

***Guidelines for the Creation of the
Internal Quality Assurance Cell (IQAC)
and Submission of Annual Quality Assurance
Report (AQAR) by Accredited Institutions***

*(AQAR format in line with the revised manual of Autonomous Colleges,
with effect from the academic year 2020-21)*



राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद

विश्वविद्यालय अनुदान आयोग का स्वायत्त संस्थान

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

An Autonomous Institution of the University Grants Commission

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Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement;
- b) Ensuring internalization of quality culture;
- b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- c) Providing a sound basis for decision-making to improve institutional functioning;
- d) Acting as a dynamic system for quality changes in HEIs; and
- e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting/nominating these members, several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.



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IQAC MEMBERS - 2023-2024

Sr. No.	Name	Designation
1	Dr. (CA) Ashwat Desai	Principal
2	Dr. (CA) Jayant Apte	Director Education
3	Mrs. Bhavana Vaidya	Administrator (Nominee of Management)
4	Shri. Kailash Kejriwal	Trustee, Management
5	Shri Kailash Parasrampur	Trustee, Management
6	Shri. Vinay Saraf	Nominee from Industry
7	Mrs. Mangala Marathe	Nominee from Local Society
8	Ms. Usha Agarwal	Nominee from Alumni
9	Shri Jaywant Wagh	Head Clerk
10	Shri Balchandra Kerkar	Senior Clerk
11	Dr. Seema Agarwal	Vice Principal-B.Com & Co-ordinator – IQAC
12	Dr. Lipi Mukherjee	Vice Principal – Self Finance Course
13	CA Gurunathan Pillai	Vice Principal-B.Com
13	Dr. Anju Bohra	Teacher Representative – B.Com
14	Dr. Neha Joshi	Librarian
15	Prof. Yogita Mahimkar	Teacher Representative – Self Finance Course
16	Prof. Mansi Dangarwala	Teacher Representative – Self Finance Course
17	Ms. Deepanshi Gupta	Student Representative



A Rajasthanian Sammelan
Educational Endeavour

Ashwat Desai

Dr. (CA) Ashwat Desai,

PRINCIPAL

Rajasthanian Sammelan Education Trust
Ghanshyamdas Saraf College
Of Arts & Commerce