



**Established Under Maharashtra State Skills University Act.  
(MAHARASHTRA ACT No. X OF 2022)**

**ITM Skills University, Navi Mumbai - IQAC**

**Internal Quality Assurance Cell (IQAC) Policy**

## **PREAMBLE:**

The National Assessment and Accreditation Council advocated the establishment of Internal Quality Assurance Cell (IQAC) by all the institutions. ITM Skills University, Navi Mumbai was established in January 2023 and Operationalized in June 2023. The Steering Committee of Internal Quality Assurance Cell (IQAC) of the University was established on (Date of Establishment), as the quality sustenance activity. The IQAC plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the University. The main task of the IQAC is to channelize the efforts and measures of the University towards maintaining academic excellence and robust internal governance.

## **VISION**

To channelize the efforts and measures of the University towards being center of excellence, foster innovation, societal relevance and robust internal governance.

## **MISSION**

- **Encourage Academic Excellence:** Develop strategies for enhancing quality of teaching, learning, and research
- **Nurture Quality:** Adopt best practices, continuous assessment, and feedback mechanisms
- **Elevate Stakeholder Engagement:** Engage with all stakeholders such as students, faculty, staff, alumni, NGOs and industry partners for institution's progress.
- **Foster Innovation and Entrepreneurship:** Support and promote innovative teaching methods and cutting-edge research and entrepreneurship interests.
- **Ensure Continuous Improvement:** Build a robust quality assurance system to monitor and enhance institutional performance and standards on continuous basis.

## **OBJECTIVES OF IQAC:**

To establish & effectively implement a robust quality system encompassing teaching, research, consultancy, continued education and also focus on the core and support functions to ensure accountability to stakeholders through self-evaluation and continuous improvement.

- 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 and train a group of internal quality monitoring members to monitor the effective implementation of the quality system procedures.
- To ensure that the established Processes and Procedures are reviewed at periodic intervals and initiating necessary corrective measures towards continuous improvement
- To maintain suitable documentation to support the Quality Processes and Procedures adopted

## **QUALITY ASSURANCE STRATEGIES / ACTIVITIES:**

The Strategic Plan seeks to leverage the strengths that ITM SKILLS UNIVERSITY, NAVI MUMBAI has developed over the past year and to build upon them and acquire or develop new strengths.

- To promote pedagogical innovation and encourage innovative teaching practices among the staff and staff development.
- To promote use of e-resources for teaching and Learning Management System
- To conduct Academic and Administrative Audit [AAA].
- To participate in NIRF, NAAC, NBA Accreditation & Any such Ranking Survey

- To participate in International Accreditation process.
- To organize relevant Seminars, Workshops, Industrial and Educational visits for all students.
- To motivate Faculty Members in Publication of Journals of International standards.
- To implement Feedback Systems on Faculty, Curriculum, Institutional Performance, Library and other facilities.
- To implement Feedback Systems from Parents, Alumni & Employers.
- To Develop linkages with Industry and National/International Research Institutions.
- To conduct regular FDP's and MDP's.
- To facilitate Faculty to apply to different state and central funding agencies for research projects.
- The credibility of evaluation procedures

### **FUNCTIONS OF IQAC:**

- Development of Quality Culture in the institution.
- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters of NAAC.
- Dissemination of information on the various quality parameters of higher education.

- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs / activities leading to quality improvement.
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.
- To obtain feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Enhance Industry Institute partnerships and have internships.
- Recognition of meritorious faculty based on achievements.
- Acting as a nodal agency of the University for coordinating quality-related Activities, including adoption and dissemination of good practices.

### **BENEFITS OF IQAC:**

IQAC will facilitate / Contribute.

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

## COMPOSITION OF IQAC :

### The composition of the IQAC is as recommended by NAAC:

- Chairperson: Head of the Institution
- Teachers to represent all level (Three to eight)
- One member from the Management
- Few Senior administrative officers
- 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

<b>Chairman</b>	Dr Jaywant Shelar - Vice Chancellor
<b>Director - IQAC</b>	Dr Lakshmi Mohan – Pro Vice Chancellor (Designated)
<b>Teachers</b>	Dr Sarit Prava Das, Dean – Academics, - Institute of Management Skill Studies
	Prof. Purva Tawde - Institute of Hotel Management Skill Studies
	Dr Sankalp Rao - Institute of Health Skill Science
	Dr Nisha Chanda - Institute of Design and Media Skill Studies
<b>Management Representative</b>	Prof. Nitin Putcha
<b>Senior Administrative Officers</b>	Dr Kiran Rane
<b>Nominee from Local Society, Alumni</b>	Sanjay Kumar (Senior VP HR- Apar Industries)
<b>Nominee from Students</b>	TBA
<b>Nominee from Employers/ Industrialists/Stakeholders</b>	Mr. Rahul Rathi, Regional Head, HDFC Bank Wealth, HDFC Bank Ltd.
<b>Coordinator of the IQAC</b>	Mrs. Radha Amrute
<b>External Experts</b>	Mr. Ramesh Neelakantan
	Prof. Sudhakar Chillarige

## TERM OF MEMBERS & MEETINGS OF IQAC

- The tenure of the Office of the Members of IQAC shall be for Three Years and may be extended by the Chairperson.

- All the meetings of IQAC shall always be chaired by President or Vice Chancellor
- IQAC shall meet at least Four Times a year
- The Agenda for IQAC meetings shall be prepared by Director, IQAC, under the instructions of and with prior approval of the President or Vice Chancellor.
- An accurate recording of proceedings (minutes) of each meeting shall be prepared and shall be maintained by the Director, IQAC.
- In order to facilitate collaboration, decentralization and smooth decision making and implementation of quality enhancement, the IQAC shall function at two levels viz.,
- IQAC Compliance Team (ICT): The ICT shall be the supporting hand to IQAC Committee and front-end team to collect the data and documentation from the internal schools/departments. The ICT Team shall submit the information in prescribed format to Director - IQAC.