



Shikshan Mandal, Karad
Mahila Mahavidyalaya, Karad

IQAC Policy

Preamble:

Maintaining the momentum of quality consciousness is crucial in higher education institutes. Internal Quality Assurance Cell, an internal quality assurance mechanism of the college is conceived as a mechanism to build and ensure a quality culture at the institution level. The IQAC being an integral part of the college works towards realizing the goals of quality enhancement by developing a system for improvement in different aspects of functioning of the college. Mahila Mahavidyalaya, Karad has an internal quality assurance system with appropriate structure, processes and flexibility to meet the diverse needs of the stakeholders. Being a facilitative and participative body of the college, the IQAC is meant for planning, guiding, monitoring and enhancing quality of the overall performance of the college. It is a driving force to overcome the weaknesses and enhance quality.

Scope:

The policy applies to all academic, administrative departments and stakeholders i.e., students, parents, teachers, staff, at Mahila Mahavidyalaya, Karad and the management, funding agencies and society.

Objective of the IQAC Policy:

The key purpose of the policy is to build up a system for cognizant, consistence and catalytic action to improve the academic and administrative performance of the college. The IQAC assures accountability and transparency in the quality management system of the institution.

The objectives of the cell are –

- To develop mechanism for improvement in academic and administrative performance.
- To cater to the needs of students for their holistic development.
- To facilitate research activities of faculty and students.

- To connect the institution with other institutions for collaborative activities.
- To facilitate integration of various quality activities.
- To create inclusive environment in the campus and inculcate human values in the students.
- To collect feedbacks from students, alumni, teachers, parents on quality related institutional processes.
- To encourage innovative best practices.
- To promote quality culture in all aspects.
- To make significant contribution in the post-accreditation phase.

Structure and Composition of IQAC:

According to the UGC guidelines, the IQAC shall be constituted under the chairmanship of the Head of the HEI. He/She may be assisted by a Coordinator who shall be a senior faculty. This position may be held as an additional charge by the faculty concerned or a new position of a full-time Coordinator may be created and a person is selected and appointed or a senior faculty is posted by redeployment.

The IQAC shall have the following composition:

1. Head of the HEI – Chairperson
2. Five senior teachers
3. One senior administrative staff
4. Two external experts on Quality management / industry/local community
5. Coordinator of IQAC – Member Secretary

The members shall be nominated by the Head of the HEI in consultation with the CDC. The IQAC shall meet at least once in a 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.

Mechanism of IQAC

The IQAC shall

- Formulate committees and allot duties to the concerned committees or cells. The committees / cell shall submit the report along with photographs of the activities organised to the IQAC.
- Formulate criterion-wise committees for the planning and execution criterion-based activities

- Prepare and submit AQARs and SSR.
- Prepare the formats of - Faculty Profile, Departmental Profile, Teaching Plan Activity Report, Feedback forms (students, teachers and Parents), Centre for Skill Development admission form, Meeting Report and Mentor-Mentee form.
- Collect and analyse the Feedbacks of stakeholders.
- Conduct periodic Academic and Administration Audit and take its follow-up