

# **Criteria 6.5.1**

## **Internal Quality Assurance System (IQAC)**

### 6.5.1 E Report of IQAC for quality assurance strategies and processes –

**Meetings Held during the year 2023-2024**

**Supporting Document – Outcome Report**

Sr.no	Date of IQAC	Points of agenda	Quality assurance strategies and processes (agenda guides direction of quality strategies processes)
1	1-6-23	09	<ol style="list-style-type: none"> <li>1. Salutation and reception of members and dignitaries</li> <li>2. To congratulate to management, staff and stakeholders for successful assessment and accreditation by NAAC.</li> <li>3. Discuss assessment and accreditation of college.</li> <li>4. Discussion on suggestions given by NAAC peer team.</li> <li>5. Discussion on compliances of NAAC suggestions.</li> <li>6. Discussion on perspective plan for AQAR (annual quality assurance report) of 2023-24.</li> <li>7. Discussion on new procedure of AA of NAAC.</li> <li>8. Discussion on implementation of national education policy-20, implementation from 2024-25.</li> <li>9. Any relevant matter for college, development with prior permission of chair of the IQAC.</li> </ol>
2	15-8-23	07	<ol style="list-style-type: none"> <li>1. Salutation and reception of member of deligate</li> <li>2. Discussion on present status of assesment and accreditation by naac for first cycle</li> <li>3. Discussion on acedamic calender preparation for 2023-24</li> <li>4. Discussion on role at iqac in second cycle</li> <li>5. Discussion on continuation of quality education indices, 7 criterion for 2<sup>nd</sup> cycle, aqar of 23-24</li> <li>6. Discussion of schedule at iqac for each criterion in 23-24</li> <li>7. Any relavant matter for college development with prior pemission of chairperson of iqac.</li> </ol>

3	26-1-24	06	<ol style="list-style-type: none"> <li>1. Salutation and reception of member dignitaries.</li> <li>2. To read the minutes of meeting held on 15/8/2023 and finalizing with discussion , suggestions .</li> <li>3. Review of half yearly (1<sup>ST</sup> TERM) report of IQAC of 2023-24.</li> <li>4. Review of the suggestions / compliances of NAAC peer team.</li> <li>5. Second term (semester) milestone to achieve.</li> <li>6. Any relevant matter for college development with prior permission of 'Chair' of IQAC.</li> </ol>
4	8-5-24	07	<ol style="list-style-type: none"> <li>1. The salutation and reception of member dignitaries.</li> <li>2. To read the minutes of meeting held on 26<sup>th</sup> January 2024 and finalizing with discussion and suggestion , if any.</li> <li>3. Feedback of students , alumni, employers and staff is to plan.</li> <li>4. Discussion on second half progression of IQAC functioning.</li> <li>5. Discussion on overall IQAC output in academic year 2023-24.</li> <li>6. Status of compliances suggestions by NAAC peer team.</li> <li>7. Any relevant issues for college development with prior permission of 'chair' of the IQAC.</li> </ol>

### Outcome of meeting held on 1<sup>st</sup> June'2023s

Cr.no	Metrics	Description	IQAC incremental improvement
I	1.1.1	The institution ensure Effective curriculum delivery thru a well plan and documented process	Majors decided and start to execute for effective curricular delivery.
I	1.1.2	Institution adhere to academic calendar including for the conducted of continues internal evaluation	IQAC prepared academic calendar and focus on continuous internal evaluation.
I	1.1.3	Teacher of the institution participate in following activities related to curriculum development assessment of the affiliating university and represented on the following academic bodies during the year	Examination committee, academic committee form to accelerate the role of teacher in paper setting, assessment, curricular development.
I	1.2.1	Number of program in which choice base credit system /elective courses system has been implemented	As per university of Mumbai, curricular delivery with co-approach explained to students.
I	1.2.2	Number of add on / certificate programs offered during the year	IQAC decided to undergo 5 add on courses by SWAYAM and 3 autonomous diploma courses.
I	1.2.3	Number of students enrolled in certificate add on program as against total number of students during the year	IQAC decided to minimum 50% enrollment in add on courses of SWAYAM and autonomous.
I	1.3.1	Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum	For curricular improvement IQAC workout with 4-8 cross cutting issues scheduled properly.



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I	1.3.2	Number of courses that include experiential learning through project work/field work/internship during the year	IQAC asked teachers to provide projects to students of FYs and Sys. The TYs are not having project however, IQAC has provided internship to T.Y Students.
I	1.3.3	Number of students undertaking project work/field work/internships	IQAC initiated minimum 50% students of T.Y should undergo internship activities
I	1.4	Feedback System	IQAC planned to go for feedback system of students, alumni, teachers and employees at end of academic year 2023-24.
II	2.1.1	Enrollment	Enrollment% of students worked out.
II 6.5.2 B	2.1.2	- Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)	IQAC keen on complementation of research policy of students for admission in college as part of social justice.
II	2.2.1	The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners	Class wise slow and advance learner's calculated, special teaching- learning focused on these students.
II	2.2.2	Student- Full time teacher ratio (Data for the latest completed academic year)	IQAC initiated process of teacher's appointment process.
II	2.3.1	Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences	Enrichment in learning participative learner and problem solving methodologies are decided to implement student centric methods of teaching and learning.
II	2.3.2	Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200-words	IQAC inspected classrooms for ICT facilities scheduled for incremental purchaser as per budget available.

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II	2.3.3	Ratio of mentor to students for academic and other related issues	IQAC work out the mentors each mentors provided with certain mentee for counselling.
II	2.4.1	Number of full time teachers against sanctioned posts during the year	IQAC calculated the requirement of full time teachers in 2023-24 followed procedure to appoint the post of teachers with permission of governance.
II	2.4.2	Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Super specialty / D.Sc. / D.Litt. during the year	IQAC start to encourage teachers to do PHD/NET/SET.
II	2.4.3	Number of years of teaching experience of full time teachers in the same institution	Governance management preferred to retain teachers for years by teacher welfare.
II	2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode.	IQAC set active committee for grievances of int. assessment to take care of unbiased transparent factual internal assessment.
II	2.5.2	Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient	IQAC set active committee for grievances of INT. assessment to take care of unbiased transparent factual internal assessment.
II	2.6.1	Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution	IQAC addresses and trained teachers to fulfill teaching-learning process as per Cos and pos.
II	2.6.2	Attainment of Programme outcomes and course outcomes are evaluated by the institution.	IQAC guides teachers for process of attainment of POs and Cos.
II	2.6.3	Pass percentage of Students during the year	IQAC scheduled the activities for improve – sustain the best pass percentage at end of semester end examination.
II	2.7.1	Student Satisfaction Survey	IQAC prepared SSS questions.
III	3.1.1	Grants received from Government and non-governmental agencies for research projects / endowments in	IQAC start to tap the NGOs, Employees etc for providing research fund to teacher researchers.

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		the institution during the year (INR in Lakhs)	
III	3.1.2	- Number of departments having Research projects funded by government and non-government agencies during the year	IQAC plans to distribute the research fund to teacher researchers.
III	3.1.3	Number of Seminars/conferences/workshops conducted by the institution during the year	IQAC plans to conduct seminars , workshops on RM/IPR/ ENTREPRENEURS.
III	3.2.1	Number of papers published per teacher in the Journals notified on UGC website during the year	IQAC made aware of teacher researchers for research , research paper writing and publication.
III	3.2.2	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	IQAC planned for organizing national conference of research.
III	3.3.1	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	IQAC workout an extension activities to carry out on need base in the community.
III	3.3.2	Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	IQAC asked to teacher researchers to do standard research , teaching- learning, social extension so as to get recognized by government and NGO.
III	3.3.3	Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC	Need base social extension work, activities planned on paper to be followed by IQAC.
III	3.3.4	Number of students participating in extension activities at 3.3.3. above during the year	IQAC workout on MOU with employees , industrialists, NGOs and institutes of educations for curriculum-co curriculum activities.

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Cr	METRICS	DESCRIPTION	IQAC incremental improvement
IV	4.1.1	The Institution has adequate infrastructure and physical facilities for teaching learning. viz., classrooms, laboratories, computing equipment	IQAC planned for repair and maintenance of infrastructure with ICT
IV	4.1.2	The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga Centre etc.	Review taken by IQAC of adequate infrastructure, facilities for cultural, sports, yoga, etc
IV	4.1.3	Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.	IQAC undergone review, repair and maintenance of ICT classroom
IV	4.1.4	Expenditure, excluding salary for infrastructure augmentation during the year	IQAC undergone the augmentation of infrastructure
IV	4.2.1	Library is automated using Integrated Library Management System	E-granthalaya, its implementation, maintenance carried out
IV	4.2.2	The institution has subscription for the following e-resources e-journals eShodhSindhu Shodhganga Membership ebooks Databases Remote access toe resources	number of pcs in e-library maintained, repaired & upgraded along with work on more e-subscription
IV	4.2.3	Expenditure for purchase of books/e-books and subscription to journals/ejournals during the year	Requirement of books and order placement of

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			book purchase in process; e-book (open access worked)
IV	4.2.4	Number per day usage of library by teachers and students ( foot falls and login data for online access) (Data for the latest completed academic year)	Increase in usage of books, library
IV	4.3.1	Institution frequently updates its IT facilities including Wi-Fi	Upgradation of it facilities in process
IV	4.3.2	Number of Computers	Repairing, maintenance & review of computer exclusively for students
IV	4.3.3	Bandwidth of internet connection in the Institution	Internet speed in mbps is reviewed
IV	4.4.1 & 4.4.2	Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year  There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.	IQAC reviewed the physical facilities maintenance & academic facilities maintenance, improvement up to mark
IV	5.1.1	Number of students benefitted by scholarships and free ships provided by the Government during the year	College made awareness about scholarship, free ship for student in college
IV	5.1.2	Number of students benefitted by scholarships, free ships etc. provided by the institution / non-government agencies during the year	_____
IV	5.1.3	Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills	IQAC planned to carryout capacity building & skill development & workshops about ten in quantity
IV	5.1.4	Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year	Programmes, activities , workshops , scheduled to competitive examination guidance as well as career counselling
IV	5.1.5	The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases	Committee for redressal, antiraging & prevention sexual

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		Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	harassment with awareness activates
IV	5.2.1	Number of placement of outgoing students during the year	IQAC had constituted placement cell, moc interview, group discussion
IV	5.2.3	Number of students qualifying in state/national/ international level examinations during the year	Awareness, guidance, following at competitive exam, in college for student
IV	5.3.1	Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year	Practice, participation awareness & student for sports & cultural activates
IV	5.3.2	Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms )	Formation of curricular, co-curricular extracurricular student committee to increase involvement & participation of student
IV	5.3.3	Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)	IQAC along with sports cultural committees & scheduled for intercollege sports competition & cultural event presentation
IV	5.4.1	There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services	Scheduled alumni meeting activity planning and involvement in college activities
IV	5.4.2	Alumni contribution during the year	Monetary contribution, physicals material and contribution by alumni discussed and started the momentum

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Cr.no	Metrics	Description	IQAC Incremental Improvement
VI	6.1.1	The governance of the institution is reflective of and in tune with the vision and mission of the institution	Vision, Mission of college is displayed physically, virtually and on each governance activities.
VI	6.1.2	The effective leadership is visible in various institutional practices such as decentralization and participative management.	Efforts for better decentralization and active participative management started and committed .
VI	6.2.1	The institutional Strategic/ perspective plan is effectively deployed	IQAC developed and implemented strategic plan for institute.
VI	6.2.2	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.	IQAC initiated effective and efficient institutional bodies in governance of college.
VI	6.2.3	Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination	ERPS for e-governance college implemented especially in administration, finance, accounts and examination.
VI	6.3.1	The institution has effective welfare measures for teaching and non- teaching staff	IQAC workout positively on welfare of staff.
VI	6.3.2	- Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year	Strategic plan and execution for financial support to attend conferences/ workshops to teachers.
VI	6.3.3	Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year	IQAC planned, scheduled programmes for teacher development.
VI	6.3.4	Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)	IQAC planned, scheduled programmes for teacher development.





VI	6.3.5	Institutions Performance Appraisal System for teaching and non- teaching staff	IQAC planned, scheduled programmes for teacher development.
VI	6.4.1	Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words	IQAC received audits, accounts on every quarter of financial.
VI	6.4.2	- Funds / Grants received from non-government bodies, individuals, philanthropist during the year (	IQAC initiated to find , communicate plea to some of philanthropist, NGO's for funds/grants to develop institute.
VI	6.4.3	Institutional strategies for mobilization of funds and the optimal utilization of resources	IQAC task initiatives for mobilization resources.
VI	6.5.1	Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes	Statutory, active , functional body formation.
VI	6.5.2	The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities	IQAC Initiated momentum in incremental improvements.
VI	6.5.3	Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)	IQAC Initiated regular meetings, GA, AAA, Feedback collection; NIFF; ISO Contribution.
VII	7.1.1	Measures initiated by the Institution for the promotion of gender equity during the year	IQAC organized activities for gender equity and carried out gender audit.

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VII	7.1.2	The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy Biogas plant Wheeling to the Grid Sensor-based energy conservation Use of LED bulbs/ power efficient equipment	Solar energy, maintenance repair and use of LED, electrical efficient equipment use planned.
VII	7.1.3	Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management	IQAC developed system for water management.
VII	7.1.4	Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	Rain Water harvesting maintenance of water tanks, minimizing use of water implemented by college.
VII	7.1.5	Green campus initiatives	IQAC along with NSS volunteers, ngos organizing activities for green campus.
VII	7.1.6	Quality audits on environment and energy are regularly undertaken by the institution	Environmental audit planned for campus to concern about college.
VII	7.1.7	The Institution has disabledfriendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	IQAC worked out for it to form 'disable friendly campus'.

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VII	7.1.8	Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities	IQAC organizing functions, workshops for social harmony, inclusive environment in culture of college.
VII	7.1.9	- Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens	IQAC start to organize activities, functions for sensitization of student to constitutional Delegation.
VII	7.1.10	The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	IQAC displaying it on college website.
VII	7.1.11	Institution celebrates / organizes national and international commemorative days, events and festivals	IQAC organize communicating functions at national and international level.
VII	7.2	Best Practices	IQAC dedicated this best practices.
VII	7.3.1	- Portray the performance of the Institution in one area distinctive to its priority and thrust	IQAC put distinctions of institute.

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