IQAC Manual
2022-23

JSPM's

Jayawantrao Sawant Commerce and Science College, Hadapsar-28

Jayawant Shikshan Prasarak Mandal

Jayawantrao Sawant Commerce and Science College, Hadapsar-28

IQAC manual

INTERNAL QUALITY ASSURANCE CELL (IQAC 2022-23)

Purpose of IQAC Manual

This manual is designed to provide a clear understanding of the objectives, roles, responsibilities, and operational mechanisms of the IQAC. It outlines the various processes, methodologies, and tools that the IQAC employs to monitor, assess, and enhance the quality of academic and administrative activities within the institution.

Index

1. Introduction

The Internal Quality Assurance Cell (IQAC) is an integral part of our institution's commitment to continuous improvement and excellence in education. Established as a post-accreditation quality sustenance measure, the IQAC ensures that the institution's quality benchmarks are maintained and enhanced over time, in line with the standards set by accrediting agencies.

In today's dynamic academic environment, quality assurance is not merely a regulatory requirement but a vital process that helps institutions achieve their vision and mission. The IQAC plays a pivotal role in integrating the various activities of the institution and institutionalizing the best practices, ensuring a systematic, consistent, and catalytic improvement in the performance of our institution.

By fostering a culture of quality, the IQAC aims to create an environment where innovation thrives, stakeholder expectations are met, and academic and administrative processes operate at their optimum potential. We believe that the pursuit of quality is a collective responsibility, and this manual serves as a guide for all stakeholders to actively participate in the continuous journey toward excellence.

About IQAC

Jayawantrao Sawant Commerce and Science College was established in the year 2018 under JSPM group with the aim to meet the aspirations of the youth who are eager to lead the nation towards prosperity and to empower them through techno-economic development, fostering innovation and progress for a brighter, more sustainable future. To maintain its education standards, the institute set up the Internal Quality Assurance Cell (IQAC) on 30June 2022 to strengthen and improve quality of education.

Purpose of IQAC

The primary purpose of setting up the IQAC is to:

- Create a system that ensures consistent improvement in the overall performance of the institution.
- Institutionalize best practices in academic and administrative areas.
- Promote a culture of quality and accountability across all levels of the institution.
- Facilitate continuous improvement in teaching, learning, research, and support services.
- Ensure the institution meets accreditation standards and quality benchmarks set by external agencies.

Objectives of IQAC

1. To articulate precise quality parameters that serve as benchmarks for the institution, aligning with the college's overarching academic and operational goals.

2. To Conduct Quality Checks and ensure that the education provided meets high standards and constantly strives for improvement.

3. To provide guidance to individual departments strategically as needed, with the explicit aim of enhancing and sustaining quality standards.

4. To Facilitate Continuous Improvement by identifying strengths and weaknesses to elevate the overall quality of education.

5. To Gather Feedback and Suggestions from students, teachers, and other stakeholders to understand perspectives and welcomes suggestions for improvement.

6. To Plan and Execute Quality-Boosting activities such as workshops and training programs, contributing to the continuous betterment of the learning environment.

2. Vision and objectives of IQAC

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

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

3. IQAC Structure

Composition of IQAC

The composition of the IQAC may be 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

Quality Policy of IQAC

IQAC aims to improve teaching, learning, and administration through regular reviews and feedback. It focuses on student needs, encourages research and innovation, supports the development of teachers and staff, and promotes fairness and transparency in all activities.

Roles and responsibilities

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

Administrative Setup
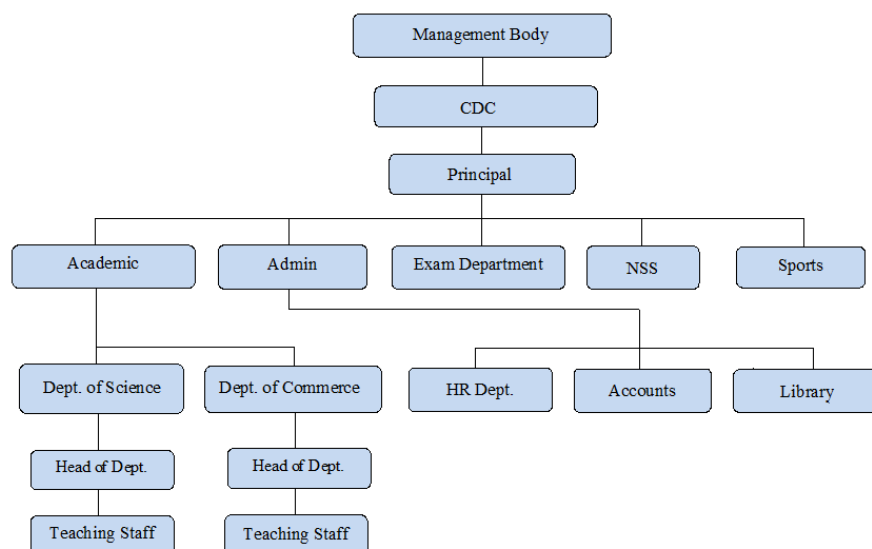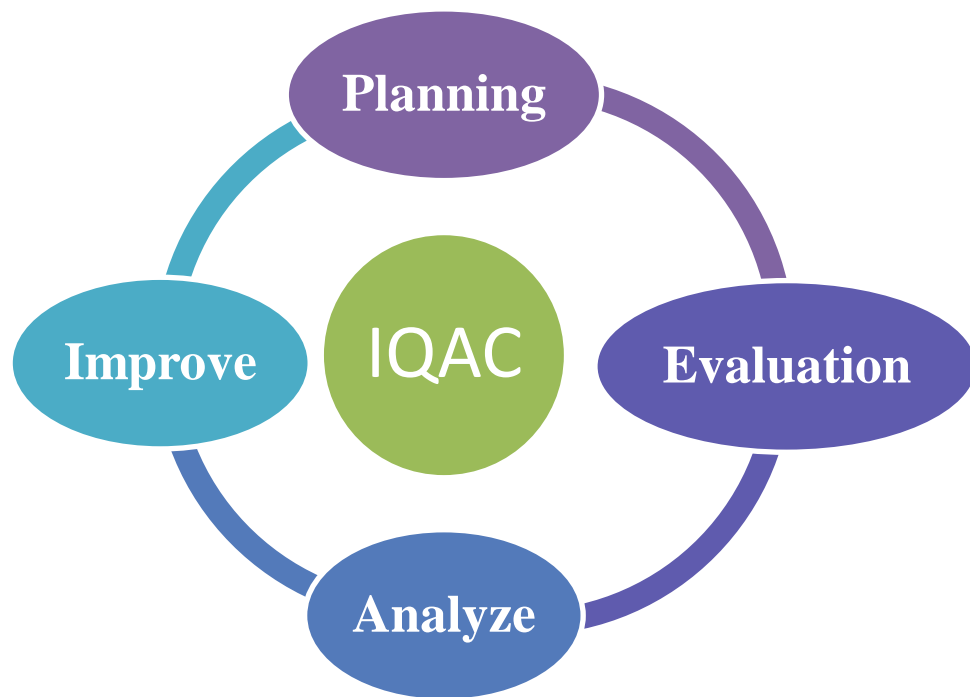
Key Duties of IQAC

Here are the key duties of IQAC that help institutions to improve their processes.

- Effective Leadership
- Practice Decentralization and Participate Management
- Perspective/Strategic Plan
- Organizational Structure
- Administrative Setup and E-governance
- Effectiveness of various bodies/ Cells/Committees
- Financial Support
- Professional Development
- Co-curricular and Extra-curricular Activities
- Academic Administrative Audit (AAA)
- Participation in various Accreditation and Rankings

Functions OF IQAC

1. Regularly reviews and ensures the quality of all institutional activities, including academic, administrative, and extracurricular.

2. Designs and implements an annual action plan for smooth academic operations and institutional development.

3. Maintains detailed records of programs and activities aimed at improving institutional quality.

4. Manages and updates the institutional database using Management Information Systems to support quality enhancement.

5. Systematically collects feedback from students, parents, and other stakeholders about quality-related processes.

6. Prepares and submits reports on actions taken in response to feedback, aiming for continuous improvement.

7. Organizes workshops with other institutions to share knowledge and best practices.

8. Hosts seminars within the institution to foster a culture of learning and knowledge enhancement.

9. Focuses on activities and programs that increase the employability skills of students.

10. Encourages faculty to integrate advanced teaching technologies, like ICT and MOODLE, into their pedagogy.

11. Motivates faculty members to pursue higher qualifications like Ph.D. and engage in meaningful research.

12. Facilitates and encourages faculty and students to participate in research activities for societal benefit.

4. Quality Benchmarks and Initiatives

The quality benchmarks and initiatives are critical for maintaining a culture of excellence in institutions and ensuring they meet evolving educational standards.

- **Curricular Aspects:**

  - Regular curriculum updates and alignment with industry and academic standards.
  - Incorporation of interdisciplinary and skill-oriented courses.
  - Implementation of Outcome-Based Education (OBE).

- **Teaching-Learning and Evaluation:**

  - Ensuring innovative and student-centric teaching methodologies.
  - Adoption of ICT-enabled teaching tools and Learning Management Systems (LMS).
  - Continuous assessment methods and transparency in evaluation.
  - Training programs for faculty to enhance pedagogical skills.

- **Research, Consultancy, and Innovation:**

  - Promoting research culture by encouraging faculty and students to publish in high-impact journals.
  - Establishing collaborations with industries, research bodies, and universities.
  - Creating policies for consultancy and intellectual property rights (IPR).

- **Infrastructure and Learning Resources:**

  - Ensuring proper infrastructure, such as smart classrooms, well-equipped laboratories, and modern libraries.
  - Regular updates of e-resources and databases.
  - Maintenance of academic and administrative software for improved efficiency.

- **Student Support and Progression:**

  - Offering career counselling, placement assistance, and soft skill training.
  - Establishing grievance redressal mechanisms.
  - Providing financial assistance and scholarships to deserving students.

- **Governance, Leadership, and Management:**

  - Implementation of e-governance in administration, finance, and academics.
  - Setting up decentralized, transparent decision-making processes.
  - Conducting regular academic and administrative audits.

- **Institutional Values and Best Practices:**

  - Fostering social responsibility through activities like community outreach programs and environmental sustainability initiatives.
  - Encouraging ethical practices and promoting inclusivity.
  - Setting up green campuses, waste management systems, and energy-saving measures.

Key Initiatives of IQAC:

The IQAC implemented the following initiatives during the assessment period for improving various institutional quality parameters and teaching-learning processes.

1. **Academic and Administrative Audits (AAA):**
   - Regular audits of academic processes, including syllabus completion, feedback from stakeholders, and teaching methodologies.
   - Evaluation of administrative processes for better efficiency.
2. **Student Feedback Mechanism:**
   - Regularly collecting and analysing student feedback on teaching, infrastructure, and support services.
   - Implementing action plans based on feedback to improve the learning experience.
3. **Faculty Development Programs (FDPs):**
   - Conducting workshops, seminars, and training programs to enhance faculty skills in both academic and administrative areas.
   - Organizing leadership development programs for administrators.
4. **Quality Assurance Framework Implementation:**
   - Adopting frameworks such as NAAC (National Assessment and Accreditation Council. Preparing and submitting Annual Quality Assurance Reports (AQAR) for external review.
5. **Workshops and Seminars:**
   - Organizing national and international conferences, seminars, and workshops on emerging academic trends and quality improvement.
6. **Innovation and Entrepreneurship Cell:**
   - Establishing incubation centers, innovation hubs, and promoting entrepreneurship.
7. **Collaborations and MoUs:**
   - Signing Memorandums of Understanding (MoUs) with industry partners and academic institutions for collaborative research, internships, and training programs.
8. **Grievance Redressal System:**
   - Setting up a structured mechanism for addressing student and faculty grievances related to academic and non-academic matters.
9. **Environmental and Sustainability Initiatives:**
   - Promoting eco-friendly campus initiatives like rainwater harvesting, solar power, and tree planting.
   - Creating awareness about sustainable development and green practices.
10. **ICT and Digitalization Initiatives:**

   - Encouraging the use of technology for academic management, student engagement, and administrative efficiency.
   - Integrating online learning platforms and blended learning models.

5. Monitoring of Strategic plan

The strategic plan is a dynamic document that guides the college towards fulfilling its mission of academic excellence, student development, and community service. By aligning goals with the needs of the industry, society, and academia, the college will emerge as a leading institution in commerce and science education, contributing meaningfully to the nation's progress and global competitiveness. Monitoring a strategic plan by the Internal Quality Assurance Cell (IQAC) involves tracking and evaluating the implementation and effectiveness of the institution's strategic goals. It begins with setting clear, specific objectives and benchmarks that align with the overall strategic vision. Regular review meetings are held to assess progress, where the team discusses achievements, challenges, and potential adjustments needed to stay on track. Data collection is a crucial part of this process, involving the gathering of performance indicators through surveys, reports, and other tools to evaluate how well the institution is meeting its strategic goals. The collected data is then analysed to identify trends, strengths, and areas requiring improvement. This analysis helps in understanding whether the current strategies are effective or if changes are needed. Feedback from various stakeholders, including students, faculty, and staff, is sought to provide additional insights and inform decision-making. Based on this feedback and performance analysis, necessary improvements are made to the strategies and action plans. Progress is systematically reported to the institution's leadership and stakeholders, highlighting both successes and areas that need further development. Regular reviews of the strategic plan's relevance and effectiveness ensure that it remains aligned with the institution's evolving needs and external changes. This iterative process allows for adjustments to be made as necessary, ensuring that the strategic plan remains dynamic and responsive to the institution's goals and challenges.

6. Academic audit

An academic audit is a systematic review of an institution's academic processes, programs, and performance to ensure they meet established standards and contribute to continuous improvement.

Academic audit process:
1.   Preparation and Planning

 The IQAC will outline the scope of the audit, identifying specific programs and academic processes to be reviewed. Objectives will be set to enhance quality, ensure compliance with standards, and assess program effectiveness. The IQAC will assemble a team of internal and external experts with relevant experience. This diverse team will conduct the audit to ensure a comprehensive evaluation.

2. Document Review

The IQAC will gather essential documents such as program curricula, syllabi, assessment reports, and faculty qualifications. These documents will provide a basis for the audit. It will review these documents to understand the current state of academic programs and identify areas requiring further investigation.

3. Visits and Data Collection

The IQAC will schedule visits to departments or programs under review. During these visits, the audit team will observe classes, review facilities, and engage with faculty, staff, and students. The IQAC will use interviews, surveys, focus groups, and observations to gather data on teaching practices, learning outcomes, and administrative processes.

4. Evaluation and Analysis

The IQAC will evaluate the collected data against the established criteria. The team will analyse the effectiveness of programs, quality of teaching, and efficiency of processes. The IQAC will highlight areas of strength and areas needing improvement, based on both quantitative data and qualitative feedback.

5. Reporting

The IQAC will draft a detailed report outlining the audit findings. This report will include an overview of the audit process, a summary of findings, and actionable recommendations. The IQAC will present the report to the institution's leadership, faculty, and stakeholders, providing a clear summary of findings and recommendations.

6. Action Plan Development

The IQAC will define timelines and assign responsibilities for implementing improvements.

7. Follow-Up and Monitoring

The IQAC will track the progress of implementing the action plan to ensure that recommended changes are effectively executed. The IQAC will schedule follow-up reviews to assess the impact of changes and verify that improvements have been made.

8. Continuous Improvement

 The IQAC will use insights from the audit and follow-up reviews to make further adjustments and refinements, striving for ongoing enhancement in academic quality.

Jayawant Shikshan Prasarak Mandal

Jayawantrao Sawant Commerce and Science College

Moodle checklist

Name of the Teacher:
Subject:
Class:

Sr. No.	Particulars	Tick mark	Remark Of Auditor
A	**General**		
1.	All Class student enrolled		
2.	Semester Subject course created		
3.	Unit wise Topic folder created		
4.	Resources (PPT AND NOTES)added under each topic		
5.	Assignment		
6.	Quiz		
7.	URL link for study material		
8.	Students Utility check		
9.	Grader report		
10.	Overview report		
11.	User report		
12.	Feedback		

Moodle Coordinator   **AMC**   **IQAC Coordinator**   **Principal**

Jayawantrao Sawant Commerce and Science College

Teaching Learning Process checklist

Name of Teacher: **Class:**   **Subject:**

Sr. No.	Particulars	Tick mark	Remark Of Auditor
A	**General**		
1.	Teaching and Examination Scheme		
2.	Subject Syllabus		
3.	Academic calendar (University)		
4.	Academic calendar(Departmental)		
5.	Class Time Table		
6.	Individual Time Table		
7.	Teaching Plan of Theory		
8.	Laboratory Plan of Practical		
B	**Unit wise Teaching – Learning Material**		
9.	Lecture notes (Handwritten)		
10.	Power-Point Presentations (PPTs)		
11.	List of Video Clips / PDF		
12.	List of Online Resources (Weblink) – MOOCs / SWAYAM		
13.	University Question Papers (At least 10 per subject)		
14.	Unit wise Question Bank		
15.	Topic wise list of recommended books		
C	**Assessment**		
16.	Assignments		
17.	Class Test		
18.	Group Discussion/ Quiz		
19.	Seminar/Presentation		
20.	Viva-Voce		
21.	Tutorials		
D	**Experiential learning**		
22.	Surveys		
23.	Field / Industrial Visits		
24.	Details of Competition organized for the subject.		
E	**Incremental improvement**		
25.	Remedial Lectures record (if any)		
26.	Guest Lecture Record (if any)		

JAYAWANT SHIKSHAN PRASARAK MANDAL'S
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Sr.No. 58, Handewadi Road, Satavnagar, Hadapsar, Pune-411028.
Phone-7722045403/9175954032
Email Id:-principal@jspmjscocs.edu.in **Website:** www.jspmjscocs.edu.in
Approved by Govt. of Maharashtra and Affiliated to SPPU, Pune-07.
College Code: PU/PN/CS/485/2018

PROF. DR. T.J. SAWANT
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FOUNDER SECRETARY

PROF.DR.V.R. KULKARNI
M.Com. MBA, Ph.D,
PRINCIPAL

Academic and administrative Audit

Date of Visit-
Members of Visiting Committee-
Purpose of Visit- To take overview of Infrastructural Facilities, Academic Facilities and Implemented Processes
Committee Report-

Administrative Office:

Particular	Availability /Status
Availability of student's details -Admission -Category wise -P.H.-Other State and Country	
Students Satisfaction Survey	
Scholarship to students	
Internal/External financial Audit	
Fund Mobilization Strategies	
Personal Files	

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Physical Facilities:

Particular	Availability/Status
No. of Classrooms	
Labs	
Tutorial Rooms	
ICT Facilities	
Girl's Common Room	
Boy's Common Room	
Rest Room for Physically Handicapped	
Central Store	
HOD Cabin and Office	
Faculty Cabins	
Intercom Facility	
Sports	
Gym	
Indoor Games	
Recreation Center	
Boy's Hostel	
Girl's Hostel	

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Library:

Particular	Availability/Status
Integrated Library Management Software	
Rare Books/Reference section	
E-resources	
Accession Register	
Reading Room	
Library Timings	

IT Infrastructure:

Particular	Availability/Status
Central Computing Center	
Language Lab	
Total No. of Computers	
Licensed Software's	
Lecture Capturing System	
Internet Speed	

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Training and placement:

Particular	Availability/Status
Training Programs	
Placement	
Higher Studies	
Competitive Exam Guidance/Cell	

Alumni Association:

Particular	Availability/Status
Alumni Association	
Funding for Alumni	
Alumni Meetings	

Exam Section:

Particular	Availability/Status
Office Orders by Exam Section	
Gadget Year wise, dept wise	
Exam related grievances record	
Process/ Mechanism of exam section	

Institutional Activities:

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Particular	Availability/Status
Planning and Implementation of Curriculum	
Feedback System	
Mechanism for slow learners and advanced learners	
Course File	
Innovations in Teaching and Learning	
Teaching plan and its monitoring	
Attendance Monitoring Mechanism	
Extension Activities, NSS	
Awards to extension activities	
Procedure for maintenance of campus infrastructure	
Award to students -sports - Cultural	
Students Council	
Vision/Mission	
Organization Structure	
1.Commitee for SC/ST 2.Grievance Redressal Committee 3.Internal Compliant Committee 4.Anti-ragging Committee	
Welfare Measure for students, faculty and staff	
Appraisal System	

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Gender Equity Programs	
Energy Audit	
LED Usage	
Green Audit	
Waste Management	
Rain Water Harvesting	
IQAC Manual	
Institute MOUs	

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Overall Observations:

Strengths:

Weakness:

Opportunity:

Challenges:

Any Other Observations:

Date:

Action taken Report on AAA

Committee Members:
1.
2.
3.
4.
5.

Sr. No	Observations	Action Taken
1		
2		
3		
4		

Principal