

**Dr. L.D. Balkhande College of Arts and Commerce.**

**Pauni, Dist. Bhandara**



**Internal Quality Assurance Cell (IQAC)**

**Accredited by NAAC with 'C' Grade**

**Affiliated to Rashtrasant Tukadoji Maharaj Nagpur University, Nagpur.**

# **IQAC MANUAL**

**Prepared by IQAC**

**Dr. L.D. Balkhande College of Arts and Commerce,  
Pauni, Dist. Bhandara**

**Internal Quality Assurance Cell (IQAC)**

**VISION**

“Apadan Sobhini Payyan”

(Knowledge beautifies the man.)

**MISSION**

Quality education to rural youths that inspire, prepare and empower them to succeed in the challenging world.

**Objectives**

- To provide quality education
- To develop life skills among students
- To inculcate social awareness among students.
- To develop strategies to improve quality
- To facilitate periodic academic and administrative audit

**Strategies**

IQAC shall follow the following strategies for the mechanism and procedures for improvement of staff and students.

**1) Core values:**

**Unity in Diversity**

We practice a shared decision-making process and fair treatment. through dedication to One’s work. Conduct all activities, Commit to practices fair, honest, and objective in dealing with students faculty members, staff, and stakeholders. Celebrate our National events with zeal and enthusiasm. We respect cultures, experiences, skills, and capabilities of people. We believe in diversity and promote respect to all cultures.

## Excellence

We encourage our staff and students to strive to achieve their best, subject related seminars are conducted. The teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPTs, Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We provide educational programs leading to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community through NSS and Extension activities.

## Quality

Institution maintains good and high standards in teaching & learning through student centric methods, encouragement for overall development of students and staff. We prepare ourselves according to the changing needs of the society. We encourage students for socially devoted behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery. Regular feedbacks from the students to improve and provide quality education. Alumni association and faculty of the college takes initiatives for the overall development of students and the college.

## 2) Methodology

### 2.1 Internal Quality Assurance Cell (IQAC)

The composition of the IQAC is 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.

### 2.2 Functions:

- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by NAAC in the prescribed format.
- Development of Quality Culture in Institute.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining institutional quality.
- Documentation of the various programs/activities of the Institute,
- Conducting workshops, seminars on quality related themes
- Collection and assessment of feedback responses from students, parents and other stakeholders

and action taken on the basis of feedback.

- Coordinating as a nodal agency of the Institute for various activities, including best practices.

### 2.3 Plan of Action:

- To conduct the meeting at the beginning of each semester.
- Preparation of the Agenda of the meeting to review the policies for the effective implementation of curriculum.
- To develop a monitoring system for quality assurance practices
- To coordinate the process of online feedback from students, teachers, parents.
- To prepare and submit a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year the same to Governing NAAC.
- To organize Academic Activities.
- Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year
- To prepare the plan of action for various committees to discuss their respective responsibilities.
- Preparation of mentor and mentee list.
- Preparation of skill based program and Value added programs.
- To organize the audit of all the academic activities by a team of internal audit committee. Collection of self-appraisal forms from faculty members at the end of academic year.

## 3) 3.1 Formation of Committees/cells for smooth functioning and conducting different activities.

### 1) Teachers Council

- ❖ Secretary
- ❖ Members (All Associate and Assistant Professors)

#### Objectives

- ❖ To put proposals and to adopt resolutions on various academic, administrative and infrastructural issues.
- ❖ Output of the meetings is to be recommend to Principal.
- ❖ To see the implementations of recommendations be fulfilled by competent authorities.

#### Functions

- ❖ Representative body of faculty Members.
- ❖ To conduct meetings.
- ❖ Make recommendations on all matters concerned with the welfare of the staff.

### 2) Women Empowerment Cell

- ❖ Coordinator (Senior Woman Faculty member)
- ❖ Members

- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

#### **Objectives**

- ❖ To develop self confidence among girls in building their capacity.

#### **Functions**

- ❖ To conduct meetings.
- ❖ Discuss about various programs for Empowerment of girl students.
- ❖ Conduct workshop and seminars beneficial for girls.

### **3) Career Guidance/Placement Committee.**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

#### **Objectives**

- ❖ Counseling of the students to choose professions with respect to their skills and qualifications as well as their expectations.

#### **Functions**

- ❖ To conduct seminars, workshops for counseling students regarding competitive examinations.
- ❖ Conducting Institution level competitive examinations.

### **4) Green Cell**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

#### **Objectives**

- ❖ Protection and enhancement of campus environment.

#### **Functions**

- ❖ Organization of seminar and workshop enhancing sustainability.
- ❖ Green water harvesting.
- ❖ Construction of Vanrai weir.

### **5) Anti-Ragging Committee.**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

**Objectives**

- ❖ Supervision and advisory committee in preserving ragging free atmosphere in campus.

**Functions**

- ❖ To make aware the students, the psychological effects of ragging.
- ❖ Dealing strictly with incidents of ragging brought to our notice.

**6) Cultural Committee**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

**Objectives**

- ❖ To promote and arrange extra-curricular activities to bring out talent of students in performing arts.

**Functions**

- ❖ Responsible for intra and inter college cultural events in the college and university.
- ❖ To plan and schedule cultural events for academic year.

**7) Academic Committee**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

**Objectives**

- ❖ To observe the academic affairs in the college and make recommendations to the Principal about programs and strategic priorities.

**Functions**

- ❖ To prepare academic calendar.
- ❖ To see Program outcomes and Course outcomes.

**8) Mentoring Cell**

- ❖ Coordinator. (Senior Faculty member)
- ❖ Members
- ❖ All Assistant Professors.

**Objectives**

- ❖ To improve the study environment, provide support and guidance on teaching, improving relationship between teachers and their students and make the teaching

more effective.

### **Functions**

- ❖ To provide more contact hours between mentor and mentee.
- ❖ To maintain proper academic and attendance records of the students.
- ❖ To minimize drop-out rates among students.
- ❖ To identify slow learners and advanced learners.
- ❖ To provide educational difficulties /problems among students.

## **9) Research Committee**

- ❖ Coordinator. (Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.

### **Objectives**

- ❖ To create conducive environment for promotion of research.

### **Functions**

- ❖ To encourage faculty members for research.
- ❖ Publication of research papers/articles.

## **10) Anti-Sexual Harassments Committee.**

- ❖ Coordinator.(Senior Faculty member)
- ❖ Members
- ❖ Seniors Assistant Professors.
- ❖ Students from Students Council.

### **Objectives**

- ❖ To ensure a harassment free environment for all working and studying in the institution.

### **Functions**

- ❖ To take cognizance of complaint about sexual harassment.
- ❖ Provide assistance and redressed to the victim.
- ❖ Conduct inquiries Recommend penalties and take action against harassment if any.

## **11) Student Council**

- ❖ Coordinator. (Senior Faculty member)
- ❖ The Students' Council for affiliated colleges in the University is constituted in accordance with the provision of Sect. 40(2)a and 40(2) b of the M.U. Act 1994.

### **Student Council Consists of:-**

- 1) Principal-Chairman
- 2) One Senior teacher, nominated by the Principal.



- 3) National Service Scheme-Programme Officer.
- 4) One Student from each class-according to academic merit.
- 5) Teacher of Sports and Physical Education.
- 6) One Student from each of the following activities who has shown outstanding performance is nominated by the Principal.
  - a) Games and Sports.
  - b) National Service Scheme
  - c) Cultural Activities.

#### **Objectives**

- ❖ To give students the opportunity to develop leadership by carrying out college activities

#### **Functions**

- ❖ To provide platform where they can show their talent
- ❖ Create an atmosphere where every student can voice out their concern and needs.

### **12) Finance and Purchase Committee**

- ❖ Chairman- Vice Principal
- ❖ Members
- ❖ Senior, Assistant Professors (With sub: Account)

#### **Objectives**

- ❖ To overlook the financial reporting process
- ❖ The audit process.

#### **Functions**

- ❖ Accounting of the Institution
- ❖ Reporting the financial issues to Principal
- ❖ To fulfill financial requirements
- ❖ To prepare the Budget.

#### **Functions**

- ❖ Observation on the academic activities in the College.
- ❖ Instructions for completing the activities and various jobs assigned in academic Calendar.

### **13) Extension Activities Committee**

- ❖ Coordinator –Senior assistant Professor
- ❖ Members
- ❖ Senior Assistant Professors
- ❖ Students from Students Council.



**Objectives**

- ❖ To serve the community through various extension activities.
- ❖ To organize different extension activities under various cells/departments.

**Functions**

- ❖ Assigning different activities to students and teachers
- ❖ To prepare and provide reports to concerned departments.
- ❖ Inviting and conducting field visits .
- ❖ Preparing and training to students for community awareness programs.

**14) Prevention of Caste Based Discrimination Committee.**

- ❖ Coordinator –Senior assistant Professor
- ❖ Members
- ❖ Senior Assistant Professors
- ❖ Students from Students Council.

**Objectives**

- ❖ To help students / group of students belonging to SC, ST, OBC and to solve the matters related to caste based discrimination at work place
- ❖ To eliminate perception of caste based discrimination in the institution.

**Functions**

- ❖ Collect complaint regarding caste based discrimination in the institution
- ❖ Place the complaint before committee.
- ❖ To solve the related matters giving justice to sufferer.

**15) Student Welfare and Responsibility Committee.**

- ❖ Coordinator –Senior assistant Professor
- ❖ Members
- ❖ Senior Assistant Professors
- ❖ Students from Students Council.

**Objectives**

- ❖ Providing various schemes for students.
- ❖ To raise responsibility fund for socially economically weaker and sincere students.

**Functions**

- ❖ To conduct the programs for socially, economically weaker and sincere students regarding their development.
- ❖ To distribute responsibility fund to socially, economically weaker and sincere students.

## 16) NSS advisory committee.

- ❖ Coordinator- NSS program officer
- ❖ Members - NSS program co- officer
- ❖ Senior Assistant Professors
- ❖ Students from Students Council.

### *Objectives*

- ❖ To serve the community through various NSS activities.
- ❖ To provide platform to students for bringing out their hidden talent.
- ❖ To develop leadership among students.
- ❖ To inculcate social feelings among students.

### *Functions*

- ❖ To conduct various social service programs
- ❖ To conduct programs NSS special program camps.
- ❖ To conduct Blood donation camp.
- ❖ To conduct Medical Camps.
- ❖ To arrange rallies for awareness campaign.
- ❖ To run plantation drive in college premise and in adopted village.

## 17) Audit Committee (Academic)

**Audit Team members:** Audit Team members are selected on the basis of their experience in higher education. The IQAC arranges preparation sessions for Audit Team members to ensure that they are familiar with the expectations of the audit. The principal expectations of team members include:

- ❖ Experience of the management of quality and academic standards in higher education.
- ❖ A clear understanding of the governance and management of higher education institutions.
- ❖ An ability to read analyses and synthesize a substantial amount of documentary material.
- ❖ An ability to engage in discussion and debate with institutional representatives.
- ❖ An ability to produce written commentary on the outcomes activities.
  - Chairman- Principal/Vice Principal/IQAC Coordinator
  - Members
  - Senior Professors from other college

### *Objectives*

- ❖ To overlook the overall Academic activities in the institution.

### 3.2 The Process

The internal **academic and administrative audit** of the institution shall be conducted yearly in every academic year. The CO, PO and PSO attainments computed are the quality indicators used in the academic audit of the institution. The IQAC will decide the main guidelines of academic and administrative audit indicating special reference to investigation to be made about the various practices being followed by the departments. The emphasis would remain on teaching, research and services. All attempts will be made to ensure that continuous growth of all major parameters related to quality of education is achieved. The IQAC will authorize to conduct the audit and collect information through various records that may include the following:

- ❖ Department action plan and targets
- ❖ Minutes of Departmental meetings of various committees
- ❖ Record of content delivery through lectures, practical etc. and
- ❖ Result analysis semester/annual of courses in relation to set targets.

### 3.3. Reporting

The purpose of academic audit is not judgmental but to cause development to happen. The IQAC will produce a report that describes the strengths and weaknesses of the each department's efforts to improve academic quality of their programs and identify plans for improvements. The main components of the report will be:

The audit report is presented to the Principal and Management. The response of the departments will be part of the final audit report.

#### **Roles and responsibilities of Audit Team members**

**Audit Coordinator** has additional responsibilities of coordinating the activities of the Audit Team and managing the audit meetings with the institution. The IQAC coordinator is the spokesperson of the Audit Team and has the responsibility for ensuring consensus between team members and articulating the meeting conclusions. The Audit Lead is expected to:

- ❖ Take the lead role in the formal audit meetings.
- ❖ Conclude meetings with a summary of the issues discussed.
- ❖ Discuss with the Audit team about the drafting of the audit report.
- ❖ When required, contribute to the IQAC discussions about institutions' progress.

### 3.4 Focus Areas

#### 1) Curricular Aspects:

- ❖ Institution has the mechanism for well-planned curriculum delivery and documentation.
- ❖ Academic calendar
- ❖ Departmental planning
- ❖ Academic planning
- ❖ Various committees
- ❖ Upload Syllabus, notes on website
- ❖ Teachers are encouraged to attend the refresher and orientation courses.

#### 2) Certificate/ Diploma Courses

- ❖ Preparation of syllabus.
- ❖ Enrolment of students for Certificate /Diploma courses.
- ❖ Conducting Certificate /Diploma courses.

#### 3) Value-added courses

- ❖ Imparting life skills.
- ❖ Conducting programs.
- ❖ Documentation.

#### 4) Field Projects.

- ❖ Preparation of syllabus.
- ❖ Enrolment of students.
- ❖ Reporting to concerned Authority
- ❖ To take necessary action.

#### 5) Feedback from stakeholders (Curriculum, Teaching-Learning & Evaluation)

- ❖ Preparation of Feedback Forms.
- ❖ Collection of feedback
- ❖ Students, Teachers, Parents, Alumni.
- ❖ Feedback Report
- ❖ Analysis
- ❖ Action Taken Report.

#### 6) Students mentoring system.

- ❖ Class teachers.
- ❖ Checking Regularity of the student.
- ❖ Suggesting any possible assistance
- ❖ Remedial Teaching
- ❖ Solving Personal problems

## 7) External and Internal Evaluation

- ❖ The college follows university norms for external evaluation which is mandatory.
- ❖ Internal evaluation is mandatory and part of requirement from university.
- ❖ Online Quiz on topics related to the curriculum.
- ❖ The assignment, unit test, monthly test, and other test are reviewed.
- ❖ The reforms of university adopted by the institution.

## 8) Program outcomes, program specific outcomes and course outcomes.

- ❖ Learning and earning process.
- ❖ Enhancing social awareness.
- ❖ To make aware about environmental consciousness.
- ❖ To inculcate morality and promote humane approach.
- ❖ To develop conceptual knowledge of commerce.
- ❖ To make aware about the function, duties and responsibilities of Business and company law.
- ❖ To support green, socially responsible and quality initiatives in enterprises.
- ❖ To provide an interactive communication platform for the Information, protection and education of consumers.
- ❖ To get employment.

## 9) Workshops IPR and Industry- Academia Innovative practices.

- ❖ Conducting workshops/Seminars on IPR

## 10) Faculty participation in Seminars/Conferences

- ❖ Attended Seminars/ Workshops
- ❖ Presented papers
- ❖ Resource Persons

## 11) Research Publications in the Journals.

- ❖ Research Publications in the Journals notified on UGC website
- ❖ Papers in National/International Conference Proceedings

## 12) Extension and outreach Programmes.

- ❖ Collaboration with industry
- ❖ Collaboration community
- ❖ Collaboration with non- government organizations

## 13) Participation of Students in extension activities

- ❖ Swachh Bharat Abhiyan
- ❖ NHRM
- ❖ Aids Awareness
- ❖ Gender Issue

- ❖ Eye check

#### **14) Collaborative activities**

- ❖ Students Exchange For Library Collaboration
- ❖ Students Exchange For Cultural Collaboration

#### **15) Linkages with institutions/industries**

- ❖ Career Counseling and Preparation for Competitive Exams.
- ❖ Promoting Agricultural Importance.
- ❖ Health Awareness and Medical Check-up.
- ❖ Providing Computer Education and Soft skills Digital Literacy &IT awareness.

#### **16) Preparation of Budget**

- ❖ Infrastructure augmentation
- ❖ Library
- ❖ Academic facilities
- ❖ Physical facilities

#### **17) E-content Development**

- ❖ Google Classroom
- ❖ Whats App
- ❖ Classwork
- ❖ PPTs
- ❖ Question Papers on Syllabus

#### **18) Student Support**

- ❖ Scholarships and Financial Support

#### **19) Capability enhancement and development programs.**

- ❖ Remedial coaching,
- ❖ Bridge courses,
- ❖ Yoga,
- ❖ Meditation,
- ❖ Personal Counseling
- ❖ Mentoring etc.
- ❖ Guidance for competitive examinations.

#### **20) Organizing Sports and cultural activities / competitions**

- ❖ College Level
- ❖ University Level

## 21) Student Council

### Representation of Students in

- ❖ Cultural Committee
- ❖ Anti- ragging Committee
- ❖ College Magazine Committee
- ❖ Discipline Committee
- ❖ Grievance Redressal Cell
- ❖ Sports & Extra co-curricular Activities
- ❖ NSS Unit

## 22) Alumni Association

- ❖ Enrolment of Alumni:
- ❖ Alumni contribution
- ❖ Meetings/activities of Alumni Association.

## 23) Decentralization and participative management.

- ❖ Participation of Management in CDC, IQAC, Finance Committee.
- ❖ Online Admissions
- ❖ Staffing Information
- ❖ Academic Information

## 24) Quality improvement strategies.

- ❖ Curriculum Development
- ❖ Teaching and Learning
- ❖ Examination and Evaluation
- ❖ Research and Development
- ❖ Library, ICT and Physical Infrastructure /Instrumentation
- ❖ Industry Interaction /Collaboration:

## 25) E-governance

- ❖ Student
- ❖ Admission
- ❖ Examinations
- ❖ GOI Scholarship

## 26) Welfare schemes for Teaching, Non-teaching.

- ❖ GPF for teaching and non-teaching staff.
- ❖ GPF loan for teaching and non-teaching staff.
- ❖ Medical leave are given to the employees during his / her job period.
- ❖ Earn leave can avail the staff.
- ❖ The college is fair towards employee while taking the loans from the bank.
- ❖ Life Insurance policy premium is automatically deducted from the salary of staff.
- ❖ Maternity leave for female staff.



**27) Institutional Values and Social Responsibilities.**

- ❖ Gender Equity
- ❖ Environmental Consciousness
- ❖ The Composition of the Green cell
- ❖ Initiatives for locational advantages and disadvantages

**28) Human Values and Professional Ethics**

**Code of conduct for the Principal**

- ❖ For Teachers
- ❖ For Students
- ❖ For Non-Teaching staff

**29) Eco-friendly campus**

- ❖ Best practices
- ❖ The context:
- ❖ The practice
- ❖ Health practices
- ❖ Evidence of success: