

# *IQAC*

## ***INTERNAL QUALITY ASSURANCE CELL***



The pursuit of excellence is an ongoing process. Lokmanya Tilak Science and Commerce ,Ujjain has been striving for excellence since its inception and for that purpose IQAC cell was established in july,2017.

***The composition of IQAC: -***

***Chairperson***

Dr. Govind Gandhe - Principal, Lokmanya Tilak Science and Commerce, Ujjain (M.P.)

***Member from the Management***

Shri. Girish Bhalerao - Executive Officer, Lokmanya Tilak Sanskrutik Nyas, Ujjain

***Members from the College***

Shri. Amit Jain- Asst. Prof. English

Dr. Ketaki Trivedi- Asst. Prof. Commerce

Dr. Akshita Tiwari- Asst. Prof. Commerce

Ms. Shweta Jain - Asst. Prof. Physics

***Members from Local Society/ Alumni***

Dr. Prem Chhabra- Principal, Lokmanya Tilak Education College, Ujjain

Dr. L. N. Verma- Ex- Principal, Govt. Madhav Arts and Commerce College ,Ujjain

Ms. Sakshi Maheshwari- Ex- Student

Ishan Bhatanagar- Ex- Student

Ms. Pooja Gehlot - Ex-Student

***Members from Employer***

Shri. Bharat Vyas- Working Trustee, Lokmanya Tilak Sanskrutik Nyas, Ujjain

***Co-ordinator of IQAC***

Smt. Anjali Shah- Asst. Prof. Zoology

## ***Objective***

***The primary aim of IQAC is***

- 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.

## ***Strategies***

***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

## ***Functions***

***Some of the functions expected of the IQAC are:***

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) 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;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

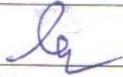
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### ***Benefits***

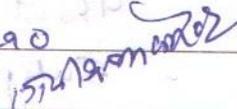
#### ***IQAC will facilitate / contribute***

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

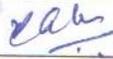
The first meeting of IQAC was organized on 3.05.2018 at IQAC office. Following members were present in the meeting;

chairperson - Dr. Govind Gandhi 

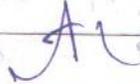
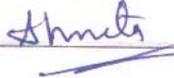
Members from the Management-

- Shri. Bharat ji vyas 
- Shri. Girish ji Bhalerao 

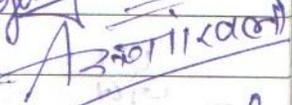
Members from Local Society

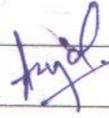
- Dr. Prem chhabra Madam 
- Dr. L. N. Verma sir 

Members from the college

- Shri. Amit Jain 
- Dr. Ketaki Trivedi 
- Dr. Akshita Tiwari 
- Dr. Shweta Jain 

Members from Alumni

- Ms. Pooja Gehlot 
- Mrs. Tarun Sankhala 

coordinator of IQAC - Mrs. Anjali shah 

## Agenda for the Meeting :

1. Measures to improve and enhance the quality of education
2. Changes that can be introduced
3. Utilization of resources and infrastructure
4. Participation of Students
5. Extra-curricular activities
6. Imparting behaviouristic knowledge
7. Responsibilities towards society
8. Scope of innovation and it's manifestation

## Minutes of the meeting:

1. Dr.Gandhe focused on the importance of perfection in the subject for quality improvement.
2. Focus on Teaching learning and Quality
3. Shri. Bharat Vyas insisted that the faculty members should have edequate knowledge of all the resources available in the institution like:
  - Date of establishment of college
  - Governing body of the institution
  - Date of permanent affiliation
  - Library, Study room
  - ICT facilities available in the college
1. Apart from the routine academic activities it has become absolutely mandatory to involve students in practical and job-oriented initiatives .
2. Dr. Chhabra gave her valuable insight in the field of innovative and experimental education practices.
3. Dr .Govind Gandhe presented a brief account of best practices started in the institution such as morning assembly ,whatsapp sabha, industrial visits etc.
4. Mrs. Anjali Shah gave her opinion on skill based system of education for overall enhancement of a pupil.
5. Students coming from the weaker sections of the society should be given due acquaintance of soft skills and schemes by the Govt. regarding self employment.

6. Shri. Amit Jain emphasized on the duty of a student towards society and the nation.
7. Ms. Pooja Gehlot shared her experience on teaching learning methodology and how she has employed her observations of student life in her teaching profession.



## CIRCULAR

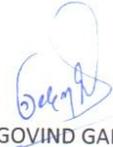
25/03/2018

NAAC IQAC meeting is scheduled on 02/04/2018 at 1.30 at the Principal's chamber.

All the members and IQAC members are requested to attend the meeting.

The agenda is as follows.

1. Learning outcomes
2. Quality standards and enhancements
3. Innovations and trends



DR. GOVIND GANDHE

CHAIRMAN

NAAC COMMITTEE

TO

MRS. ANJALI SHAH- CO-ORDINATOR

IQAC MEMBERS

The minutes of the meeting of IQAC meeting held on 02/04/2018

The following members attended the meeting

Dr.Govind Gandhe, Principal

Mrs. Anjali shah, Co-ordinator

Dr. L. N. Verma

Shri. Amit Jain

Dr. Ketaki Trivedi

Dr. Akshita Tiwari

The following discussions were made:

- Mrs .Anjali Shah presented a brief presentation on criteria 2 for the fulfillment of SSR.All the IQAC members also gave their valuable insight and suggestions. Dr. Govind Gandhe instructed the members to complete the detailing aspects of this criterion.
- Dr. L.N Verma (member) also highlighted and motivated the team members to complete the academic formalities on time so the students don't have to worry about the completion of the syllabus at the last moment.
- Dr.Govind Gandhe gave his opinion on how the quality of classroom teaching can be enhanced and the importance of student participation and achieving academic excellence.
- Dr. Govind Gandhe suggested providing questionnaire to the students of different streams regarding the expectations fulfilled and furthering expectations.
- Mrs. Anjali Shah also illustrated the use of technological advancement and we are getting equipped with such technological changes.

- Amit Jain (Coordinator-NAAC) contributed by giving inputs on the placement cell as a part of the learning outcomes.

The meeting ended with the thanks to the chair

Copy to

Principal

Mrs. Anjali Shah, Co-coordinator

IQAC members



## CIRCULAR

### IQAC MEETING -05/07/2018

The NAAC IQAC meeting has been organized on 05/07/2018 at the Principal's office at 2.30 p.m. All the members are requested to attend the meeting.

The agenda is as follows:

1. Academic planner for the new session
2. Maintaining the quality standards
3. Adapting to the emerging trends in the field of education



DR. GOVIND GANDHE

CHAIRMAN

NAAC COMMITTEE

### Minutes of the meeting

- At the start of the meeting Dr. Govind Gandhe gave an account of the previous year's academic session as well as achievements in curricular and extra-curricular activities.
- Dr. Anjali Shah presented the key inclusions in the next academic planner.
- Dr. LN Verma asked a few clarifications regarding the result of the session.
- Dr. Govind Gandhe illustrated the use of IT facilities and students' involvement. He also told how it can bridge the gap of learning procedure.
- Analyses of feedback forms were also provided highlighting the views of students so that the whole process gets student centric.
- Data input regarding the SSR was discussed and probable outcomes.
- A comprehensive discussion was made regarding the emerging trends in the field of education as to how can bookish knowledge be substituted by practical approach.
- Students present in the meeting also gave their valuable insight and opinion.

