Gokhale Education Society's
H.P.T. Arts & R.Y.K. Science College
Internal Quality Assurance Cell (IQAC)

Department of IQAC
PROFILE

Department of IQAC
Policy Statement

The Internal Quality Assurance Cell (IQAC) of H.P.T. Arts & R.Y.K. Science College, Nashik is rationally committed towards formulating and implementing quality enhancement procedures in order to create a robust academic environment that empowers both students and staff members to excel in their professional and personal lives and thus to make a meaningful contribution to national development.

Objectives & Strategies:
• To implement system that ensures timely and effective teaching and learning
• To evolve mechanisms to establish credibility of evaluation procedures;
• To make sure that academic, co-curricular and extra-curricular activities conducted in the college are in tune with the institutional vision & mission;
• To create a system for proper documentation of activities, processes of the institution;
• To assure transparent feedback mechanism among all stakeholders in the institution;
• To take care of timely submission of documents necessary for NAAC/AISHE/Govt. Agencies
• To encourage research activity among faculty and UG, PG students;
• To ensure ethical research culture & appropriate checking mechanism to ensure quality research
• To create procedures for fostering collaborations with other institutions/industry/Govt. & Non-Govt. organizations
• To create awareness on environment friendly practices in daily institutional activity;
• To promote overall development of students by promoting extra-curricular, cocurricular activities which are conducive to academic activity;
• To train staff & students through various specially designed programmes to update knowledge and skill sets;
To realign the institutional working in tune with National Education Policy-2020; • To develop a system for conscious, consistent & catalytic improvement in the overall performance of institution.

Roles of IQAC Department

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 dedicated ERP for the purpose of maintaining/enhancing the institutional quality

9. Conduct of various audits to ensure the continuous improvement

10. Development of Quality Culture in the institution

11. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

Steps initiated by IQAC in Academics

1. Framing the College **Academic Calendar** for every Indigenous year

2. Execution of the **Lecture Monitoring Committee** (LMC): for monitoring lectures and practicals of teachers during the college hours, for checking quality of content taught and its relevance with the syllabi prescribed and for observing the teaching methodology adapted by teachers.

3. Strategizing innovative ways for **Continuous Internal Evaluation** (CIE): It includes conducting Internal Exams, Field visit report making and assessment, Competency Mapping, Personality Development and Analysis, Exhibitions and Contests, Weekly Research paper seminar evaluation, Project presentation viva-voce, Practical Performance Evaluation, Orientation Programs and Assessment

4. Analysis and Interpretation of **Results**: For every program the percentage of students passing as against the total number of students enrolled for every academic year.

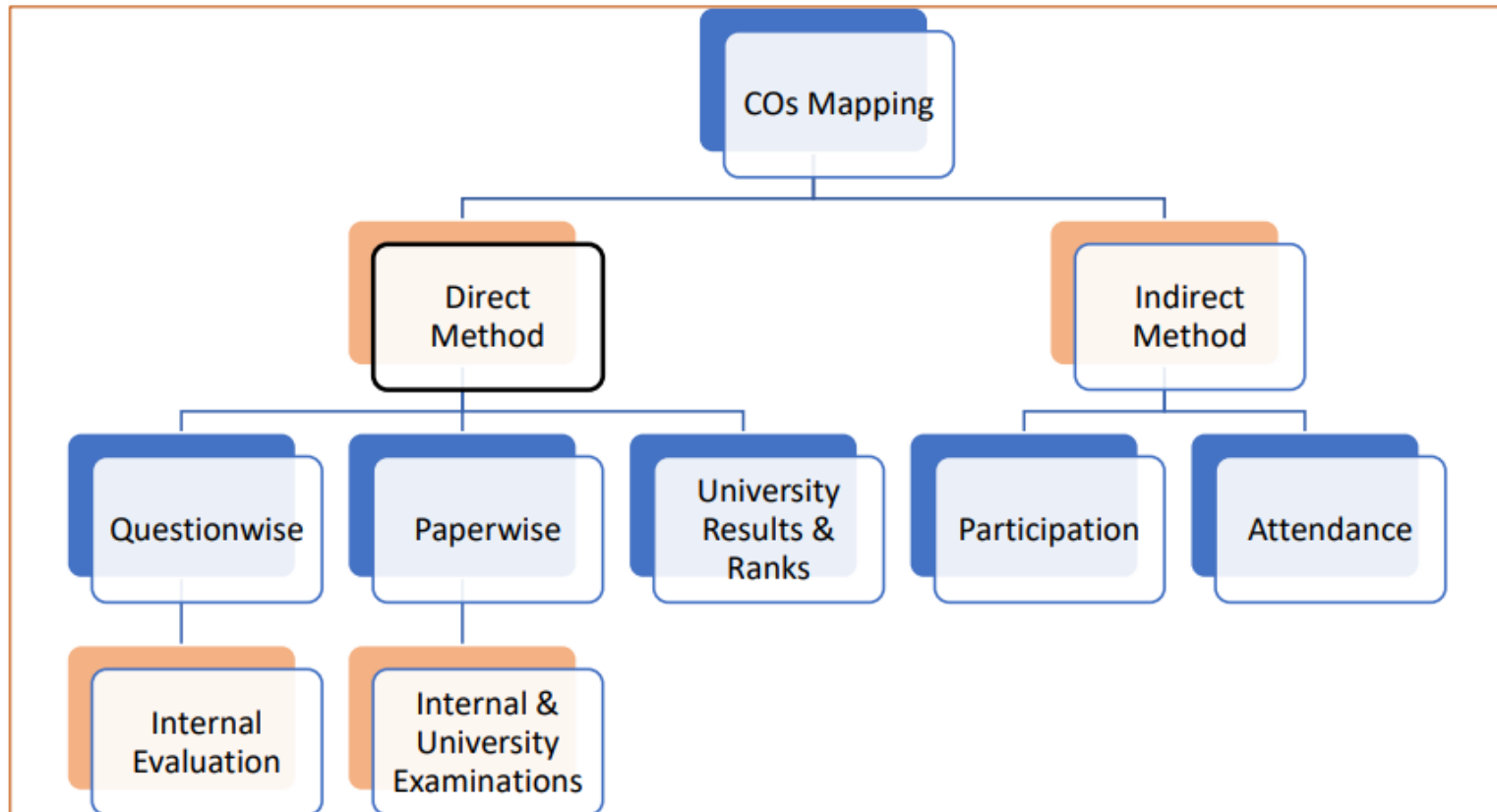# Role of IQAC in composing the Plan of Action and the Action Taken Reports

1. Conducting meetings for *academic calendar* planning and various college or department level audits
2. Researching the college *website contents* and accordingly updating them with the new upcoming year
3. Framing a standard procedure for collecting *feedback* on the syllabus from the stakeholders
4. *Constituting various committees* for every academic year
5. Planning *orientation programs* for students, teachers and the non-teaching staff for that particular academic year
6. Conducting meetings for preparation of *yearly AQAR*
7. Redefining the *college prospectus* for every upcoming year
8. Planning the *staff awareness programs* for the National Education Policy
9. Indexing the social and community *outreach programs*
10. Balancing the academics with the research domain by boosting *Research* related activities and industrial *MoU*
11. Planning various co and extracurricular *activities* for the academic year
12. Co-coordinating the activities related to **NSS, NCC, VM** and **SDB**
13. Planning the **AISHE** Execution and Report Making

Audits Catalyzed by IQAC

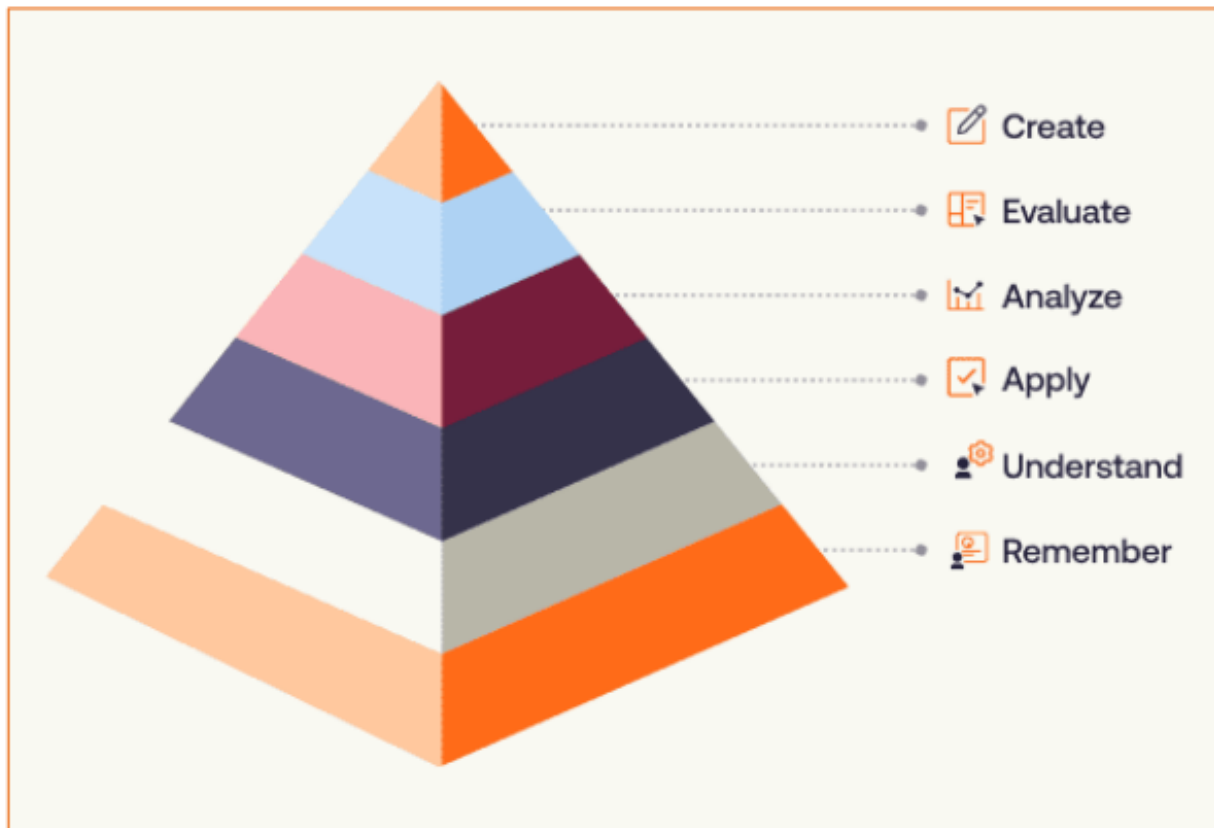# Role of IQAC in measuring the attainment of POs and COs

Methods Adapted for COs Mapping

Role of IQAC in measuring the attainment of POs and COs

CO-PO Mapping Indirect Method

Levels of Bloom's Taxonomy

Quality Programs organized by IQAC Department

Programmes Organised on Quality Issues

Sr.	Academic Year	Target	Type of Initiative	Title	Date	Resource Person	Total nos of Participants
Quality Initiatives for Teachers
1	2021-2022	Teachers	One Day Professional Development Program	Orientation Programme for IQAC with focus on AQAR	16.09.2021	Dr. Anjali Patwardhan-Kulkarni (Principal, N. B. Mehta College, Bordi Coordinator, G. E. Society's Staff Training Academy Member, Quality Advisory Committee, NAAC, Member, NAAC Peer Team)	10
2	2021-2022	Teachers	Special Lecture for Professional Development	NAAC: An Attitudinal Transformation from Compulsion to Change	18.10.2021	Dr. Anjali Patwardhan-Kulkarni (Principal, N. B. Mehta College, Bordi Coordinator, G. E. Society's Staff Training Academy Member, Quality Advisory Committee, NAAC, Member, NAAC Peer Team)	76
3	2021-2022	Teachers	One Day Training	"One Day Training Programme of Career Advancement Scheme (CAS)"	21.10.2021	1. Prof. Dr. P.S. Hire (Head, Dept. of Geography) 2. Prof. Dr. V.K. Avasthi (Head, Dept. of Hindi) 3. Prof. Dr. C.S. Jawale (Head, Dept. of Zoology)	68
4	2021-2022	Teachers	One Day Professional Development Program	One Day Workshop on How to Write Research Proposals in Humanities	13.05.2022	1. Dr. P.U. Ratnaparkhi (Coordinator , IQAC) 2. Dr. G.D. Shekokar (Assistant Professor, Dept of Hindi)	11
5	2022-2023	Teachers	Training for Teaching Staff	Training Programme for Staff on Code of Conduct & Professional Ethics	30.06.2022	Dr. V. N. Suryawanshi (Principal) Prof. Dr. M. D. Deshpande (Vice Principal)	50
6	2022-2023	Teachers	Orientation for Teachers	Orientation Programme on Research and Ethics	10.08.2022	1. Sir Dr. M.S. Gosavi (Secretary and Director General. G.E. Society) 2. Dr. Vijay Khare (Dean, Humanities of Savitribai Phule Pune University)	39
7	2022-2023	Teachers	Orientation for Teachers	Resource Mobilization for Research in the purview of NEP-2020	12.08.2022	1. Prof. Dr. M. D. Deshpande (Vice Principal) 2. Dr. L. P. Sharma (Head, Dept. of Microbiology)	77
8	2022-2023	Teachers	Lecture	Financial Literacy	17.09.2022	Mr. Paresh Sheth (CASI Global)	45
9	2022-2023	Teachers	Webinar	Implementation of NEP-2020 in Senior Colleges	22.09.2022	Dr. Sandhya Khedekar (Principal, College of Education, Sangamner Founder and Chairman of Empowered Butterflies Educational Trust, Mumbai)	111
10	2022-2023	Teachers	Orientation for Teachers	One Day Orientation Programme for Teachers on CHB titled "Coping with Transformations	08.10.2022	Dr. Anjali Patwardhan-Kulkarni (Director, Central Co-ordination Committee, G.E. Society, Nashik) Dr. R.S. Kapure (Head, Dept. of Psychology, HPT/RYK College and renowned psychologist	74

Quality Programs organized by IQAC Department

Quality Initiatives for Non-Teaching Staff

1	2020-2021	Non-Teaching Staff	One Day Professional Development Programme	Quality Management System: Roles and Responsibilities of Non-Teaching Satff	17.01.2021	Dr. V.D. Bobade (Co-ordinator, IQAC) Dr. Udya Basarkar (Co-ordinator, ISO Steering Committee	61
2	2021-2022	Non-Teaching Staff	One Day Training	Training Programme for Non Teaching Staff	07.05.2022	Dr. Anjali Patwardhan-Kulkarni (Principal, N. B. Mehta College, Bordi Coordinator, G. E. Society's Staff Training Academy Member, Quality Advisory Committee, NAAC, Member, NAAC Peer Team)	55
3	2022-2023	Non-Teaching Staff	Training for Non-Teaching Staff	Training Programme for Staff on Code of Conduct & Professional Ethics	30.06.2022	Dr. V. N. Suryawanshi (Principal) Prof. Dr. M. D. Deshpande (Vice Principal)	80
4	2022-2023	Non-Teaching Staff	One Day Training	Training Programme for Lab Assistants	02.09.2022	Dr. A.H. Shirsat (Cdept. Of Chemistry) Dr. C.S. Jawale (Head, Dept. of Zoology)	23

Programmes Organised on Quality Issues

Sr.	Academic Year	Target	Type of Initiative	Title	Date	Resource Person	Total nos of Participants
1	2022-2023	Students	Orientattion (Jointly with BA Co-ordination Committee)	FYBA Students orientation on Code of Conduct	03.09.2022	Dr. P.U. Ratnaparkhi (Vice-Principal and IQAC Co-ordinator	104
2	2022-2023	Students	Orientattion (Jointly with BA Co-ordination Committee)	SYBA Students orientation on Code of Conduct	04.11.2022	Dr. P.U. Ratnaparkhi (Vice-Principal and IQAC Co-ordinator	104
3	2022-2023	Students	Orientattion (Jointly with BA Co-ordination Committee)	TYBA Students orientation on Code of Conduct	05.11.2022	Dr. P.U. Ratnaparkhi (Vice-Principal and IQAC Co-ordinator	138

IQAC Contribution in Research Mobilization

The Research Committee, in active collaboration with IQAC, plans and executes the college's research ecosystem. The Academic and Research Committee (ARC) execute and monitor research activities for students

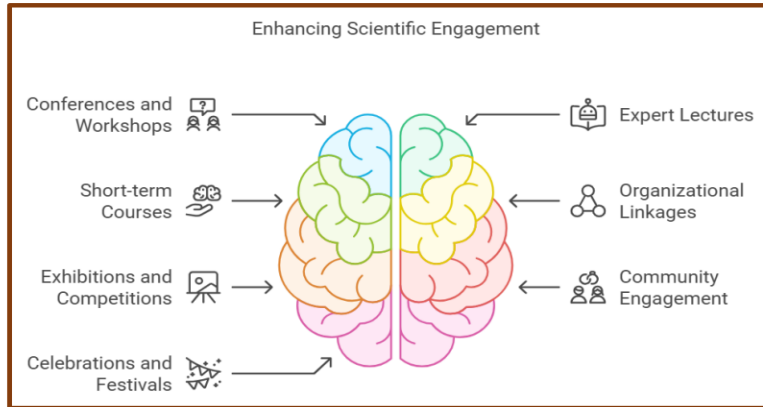|	
Total Number of research papers Published	214
Total number of research papers published in UGC Care listed journals	194
Papers published in proceedings	10
Total books published	55
Chapter in books published	29
Research Methodology workshops organised	21
Seminar and workshops on IPR	2
Patents granted	2
Total Research Grants received	Rs. 8940450

Positive outcomes of the Best Practices Implemented by IQAC
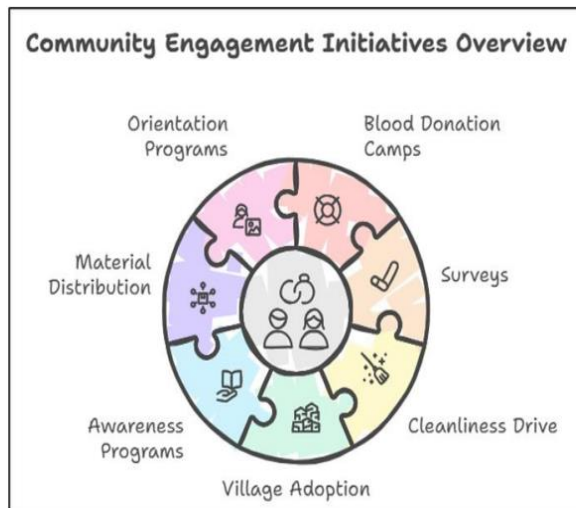
BEST PRACTICE-1

Title of the Practice

Popularizing Science to Develop Scientific Temper and Analytical Attitude
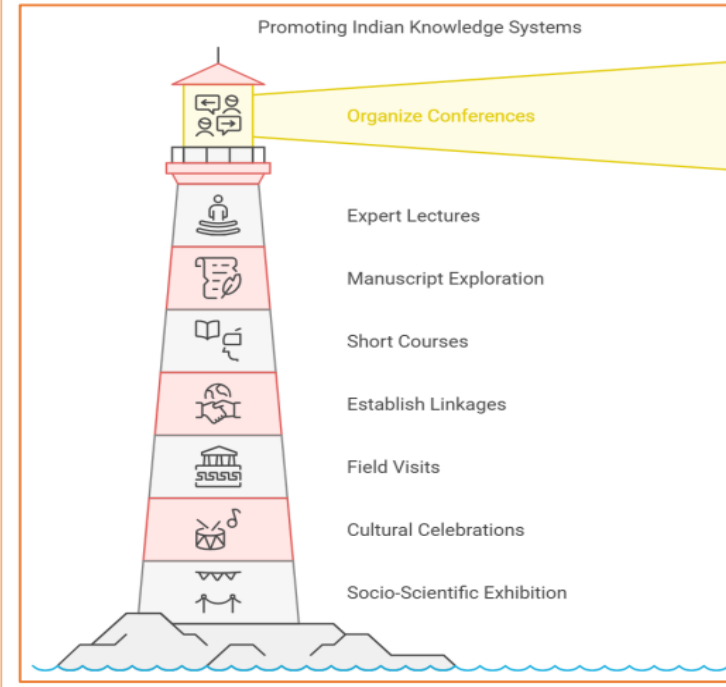

Enhancing Scientific Engagement

- Conferences and Workshops
- Short-term Courses
- Exhibitions and Competitions
- Celebrations and Festivals
- Expert Lectures
- Organizational Linkages
- Community Engagement

BEST PRACTICE-2

Title of the Practice

Celebrating Our Traditions

Promoting Indian Knowledge Systems

- Organize Conferences
- Expert Lectures
- Manuscript Exploration
- Short Courses
- Establish Linkages
- Field Visits
- Cultural Celebrations
- Socio-Scientific Exhibition

BEST PRACTICE-3

Title of Practice

Beyond the Classroom: Community Engagement and Service

Community Engagement Initiatives Overview

- Orientation Programs
- Blood Donation Camps
- Material Distribution
- Surveys
- Awareness Programs
- Cleanliness Drive
- Village Adoption

1. Enthusiastic participation from students, school-children, and teachers helped make the programs successful.
2. The activities created a positive impact on stakeholders and organizers, aligning with the College's motto of "Quest for Best.
3. Successfully navigated the challenges and ensured the continued success of community engagement and service efforts.
4. Demonstrated commitment to the initiative through proactive planning and resource allocation.
5. Built partnerships with external agencies to leverage their resources and expertise.

Policies Structured by IQAC for College

- ➤ **Anti-Ragging Policy**

- ➤ **Code of Professional Ethics for Teachers**

- ➤ **Green Campus Policy**

- ➤ **IQAC Policy**

- ➤ **Policy for Management of Various Degradable and Non-degradable Waste**

- ➤ **Policy on Prevention of Sexual Harassment**

- ➤ **Policy on Student Redressal**

- ➤ **Policy on Water and Energy Conservation**

- ➤ **Rules for Students**

- ➤ **Policy for Students with Disabilities**

INSTITUTIONAL ORGANOGRAM

G.E. Society General Body and Senate
→ **Branch Council / Management Council**
→ **Principal**
→ **College Development Commitee (CDC)**
→ **Vice-Principal (Science)** — **IQAC** — **Vice-Principal (Arts)**

Academic Wing
- Head of Departments
- Teaching Faculty
- Lab Attendants

Administrative Wing
- Registrar
- Office Suprindendent
- Clerks
- Menial Staff

Library and Learning Resources
- Library Committee
- Librarian
- Assistant Librarian
- Library Attendents

Student Centric Activities
- Students' Development Board
- Students' Development Officer
- Co-ordinators
  1. NSS
  2. Cultural Committee
  3. Earn and Learn
  4. NCC
  5. Vidyarthini Manch
  6. Special Activities

Examination
- College Exam Officer
- Examination Committee

Committees
1. Statutory Committees
2. Academic-Administrative Committees

PRINCIPAL
H.P.T. ARTS & R.Y.K. SCIENCE COLLEGE
Nashik - 05.