



Director Board of College and University Development
University of Pune

Ref. BCUD/325

23rd September, 2003

To,
Principals,
All Colleges Affiliated to
University of Pune.

Sub : Setting up Internal Quality Assurance Cell (IQAC) in the affiliated colleges

Dear Sir / Madam,

Enclosed herewith please find details of scheme for setting up Internal Quality Assurance Cell (IQAC) in every affiliated college. The scheme has been approved by the Hon'ble Vice-Chancellor.

The objective of setting up IQAC is to ensure the implementation of quality improvement programme as a continuous activity in all affiliated colleges including those colleges, which have started after June 1999.

The suggestion for setting up IQACs in affiliated colleges has come from the NAAC, Bangalore. We are expected to give our feedback regarding the organization and working of IQACs to the NAAC from time to time.

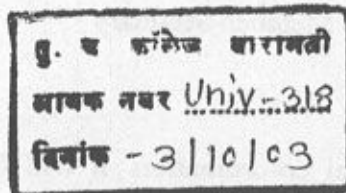
I request you to set up IQAC in your college and see that it starts functioning before 31st October, 2003 as per the guidelines given in the scheme. Please inform this office the steps taken in the matter before 30th November 2003.

2. Your attention is also invited to our letter no BCUD/265 dated 31.7.2003 sent to those colleges, which are going for assessment and accreditation by NAAC, Bangalore. As stated in that letter these colleges are requested to send to the BCUD office a CD containing the SSR of their college, preferably as a "Word" document.

The BCUD office has received CDs from some colleges, however, many colleges are still left which have to send their CDs. Please do the needful if you have not already sent CD to this office.

With regards,

Encl. As above



Yours Sincerely,

(Prof. Gautam Sen)
Director, BCUD

Scheme for setting up IQAC for Colleges Affiliated to the University of Pune

This has a reference to the letter no. NAAC/AS/IQAC/2003 dated 11 April, 2003 from Dr. Antony Stella, NAAC Advisor, Bangalore. NAAC is interested in setting up Internal Quality Assurance Cell (IQAC) to ensure quality improvement programme as a continuous activity in the colleges affiliated to the University of Pune. The following are the details of the scheme.

1. Establishment and Structure – Three Tier Structure:

- (a) It will be helpful to have IQAC in every teaching department of the college. It may be called College Teaching Departmental IQAC (TD-IQAC). Its composition will be as follows:

HOD	Chairman
One Senior Teacher	Member
One Junior-most confirmed Teacher in regular scale	Member Secretary

Work schedule: TD-IQAC should meet at least twice per Semester. The first meeting should be held within two weeks after starting of the first / second Semester for preparing inputs to be submitted to College-IQAC. Second meeting may be held around middle of the first / second Semester.

- (b) It will be helpful to have IQAC for Support Services and non-teaching. It may be called SSD-IQAC. Its composition will be as follows:

Chairman, Students Council	Chairman
Registrar / O.S.	Member
Librarian	Member
P.T. Director	Member
Junior most confirmed Clerk	Member-Secretary

Work schedule: Same as for TD-IQAC

- (c) There will be College-IQAC for final co-ordination. It will have the following composition:

Principal	Chairman
Vice-Principal (if there is)	Co-Chairman
Chairman, TD-IQAC	Member
Chairman, SSD-IQAC	Member
Registrar / O.S.	Member-Secretary

College-IQAC should hold at least one meeting per Semester or as required to consider reports submitted by TD-IQAC and SSD-IQAC and give necessary guidance for fulfilling the tasks mentioned under the Terms of Reference.

2. Terms of Reference:

(a) Teaching Departmental IQAC (TD-IQAC):

- i. To examine Departmental Inputs submitted in the SSR and to identify areas for further improvement in the light of the report of the NAAC Peer Team and to prepare 'Action Plan' of the Department.
- ii. To set goals for performance enhancement with reference to the expectations / guidelines of the seven NAAC Criteria.
- iii. To develop mechanisms, such as obtaining feedback from students, to evaluate quality initiatives taken up by the Department as indicated under (i) and (ii) above.
- iv. To prepare six-monthly reports for submitting to the College-IQAC (C-IQAC) on quality improvement programmes selected by the Department.
- v. To prepare a statement of financial requirements and administrative support for the proposed quality improvement programme for submission to C-IQAC.

(b) Support Services and Non-Teaching IQAC (SSD-IQAC):

- i. To discuss and select quality improvement programmes in the light of the report of the NAAC Peer Team and to prepare 'Action Plan' for implementation.
- ii. To set goals for performance enhancement with reference to the expectations / guidelines of the seven NAAC Criteria.
- iii. To develop mechanisms, such as obtaining feedback from students, to evaluate quality initiatives taken up under (i) and (ii) above.
- iv. To prepare six-monthly reports for submitting to the College-IQAC (C-IQAC) on the selected quality improvement programmes.
- v. To prepare a statement of financial requirements and administrative support for the proposed quality improvement programme for submission to C-IQAC.

(c) College - IQAC (C-IQAC):

- i. To consider reports submitted by TD-IQAC and SSD-IQAC and give them necessary guidance in the implementation of the selected quality improvement programmes.
- ii. To consider and act on the financial and administrative implications of quality improvement programmes submitted by TD-IQAC and SSD-IQAC.
- iii. To prepare overall plan for quality improvement programme of College as a whole.
- iv. To submit to the Director, BCUD, Pune University, the quality improvement programme selected by the College.

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Pune University Colleges – IQAC (PUC-IQAC):

At the apex level, it will be desirable to have Pune University Colleges – IQAC (PUC-IQAC). It will have the following composition:

Director, BCUD	Chairman
3 Senior most Principals (one each from Pune, Ahmednagar and Nashik Districts)	Members
Prin. C. G. Vaidya	Member
Prin. V. R. Shirgurkar	Member
Dr. V. V. Agashe	Member-Secretary

Work schedule : At least one meeting in the Academic Year or as required.

Terms of Reference:

- i. To consider reports submitted by College – IQACs and to make suggestions for improvement to concerned colleges for implementation.
- ii. To make recommendations to the UGC and to the Govt. of Maharashtra regarding assistance to be provided to colleges for quality improvement.
- iii. To submit to the NAAC, Bangalore and to the QAC, Mumbai, progress report regarding quality improvement programmes selected by the colleges affiliated to the University of Pune.

- The college being denominational should provide some programme for value based education and total personality development.
- The college should start some new self financing courses which are relevant to the state and the region e.g. in the areas of applied physical and social sciences.
- There is a need of providing preparation for competitive examinations meant for the middle rung jobs viz in the sectors of Banking, Insurance, Revenue Services, State Police services etc.
- The college needs to strengthen the faculty of social sciences by recruiting more teachers.
- The record of internal assessment attendance periodical tests etc. must be properly maintained at the office level and be not left to the departments.
- The Government of Maharashtra allows the Status of Autonomy to the college. In case the College/Management is keen in developing the personality of College, then it is well advised to ask for autonomous Status for the college so that it can devise its own policies for the academic growth.
- The college may constitute subject sub-committees to recommend the changes in the course curriculum, so that these could be forwarded to the University for consideration.
- An independent computer centre may be established on the campus wherein the internet facilities and computing facilities are extended to all the staff and students.
- The computers on the campus which are placed in the undergraduate laboratory, postgraduate laboratory and office may be upgraded.
- Multi Media Projection facilities may be used for teaching pedagogy.
- The academic climate in the library and classrooms could be improved by providing better furniture. Microfilming, Cubicles for the staff, INFLIBNET and internet facilities needs to be provided.
- Efforts to be made to develop the potential of the sportspersons ailing from this region through better coaches and quality training.

The college is advised to move towards excellence after having accomplished this level of enrolment of student which is quite appreciative, so that the college can meet the challenges of the 21st century.

Names and Signatures of the Peer Team

[Signature] 21.12.01
1. Prof. Harbhajan Singh Soch (Chairman)

[Signature] 21.12.2001
2. Dr. R. Seshadri Naidu (Member)

Xavier Alphonse 21/12/2001
3. Dr. S. Xavier Alponse (Member)

I agree with the report.

[Signature] 21/12/2001
(Dr. Neelam A. Patil)
Name and Signature of the Head of the Institution
Offg. Principal



Tuljaram Chaturchand College,
Baramati.

