



Sant Dnyaneshwar Shikshan Sanstha's
**Hon. Shri. Annasaheb Dange Ayurved Medical
College & Post Graduate Research
Center, Ashta, Sangli**

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IQAC

INTERNAL QUALITY ASSURANCE CELL

About IQAC Cell:

IQAC is 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. Internal Quality Assurance Cell (IQAC) was established at Hon. Shri. Annasaheb Dange Ayurved Medical College, Ashta 5th September 2017, the IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance.

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The work of the 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 the constituents of the institution. It will not be yet another hierarchical structure or a record keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a

vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the “Quality Circles” in health industries.

Vision IQAC :

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.

Objectives of IQAC :

- 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 of IQAC :

The IQAC has evolved mechanisms and procedures for ensuring the following:

- Ensuring timely, efficient and progressive performance of academic,
- administrative and financial tasks;
- Relevant and quality academic/ research programmes;
- Equitable access to and affordability of academic programmes for various
- sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

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;
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all stakeholders;
- 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;
 - Periodical conduct of Academic and Administrative Audit and its follow-up
 - Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits :

IQAC will facilitate / contribute to

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

Composition of the IQAC

IQAC is designed in our institution under the Chairmanship of the Head of the institution Dr. Pramod Budruk ,with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders which contains the following criteria ,

The composition of the IQAC is 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

The membership of such nominated members is 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.

Member secretaries of IQAC since from its 05/07/2017

IQAC CELL COMPOSITION

1	Chairperson	Dr. Pramod Budruk
2	Nominee of Employers	Hon.Shri.Chimanbhau elas Rajendra Dange
3	Member from Management	Dr.R.A.Kanai
4	Administrative Nominee	Dr. Navneet Sangale
5	Nominee of Local Society	Dr.Satish Bapat
6	Coordinator of the IQAC	Dr.Anjali Upadhye
7	Nominee of Alumni	Dr. Pramod kanap
8	Nominee of Stakeholder	Dr. Dhiraj Malgave
9	Nominee of Industrialist	Dr.Sunil Inamdar,Arya Vaidya Kalpshala
10	Nominee of Student	Miss Arundhati Landge
11	Nominee Teacher	Dr. Alkananda Kulkarni
12	Nominee Teacher	Dr. Sarfaraj Landge
13	Nominee Teacher	Dr. Mahesh Inamdar
14	Nominee Teacher	Dr. Shraddha Shelke
15	Nominee Teacher	Dr. Musharaf Sayyad
16	Nominee Teacher	Dr. Amit pethkar
17	Nominee Teacher	Dr. Swapnil Patil
18	Nominee Senior Teacher	Dr. Subhash Patki
19	Nominee Senior Teacher	Dr. Sachin Patil

The role of the Coordinator

The role of the coordinator of the IQAC is crucial in

- Ensuring the effective functioning of all the members.
- 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.
- To have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- To ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards.
- To establish procedures and modalities to collect data and information on various aspects of institutional functioning.
- To prepare the report of The Annual Quality Assurance Report (AQAR)
- To create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR

Gradually monthly reports formats were prepared for each department to pool the data. It started growing slowly under the leadership of Dr Anjali upadhye, IQAC has grown tremendously with following reforms like

1. Monthly reports formats were revised
2. Every 2 months once Criteria wise presentations were scheduled
3. Regular IQAC meetings are conducted
4. Criteria wise co-ordinator were appointed at institute level
5. Criteria wise different colour code files were distributed to each department.
6. For NAAC centralized documentation institutional NAAC room was created.
7. Support given to prepare own international journal & faculty publications
8. Support given to participate in research competition's
9. Research policy has been prepared and implemented
10. Support given to PG students for workshops, seminars, publications
11. Extension Policy has been prepared and implemented
12. Mentor Policy has been prepared and implemented

13. Awareness of Performance Appraisal System & Implementation

Significant Activities and contributions made by IQAC :

IQAC undertakes the following activities.

- Prepare Annual strategic Action Plan for the year (Structured semester wise)
- Collection of feedback from the students
- Consolidates feedback Teacher wise/Course wise/Department wise
- Takes action on the feedback
- Organizes seminars/workshops to improve academic quality in curricular aspects
- Organizes crash courses for teaching and non teaching staff to familiarize them novel methods of teaching and governance.
- The IQAC helps the academic bodies to Interpret and implement the CCIM regulations.
- Plan of Action by PO-PEO-CO
- Plan of action for MOU/Collaboration/Industry visits etc.
- Plan of action for Faculty welfare facilities/students welfare facilities etc
- Help for research projects STRG/LTRG

Enhancement and the outcome achieved during the year in sample format

IQAC Contribute/Monitor/Evaluate the Teaching & Learning processes :

- Collection of feedback from the students
- Consolidates feedback Teacher wise/Course wise/Department wise
- Takes action on the feedback
- Organizes seminars/workshops to improve academic quality in Curricular aspects
- Organizes crash courses for teaching and non teaching staff to
- Familiarize them novel methods of teaching and governance.
- Conducts Academic Auditing
- Take stock of the Academic Activities undertaken by various Departments
- Teaching and Learning is an interactive process through which knowledge is shared and exchanged. The process can be effectively carried out only when the ambience is

conducive and supporting aids and materials are provided. Here IQAC has a vital role that it intervenes every now and then to ensure a qualitative facilitation for the teaching and Learning process in the University. Based on the recommendations of IQAC, the institute has started implementing complete network connectivity in the campus that in turn a great support to students and faculty to surf in the world of information. IQAC has also become instrumental in facilitating equipped classrooms, laboratory and other infrastructural facilities. Faculty members are encouraged to update their knowledge in concerned subjects.

As per IQAC meeting held on 21/08/2018 and IQAC is reconstructed and following are the member secretaries of IQAC since from its 21/08/2018

Revised IQAC Cell after 21/08/2018 is as follows

IQAC CELL		
1	Chairperson	Dr. S.N.Ojha
2	Nominee of Employers	Hon.Shri.Chimanbhau elas Rajendra Dange
3	Member from Management	Dr.R.A.Kanai
4	Administrative Nominee	Dr. Navneet Sangale
5	Nominee of Local Society	Dr.Satish Bapat
6	Coordinator of the NAAC	Dr.Ashok Wali
6	Coordinator of the IQAC	Dr.Anjali Upadhye
7	Nominee of Alumni	Dr. Pramod kanap
8	Nominee of Stakeholder	Dr. Dhiraj Malgave
9	Nominee of Industrialist	Dr.Sunil Inamdar,Arya Vaidya Kalpshala
10	Nominee of Student	Miss Arundhati Landge
11	Nominee Teacher (Criteria I)	Dr. Rajashri Bharati
12	Nominee Teacher (Criteria II)	Dr. Anuradha Patil
13	Nominee Teacher (Criteria III)	Mr. Akshay Chougule
14	Nominee Teacher (Criteria IV)	Dr. Shraddha Shelke
15	Nominee Teacher (Criteria V)	Dr. Shital Patil

16	Nominee Teacher (Criteria VI)	Dr. Amit pethkar
17	Nominee Teacher (Criteria VII)	Dr. Rupali Patil
18	Nominee Teacher (Part B)	Dr.Sarfaraaj Landge
18	Nominee Senior Teacher	Dr. Pramod Budruk
19	Nominee Senior Teacher	Dr. Mahesh Inamdar

Under the guidance of above committee work is going on.

- To help the principal Office (PO) in constituting following central committees for decentralization of work and effective functioning of the Institute:
- To help the P.O. in the preparation of guidelines and schedule of periodic meetings of these Committees
- To help the P.O. in the process of record maintenance and documentation To coordinate the activity of budget allocation based on the requirement of the Departments
- To coordinate the activity of printing of various stationary items based on the requirements of Department and Laboratories
- To prepare/modify various application/information formats at least once in a year
- To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
- To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities/achievements
- To coordinate the process of preparation and submission of Activity Record files by various forums after the activity
- To coordinate the process of audio-visual recording of all the major activities and submission of the CD at the central library
- To help the P.O. in periodic review of policy book of the Institute
- To collect all the files/documents from all the Departments/P.O. at the end of the academic year
- To give periodic inputs to website incharge/administrator regarding updating of information

- To discuss innovative concepts and ways of execution with coordinators of various forums
- To help the P.O.in the preparation of schedule of stock verification of various laboratories/Library at the end of the year.