

STANDARD OPERATING PROCEDURE

(SOP)



WILLINGDON COLLEGE, SANGLI

INTERNAL QUALITY ASSURANCE

CELL (IQAC)

WILLINGDON COLLEGE, SANGLI

MAHARASHTRA-416415

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WDN IOAC SOP

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Approved and Issued by:	Name: Dr. Vishram Lomate Designation in WDN IQAC: Chairperson Signature:
Responsibility of Updating :	Name: Dr. R. G. Jadhav Designation : Asst. Coordinator Signature:

WDN IQAC SOP

Distribution List:

Following are the Authorized Holders of Controlled Print of WDN IQAC SOP.

Copy No.	Name of the member	Role/ Designation in FMCC IQAC
1.	Mr. Ramkrishna Patwardhan	Invited Member
2.	Dr. R. A. Kulkarni	Management Representative
3.	Mr. N. K. Apte	Management Representative
4.	Dr. Vishram Lomte	Management Representative
5.	Dr. S. R. Kumbhar	IQAC Coordinator
6.	Principal. Dr. B. V. Tamhankar	Chairperson
7.	Dr. R. G. Jadhav	IQAC Asst. Coordinator & Secretary

- Soft copy of the WDN IQAC SOP (PDF) is available in institutional website.
- Secretary of WDN IQAC is the custodian of the soft copy (MS word) and office copy of the WDN IQAC SOP.

WDN IOAC SOP

Amendment Record

Sr. No	Date	Details of Amendment	Page Number	Reason for Amendment
1	1/7/2023	Reconstitution	8	Completion of course of UG & PG representatives and New academic year started

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National Assessment and Accreditation Council (NAAC)

The University Grants Commission (UGC) was established in 1956 with one of the primary responsibilities of monitoring standards in higher education Institutes (HEI). To monitor standards of the higher educational institutions it has established the National Assessment and Accreditation Council (NAAC) as an autonomous body in 1994.

National Assessment and Accreditation Council (NAAC), Bangalore has proposed that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. IQAC can channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

NAAC is of the view that the IQAC will,

- 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 organised methodology of documentation and internal communication.

WDNIOAC

Objectives:

- To provide dynamic and creative academic environment in order to tap and nurture talent of students for the development of professional skills and all round personality.
- To impart quality education through traditional and innovative teaching learning practices.
- To inculcate ethical values and sense of nationalism among students.

Functions:

- Formation and application of quality benchmarks/indicator for academic and administrative activities of the institution;
- Facilitating the creation of a learner centric environment for quality education
- To obtain feedback from stakeholders on quality related institutional practices.
- Organization of inter and intra institutional programs on quality related themes.
- 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.
- Preparation of the Annual Quality Assurance Report (AQAR) and timely submission to NAAC.

Composition of WDN IQAC

Sr. No.	Name of the Member	Designation
1	Principal Dr. Bhaskar Vinayak Tamhankar	Chairman
2	Prof. Dr. Suresh Raghunath Kumbhar	Co-ordinator
3	Prof. Dr. R. G. Jadhav	Asst. Co-ordinator, Secretary
4	Dr. Vishram Lomate	Management Representative
5	Dr. Shashikant S. Shrangare	Member, Faculty Representatives
6	Dr. Raju Pandurang Kagane	
7	Dr. Girish Dhondiram Shelake	
8	Dr. Ravindra A. Kulkarni	
9	Dr. Narshing Trinmal Padal	
10	Dr. Dattatray B. Yedage	
11	Dr. Mrs. Neha S. Joshi	
12	Mr. Ramkrishna Patwardhan	Industrialist Representative
13	Dr. Dhananjay Divekar	Alumni Representative
14	Mr. Shubhangi Rajendra Ingavale	Stakeholders Representative
15	Mr. Rajkumar J. Patil	Local Society Representative
16	Mr. Narayan K. Apte	Employer Representative
17	Mr. Hanumant C. Uplavikar	Administrative Representative
18	Miss. Nikita Koli	Student Representative
19	Mr. Vijay Chaugule	Parents Representative
20	Mr. Nilesh Mali	Technical Assistant

Contact detail of WDN IQAC:

- Phone number: 0233-2601131
- E mail: wdnsangli@gmail.com
- Corresponding address:

Office of Internal Quality Assurance Cell,

Willington College, Sangli Maharashtra -416415

Roles and Responsibilities:

Chairperson:

1. Overall supervision of activities of IQAC.
2. To approve the minutes of meeting.
3. Communication of decisions taken during IQAC meeting to the management.
4. Approval authority for SOPs.

Coordinator:

1. To ensure active participation of all members in meetings/deliberations.
2. To co-ordinate activities of IQAC.
3. To ensure adherence of IQAC functioning as per SOPs.
4. Preparation of Annual Quality Assurance Report (AQAR).

Secretary:

1. Scheduling of meetings, preparation of the agenda and minutes of the meeting.
2. Maintain documents relating to IQAC activities, communication (within the organization) and archival.
3. Assist coordinator in matters related to IQAC.
4. Updating of SOPs as and when required.

Members:

1. To attend the meetings of IQAC regularly.
2. To participate actively in preparation of AQAR.
3. To contribute actively in academic audit.
4. To participate actively in all other activities of IQAC.

Tenure of membership:

The membership of members shall be for a period of one years. Every year it will be revised.

Functioning of IQAC:Criterion in-charge:

One member of IQAC is made in-charge of a criterion. Criteria in-charge will be responsible for the activities falling under their respective criterion. In-charge shall co-opt members other than IQAC members. Members of each criterion shall hold meetings as and when required.

Number	Criterion	In-charge
1.	Curricular Aspects	Dr. S. V. Shrangare
2.	Teaching-Learning and Evaluation	Dr. R. P. Kagne
3.	Research, Innovations and Extension	Dr. G. D. Shelake
4.	Infrastructure and Learning Resources	Dr. R. A. Kulkarni
5.	Student Support and Progression	Dr. N. T. Padal
6.	Governance, Leadership and Management	Dr. D. B. Yedage
7.	Institutional Values and Best Practices	Dr. N. S. Joshi

Meetings of IQAC:

Members will meet on 4th Saturday of every month. Additional meetings may be held as and when required. Secretary in consultation with chairperson and coordinator decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e mail and uploaded to institutional website also.

Academic audit:

Academic audit will be done after completion of the academic year. Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

Preparation of Annual Quality Assurance Report (AQAR):

AQAR will be prepared and discussed during IQAC meeting. Finalised AQAR will be placed before Managing Committee for the approval and the approved AQAR will be submitted to the NAAC.

WILLINGDON COLLEGE, SANGLI
INTERNAL QUALITY ASSURANCE CELL
ANNUAL ACADEMIC AUDIT

Kindly provide activities of the department for the period from to

1. Name of the Department:
2. Details about Academic Programmes/ Courses (BA/BSc. MA/M. Sc., Ph.D etc):

Level of Programme (UG, PG, PhD etc)	Number of existing Programmes	Number of programmes added during the year
UG		
PG		
PhD		

3. Details about Faculty members involved in curriculum restructuring/ revision/ syllabus development (how):
4. Number of permanent faculty:

Faculty	Requirement	Sanctioned	Available
Professor			
Associate Professor			
Assistant Professor			
Senior Resident			

5. Number of Faculty Recruited during the period:

SI No	Name of the Faculty	Designation

6. Number of faculty graduated from SUK:
7. Number of faculty graduated from universities other than SUK:
8. Number of faculty who are not alumni of WDN:
9. Faculty with additional qualification:

SI No	Name of the Faculty	Additional Qualification

10. Permanent faculty with PhD:

SI No	Name of the Faculty	Designation

11. PhD guides in the department:

SI No	Name of the Faculty	Designation

12. Provide details of departmental responsibilities entrusted to the faculty (Museum incharge, UG incharge, PG incharge etc):

13. Details about Guest and Visiting faculty:

SI No	Name of faculty with Affiliation	Date of visit	Purpose of visit

14. Provide details of Conference/ CME/ Workshops/ other programs conducted by the department:

15. Faculty participation in Conferences:

Name of the Faculty	International/ National/ State	Date & Place	Delegate/ Presented paper/ Resource person/ Chairperson

16. Faculty participation in CME/ Workshop:

Name of the Faculty	International/ National/ State	Date & Place	Delegate/ Resource person/ Chairperson

17. Teaching programme for UG & PG programme:

- a) Log books for PG residents:
- b) Record books for UG:
- c) Project work or assignment given to UG students, if any (provide details):
- d) Theory classes taken for PG residents (provide details):

18. Lesson plan for UG programme

- a) Total topics covered for UG:
- b) Total number of lesson plans prepared in the department:

19. Any e-learning initiatives taken for UG:

20. Total number of topics for which Power point presentation is available:

21. Examination/ Evaluation Reforms initiated by the department (for example: Open Book Examination, Double Valuation, Online Multiple Choice Questions etc):

22. Question Bank in the department:
- Number of questions for UG and PG:
 - Number of MCQ's prepared:
 - Number of MCQ's validated:

23. Evaluation of the faculty by students:

- Frequency:
- Method:
- Analysis and corrective action taken if any:

24. Evaluation of PG residents by staff:

- Frequency:
- Method:
- Any corrective action taken based on the evaluation:

25. Average percentage of attendance of students:

Course	Percentage

26. Course/ Programme wise distribution of pass percentage in Sessional examination:

Course/ Programme	Number of students appeared	Number of students passed			Percentage
		Distinction	1 st class	Pass	

27. Provide details of Innovative practices adopted by the department in teaching & learning, if any:

28. Details of Ongoing Research Projects (Include PG dissertations also):

Sl. No.	Title	Project leader	Funding Agency	Fund received	Year in which started

29. Details of completed Research Projects (Include PG dissertations also):

Sl. No.	Title	Project leader	Funding Agency	Fund received	Year of Completion

30. Details of research publications of the department:

		International	National	Others
Print Journals	Peer Reviewed			
	Non-Peer Reviewed			
e-Journals	Peer Reviewed			
	Non-Peer Reviewed			
Conference proceedings				

*International journal:

Journal which has,

- Circulations in 2 or more countries.
- International Editorial board.

Please note,

- Journal published in India with word "International" in its name, but, does not satisfy the above mentioned criteria is not an International journal.
- Journal with articles contributed by international faculty, but, does not satisfy the above mentioned criteria is not an International journal.

**National journal:

Journal which has,

- Circulations in 2 or more States.
- National Editorial board.

Please note,

- Journal published in any State with word "National" in its name, but, does not satisfy the above mentioned criteria is not an National journal.
- Journal with articles contributed by faculty from other State, but, does not satisfy the above mentioned criteria is not an National journal.

***If two or more faculty of the department are authors of one common article, consider the number of publication as one only.

**** If the article is published in a journal with print version (Print-ISSN number) and e - version (Online-ISSN number) of circulation, consider the publication either in print journal or e- journal category.

31. Details on Impact factor of publications:

Range:

Average:

h-index:

Nos. in SCOPUS:

Others

32. Research funds sanctioned and received from various funding agencies, industry and other organisations (Don't include PG dissertations):

Nature of the Project	Duration Year	Name of the funding Agency	Total grant sanctioned	Received
Major projects				
Minor Projects				
Interdisciplinary Projects				
Industry sponsored				
Projects sponsored by the University/ College				
Students research projects <i>(other than compulsory by the University)</i>				
Any other(Specify)				
Total				

* Major projects: Projects with fund/ grant sanctioned is > 1 lac;

**Interdisciplinary projects: Disciplines – Medical, Homeopathy, Nursing, Physiotherapy, Ayurveda etc.

33. No. of books published:

With ISBN No.:

Without ISBN No.:

Chapters in Edited Books:

34. Faculty as Reviewer for scientific journals:

SI No	Name of the Faculty	Name of the journal

35. Faculty as member of Editorial team of scientific journals:

SI No	Name of the Faculty	Name of the journal

36. Details about consultancy & revenue generated:

37. Provide details of number of research awards/ recognitions received by faculty and research fellows:

38. Provide details of Awards/ recognition received (other than research award) by the faculty:

39. Details about Extension activities organized:

40. Provide details of newly created/ updated infrastructure, if any:

41. No. of important equipments purchased & their price:

42. Library services:

	Existing	Newly added	Total
Books			
Journals			
CD & Video			
Others (specify)			

43. Museum:

	Existing	Newly added	Total
Specimens			
Charts			
Photographs			
Models			
History of Medicine section			
Others			

44. Technology up gradation:

	Existing	Newly added	Total
Computer			
Software			
LCD			
Other			

45. Identification of Slow learners (who have scored less than 50 % in Sessional examination) and remedial measures taken:

46. Identification of Advanced learners (who have scored more than 70 % in Sessional examination) and steps taken to enrich academic ambience for advanced learners:

47. Involvement of the department in publication by the students in Scientific journals:

48. Any other academic mentoring activities done:

49. Innovative practices of the department:

50. Best practices of the department:

51. Strengths of the department:

52. Weaknesses of the department:

53. Future plans of the department:

- As per new format Criterion wise format will supplied as per UGC NAAC guidelines