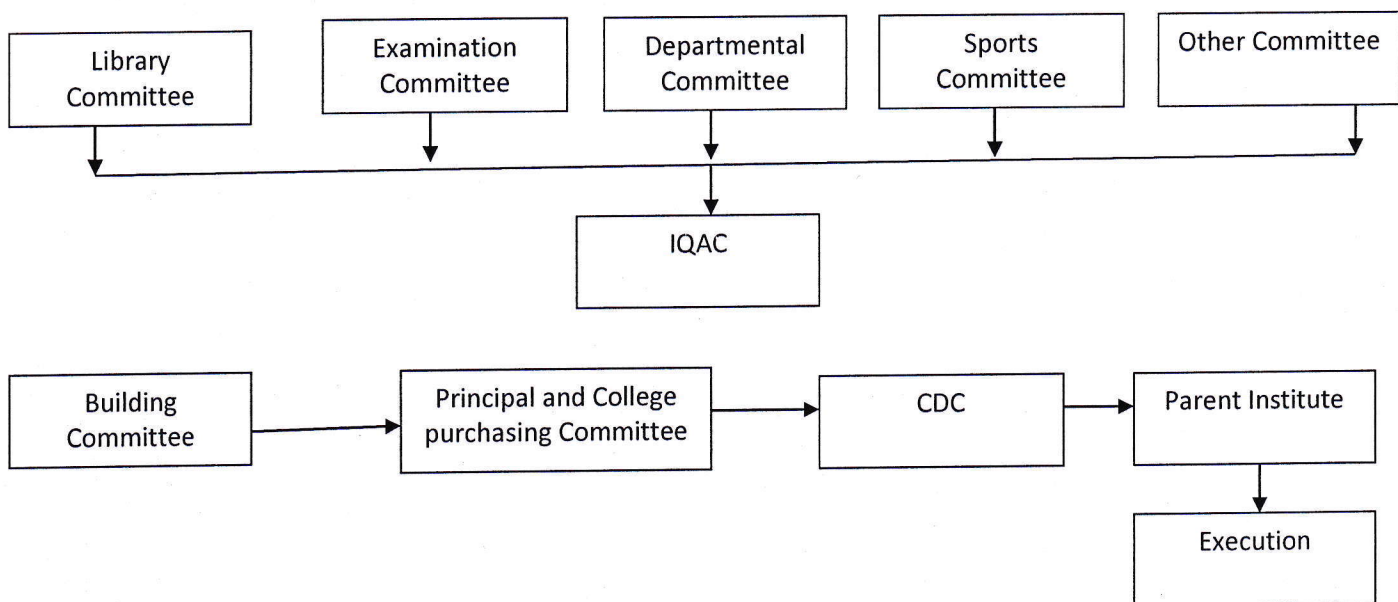
- Academic calendar and action plan
- Teaching plan, Teacher's diary and attendance record of the students
- Adoption of innovative teaching methods and ICT tools
- Monitoring the teaching-learning process by HODs regularly
- Conducting formative and summative assessment as per the schedule
- Appraising of the performance of teachers by collecting assessment report from students, course-wise examination results, result analysis and result summary
- Feedback from parents and alumni

Outcome

- Smooth functioning of the college at academic and administrative level
- Quality enhancement
- Student progression and placement
- Enhanced research
- Excellent performance of the student's various fields like academic, sports, cultural etc. activities
- Social recognition to the faculty for excellent performance in teaching, research and extension activities

6. Policies for Infrastructure

The institution has a policy to provide ample infrastructural facilities for effective teaching and learning. Respective departments submit departmental requirements to IQAC. After discussion and as per needs IQAC forwards it to Principal, College Purchase Committee and CDC. On receiving approval from Parent Institute, execution is made.





The specific policies are as under:

- The College seeks and explores possible funding sources from parent institute for constructing, upgrading and maintaining the buildings.
- The College develops basic infrastructure of buildings, classrooms, laboratories, seminar halls, meeting spaces, facilities for indoor and outdoor sports games.
- The Parent Institute assigns engineers to create, enhance and maintain the infrastructure. The College creates or upgrades durable, functional and lasting sets of furniture for classrooms, laboratories, auditoriums, library and office.
- Adequate sports facilities are provided in gymnasium.
- The College maintains playground.
- The College creates and provides ample information and communication technology infrastructure to enhance the educational, administrative, communicative and operational efficiency.
- The College maintains server computers to ensure better networking, sharing of computers and centralized monitoring
- The system administrator takes care of the creation, up-gradation and monitoring of the ICT infrastructure
- High-speed internet and Wi-Fi access for using e-resources is made available to all the students and the faculties
- Website of the College is updated and upgraded periodically.
- For aligning the ICT infrastructure in tune with the latest developments in the field, the College sends its faculty to attend workshops/training programmes.
- Administrative and library services are automated and continually upgraded
- Educational software as per requirements of various disciplines is purchased. It ensures teaching, learning and ongoing research to keep up with the time
- The library acquires, maintains and ensures efficient use of the latest hard copy/soft copy of books, e-books, journals, documents, reports and other learning resources

Future Plans:

- To install Electronic Notice Board for the library
- To install Automated Library.
- To increase number of fully equipped digital class rooms
- To develop institutional repository using Dspace software.
- To purchase software modules for drug designing, structure drawing, mathematical modeling, and statistical analysis.

Computerization of Administration

- The exam database and analysis software have been procured for the examination section for first year results
8. SSR
 9. Photo Gallery
 10. IQAC Data



11. Minutes of IQAC Meeting

Strategies and Action Points

Strategies of IQAC :

IQAC shall evolve mechanisms and procedures for :

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. Relevant and quality academic/ research programmes.
3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of assessment and evaluation process.
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services.
7. Sharing of research findings and networking with other institutions in India and abroad.

Action Points of IQAC :

The functions and responsibilities of IQAC includes the following 10 Action Points :

1. Development and application of quality benchmarks / parameters for various academic and administrative activities of the institution.
2. 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.
3. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters to all stakeholders.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes / activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
9. Periodical conduct of Academic and Administrative Audit and its follow-up.
10. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

IQAC Functions - As per UGC Guidelines

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;

- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the 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 of the College, leading to quality improvement

IQAC - Institutional Functioning

- The institution has active Quality Advisory Cell (QAC) and Internal Quality Assurance Cell (IQAC) to frame the policy for the academic and administrative growth of the institution.
- IQAC is playing a major role in designing and maintaining quality assurance within academic systems.
- IQAC monitors the proper implementation and analysis of overall academic and administrative performances of the college activities.
- The cell supports the teaching and learning goals articulated in the institution's strategic plan.
- As the institution has grown in size and stature, it has evolved certain quality assurance measures keeping in mind the academic and administrative requirements.
- In this regard, a manual on teaching and working has been prepared by Professor-in-charge, IQAC. Some of the measures are –
- IQAC ensures maximum utilization of infrastructural facilities and the available ICT resources.
- On the basis of academic audit, a comprehensive review of student's performance is made by IQAC.
- IQAC ensures the proper implementation of academic calendar.
- Regular meeting of IQAC and QAC are conducted to discuss various measures related to quality enhancement in which the recommendations made by Planning And Evaluation Board, Board Of Studies, Academic Council, Governing Body are discussed and analyzed for further improvement.
- As per the suggestion of IQAC, a feedback analysis committee is formed to review the online and offline feedback received from the students.
- Appraisal report of teaching / and non- teaching staff is received in the form of CR and after evaluation by the Head of the Institution is forwarded to the higher authorities.
- Attendance registers and daily teaching diaries are duly maintained and checked.
- IQAC reviews the feedback received from the parent- teacher meetings
- Introduction of new Courses including Postgraduate and Add-on Courses.
- Introduction of UGC Community college Scheme.
- Automation of Library and its facilities.
- Strengthening of Library.
- Improvement in students supports systems.
- Organizing seminars, conferences and workshops at different levels.
- Extension and upgradation of Classrooms and Laboratories.
- Inculcate ICT based Teaching-learning process
- IQAC has played an important role to implement NAAC Peer Team recommendations
- The IQAC monitors the well-being of the college in all respects.



Ke. M. M. M.

PRINCIPAL
SES'S S. M. Dadasaheb Limaye
ACS College, Kalamboli,
Tal.- Panvel, Dist. - Raigad.