

**Dr. Vithalrao Vikhe Patil Foundation's
College of Nursing
SOP
Of
Internal Quality Assurance
Cell**

(w.e.f. AY 2021 - 2022)



**Internal Quality Assurance Cell
for Dr.V.V.P.F's College of Nursing
Ahmednagar.**

Title: Constitution of an Internal Quality Assurance Cell

**The location and business address of the committee-
Internal Quality Assurance Cell**

Dr. Vithalrao Vikhe Patil Foundation's College of Nursing,
Opp. Govt Milk Dairy Vilad Ghat, Post: MIDC
Dist: Ahmednagar(Maharashtra)
Pin: 414111 India

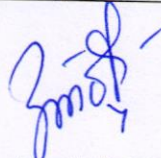
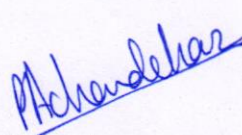
Prepared By:	Reviewed & Approved By:
 Mr. Amol C. Temkar IQAC Co-ordinator	 Dr. Pratibha A. Chandekar (Principal)

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INTERNAL QUALITY ASSURANCE CELL (IQAC) STANDARD OPERATING PROCEDURE (SOP)

1 Introduction

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation, and quality up-gradation of institutions of higher education, the NAAC 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 an institution's system and work towards realizing 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 performance of institutions. The IQAC will make a significant and meaningful contribution in the post accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

2 Definition:

The IQAC plans, guides and monitors Quality Assurance (QA) in various academic programs/activities and Quality Enhancement (QE) activities of the various Schools and departments of the University by the Vision and Mission defined by the University.

The IQAC to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

3 Objectives:

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

4 Functions /Procedure

- i. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- ii. 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.
- iii. Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes.
- iv. Dissemination of information on various quality parameters of higher education.
- v. Organization of inter and intra institutional workshops, seminars on quality-related themes, and promotion of quality circles.

- vi. Documentation of the various programs/activities leading to quality improvement.
- vii. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- viii. Development of Quality Culture in the institution.
- ix. Periodical conduct of Academic Audit and its follow-up.
- x. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters.

5. Roles and Responsibilities:

- i. It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ii. It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- iii. It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination and planning and development.
- iv. The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have

Chairperson:

1. Overall supervision of activities of IQAC.
2. To approve the minutes of meeting.
3. Communication of decisions taken during IQAC meeting to the management.
4. Approval authority for SOPs.

Coordinator:

1. To ensure active participation of all members in meetings/deliberations.
2. To co-ordinate activities of IQAC.
3. To ensure adherence of IQAC functioning as per SOPs.
4. Preparation of annual quality assurance report.(AQAR)

Secretary:

1. Scheduling of meetings, preparation of the agenda and minutes of the meeting.
2. Maintain documents relating to IQAC activities, communication (within the organization) and archival.

3. Assist coordinator in matters related to IQAC.
4. Updating of SOPs and when required.

Members:

1. To attend meetings of IQAC regularly.
2. To participate actively in preparation of AQAR.
3. To contribute actively in academic audit.
4. To participate actively in all other activities of IQAC.

6. Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the 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-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting these members, several precautions need to be taken. A few of them are listed below: made significant contributions to society and to education, in particular.

7. Tenure of Membership:

The membership of members shall be for a period of two years.

8. Functioning of IQAC:

Criterion-in-charge:

One member of IQAC is made in-charge of a criterion. Criteria in-charge will be responsible for the activities falling under the respective criterion. In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required.

Number	Criterion	In-charge
1	Curricular Aspects	Criteria Incharge
2	Teaching-Learning and Evaluation	Criteria Incharge
3	Research, Innovations and Extension.	Criteria Incharge
4	Infrastructure and Learning Resources	Criteria Incharge
5	Student Support and Progression	Criteria Incharge
6	Governance, Leadership and Management	Criteria Incharge
7	Institutional Values and Best Practices.	Criteria Incharge
8	Part B- Nursing College	Criteria Incharge

9. Meetings of IQAC:

Members will meet on 4th Saturday of every month. Additional meetings may be held as and when required. Secretary in consultation with chairperson and coordinator decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by email and uploaded to institutional website also.

10. Academic Audit:

Academic audit will be done after completion of the academic year. Schedule of the audit will be finalized by the chairperson after discussion with the members during IQAC meeting. Audit will be done as per the academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

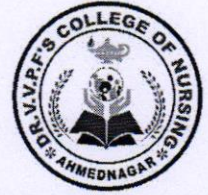
11. Preparation of Annual Quality Assurance Report (AQAR):

AQAR will be prepared and discussed during IQAC meeting. Finalized AQAR will be placed before managing committee for the approval and the approved AQAR will be submitted to the NAAC



Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF NURSING

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E-mail: principal@vimscon.edu.in **Website:** www.vimscon.edu.in



Dr. V.V.P.F's/CON/20

Date: / /20

To:

Sub: Appointment as Chairman/Secretary/Member of DVVP Foundations College of Nursing IQAC Committee.

Dear sir/Madam

I am pleased to select you as a Chairman/Secretary/Member of DVVP Foundations College of Nursing IQAC Committee with effect from Your term of appointment will be of two years.

As a Chairman/Secretary/Member of the IQAC Committee:

1. You need to submit a recent signed curriculum vitae.
2. Willingness to place your full name and professional affiliation to the IQAC Committee in the public domain.
3. You have to be present for the meeting of IQAC Committee for which will be informed prior.
4. One month's notice on either side will be necessary prior to resignation/termination of appointment.
5. Kindly refer IQAC Committee SOP for detailed roles and responsibilities.

I am confident that the Institute will be benefited immensely from your rich experience, and we are glad to have you as an integral part of the growth of the College of Nursing.

Please confirm your acceptance by signing and returning the enclosed copy of the acceptance letter.

PRINCIPAL

DVVP Foundations College of Nursing
Ahmednagar.

Enclosed: 1. Copy of Acceptance letter.

2. Copy of IQAC Committee SOP.

Copy to: 1. Office record file.

2. IQAC record file.

3. IQAC College of Nursing.

4. IQAC Committee member.

**Acceptance Letter from Chairman/Secretary/Members
DVVP Foundations College of Nursing
IQAC Committee**

To:

The Principal,
DVVP Foundations College of Nursing,
Ahmednagar.

Sub: Acceptance to be as the Chairman/Secretary/Member of DVVP Foundations College of Nursing IQAC committee.

Ref: Letter no:

Dated:

Respected Madam,

In response to the above reference letter, I accept being the Chairman/Secretary/Member of DVVP Foundations College of Nursing IQAC Committee. I feel greatly honored and hence giving my consent for the appointment. I will regularly participate in the IQAC Committee meetings and maintain confidentiality. I will do my best to contribute to the upliftment of the nursing profession in a positive manner as a Chairman/Secretary/Member of IQAC Committee.

Thanking you.

Yours Sincerely,

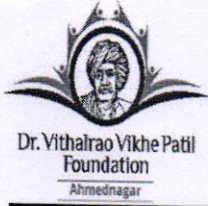
Signature:

Name:

Designation and Department / Affiliation:

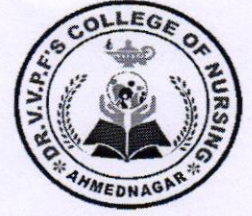
Date:

Place:



Dr. Vithalrao Vikhe Patil Foundation's
COLLEGE OF NURSING

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DR. V.V.P. F'S COLLEGE OF NURSING INTERNAL QUALITY ASSURANCE CELL

Composition	Name of the Members
1. Chairperson	Dr. Pratibha A. Chandekar Principal Dr.V.V.P.F's College of Nursing, Ahmednagar
2. Senior Administrative officers	Mr. Vilas K. Ghule Deputy Registrar, Dr.V.V.P.F's Institute of Medical Sciences, Ahmednagar
3. Teacher Representative	Mr. Veerbhadrappa G.M Associate Professor Dr.V.V.P.F's College of Nursing, Ahmednagar Mrs. Yogita P. Autade Associate Professor Dr.V.V.P.F's College of Nursing, Ahmednagar Ms. Salome S. Teldhune Associate Professor Dr.V.V.P.F's College of Nursing, Ahmednagar Mr. Amit V. Kadu Assistant Professor Dr.V.V.P.F's College of Nursing, Ahmednagar
4. Member from the management	Dr. Abhijit D. Diwate Deputy Director Dr. V.V.P F's Institute of Medical Sciences, Ahmednagar.
5. Nominees from Local Society, Students and Alumni	Ms. Mohini R. Sonawane Assistant Professor Dr.V.V.P.F's College of Nursing, Ahmednagar Ms. Snehal R. Bhalerao Student Representative Dr.V.V.P.F's College of Nursing, Ahmednagar
6. Nominees from Employers/Industrialists/stakeholders	Mrs. Jyoti P. Jadhav Parent Representative
7. IQAC Coordinator	Mr. Amol C. Temkar Associate Professor Dr.V.V.P.F's College of Nursing, Ahmednagar

P. Chandekar
Principal

Principal
Dr.V.V.P.F's College of Nursing
Ahmednagar