Name of the Policy: IQAC Policy

Year of Draft: 2022 - 2023

Executed By: IQAC Team

Approved By: Dr. Surya Ramdas, Director

Objectives:

1. To develop a system for conscious, consistent and catalyst action to improve the academic and administration performance of the institution.
2. To promote measures for the institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Description of the Policy:

IQAC is a part of the institution's system and works towards realisation of goals towards quality enhancement and coordination amongst various activities of the institution and institutionalise all good practices. It facilitates building up organised methodology of documentation and internal communication. It provides a sound basis for decision making to improve institutional functioning. IQAC acts as a dynamic system for quality changes in the institute.

IQAC Standard Operating Procedure (SOP):

1. The IQAC should be constituted 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: a. Chairperson: Head of the Institution b Teachers to represent all level (Three to eight) c. One member from the Management d. Few Senior administrative officers e. One nominee each from local society, Students and Alumni f. One nominee each from Employers /Industrialists/Stakeholders g. One of the senior teachers as the coordinator/Director of the IQAC. The Members nominated shall be for a period of 2 years.
2. The IQAC Meeting shall be conducted every quarter.
3. To formulate systematized standards / procedures of various committees and decide deadlines for the same, which needs to be communicated to the respective committee members.
4. To give guidelines regarding number of committee members in each committee which needs to be revised after every 2 years.
5. To ensure the implementation of quality parameters as per perspective plans directed by the Overall Monitoring Committee decided for the respective year.
6. To conduct internal and external mechanism of academic and administrative audit every year as per NAAC guidelines.
7. To formulate and revise Mentoring Process.
8. To formulate, systemize and ensure that the responsibilities are carried on by various committees at HNIMR.
9. To identify and channelize the Best Practices and Institutional Distinctiveness for every academic year.
10. To conduct the SWOT Analysis of the Institute.

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IQAC Coordinator

Formats to be Created:

1. Format for Minutes of the Meeting
2. Format for Report Writing
3. Format for documentation of academic events and activities – Personal File, Course Files, Committee Files, Workshops / Certificate Courses / Add – On Programme Files.

Signature:

1. **Drafted By:**

2. **Approved By:** *Ramdas*

Signature

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IQAC POLICY   2