



Shree Rahul Education Society's (Regd.)

## SHREE L. R. TIWARI COLLEGE OF ENGINEERING

Kanakia Park, Near Commissioner's Bungalow, Mira Road (East), Thane 401107, Maharashtra

(Approved by AICTE, Govt. of Maharashtra & Affiliated to University of Mumbai)

Tel. No.: 022-65295732 / 022-65142376 | Email: slrtce@rahuleducation.com | Website: www.slrtce.in

Ref. No.

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### NOTICE

All the departments are hereby informed that the IQAC cell for Shree L. R. Tiwari College of Engineering is formed on July 2016. The committee members and their roles & responsibilities are attached with the notice.

Dr. S. Ram Reddy

Principal

Copy to:

- Hon'ble Secretary
- Director
- IQAC Coordinator
- All HOD
- Examination Cell
- Registrar



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

1. Chairperson (Head of the Institution) - Dr.S.Ram Reddy
2. Senior Administrative officers-  
Registrar- Mr. Santosh Ubale
3. Teacher Coordinators-  
Mrs. Karuna Bhole, Mrs. Zainab Mizwan, Mrs.Deepali Patil, Mr.Pravin Jangid,  
Dr.Vinayak Shinde, Mr. Abhijit Somnathe, Mr.Abhijit Samantha, Mrs. Mrunalini  
Deshmukh
4. Member from the Management- Mr. Rahul Tiwari
5. a. Nominees from Alumni- Mr. Archit Mehta  
b. Nominees from Student Council Member-(G.S.) - Mr. Meet Timbadia
6. Coordinator/Director of the IQAC (Steering Committee Head)- Dr. Anju Arya
7. Deputy Coordinator: Mrs. Aarti Puthran
8. Parent Representative – Mr. Ramakant Bhattacharya



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# **INTERNAL QUALITY ASSURANCE CELL (IQAC) AND INSTITUTE PROFILE FOR NAAC**

## **About IQAC**

The establishment of Internal Quality Assurance Cell (IQAC) is a major step in pushing long-term quality standards. IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college. The role of IQAC in maintaining quality standards in teaching, learning and evaluation becomes crucial

- Every Institute (HEI) should have IQAC, as quality sustenance measure. Since quality enhancement is a continuous process.
- The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.
- The work of IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all constituents of the institution.
- It will not be yet another hierarchical structure or a record keeping exercise in the institution.

**Benefits:****IQAC will facilitate / contribute:**

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture for Quality and Excellence in Higher Education.
- Enhancement and integration among the various activities of the institution and institutionalize of many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To act as a change agent in the institution.
- For better internal communication.

**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.

**Strategies:**

- IQAC shall evolve mechanisms 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.

### **Functions:**

The IQAC is a significant administrative body in any educational institution. It contributes to maintaining quality standards in teaching, learning and evaluation. It promotes co-curricular and extra-curricular activities in the college. It is a capable body to administer various academic/educational activities. The IQAC and its coordinator require more autonomy (e.g., academic, financial, and administrative) for better performance. The IQAC has a greater role and responsibility in maintaining quality standards in the whole process of teaching, learning and evaluation.

Some of the functions of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- b) 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.
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- d) Dissemination of information on various quality parameters of higher education.
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- f) Documentation of the various programmes/activities leading to quality improvement.
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- i) Development of Quality Culture in the institution.

- j) Preparation of the Annual Quality Assurance Report as per guidelines and parameters of NAAC, to be submitted to NAAC.

### **Composition of the IQAC:**

- IQAC may be constituted in every institution under the Chairpersonship 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: Head of the Institution
  2. Few senior administrative officers
  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

### **To remember.....**

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and action taken reports are to be documented with official signatures and maintained electronically in a retrievable format.

### **Selection of members:**

- i. It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Knowledge of ground realities of college and committed to improve the quality of teaching and learning.
- ii. It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer centre, estate, student welfare, administrator, academic tasks, examination and planning and development.

- iii. The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### **The Role of Coordinator:**

The role of IQAC coordinator is crucial in ensuring the effective functioning of all the members. The coordinator of IQAC may be a senior person with expertise in quality aspects. Secretarial assistance may be facilitated by the administrator.

### **Monitoring Mechanism:**

The institution need to submit the yearly Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Report (AQAR) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well quality sustenance initiatives undertaken by them.

### **Preparing Institutional Data for SSR**

- A. Preface
- B. Introduction
- C. Statistical data about intake
- D. Affiliations
- E. Salient features
- F. Little about collaborations
- G. MOUs
- H. Other attracting features of the institute

### **Executive Summary**

This should include summarized report of all the seven criterions completed by the institute by emphasis on the highlighted features of the institute. It should focus towards the special features of every criterion satisfied by the institute.

## **SWOC Analysis of the Institute:**

1. Strengths
2. Weaknesses
3. Opportunities
4. Challenges

### **Strengths:**

1. Consistent and excellent result
2. Best teaching practices
3. Funded research projects(University)
4. Infrastructural facilities
5. Highly qualified and experienced faculty

### **Weaknesses:**

1. Entrepreneurship Development
2. Patents
3. Industry Institute Interaction
4. Consultancy Services

### **Opportunities (Few Examples)**

- a. Located near Mira Road station
- b. Scope of Higher Education
- c. Increasing scope for interdisciplinary research

### **Challenges (Few Example)**

- a. Socioeconomic scenario leading to unpredictable future
- b. Rapidly changing industrial scenario and improved and advanced technologies
- c. Increasing the number of International tie-ups
- d. Filling the gap between the industry and institute ensuring advanced knowledge

Email id: iqac.naac@slrtce.in



Dr. S. Ram Reddy  
Principal

Prepared By: Dr. Anju Arya