

SSR Institute of Management & Research, Silvassa

Empower Yourself @ IMR

(Approved by AICTE and Affiliated to Savitribai Phule Pune University)

INTERNAL QUALITY ASSURANCE CELL

January 2019

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Internal quality assurance System plays an important role in improving the systems and processes in the Institute and keeping a control on the activities and functions of the institute so as to reach the standard practices and where possible improving the same. The system of quality control and enhancement is present in the institute since long. Now it has been decided to make a formal Cell. Though the systems were carried out and their records were kept previous to that as well, the presence of formal Cell will give the activity a more meaningful, systematic and fruitful approach from the view point of process enhancement. The IQAC has been constituted with few senior members of the Institute, few representatives from the management and few external Independent members. Institute has tried to form the IQAC as per the norms provided by the Accreditation bodies.

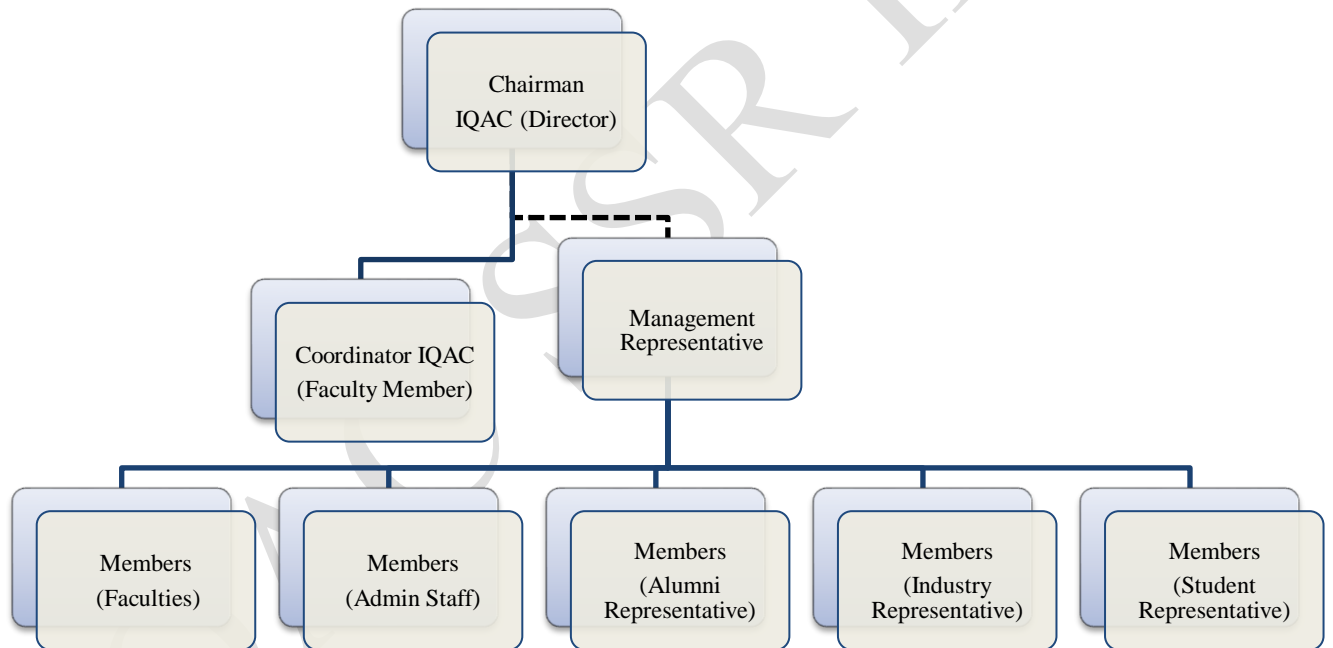
Apart from maintaining the records the IQAC will give rise to Audit system. The Institute shall cover the activity through a thorough internal audit process which will help the Institute in keeping the systems intact and process improvisation. This helps all the stakeholders of the institute for any function to be carried out.

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Structure of IQAC



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IQAC 2019-20

Composition

Date of Composition: 4th January, 2019

1. **Chairman IQAC:** Dr. Mrs. Praveena Muley
2. **Management Representative:** Dr. Pankaj Sharma
3. **IQAC Coordinator:** Mr. Mohammad Bilal A Bhada
4. **Faculty Members:**
Dr. Rajesh Kumar Pandey
Mrs. Diksha Swaroop
Mrs. Natasha Nunes
Mr. Amar Vangad
5. **Library Member:** Mr. Somnath Bava
6. **Admin Staff Member:** Mr. NikunjBilakhia
7. **Alumni Representative Members:** Mr. Neelabh Kaushik
Mr. JiteshKapadi
Mr. NipunPandya
8. **Industry Representative Members:** Mr. Sujendra Roy
Mr. P. K. Jadia
Mr. Prakash Kulkarni
9. **Student Representative Members:** Mr. Kuldeep Jangid
Ms. Khusboo Patel
Mr. UmangPatil
Ms. Megha Pandoria

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Role of IQAC

The institutional policies with regard to quality assurance are as follows.

- ❖ Ensure, sustain and enhance the quality of teaching, learning, evaluation and infrastructure
- ❖ Imparting quality education to the students from rural section from the society catering to their diverse needs and fostering global competence among them.
- ❖ ICT enabled teaching learning
- ❖ Promotes research culture
- ❖ Faculty empowerment through workshops/seminars/conferences
- ❖ Promoting professional development of the staff
- ❖ Quality feedback mechanism

Thus, the IQAC at SSR IMR has evolved into an all-encompassing coordinating cell which ensures quality in all its endeavors.

IQAC plays a crucial role in connecting and coordinating the various bodies in the institute especially in the matters related to the teaching- learning process in the institute. It functions as an umbrella organ engaging and interacting with all the other systems in materializing its goals and objectives.

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Objectives and Functions of Internal Quality Assurance Cell

OBJECTIVES:

- 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.

The basic purpose of forming IQAC is quality assurance plus process improvisation through creating the strategies for continuous improvement in the process but still keep them institute friendly.

The Operations of the IQAC cell shall include

- ❖ Conducting meetings before the start of the semester to take the review of
- ❖ preparations
- ❖ Checking and suggesting improvements in Academic calendar, Plans for the semester etc.
- ❖ Checking the Research plan of the Institute and giving suggestions
- ❖ Checking the Administrative, Library and infrastructure preparations
- ❖ Checking the budgets prepared for the Institute

One of the major areas of function of IQAC is to plan and conduct Quality Initiative Programs in the Institute. The function can be carried out by

- ❖ Organising workshops/seminars in the Institute
- ❖ Planning of activities with department heads and implementing them

At the end of the semester IQAC again meets for

- ❖ The Conduct of Academic Audit
- ❖ Submitting and discussing the review report to Governing Body of the Institute
- ❖ Overview of research activities in the institute and suggesting areas of improvement

The process shall help in forming and implementing the strategies which will help in the smooth but systematic working in the institute keeping the quality as the upper most parameter. The Process shall also help the institute in educated manner regarding the problems and tackling them in a smooth manner.

FUNCTIONS OF IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

STRATEGIES

IQAC shall evolve mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) The relevance and quality of academic and research programmes.
- c) Equitable access to and affordability of academic programmes for various sections of society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) The credibility of evaluation procedures.
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

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Academic Audit Committee (For First Audit)

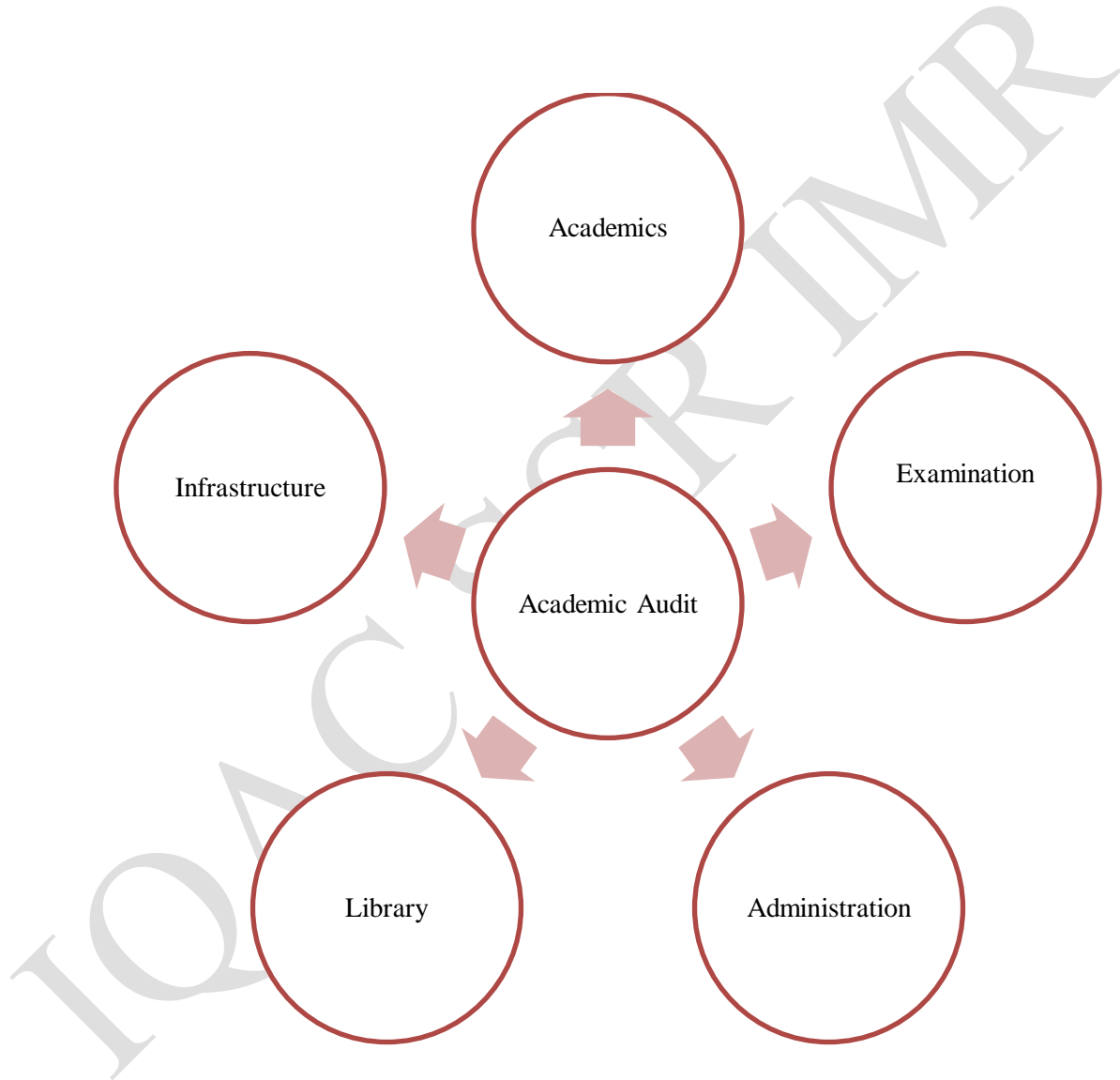
1. Chairperson: Dr. Praveena S. Muley
2. IQAC Coordinator: Mr. Mohammad Bilal A Bhada
3. Faculty Members:
Dr. Rajesh Kumar Pandey
Mrs. Diksha Swaroop
Mr. Amar Vangad
4. Library Member: Mr. Somnath Bava
5. Admin Staff Member: Mr. Nikunj Bilakhia
6. Alumni Representative: Mr. Neelabh Kaushik
7. Industry Representative: Mr. P. K. Jadia
6. One External person Appointed by Management Representative: Dr. Sarika Patel

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Audit Structure of an Academic Audit



Academic Audit Category Chart

Functions of Academic Audit

Academics:

Academic part of academic audit takes care of following functions

- ❖ Scheduling and planning of semester as per academic calendar
- ❖ Subject allocation
- ❖ Micro plan creation and adherence
- ❖ Teaching learning processes – Class observation reports
- ❖ Session completion status
- ❖ Co- Curricular – Guest Sessions, Workshops, Industry training and Industry Projects
- ❖ Feedback
- ❖ Planned /Unplanned activities
- ❖ Deviation
- ❖ Implementation of Quality initiatives suggested by IQAC in the previous audit if any

Research

- ❖ No of research papers written by faculty
- ❖ No of conferences attended and papers presented
- ❖ Conference arranged
- ❖ Ph D Enrolment and Completion

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Examination:

- ❖ Internal Exam Scheduling
- ❖ Concurrent evaluation conduct, record and quality
- ❖ Conduct of various internal examination parameters
- ❖ Conduct of University exams – Online and End Semester Exams
- ❖ Record keeping
- ❖ Submission of internal Marks to University
- ❖ Result Assessment
- ❖ Implementation of Quality initiatives suggested by IQAC in the previous audit if any

Administration:

- ❖ List of Compliances of SPPU, DTE and AICTE
- ❖ Following the deadlines for all the compliances
- ❖ Keeping the records of all the compliances
- ❖ Implementation of Quality initiatives suggested by IQAC in the previous audit if any

Library

- ❖ To check if the stock audit has been conducted and its review
- ❖ Grievances about Library
- ❖ Review of activities conducted by library for students

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- ❖ Implementation of Quality initiatives suggested by IQAC in the previous audit if any
- ❖ Preparation of Library manual

Infrastructure

- ❖ Checking the Infrastructure requirements and compliances
- ❖ Grievances about Infrastructure
- ❖ Implementation of Quality initiatives suggested by IQAC in the previous audit if any