

**MET's INSTITUTE OF MANAGEMENT**

(Approved by AICTE, DTE, SPPU & Govt. of Maharashtra)

# **Internal Quality Assurance Cell**

**October 2015**

THE MET LEAGUE OF COLLEGES  
**MET**  
AS SHARP AS YOU CAN GET

**Bhujbal Knowledge City**

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Internal quality assurance System plays an important role in improving the systems and processes in the Institute and keeping a control on the activities and functions of the institute so as to reach the standard practices and where possible improving the same.

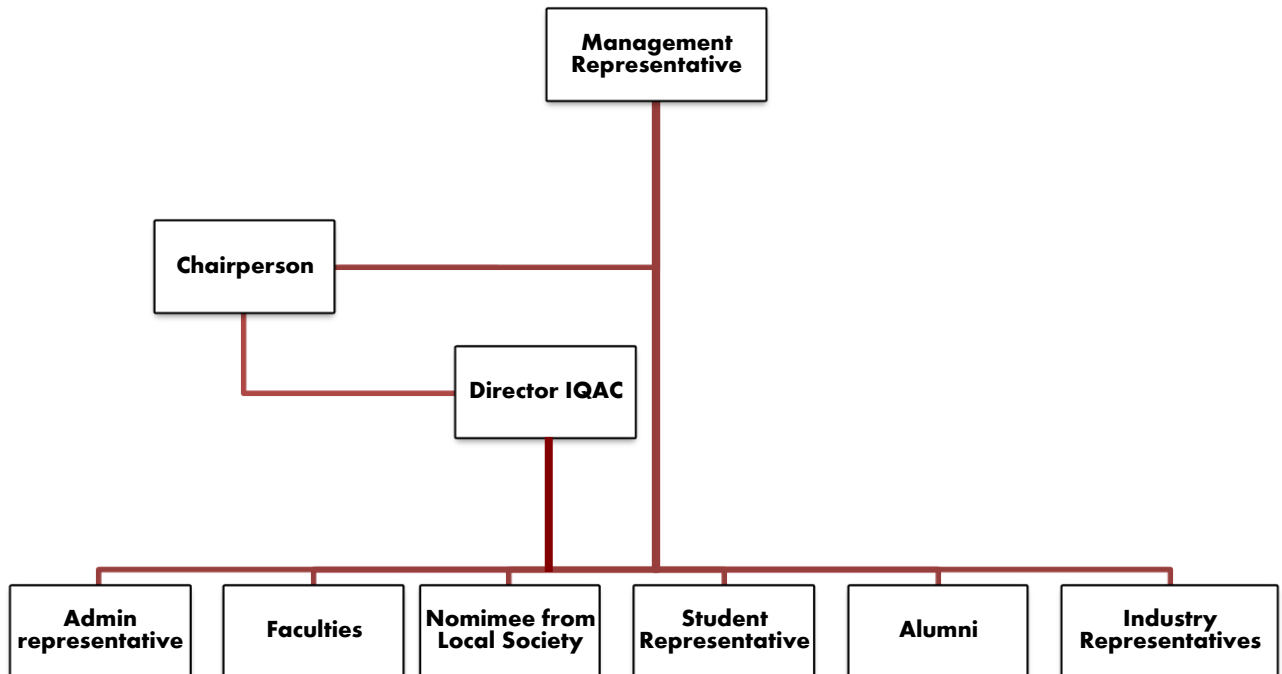
The system of quality control and enhancement is present in the institute since long. Now It has been decided to Make a formal Cell. Though the systems were carried out and the record were kept previous to that as well, The presence of formal Cell will give the activity a more meaningful, systematic and fruitful approach from the view point of process enhancement. The IQAC has been constituted with few senior members of the Institute, few representatives from the management and few external Independent members. Institute has tried to form the IQAC as per the norms provided by the Accreditation bodies.

Apart from maintaining the records the IQAC will give rise to Audit system. The Institute shall cover the activity through a thorough internal audit process which will help the Institute in keeping the systems intact and process improvisation. This helps all the stakeholders of the institute for any function to be carried out.

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## Structure of IQAC at METIOM



## **IQAC 2015-16**

### **COMPOSITION**

**Date of Composition: 27<sup>th</sup> October 2015**

1. Management Representative : Ms. Shefali Bhujbal
2. Chairperson: Dr. Nilesh Berad
3. IQAC Director : Dr. Yogesh Gaikwad
4. Faculty Members : Prof. Atul Thombre  
Dr. Vardhan Choubey  
Dr. Prasad Joshi
5. Administrative officer: Ms. Rachita Baid
6. Society Representative : Mr Sanjay Patil
7. Student Representative : Ms Renuka Ighave
8. Alumni : Aashish Talikot
9. Nominees from Industry : Mr. Mahesh Gunjal ( Parallel HR)  
Mr. Sachin Birari (Industry Expert)

## Objectives and Functions of Internal Quality Assurance Cell

### OBJECTIVES:

- Overview of Current system and processes
- Suggesting the suitable changes in the processes where necessary
- Implementing & enhancing quality procedures in the Institute
- Conducting quality enhancement workshops at the Institute

The basic purpose of forming IQAC is quality assurance plus process improvisation through creating the strategies for continuous improvement in the process but still keep them institute friendly.

The Operations of the IQAC cell shall include

- Conducting meetings before the start of the semester to take the review of preparations
- Checking and suggesting improvements in Academic calendar, Plans for the semester etc.
- Checking the Research plan of the Institute and giving suggestions
- Checking the Administrative, Library and infrastructure preparations
- Checking the budgets prepared for the Institute

One of the major areas of function of IQAC is to plan and conduct Quality Initiative Programs in the Institute. The function can be carried out by

- Organising workshops/seminars in the Institute
- Planning of activities with department heads and implementing them

At the end of the semester IQAC again meets for

- The Conduct of Academic Audit
- Submitting and discussing the review report to Governing Body of the Institute
- Overview of research activities in the institute and suggesting areas of improvement

The process shall help in forming and implementing the strategies which will help in the smooth but systematic working in the institute keeping the quality as the upper most parameter. The Process shall also help the institute in visionising the problems and tackling them in a smooth manner.

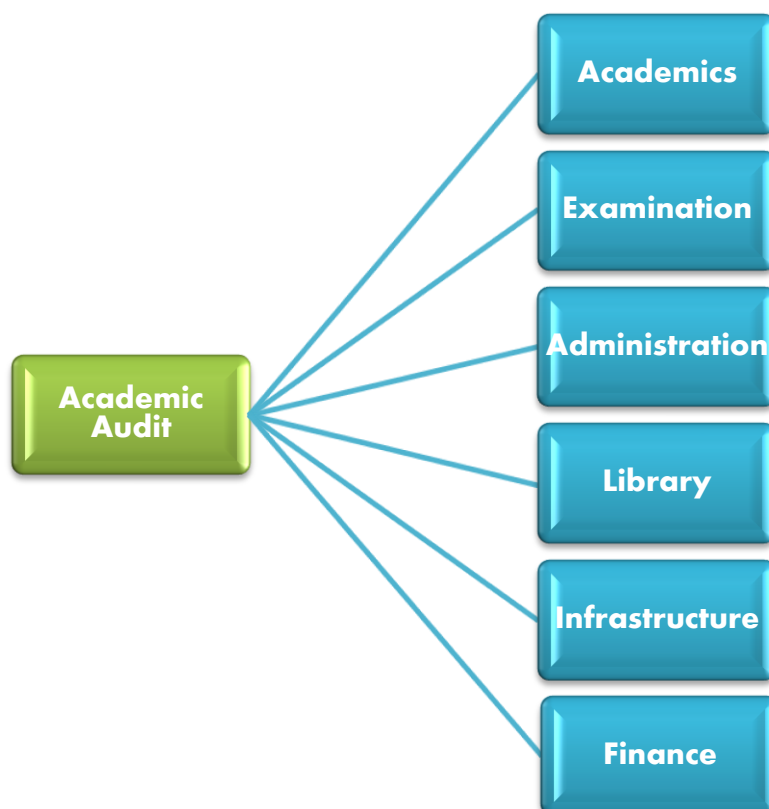
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## Academic Audit Committee ( For First Audit)

1. Chairperson: Dr. Nilesh Berad
2. IQAC Director : Dr. Yogesh Gaikwad
3. Faculty Members : Prof. Atul Thombre  
Prof. Prasad Joshi  
Dr. Vardhan Choubey
4. Administrative officer: Ms. Rachita Baid
5. One external person from Industry : Mr. Pradip Ghare
6. One External person Appointed by Management Representative : Dr. Vijay Page

## Audit Structure of an Academic Audit



**Academic Audit Flow chart**

## Functions of Academic Audit

### Academics:

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Academic part of academic audit takes care of following functions

- Scheduling and planning of semester as per academic calendar
- Subject allocation
- Micro plan creation and adherence
- Teaching learning processes – Class observation reports
- Session completion status
- Co- Curricular – Guest Sessions, Workshops, Industry training and Industry Projects
- Feedback
- Planned /Unplanned activities
- Deviation
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any

## Research

- No of research papers written by faculty
- No of conferences attended and papers presented
- Conference arranged
- Ph D Enrolment and Completion

## Examination:

- Internal Exam Scheduling
- Concurrent evaluation conduct, record and quality
- Conduct of various internal examination parameters
- Conduct of University exams – Online and End Semester Exams
- Record keeping
- Submission of internal Marks to University
- Result Assessment
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any

## Administration:

- List of Compliances of SPPU, DTE and AICTE
- Following the deadlines for all the compliances
- Keeping the records of all the compliances
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any

## Library

- To check if the stock audit has been conducted and its review
- Grievances about Library
- Review of activities conducted by library for students
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any
- Preparation of Library manual

## Infrastructure

- Checking the Infrastructure requirements and compliances

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- Grievances about Infrastructure
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any

## **Finance**

- Checking the deviation between Budget statement and Annual statement of the Institute
- Discussing the reason for deviations if any
- Implementation of Quality initiatives suggested by IQAC in the previous audit if any