

**EFFECTIVE IQAC FOR  
EFFICIENT  
ADMINISTRATION**

Paper

By

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## EFFECTIVE IQAC FOR EFFICIENT ADMINISTRATION

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### **Abstract:**

**Introduction:** Quality assurance and enhancement is the continuous process, for which Internal Quality Assurance Cell (IQAC) may be constituted in every accredited college. The functions of IQAC and the efficiency of college administration being interrelated, depend on the degree of decentralization of power and authority with high-leveled specialization through division of work via the participatory and proactive involvement of every member in the institution. In the present paper, we propose that the effective working of the IQAC results in the transparent, managerial and efficient administration of the institution.

**Formation of IQAC:** IQAC should be formulated as per the guidelines of NAAC1 with some necessary specific modifications as given. For the senior college attached to junior college, the vice-principals from both wings may be included along with the office superintendent as administrative officers. Teacher representatives to be selected from different faculties, considering their participation in teaching learning, evaluation, research and extension work, including one LMC teacher representative. Proactive, highly qualified and quality conscious, young, enthusiastic members of governing council should be requested to contribute in IQAC. Local people may be selected from learned; qualified persons serving society via their own work may be selected. The NAAC coordinator will act as a coordinator of IQAC necessarily, which should be a senior, non-transferable, full time teacher with more than five years of tenure.

**Working of IQAC:** IQAC should evolve mechanisms and procedures for the predefined objectives, by formation of the corresponding committees (Table 1), headed by the responsible, senior, interested faculties. The selection may be done in consultation with the faculty. The special care should be taken that every member will be engaged in some or the other work. Though horizontal mobility is allowed, mutual replacements will be allowed only after academic year. The role of every committee in terms of activities concerned to achieve the goals should be properly communicated to all the members. The prescribed formats to be supplied for proper documentation and collection of data. The action plan for each year will be obtained from the heads and progress of the same will be monitored by IQAC in its quarterly meetings. The annual quality assurance report (AQAR) will be prepared accordingly.

Effectiveness of IQAC can be brought in by setting goals with deadlines, monitoring and analyzing results by feedback & improving accordingly by modified mechanism. Overall SWOT analysis of the institution is done by identifying and overcoming the weaknesses and threats. Redressal of grievances or issues identified as threats or hurdles to the progress of the institution be also taken care of.

Via such extended activities the IQAC is to be made effective which will serve as a powerfull tool for efficient administration in the institution.

Table 1

Sr. No.	Title of Committee	Objectives	Activities
1.	Academic Programmes	Initiation, monitoring and strengthening of academic programmes.	Admission, time-table, for new courses, interdisciplinary, career oriented, need based, agro based courses, computer training to teaching and nonteaching for up gradation, remedial courses and guidance for competitive exams etc.
2.	Teaching and evaluation programmes	Innovations in curricular designs, examination reforms and analysis.	Innovation in curricular designs, examination reforms, generation of new learning material, departmental libraries, counseling to the beginners, teachers, improvement in communication skills, etc.
3.	Co-curricular programmes	Enhancement of different skills of all stakeholders	Cultural activities, conducting seminars and workshops, staff academy, publicity, nature club, faculty forums like science forum, commerce club, etc.
4.	Research Programmes	Acceleration to research and related activities.	Major/ minor projects, patents, collaborative programmes, impact factor, citation index, research scholars, proper utilization of research grants, linkages with laboratories and industries, research publications etc.
5.	Extension programmes	Optimization of facilities and services	Resources generated, community services, health services, guidance and counseling, placement cell, earn and learn scheme, pollution awareness center, NSS, NCC, <i>Swayamsiddha</i> women's forum.
6.	Effective governance cell	Welfare activities for development in campus life.	Faculty development, awards and honours, evaluation of all, feedback analysis, technology up gradation, healthy practices, staff welfare, BC cell, Sexual harassment committee, campus development fund etc.
7.	Infrastructure development cell	Improvement in infrastructural facilities	Enrichment of science, commerce and language laboratories, water storage and management, new constructions, agro forestry and botanical garden, medicinal plantation etc.
8.	Management Information system	Maintenance and continuous updating of information	Students admission, distribution, ratio, scholarships, affiliation, etc.
9.	Gymkhana	Increasing sports activities	Facilities for sports, awards, competitions arranged, development of gymkhana etc.
10.	Library	Establishment of library as information centre	Automation of library, network resource centre, access to INTERNET, etc.

