



Shri Mahaveer College

(Affiliated to the University of Rajasthan)

A Co-educational English Medium PG College

Internal Quality Assurance Cell (IQAC)

Neelima
IQAC
Co-ordinator
Shri Mahaveer College



Achish
SHRI MAHAVEER COLLEGE
(Affiliated to the University of Rajasthan)
Mahaveer Marg C-Scheme Jaipur
Phone: 0141- 2372139, 8955840261
Website: shrimahaveercollege.org



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SHRI MAHAVEER COLLEGE INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is a statutory body established on 11th August'2021 by ShriMahaveer College to promote and ensure quality education. The IQAC is responsible for developing and implementing quality assurance system in the institution, which includes planning, monitoring, and evaluation of academic and non-academic activities. Accordingly the IQAC cell has been making untiring effort to motivate and guide faculty members, students as well as non- teaching staff of the institution to achieve quality excellence.

The IQAC also publishes regularly the college Newsletter, which contains all the events happenings in the college mostly relating to the academic matters and achievements of students, teachers and the office staff. The IQAC is Chaired by the Principal of the institution and has a team of members drawn from faculty, students, and non-teaching staff. The IQAC meets regularly to discuss and review the progress of the quality assurance system.

AIM

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To identify the gaps required for improvement and progress of the institution thereby widening its scope in higher education.

STRATEGIES

IQAC shall evolve mechanisms and procedures for -

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of the society.

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- Optimization and integration of modern methods of teaching and learning.
- To augment credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

FUNCTIONS

Some of the functions performed by the IQAC are –

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- 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.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/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.
- Development of Quality Culture in the institution.
- 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 towards -

- Heightened level of clarity and focus in institutional functioning towards quality enhancement.

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- Internalization of the quality culture.
- Enhancement and coordination among various activities of the institution and institutionalize all good practices.
- Providing a sound basis for decision-making to improve institutional functioning.
- Acting as a dynamic system for quality changes in HEIs.
- Building an organised methodology of documentation and internal communication.

ROLE AND RESPONSIBILITIES

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.

Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck.

- The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.
- IQAC was conceived as a mechanism to create a quality culture and ensure at the institutional level. It develops a system for conscious, consistent and catalyst action for educational, financial and administrative reforms performance of the organization. IQAC is to plan, guide and maintaining Quality Assurance (QA) and Quality Enhancement (QE) activities of the organization.
- IQAC facilitates creation of centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participating and learning process. It organizes inter and intra institutional workshops and seminars on quality related themes and promotion of quality circles. IQAC maintains a copy of the records and files all the activities conducted across all the departments of the Institute.

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- It ensures heightened level of clarity and focus in institutional functioning towards quality enhancement, as well as quality culture. The enhancement and coordination among various activities of the institution and institutionalize are good practices.
- The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.
- IQAC serves as a dynamic system for quality change in HEIs. It also produces an organized method of documentation and internal communication. The role of IQAC is extremely broad and not limited. All is subject to reporting to departments and committees/cells/associations.
- IQAC and the suggestions given by IQAC from time to time will have to be followed by all departments.

COMPOSITION

IQAC is constituted in the institution under the Chairmanship of the Principal, Heads of important academic units, faculty representatives, few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

- Chairman: Head of the Institution/ Principal
- Teachers to represent all level (Three to eight)
- One member from the Management
- One trust representative.
- One nominee each from local society, Students and Alumni
- One nominee each from Employers/Industrialists/Stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

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IQAC COMPOSITION 2023-24

| S.No. | NAME | DESIGNATION |
|-------|----------------------------|------------------------------|
| 1. | Dr. Ashish Gupta | Chairperson |
| 2. | Dr. Vaishali Purohit | Staff Representative |
| 3. | Dr. Simmi Choyal | Staff Representative |
| 4. | Dr. Poonam Somani | Staff Representative |
| 5. | Dr. Jitendra Singh Bidawat | Staff Representative |
| 6. | Dr. Neha Gangwal | Staff Representative |
| 7. | Shri Sunil Bakhshi | Management Representative |
| 8. | Prof. Amla Batra | Local Society Representative |
| 9. | Mr. Prashant Ramchandani | Student Representative |
| 10. | Mr. Jai Prakash Advani | Alumni Representative |
| 11. | Shri Pramod Jain | Industrialist |
| 12. | Shri Rohit Sethi | Parent Representative |
| 13. | Dr. Neelima Pareek | Coordinator |

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