



Maratha Vidya Prasarak Samaj

G. M. D. Arts, B. W. Commerce and Science College, Sinnar, Dist. Nashik

Affiliated to Savitribai Phule Pune University, Pune

Id.No.PU/NS/ASC/013/1969

Best College Awarded by SPPU2012-13

AISHE:C-41292

www.gmdcollege.in

ISO 9001:2015 Certified College

sinnarcollege001@yahoo.com

INTERNAL QUALITY ASSURANCE CELL

CRITERION 6: Governance, Leadership and Management

6.5.1. IQAC- Policy Document



IQAC-POLICY DOCUMENT



**Maratha Vidya Prasarak Samaj's
G.M.D. Arts, B.W. Commerce
& Science College, Sinnar**

Tal. Sinnar, Dist. Nashik - 422 103 (M.S.) INDIA

**Best College Award by Savitribai
Phule Pune University 2012-13**

Dr. P. V. Rasal

(M.A., LL.B., Ph.D.)

Member : B.O.S. (Psychology)
Savitribai Phule Pune University

E-mail : rasalpundlik@gmail.com

**Affiliated to Savitribai Phule Pune
University ID No. : PU/NS/ASC/013/(1969)**

Junior College No. J.13.13.001

HTE Sevaarth ID - 06220100119_AST AISHE - C - 41292

Ref. No. 537/2023-24

Date : 13/07/2023

DECLARATION

This is to declare that the information, reports, true copies of the supporting documents, numerical data, provided links, institutional data, photographs etc. submitted/presented herewith is verified by Internal Quality Assurance Cell (IQAC) of this college and is correct as per the records. This declaration is for the purpose of NAAC accreditation of HEI for the 4th Cycle during the period from 2017-2018 to 2021-2022.

Date: 13/07/2023

Place: Sinnar

**Dr. C. E. Gurule
Coordinator, IQAC
Co-ordinator
IQAC**

**G. M. D. Arts, B.W. Commerce & Science
College, Sinnar, Dist. Nashik 422103**



**Dr. P. V. Rasal
Chairman, IQAC and Principal**

**PRINCIPAL
G.M.D.Arts, B.W.Commerce and
Science College, Sinnar,Dist.Nashik**



Maratha Vidya Prasarak Samaj's
G.M.D. Arts, B.W. Commerce and Science College, Sinnar

Internal Quality Assurance Cell (IQAC)

Policy Document describing the practices performed by the IQAC

Introduction

Internal Quality Assurance Cell (IQAC) of G.M.D. Arts, B.W. Commerce and Science College, Sinnar has been contributing for institutionalizing the quality assurance strategies and processes. It was established in 2005 and since then it has been working as the most important cell of HEI. Every year, the technical innovations and newly introduced process of accreditation and re-accreditation are studied thoroughly. We try to implement all the strategies at our local level. An IQAC Committee has been established according to the manual of IQAC composition given by the NAAC. A coordinator is appointed to control the work of IQAC. The Head of the institution plays a role of the chairman of the IQAC.

Vision

‘To promote quality culture of HEI through institutionalization and internalizing all the quality-enhancing and sustaining initiatives.’

Objectives

- to develop mechanism to promote conscious, consistent and catalytic action plans
- to promote quality enhancement and substance through the internalization of quality culture and institutionalization of the best practices.

The Functions of IQAC

- Development and application of quality benchmarks
- Setting parameters for academic and administrative activities

- Creation of a learner-centric environment conducive to quality education and faculty development
- Preparation of academic calendar
- Preparation of perspective plan
- Coordination among various departments and co-curricular and extra-curricular activities of the institution through intercom telecommunication, what's apps groups and telegram
- Organization of meeting for AQAR related work
- Collection and analysis of feedback
- Providing necessary documentary information in soft and hard copies to the faculty whenever necessary
- Dissemination of information
- Organization of workshops and seminars on quality related themes
- Documentation of regular programmes and activities with photographs
- Development and maintenance of institutional database through MIS to enhance institutional quality
- Conduct of academic and administrative audits (AAA) and their follow-up
- Conduct of Student Satisfaction Survey (SSS)
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC

6.5.1

There have been many practices carried out by the IQAC. The following two practices are described as a result of IQAC initiatives.

Practice I

Preparation of AQARs and SSR - The IQAC plays a vital role of preparing AQAR of each year. The planning of this work is decided by organizing a staff meeting at the beginning of the academic year. The committees are formed according to criteria. The Heads are appointed for each criterion. The parameters for various academic and administrative activities are set initially. Data is collected and analyzed and finalized duly signed by the Principal and coordinator of the IQAC.

Practice II

Coordination of quality-related activities – the IQAC of our college plays a pivotal role of coordinating to various offices and departments in the college as well as to the central office of the parent institute and University. The decentralization of information sent online by the NAAC office is one of the major functions performed by the IQAC. The offices and departments are informed about the recent innovative structures, formats, rules and regulations of conducting NAAC.

The Role of IQAC as a Reviewer

The college reviews teaching and learning process, the structures and methodologies of operation and learning outcomes at periodical intervals through IQAC. The IQAC Cell, in this case, determines the teaching and learning strategies at the beginning of each academic year. It advises to create departmental academic calendar to all the HODs in the institution. After the compilation of all the departmental time tables, the master time table for each branch is prepared by the time table committee of the college. The master time table for all the institution is finally prepared and it is put forth to the Principal. The principal agrees to it and advocates the staff to implement the teaching learning process accordingly. The three Vice- Principals of each branch including Arts, Commerce and Science, Computer Science and B.Voc. are appointed to observe the actual practice of teaching in the college.

For the convenience of the teaching process, the college runs in two sessions. The Arts and Commerce faculty have morning session and Science, Computer Science and B.Voc faculty are run in the afternoon session. There have been 46 classrooms and sufficient rooms for departments and laboratories. The computer science has a separate wing. The college has a separate examination cell. The spacious library with computer assistance is another feather for the college. The B.VOC has a separate building to run vocational courses. The learning outcomes are attained through internal and external assessment of examinee by analyzing the results. All the departments analyze the results and get course and programme outcomes.

Role of IQAC Maintaining incremental improvement

The IQAC plays a significant role of maintaining the incremental improvement in various activities run in the institution. The structural and methodological improvement of the institution has been recorded by the IQAC according to the three cycles of NAAC. The IQAC performs this role as per the norms prescribed by the NAAC. The following information in the tabular form indicates the incremental improvements in the last three cycles.

Order of Cycle	Grade	Year of Accreditation	Recommendations made by the NAAC peer team	Incremental improvement
I	B++	2004	<ul style="list-style-type: none"> • Mechanism of feedback be put in operation • To promote industry-neighborhood networking • To promote research activity • To constitute competitive examination cell • To strengthen library service • Construction of an auditorium 	<ul style="list-style-type: none"> • Offline feedback were obtained • Linkages with local industries • 03 faculty were research guides • Several papers were presented • 12 Minor and 01 Major research papers • Specious library with 55962 books and 57 journals, computerized library-use of INFLIBNET
II	B	2011	<ul style="list-style-type: none"> • Start short term courses and new programs • Library be enriched and automated with ICT support • Special grants for rural college • Major/Minor research project • Auditorium and new library building • Use of ICT teaching-learning • Promote research center 	<ul style="list-style-type: none"> • Seminars and conferences were organized • Received grants under 2(f) and 12(b) • A new and separate library building was constructed • Started using ICT tools • Proposed for starting research centres
III	A	2017	<ul style="list-style-type: none"> • Starting interdisciplinary, Add-on course • To fill vacant faculty positions • Use of ICT • Training in English 	<ul style="list-style-type: none"> • Started certificate courses • Filled vacant faculty according to Government and Institutions norms

			<p>communication skills</p> <ul style="list-style-type: none"> • To start research center • Start employability and life skill development program 	<ul style="list-style-type: none"> • Started use of ICT in teaching • Started skill development programs • Proposed for research center in chemistry • Organized soft skill program for TY students
--	--	--	--	---

IQAC GMD COLLEGE