

# Pravara Institute of Medical Sciences

## Deemed University

Loni Bk. 413 736, Tal. Rahata, Dist. Ahmednagar (Maharashtra)

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### NOTIFICATION NO 19/2012

### NOTIFICATION FOR

### Establishment of Internal Quality Assurance Cell (IQAC )

#### 1. Preamble-

As per UGC Regulations on minimum Qualifications for Appointment of Teachers and other Academic staff in the University and Measures for the maintenance of standards in Higher Education 2010, under Article No.6-0-11, the University Authorities hereby establishes in the University and each constituent College/Institute/Center/School, the Internal Quality Assurance Cell (IQAC) with immediate effect for Monitoring the quality of education imparted in the University and its constituent units.

The IQAC shall have Executive Committee with following composition,

#### 1. For University -

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Pro-Vice Chancellor                          | - | Chairman         |
| 2. | Eight Senior Teachers                        | - | Members          |
| 3. | One Senior Administrative Officer            | - | Member           |
| 4. | Three external experts of Quality Management | - | Members          |
| 5. | Director of IQAC                             | - | Member Secretary |

#### 2. For Constituent Units/Institution

- |    |  |   |                  |
|----|--|---|------------------|
| 1. | Principal                                  | - | Chairman         |
| 2. | Five Senior Teachers                       | - | Members          |
| 3. | One Senior Administrative Officer          | - | Member           |
| 4. | Two external experts of Quality Management | - | Members          |
| 5. | Co-coordinator of IQAC                     | - | Member Secretary |

Each constituent unit shall have separate IQAC and members nominated by Head of the Institution.

**2. Objective of IQAC –**

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

**3. Functions of IQAC-**

1. Development of quality benchmarks/parameters for various academic and administrative activities of the institute and apply them to improve quality of education imparted by the institute.
2. Facilitate creation of learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. To collect feedback responses from students, parents and other stakeholders on curriculums offered, teaching, examination and other quality related institutional processes and analyze them to suggest measurements to improve the quality of education imparted to the students.
4. To collect self Appraisal Reports from teaching faculty, analyze them and suggest measures/actions to be taken to improve the quality of education.
5. Documentation of the various programmes/activities undertaken by the institute for quality improvement.
6. Dissemination of information of the various quality parameters of higher education.
7. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
8. Acting as a nodal agency for coordination of quality related activities, including adoption and dissemination of good practices.
9. Development and maintenance of Institutional database for the purpose of maintaining/enhancing the institutional quality.

10. Development of Quality Culture in the institute.
11. Preparation of Annual Quality Assurance Report (AQAR) of the institute based on the quality parameters/assessment criteria developed by the relevant quality assurance agency like NAAC, NBA etc.
12. Bi-annual development of Quality Radars ( QRs) and Ranking of Integral Units of the institute based on AQAR.

**4. IQAC Office -**

1. There shall be separate section in the office of the Registrar/Principal to undertake activities and monitoring of IQAC activities under the control of Registrar/Principal/Director.
2. Institutional IQAC shall submit six-monthly reports of their activities to Hon'ble Vice –Chancellor.
3. The Executive committee of IQAC cell shall meet Quarterly to review and monitor the activities of IQAC. The minutes of such meeting shall be maintained by the IQAC and be submitted to Hon'ble Vice –Chancellor for his perusal.
4. IQAC office of the University shall submit annual report of the activities of IQAC in a format ( Annexure-I ) approved by NAAC, to the UGC and NAAC and place before Board of Management for their information and action if any.

Ref No : PIMS/IQAC/2012/

Dated : 07 May 2012

**( A.L. Bhosale )**  
**Registrar**

**Copy for info and necessary action to :-**

**Principal/Director**

1. Rural Medical College
2. Rural Dental College
3. College of Physiotherapy
4. College of Nursing
5. Center for Biotechnology
6. Center for Social Medicine
7. School of Bioscience Management

**Copy for information to :-**

1. Dean, Faculty of Medicine
2. Dean, Faculty of Dental
3. Dean, Faculty of Allied Health Sciences
4. Additional Registrar
5. Controller of Examinations
6. Finance and Accounts Officer
7. Assistant Registrar Academic
8. Assistant Registrar General
9. Assistant Registrar CET
10. Assistant Director, Sports & C.A.
11. IT Manager - Request to display this Notification on our website.

**FORMAT FOR ANNUAL REPORT OF ACTIVITIES OF IQAC**

1. Name of the Institution : .....
2. Year of Report .....

**SECTION-A**

Plan of action chalked out by the IAQC in the beginning of the year towards quality enhancement ( attach separate sheet if required).

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**SECTION-B**

**Details in respect of the following ( attach separate sheet).**

1. Activities reflecting the goals and objectives of the institution.
2. New academic programmes initiated (UG and PG).
3. Innovations in curricular design and transaction.
4. Inter-disciplinary programmes started.
5. Examination reforms implemented.
6. Candidates qualified : NET/SLET/GATE etc.
7. Initiative towards faculty development programme.
8. Total number of seminars/workshops conducted.
9. Research projects a) Ongoing ; b) Completed
10. Patents generated, if any.
11. New collaborative research programmes.
12. Research grants received from various agencies.
13. Details of research scholars.

14. Citation index of faculty members and impact factor.
15. Honors/Awards to the faculty : National and International
16. Internal resources generated.
17. Details of departments getting assistance/recognition under SAP,COSIST (ASSIST)/DST,FIST, and other programmes
18. Community services.
19. Teachers and officers newly recruited.
20. Teaching – Non teaching staff ratio.
21. Improvement in the library services.
22. New books/journals subscribed and their value.
23. Courses in which student's assessment of teachers is introduced and the action taken on students feedback.
24. Feedback from stakeholders.
25. Unit cost of education.
26. Computerization of administration and the process of admissions and examination results, issue of certificates.
27. Increase in the infrastructural facilities.
28. Technology upgradation.
29. Computer and internet access and training to teachers, non-teaching staff and students.
30. Financial aid to students.
31. Activities and support from the Alumni Association.
32. Activities and support from the Parent-Teacher Association.
33. Health services.
34. Performance in sports activities.
35. Incentives to outstanding sports persons.
36. Student achievement and awards.

- 37. Activities of the Guidance and Counseling unit.
- 38. Placement services provided to students.
- 39. Development programmes for non –teaching staff.
- 40. Good practices of the institution.
- 41. Linkage development with National/International, academic/research bodies.
- 42. Action Taken Report on the AQAR of the previous year.
- 43. Any other relevant information the institution wishes to add.

**SECTION-C**

**Outcomes achieved by the end of the year ( attach separate sheet if required ).**

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**SECTION-D**

**Plans of the HEI for the next year**

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Name & Signature of the  
Director/Coordinator, IQAC

Name & Signature of the  
Chairperson, IQAC