



# Army Institute of Technology (AIT), Dighi Camp, Pune-15

Director : 7249250115, Joint Director : 7249250117, Principal : 7249250186

Exch : 7249250118, 7249250183, 7249250184, 7249250185

Website : [www.aitpune.com](http://www.aitpune.com), Email : [ait@aitpune.edu.in](mailto:ait@aitpune.edu.in)

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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### About IQAC

1. The establishment of IQAC, Internal Quality Assurance Cell, proposed by the National Assessment and Accreditation Council (NAAC), Bangalore by AIT (after the first cycle) was a major step in pushing long-term quality standards. IQAC in any institution is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college. Keeping this objective in mind, Army Institute of Technology has established IQAC in 2005.

IQAC of AIT is engaged with its efforts to create a learning environment that fosters all around development of its students so that the college can enhance its contribution to the academic field to keep the flag of excellence flying high atop. The IQAC works to fulfil the goals of quality improvement and maintenance by integrating itself into the institution's structure because quality improvement is a continuous activity.

The primary function of IQAC is to develop a quality culture within the institution, with the aim of enhancing the overall performance and ensuring the continuous improvement of the institution. IQAC also aims to encourage actions that helps institution run better by internalizing a quality culture and institutionalizing best practices.

The IQAC has established several cells and centers and constituted committees to initiate different academic and governance activities. The thrust areas identified in consonance with the UGC guidelines is to effect a paradigm shift in the teaching learning system. The cell continues with its ongoing efforts and will try to do implement most of the recommendations offered by the NAAC peer team during the reaccreditation of the college to achieve these objectives.

The role of IQAC has become crucial as we are implementing National Education Policy 2020.

2. The IQAC in AIT is constituted as per the mandate of National Assessment and Accreditation Council (NAAC) to plan and implement its futuristic vision.





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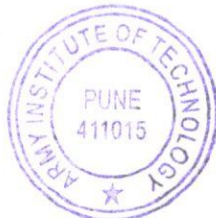
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### IQAC-Vision

3. The vision of Internal Quality Assurance Cell (IQAC) is to monitor advice and ensure the initiatives taken by the institute to improve quality in education and assure that the standards of excellence reflected in the Vision and Mission of the college are met and sustained.

### IQAC-Mission

4. **The Internal Quality Assurance Cell of the college strives to:**
- To develop a conscious, consistent and catalytic quality measures as per norms of the institute.
  - To promote and stimulate innovative practices to continually improve the effectiveness of the teaching-learning and research.
  - To Promote quality-related research studies, consultancy and training programmes.
  - To ensure a learner-centric environment equipped with the latest techniques and technologies of teaching, research and sharing knowledge, focusing on outcome-based education.
  - To develop a system that consistently monitors and advises the initiatives taken by the institute and encourages improvement upon best practices.
  - Embracing modern pedagogy to foster and participative learning experiences for students.







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## Functions

### 5. Some of the functions expected of the IQAC are:

- a. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- b. Dissemination of information on various quality parameters of higher education to all stakeholders.
- c. Maintain a copy of the records and file all the activities conducted across all the departments of the Institute. Build an organized methodology of documentation and internal communication leading to quality improvement.
- d. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- e. Periodical conduct of Academic and Administrative Audit and its follow-up.
- f. Result Analysis of the end-semester examination and suggest remedial measures for the betterment of the performance of the students.
- g. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- h. Laydown quantified benchmarks for Academic Quality.
- i. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted on NAAC portal before the deadline.
- j. Periodical meetings on issues in demand of the day and the follow up of action plans proposed.
- k. Linking industry through MoUs, Collaborative activities, faculty/students exchange programmes.
- l. To a maintain high level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture through NRIF, NAAC and NBA for Quality and Excellence in Higher Education.
- m. Policy directions and monitoring of department Quality Assurance.





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## Roles and Responsibilities of Members of IQAC

### 6. Responsibilities of Chairperson (Director)

- a. Chairperson will be responsible for convening and chairing meetings of the IQAC.
- b. Chairperson, is the chief mentor of IQAC and will direct and approve all the policy matters related to the overall running of the IQAC.
- c. He will ensure that the activities of the IQAC are in line with the college's quality assurance policies and procedures.
- d. He will also be responsible for coordinating activities of the IQAC and for providing leadership in the development and implementation of quality assurance policies and procedures.
- e. Overall supervision of IQAC activities.
- f. Approve IQAC minutes of meeting.
- g. Communicate decisions taken during IQAC meetings to the higher management.

### 7. Responsibilities of Management Representative (Joint Director)

- a. Management Representative will be the mentor of IQAC and will direct and will participate in approving all the policy matters related to the overall running of the IQAC.
- b. He Will ensure that the activities of the IQAC always follow the quality assurance policies and procedures developed by the college.
- c. He Also be responsible for supervising and providing the feedback about activities of the IQAC and for providing leadership in the development and implementation of quality assurance policies and procedures.
- d. Assist Chairperson in supervision of IQAC activities.
- e. Assist in preparation and approval of IQAC minutes of meeting.
- f. To process and to forward the budget proposals to the Accounts office for disbursement of money to various agencies/individuals within and or outside the institution with necessary approvals from the Principal and the Management Committee.
- g. To obtain budget proposals from all the HODs of their respective departments and from various committees of the college.







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## **8. Responsibilities of Teachers and Appointments**

### **(a) Principal**

The Principal is the Academic Head and a liaison between management, staff, and students.

- a. To plan and schedule events for the academic year and prepare the academic calendar.
- b. To participate in Quality planning at University / Government / AICTE level for development of technical education.
- c. To plan for the individual members of faculty for participation in the FDPs, Workshops, STTPs, spot evaluation, curriculum development sessions etc.
- d. To recommend the names of faculty members for various awards notified by the University/various institutions like IETE, IEEE, ISTE, IE(I), State Government, Central Government or Private Organizations, etc., and process their applications for such awards.
- e. Conducting Academic Audit in the end of the semester as a regular practice.
- j. Consolidate overall Result Analysis of all Departments and submit one copy to IQAC office.
- k. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students) and communicate the feedback to the concerned faculty members in the standard format as decided by HEI and submit the record to IQAC office for further analysis and plan the action to overcome the lacunas.
- l. See that the documentation work in the department is streamlined for the NBA and NAAC.
- m. Encourage the faculty members to go for FDPs which are being conducted at premier institutions like IITs and NITs.
- n. Plan and get MOUs from the industries for the Industrial Training, Industrial Visits and for placements or any other interaction with them.
- o. To prepare Quality measures for all quality parameters and nominate them. Take guidance of the Chairman in this regard.





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## **(b) All Heads of Departments**

- a. Attend the meetings of IQAC regularly.
- b. Encourage the faculty members to go for FDPs which are being conducted at premier institutions like IITs and NITs.
- c. Participate actively in preparation of AQAR.
- d. Contribute actively in academic audits.
- e. Participate actively in all other activities of IQAC.
- f. The relevance and quality of academic and research programmes.
- g. Consolidate overall Result Analysis of Department and submit one copy the IQAC.
- h. Preparation of Academic Calendar of events before the Academic year starts.

## **9. Responsibilities of Coordinator**

- a. The role of the coordinator of the IQAC is crucial in ensuring the smooth and effective functioning of all the members.
- b. Ensure active participation of all members in meetings/deliberations.
- c. Co-ordinate activities of IQAC.
- d. Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- e. Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- f. Assist Programme coordinators in matters related to IQAC.
- g. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- h. To coordinate the documentation of the various programmes / activities leading to quality improvement.
- i. Organizing and coordinating quality assurance activities such as audits, evaluations, and assessments.
- j. Coordinating and monitoring the implementation of the institution's strategic plan.
- k. The IQAC Coordinator is also responsible for liaising with regulatory bodies and accreditation agencies and preparing reports and documentation to demonstrate the institution's compliance with quality standards.







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- l. Communicate decisions taken during IQAC meetings to the management and whole organization.
- m. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- n. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- o. Acting as a nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices.
- p. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC and submit it on NAAC portal before deadline.
- q. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- r. Ensure internalization of the quality culture.
- s. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- t. Monitoring and regular updation of college website.
- u. Suggest suitable target related to quality improvement program.

### **10. Responsibilities of IQAC Clerk**

- a. The role of the secretary of the IQAC is crucial in ensuring the documentation for effective functioning of all the members.
- b. Perform basic bookkeeping duties.
- c. The clerk is responsible for taking minutes of the IQAC meetings.
- d. Preparing reports and presenting results to the relevant stakeholders.
- e. To coordinate in preparing the documents along with reports of the various programmes / activities leading to quality improvement.
- f. To enter the mail and letters and inter-departmental correspondence/files etc. letters, documents etc. addressed to the IQAC.
- g. To acknowledge letters received.
- h. To assist IQAC coordinator and take the regular follow up of day to day work of coordinator.
- i. Handle basic financial duties like preparing invoices, processing payments.





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- j. Monitoring and managing office supplies. Ensure that all necessary materials are in stock, from stationery to computer peripherals.
- k. Setting up meeting spaces, ensuring the availability of necessary equipment, and sometimes managing travel arrangements.

*Sushama*  
*24/10/2024*  
Dr. Sushma A Patil  
IQAC Coordinator  
**IQAC Co-ordinator**  
**Army Institute of Technology**  
**Dighi Hills, Pune-411 015**

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File No : AIT/IQAC/1742

Date: *14* Oct 2024



*Abhay A Bhat*

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