

## INTERNAL QUALITY ASSURANCE CELL – AN INTRODUCTION

Vision: *“To evolve as a center of excellence for stakeholder’s holistic development and roll out the wheels of affordable quality education even to the excluded sections of the society.”*

### Mission:

- 1. To ensure quality education through inclusive and sustainable practices in imparting knowledge.*
- 2. To facilitate the creation of a learner-centric environment for both the students and faculties.*
- 3. To ensure the marginal sections of the society are endowed with equal opportunities.*
- 4. To create an environment suitable for enriching the human mind and bring out the best amongst individuals.*
- 5. To design a sociable environment not only for students and faculties but also to reach out to the community at large.*

### Goals:

- 1. To encourage faculties, infuse innovative teaching practices in curriculum implementation.*
- 2. To heightened the benchmark of quality education through constant upgradation and quality sustenance practices*
- 3. To facilitate an environment conducive for underprivileged and women in the institution*
- 4. To encourage maximum participation of stakeholders in various co- curricular and extension activities*
- 5. To encourage adult learning and work in close collaboration with the community.*

## Objectives:

### A) Broad Objectives: (As Adopted from UGC NAAC Guidelines)

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

### B) Institute Sub Objectives:

1. To devise an incremental reporting standard evaluating the curriculum delivery and infusion of innovative teaching practices with revisions in every 2 years.
2. To improve the participation of students and faculties in various co- curricular activities.
3. To organize workshops, conferences, extension and outreach programs to ensure fulfillment of mission and vision of the IQAC.
4. To develop and sharpen research inquisitiveness and work towards innovation and lay the foundation towards registration under Intellectual Property Rights.
5. To work in close collaboration with NGO's, Governmental organizations and Extension unit of the Institute to meet societal responsibilities.

## Strategies

### A) Broad Strategies: (As Adopted from UGC NAAC Guidelines)

IQAC shall evolve mechanisms and procedures for

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Relevant and quality academic/ research programmes;
3. Equitable access to and affordability of academic programmes for various sections of society;
4. Optimization and integration of modern methods of teaching and learning;
5. The credibility of assessment and evaluation process;

6. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.

**B) Institute Strategies**

1. To assess the level of attainment of Vision and Mission, PO's and CO's for all programmes
2. To conduct yearly gender audits
3. To conduct academic audits for all programmes atleast once in 3 years
4. To organise a minimum of two training programmes per year for teaching faculties based on teaching pedagogy and research methodology.
5. To organise at least one common skill-development programme per year for the supporting staff
6. To sign MoUs or enter into collaborations with a minimum total of 1 institute each year for mutually-beneficial interaction and organise at least 2 joint programmes each year.
7. To conduct certificate courses for effective communication and English language enhancement.
8. To upgrade infrastructural facilities and moves towards digitalization in a phased manner during the period of 5 years.

**Functions: (As Adopted from UGC NAAC Guidelines)**

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution;
3. 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;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
5. Dissemination of information on various quality parameters to all stakeholders;
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
7. Documentation of the various programmes/activities leading to quality improvement;



8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
10. Periodical conduct of Academic and Administrative Audit and its follow-up
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

### **Benefits (As Adopted from UGC NAAC Guidelines)**

IQAC will facilitate / contribute to

1. Ensure clarity and focus in institutional functioning towards quality enhancement;
2. Ensure internalization of the quality culture;
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
4. Provide a sound basis for decision-making to improve institutional functioning;
5. Act as a dynamic system for quality changes in HEIs;
6. Build an organised methodology of documentation and internal communication.

### **Composition (As Adopted from UGC NAAC Guidelines)**

IQAC may be constituted in every institution 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.

1. Chairperson: Principal of the college or head of the institution.
2. A few senior administrative officers (at least 2)
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Hierarchal Process – Reporting Mechanism (Bottom-Up Approach)

COLLEGE DEVELOPMENT COMMITTEE



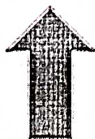
PRINCIPAL OF THE COLLEGE



IQAC CORDINATOR



HEAD OF THE DEPARTMENTS & SECRETARY OF VARIOUS COMMITTEES



INDIVIDUAL FACULTIES

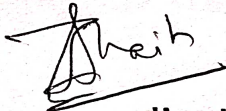
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M. B. Harris College of Arts,  
A.E.Kalsekar College of Commerce & Management, Nallasopara

NAAC Steering Committee (2021 – 22)  
CHAIRPERSON: Principal Dr. Mohammed Khalil Ahmad  
IQAC COORDINATOR: Mr. Shaikh Irshad Wajid

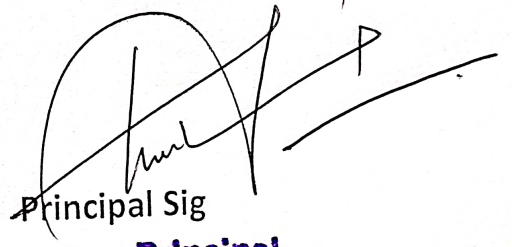
Name	Designation	Designation (Committee)
Dr Zahir Kazi	(President)	Management Representative
Mr Najeeb Chawre	(Sec. & Managing Trustee)	Management Representative
Dr. Mohammad Khalil Ahmad	Principal	Chairperson
Mr. Shaikh Irshad Wajid	Asst. Professor	Coordinator
Mrs Mona Dedhia (In-charge) Mr. Mohammed Chawre	Asst. Professor	Criterion I
Miss Mamta Hati (In-charge) Mrs. Sujata Yadav	Asst. Professor	Criterion II
Mr. Shahid Shaikh (In-charge) Mr. Ibrahim Chauhan	Asst. Professor	Criterion III
Mrs.Tehseen Shaikh(In-charge) Mrs. Sumaya Shaikh Mr. Shaibaz Shaikh Mr. Abdul Rehman Mullah	Asst. Professor	Criterion IV
Mrs. Diksha Vaje, (In-charge) Mrs. Sana Patel	Asst. Professor	Criterion V
Mrs. Shahida Shaikh (In-charge) Mrs. Pooja Shirsekar	Asst. Professor	Criterion VI
Mrs.Ruksar Khan (In-charge) Mrs. Rohita Raut.	Asst. Professor	Criterion VII
Mrs. Namrata Gurjar	Clerk	Administrative Representative
Mr. Sajjad Hussain Muhimutle	Parent	Parent Representative
Mr. Bhavik Chauhan	Student	Student Representative
Mr. Qais Sajjad Hussain	Student	Alumni Representative
Mr. Sagir Dange	Employer	Employer Representative
Mr. Khalid Chinde	Employer	Local Representative
Dr. Anjum Ara M.K Ahmad	Principal of Rizvi College, Bandra	Local Representative
Dr Satyasri Madam	Educationist	Local Representative
Mr. Asim Khan	(Nominee of the Secretary of the	Secretary Representative



	Management)	
Mrs. Elakshi Tawade-khetal	Documentation In-charge:	



**IQAC Coordinator**



**Principal Sig**

**Principal**

**Shurparaka Educational & Medical Trust's  
M. B. Harris College of Arts &  
A. E. Kalsekar College of Commerce & Management  
Nallasopara (W); Tal. Vasai, Dist. Palghar - 401 203.**