Internal Quality Assurance Committee (IQAC)

File Report

A.Y. 2022-23

SUBMITTED BY

Dr.Sudhakar Iyer

Internal Quality Assurance Committee A.Y.-2022-23

5.1 Preface and Objectives

IQAC is constituted to develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College and promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

Objectives:

• To facilitate the integration of the various activities of the institution and institutionalize the best practices.

• To provide a sound basis for decision making, imbibing all the dimensions of service quality to improve institutional functioning.

• To ensure credibility of assessment and evaluation process;

• To ensure internalization of the quality culture

• To act as a dynamic system for quality changes in the Colleges

5.2 Membership and Term:

1.	Chairperson:	Dr. Anil Matkar
2.	Faculty:	Prof. Dharamaraja Ganeshan
		Prof .CA Ujwal Dhokania
		Prof. Rahul Shah
		Prof. Sharique Momin
3.	Management Member:	CA Parag Khandekar
4.	Administrative Officer:	Mr. Meetesh Chaudhari
5.	Local Society Member:	Mr. Sundar Naik
6.	Student Member :	Mr. Saud Ansari
		Ms. Ashwini Shinde
		Ms. Tanzeel Momin

7.	Alumni Member :	Mr. Bhavik Bhanushali
		Mr. Shah Mustaqueem
		Ms. Nikita Wagh
8.	Stakeholder:	Mr Balaram Chaudhari
9.	IQAC Co-ordinator :	Dr.Sudhakar Iyer

Term

• Nominated members shall have a term of 1 years from the date of appointment.

• If any vacancy occurs due to any reason, the vacancy shall be filled within 2 months by the Director and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

5.3 Meetings and Quorum

The IQAC should meet at least once in a 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.

5.4 Functions, Roles and Responsibilities

Functions of the Committee

•Ensure timely, efficient and progressive performance of academic, administrative and financial tasks

• Ensure relevant and quality academic Programmers.

• Ensure relevant and quality research Programmers;

• Provide equitable access to and affordability of academic programmers for various sections of society;

• Optimize and integrate of modern methods of teaching and learning;

• Ensure the adequacy, maintenance and proper allocation of support structure and services

• Share of research findings and networking with other institutions in India and abroad.

• Build an organized methodology of documentation and internal communication

• Development and application of quality benchmarks/parameters for the various academic and

administrative activities of the Colleges.

* 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 (student, parent, industry, alumni, staff);

* Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

* Documentation of the various programs/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).
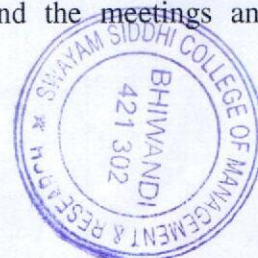
IQAC Committee Chairperson:

* The IQAC committee Chairperson will responsible for the smooth condition of the meeting

* Approve the Annual Committee Reports and Budget expenditure of the committee and forward it to CDC

IQAC Committee Coordinator:

* The IQAC committee coordinator is responsible for timely conduction of meetings, preparing agenda for meetings, convening meetings, circulating minutes of meetings and smooth functioning of the meetings. Notices should be sent one week before the conduction of meeting.

* Committee Coordinator is also responsible for preparing AQAR with the help of committee members.

IQAC Committee members:

* The IQAC committee members are responsible to attend the meetings and support the committee in all its affairs.

IQAC COMMITTEE
(2022-23)

NOTICE

Date: 10.07.2022

This is to inform all faculty that IQAC will be conducted o on 18th July,2022 at 11.00 am in NAAC Room to discuss the following points

1. Formation of IQAC for Academic Year 2022-2023
2. Discussion on Activities to be conducted during the current Academic Year in First Half.
3. Any other matter with the Permission of the Chairman.

Director
Swayam Siddhi College of
Management & Reaserch
Temghar, Bhiwandi - 421302.

IQAC- HEAD

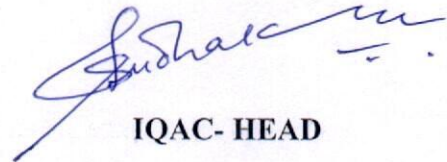## IQAC COMMITTEE

Minutes of the Meeting held on 18.07.2022

Members Present in Meeting   - 1) Dr. Anil Matkar
                                2) Prof Ujwal Dhokania
                                3) Prof Suhas Jategaonkar
                                4) Prof Rahul Shah
                                5) Prof Sharique Momin
                                6) Prof Huzaima Momin
                                7) Prof Pratiksha D
                                8) Prof Sudhakar Iyer

- **Points Discussed in the Meeting :-**

I.   IQAC Committee for A.Y.2022-23 was formed & list attached herewith.

II. Review of Activities done in the Academic Year.

III. List of Future Plans to be implemented was presented & discussed in the meeting

IV. NO other Points were discussed and meeting ended with Vote of Thanks

IQAC- HEAD

Proposed Activity & Event for the A.Y 2022-23

June & July -2022

Sr. No.	Event /Activities	Resource person (Committee Head)	Period / Date	Remark
EVENT/ ACTIVITIES CONDUCTED DURING THE MONTH:				
1.	World Environment Day	Prof. Sharique	5 June 22	
2.	International Yoga Day	Prof. Sharique	21 June 22	
Month July -22				
1.	SIP VIVA VOCA	Prof. Ujwal	9 July 22	
2.	Guru Promina (Event)	Prof. Sharique	13 July 22	
3.	Marketing Management Activity	Prof. Pratiksha	14 July22	
4.	HRM PPT presentation	Prof. Huzaima	17July 22	
5.	Spoken English(STC)	Prof. Dharmaraja	14 July to 13 Aug.22	
6.	Guest Lecture on Campus to Corporate (Placement)	Resource Person- Atul Bagal Conducted by Prof Suhas	21 July 22	
7.	Online Pym. Sys. (Digital Media & IT Services)	Prof. Pratiksha RP- Swapnil Dange	23 July 22(2 to 5)	
8.				
9.	Tree Plantation (Event)	Prof. Sharique	29 July 22	

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Proposed Activity & Event for the Aug.&Sep. A.Y 2022-23

Sr. No.	Event /Activities	Resource person	Period / Date
EVENT/ ACTIVITIES CONDUCTED DURING THE MONTH:			
1.	Management Activity-Listening Skills	Prof CA Ujwal Dhokania	7th August,2022
2.	Seminar on Library	Librarian Jagruti Gandhi	8th August,2022
3.	Staff Birthday Celebration	All Faculty	11th August,2022
4.	Azadi Ka Amrit Mahotsav-Rally	All Faculty	13th August,2022
5.	Independence Day Celebration	All Faculty	15th August,2022
6.	Students FDP	Dr. Anil Matkar	20th August,2022
7.	Health Check up Camp	WDC Cell	22nd August,2022
8.	FDP	Research Committee	26th August,2022
9.	**Mid Term Exam for SEM II (Prof. Ujwal 27th & 28th Aug.22)**		
September-2022			
Sr. No.	Event /Activities	Resource person	Period / Date
1.	FDP	Research Committee	2nd Sept, 2022
2.	Teachers day (Event)	Prof. Sharique Momin	5 Sep.22
3.	Intra College Competition	Prof Ujwal Dhokania	10th & 11th Sept., 22
4.	Guest Lecture on Leadership & Team Building	Prof CA Ujwal Dhokania	17th Sept., 2022
5.	R & D Activity	Prof. Sharique	19 Sep.22
6.	H/w & S/w Skills of Computer (STC)	Prof. Pratiksha	10 to 29 Sep.22(10 to 1)
7.	Basic Interview Skill	Prof. Ujwal	21st Sept,2022
8.	Mid Term Exam -II	Prof Ujwal	24th & 25th Sept, 2022

Academic Head

Director

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Proposed Activity & Event for the A.Y 2022-23

October -2022

Sr. No.	Event /Activities	Resource person (Committee Head)	Period / Date
1.	New Batch Orientation	All Faculty	1st Week Oct,22
2.	End Term Exam Sem –II	Prof.Ujwal	8 to 15 Oct.22
3.	Seminar (EDI)	Prof.Suhas	10 oct.22
4.	Guest Lecture	Librarian Jagruti	11 Oct.22(10 to 1)
5.	Health Check up for New batch (WDC&CSR)	Prof.Pratiksha & Prof.Sharique	15 Oct.22(10 to 1)
6.	Book Exibition	Librarian Jagruti	15 Oct.22(2 to 5)
7.	Management Activity	Prof Dharmaraja	17th Oct,2022
8.	Group Discussion	Prof. Suhas	29th Oct.,22
9.	Training for Interview (Placement)	Prof. Suhas	30th Oct.,22
10.	Mock Interview(Placement)	Prof. Suhas	31st Oct.22

November-22

Sr. No.	Event /Activities	Resource person (Committee Head)	Period / Date
1.	Sem III Begins	All Faculty	1st Nov.,2022
2.	Alumni Meet	Prof. Suhas	6 Nov.22
3.	Guest Lecture on Report Writing and Presentations	Prof. Ujwal	14 Nov.22
4.	Case Study Competitions on Specialization	Prof. Rahul	19th Nov,2022
5.	Mid Term Exam For Sem-I	Prof. Ujwal	3rd Week of Nov.22
6.	Resume Writing Session	Prof Dharmaraja	21st Nov.,2022

Academic Head

Director

Proposed Activity & Event for the A.Y 2022-23

December -2022

No.	Event /Activities	Resource person (Committee Head)	Period / Date
1.	Interview Skills(STC)	Prof.DG & Prf.Huzaim	3 to 17 Dec. 22
2.	Sem I End Term Exams	Prof Ujwal	15th Dec to 22nd Dec,2022
3.	Guest Lecture(Placement)	Prof.Suhas	24 Dec.22
4.	Sports Day	Prof.Rahul	26 t0 27 Dec.22
5.	Cultural Program	Prof.Rahul	28 Dec.22
6.	Corporate Tour	Prof.Rahul	29 Dec.22
	**January -23**		
7.	Sem II Begins	All Faculty	2nd Jan ,2023
8.	Swachha Bharat (CSR)	Prof. Sharique	7 Jan 23
9.	National International IV	Prof. Rahul	9 Jan.23
10.			
	**February-2023**		
11.	**Orphanage Visit**	Prof. Sharique	**4 Feb.23**
12.	Guest Lecture on Report Writing and Presentations	Prof. Ujwal	11 **Feb.23**
13.	End Term Exam Sem –III	Prof. Ujwal	2nd Week of Feb.22
	**March & April-2023**		
14.	**Mid Term Exam For Sem-II**	Prof. Ujwal	**15 to 16 March 23**
15.			

16.	End Term Exam For Sem-II	Prof.Ujwal	3 rd Week of April .23
17.	VIVA-VOCE for Sem IV	Prof Ujwal	April Last Week
18.	End Term Exam Sem –IV	Prof.Ujwal	May as per Uni.Guidelines

Academic Head

Director