

Standard Operating Procedure

INTERNAL QUALITY
ASSURANCE CELL
(IQAC)



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VISION

Our Vision is to establish a leading centre of imparting Quality Education in the field of Science, Commerce and Management with emphasis on:

- Ensuring that students learn the fundamental concepts in various disciplines.
- Motivating students to apply the Scientific & Technological knowledge to develop problem solving capabilities.
- Making students aware of the societal and environmental needs with specific appreciation of the emerging global context.

MISSION

Our mission is to provide:

- An educational environment where students can reach their full potential in their chosen discipline and become responsible citizens without compromising in ethics.
- A scholarly environment where the talents of both, The faculty members and students are nurtured and used to create knowledge and technology for the benefit of the society.

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ABOUT IQAC

VSIT has a fully functional Internal Quality Assurance Cell (IQAC) to perpetually enhance and sustain the institute's commendable efforts in quality improvement. Internal Quality Assurance Cell of Vidyalkar School of Information Technology was established on 11th June 2012 as a quality sustenance measure as per NAAC guidelines. Since quality enhancement is a continuous process, the IQAC is a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance.

❖ OBJECTIVES:

The primary aim of IQAC is

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

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❖ STRATEGIES:

IQAC shall evolve mechanisms and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
2. The relevance and quality of academic and research programmes
3. Equitable access to and affordability of academic programmes for various sections of society
4. Optimization and integration of modern methods of teaching and learning;
5. The credibility of evaluation procedures
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services
7. Sharing of research findings and networking with other institutions in India and abroad.

❖ FUNCTIONS:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. 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
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
9. Development of Quality Culture in the institution
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

BENEFITS IQAC WILL FACILITATE / CONTRIBUTE:

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
2. Ensure internalization of the quality culture
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
4. Provide a sound basis for decision-making to improve institutional functioning

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5. Act as a dynamic system for quality changes in HEIs
6. Build an organised methodology of documentation and internal communication

IQAC COMPOSITION

The formation of cell is as per NAAC requirements consisting of members from the Teachers, administrative officers, management, nominees from stakeholders, industrialists, the local society, Alumni and the student body. The whole team plays a key role in steering VSIT its vision.

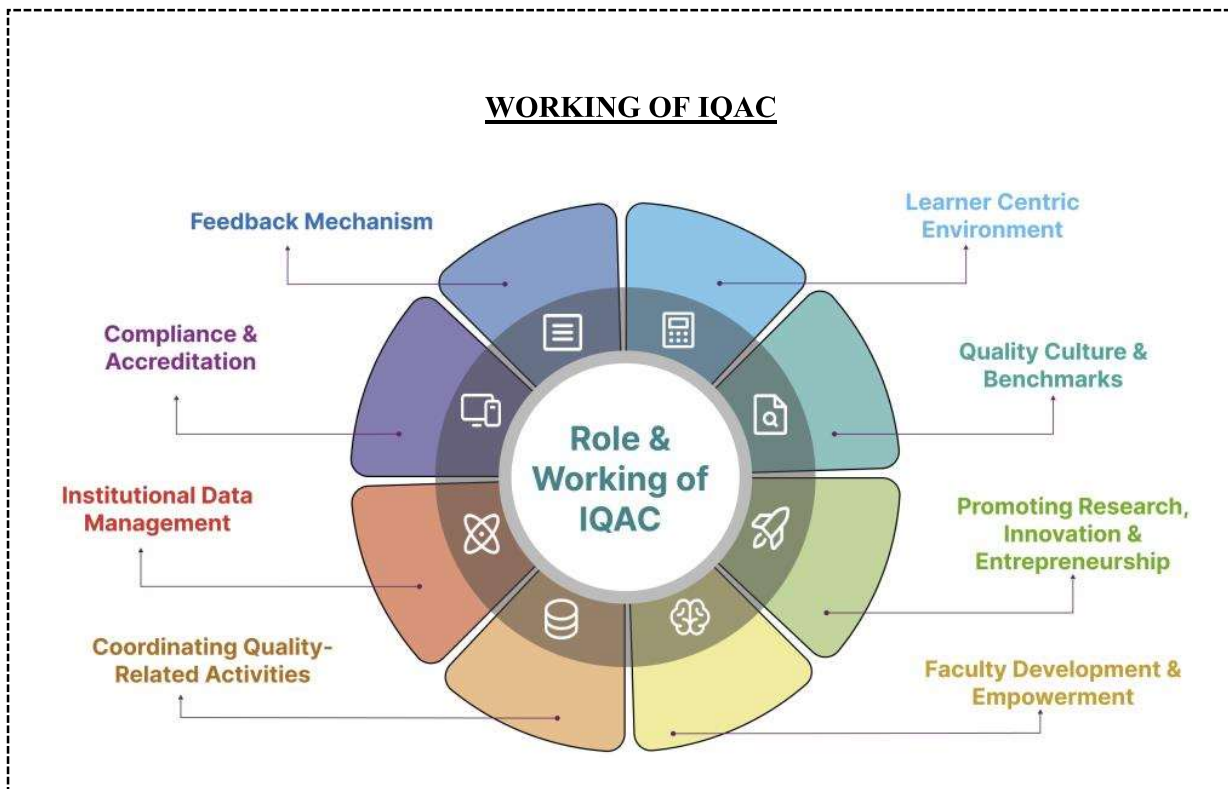
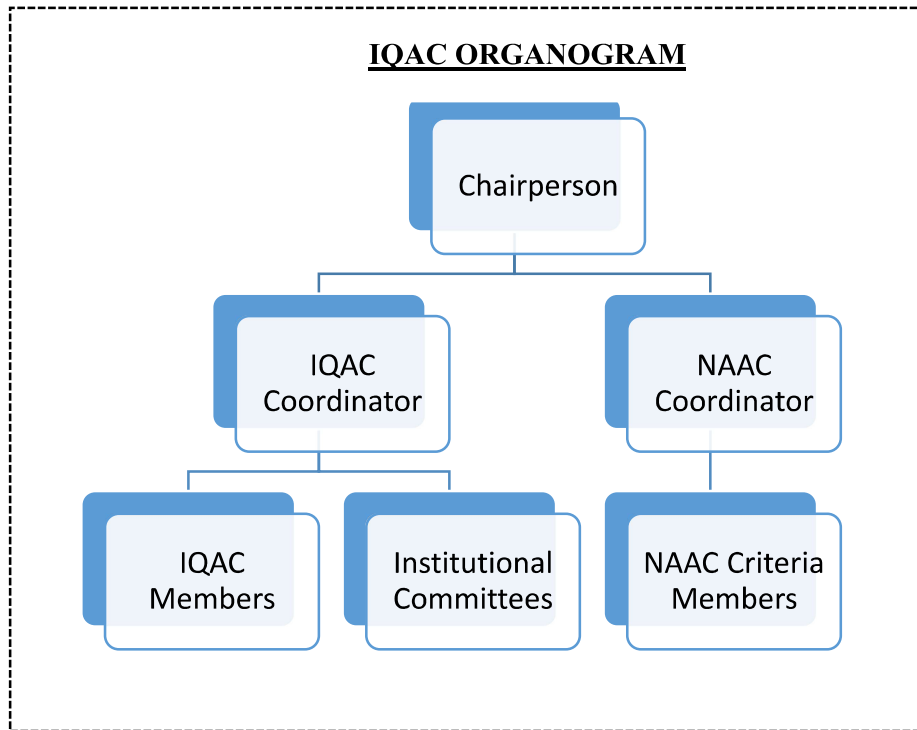
Chairperson	Dr. Rohini Kelkar
Senior Administrative officers	Girish Gokhale
	Pooja Ghag
Teachers	Dr. Lakshmi Kavitha
	Dr. Sarika Chouhan
	Dr. Anindita Banerji
	Dr. Ujwala Sav
	Dr. Sandip Khandekar
	Sindhu Krishnan
	Umesh Koyande
	Reshma Suryavanshi
One member from the Management	Shri Milind Tadvalkar
One/two nominees from local society, Students and Alumni	Ms. Rashmi Joshi (Environment Consultant)
	Sagar Amale (Alumni)
	Samruddhi Kalamkar (GS Council)
One/two nominees from Employers/industrialists/stakeholders	Dr. Chandrahas Deshpande
	Mr. Uday Tardalkar
Director of IQAC	Dr. Poonam Mirwani

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KEY RESPONSIBILITIES OF EACH MEMBER

Sr.No.	Designation	Roles & Responsibilities
1	Chairperson	<ul style="list-style-type: none">• Provide leadership and strategic direction to the IQAC.• Preside over meetings and ensure effective communication among members.• Oversee the implementation of quality enhancement initiatives.• Represent the IQAC in interactions with senior management, external agencies, and stakeholders.• Review and approve the annual quality assurance reports before submission.• Provide guidance and support to the Coordinator and other members to ensure the effective functioning of the IQAC.• Ensure compliance with quality standards and regulations set by accrediting bodies or governing authorities.
2	Coordinator	<ul style="list-style-type: none">• Serve as the primary point of contact for IQAC activities.• Coordinate and facilitate IQAC meetings and activities.• Facilitate the development of annual quality assurance plans and timelines.• Monitor the progress of quality enhancement activities and provide regular updates to the Chairperson and members.• Coordinate the collection, analysis, and interpretation of data for quality assessment and improvement.• Liaise with internal departments, faculty members, and staff to promote awareness of quality assurance processes and standards.• Assist in the preparation and submission of annual quality assurance reports and other documentation as required.
3	Members	<ul style="list-style-type: none">• Contribute subject matter expertise and insights related to their respective areas of specialization.• Participate actively in IQAC meetings, discussions, and decision-making processes.• Review and provide feedback on quality assurance policies, procedures, and initiatives.• Collaborate with other members to develop and implement strategies for quality enhancement.• Assist in the identification of areas for improvement and the development of action plans to address them.• Support the dissemination of best practices and innovative approaches to quality assurance within the institution.• Stay updated on emerging trends, research findings, and regulatory requirements in quality assurance and higher education.

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QUALITY POLICY

The IQAC aims to internalize quality processes and act as a catalyst for enhancing institutional performance. It will annually submit self-reviewed Annual Quality Assurance Reports on quality assurance to NAAC. Additionally, the IQAC will raise internal awareness about quality matters and bolster the institution's credibility for external quality evaluations.

- **Quality Assurance Policies and Procedures:** VSIT is committed to foster a culture that acknowledges the significance of quality and quality assurance in its operations. It explicitly commits to continuous enhancement of quality through a formally established strategy, policy and procedures, which are available through institute ERP. These procedures encompass the involvement of students and other stakeholders.
- **Formal Procedures:** The Institute has established formal procedures for the approval, periodic review and monitoring of its programs and awards.
- **Quality Assurance Measures for Teaching Staff:** Institute assures qualifications and competency of faculty members through internal/ external reviewers providing feedback on their performance.
- **Student assessment:** Assessment is conducted based on University of Mumbai guidelines ensuring consistent application.
- **Learning Resources:** The Institute ensures that learning resources and student support services are sufficient and suitable for each program offered. All Learning Resources are made available through Institutional Learning Management System.
- **Contemporary Training and Development:** Modernized training and development enhancement on quality as well as other essential competencies are provided to teaching and non-teaching staff to foster a culture of continuous improvement.
- **Institutional Data Management:** A strong Institutional Data Storage Infrastructure (VMiS, Office 365) is used to collect, analyse and utilize relevant data for effective reporting and decision making.
- **Evaluation of Processes:** The IQAC conducts evaluations based on the institution's benchmarks, ensuring independent, impartial, rigorous, fair, and consistent decision-making.

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- External Quality Assurance: It comprises periodic reviews of the departments and its programs are systematically conducted, with clearly defined cycles and review procedures published in advance. Regular Academic and Administration Audit and other external audits are conducted to ensure compliance.
- Follow-up: Follow Up procedures are established for quality assurance processes that produce recommendations or require subsequent action plans, ensuring consistent implementation.


Principal
VIDYALANKAR SCHOOL OF
INFORMATION TECHNOLOGY
Vidyalankar Marg, Vidyalankar
Educational Campus, Wadala (E)
Mumbai - 400 037.

