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**SANCHETI INSTITUTE FOR ORTHOPAEDICS AND
REHABILITATION COLLEGE OF PHYSIOTHERAPY, PUNE**



**Standard Operating Procedure (SOP) –
Internal Quality Assurance Cell**



ACADEMIC WING OF HASTIMAL SANCHETI MEMORIAL TRUST
www.sha.edu.in/sicop

 **sancheti**
College of Physiotherapy

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Sancheti Institute for Orthopaedics and Rehabilitation College of Physiotherapy, Pune

Members of IQAC Committee

Sr. No.	Name	Designation
1.	Dr. Vivek Kulkarni	Chairperson
2.	Dr. Razia Nagarwala	Coordinator
3.	Dr. Nilima Bedekar Dr. Radha Bhattad Dr. Apurv Shimpi Dr. Suroshree Mitra Dr. Siddhanth Sawant Dr. Aishwarya Gaikwad Ms. Deepa Saran	Member
4.	Ms. Umama Mariya Khan	Student Member

Approved by College Council: 06/07/2019



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IQAC works towards realization of the **goals of quality enhancement and sustenance**. The prime task of the IQAC is to develop a system **for conscious, consistent and catalytic improvement in the overall performance of institution**.

Vision

To make quality the defining element of education in institution through a combination of self-quality evaluation, promotion & sustenance.

Mission

- To arrange for periodic assessment and accreditation of institution.
- To stimulate academic environment for promotion of quality of teaching learning & research.
- To encourage self-evaluation accountability or autonomy and innovations in education.
- To encourage innovation and research
- To support social service
- To collaborate with others stakeholders for quality evaluation promotion & sustenance.

Composition of the IQAC

- Chairperson: Head of the Institution
- Coordinator /Director – Senior Teacher
- Teachers to represent all level (Three to eight)
- One senior administrative officer
- One nominee each from local society, Students and Alumni
- One nominee each from Employers /Industrialists/Stakeholders

Strategies

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative functioning's.
- Relevant and quality academic programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of assessment & evaluation process.
- Facilitating the creation of a learner centric environment for quality education
- Relevant and quality research programmes.

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- Sharing of research findings and networking with other institutions in India and abroad.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Enrich the culture and ethics.

Objectives:

- Develop a system for the effective academic and administrative performance
- 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.
- Build an organized methodology of documentation and internal communication
- To promote measures for institutional functioning towards quality enhancement.

Roles and Responsibilities:

Chairperson:

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

Coordinator:

- To ensure active participation of all members in meetings/deliberations.
- To co-ordinate activities of IQAC.
- To ensure adherence of IQAC functioning as per SOPs.
- Preparation of Annual Quality Assurance Report (AQAR).
- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.

Members:

- To attend the meetings of IQAC regularly.

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- To participate actively in preparation of AQAR.
- To contribute actively in academic & administrative audit.
- To participate actively in all other activities of IQAC.
- To fulfill the responsibility as Criterion in-charge:

Function:

- To conduct **periodic meetings** for formation and application of quality benchmarks/indicator for academic and administrative activities of the institution.
- To facilitate the **creation of a learner centric environment for quality education** by using various teaching learning methods viz- experiential learning, integrated interdisciplinary learning, problem based, evidence based .
- **To obtain, analysed and to take action on feedback collected from stakeholders on quality related institutional practices:**
Students – Student satisfaction survey regarding teaching learning process, evaluation process, infrastructure, curriculum.
Alumni – satisfaction survey, curriculum.
Teachers – curriculum.
Employers - curriculum.
Professional - curriculum.
- **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 software for the purpose of maintaining /enhancing the institutional quality. –**
- Preparation of the Annual Quality Assurance Report (AQAR) and timely submission to NAAC.

Functioning

Academic audit:

Academic audit will be done twice a year (pre terminal examination & pre prelims examination for summer & winter batch). 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.

ACADEMIC WING OF HASTIMAL SANCHETI MEMORIAL TRUST
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Preparation of Annual Quality.

Administrative audit:

Administrative audit will be done twice a 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.

Criterion In-charge:

One member of IQAC to be 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.

Criterion In-charge

1. Curricular Aspects – Dr. Prajakta
2. Teaching-Learning and Evaluation – Dr. Razia
3. Research, Innovations and Extension – Dr. Sona
4. Infrastructure and Learning Resources – Dr. Venumohan
5. Student council – Dr. Dinesh
6. Governance, Leadership and Management – Dr. Swapnil R
7. Institutional Values and Best Practices – Dr. Suroshree
8. Part B – Dr. Apurv & Dr. Radha

Meetings of IQAC:

- **The IQAC should meet at least once in every quarter** for ensuring timely, efficient and progressive performance of academic, administrative functions. (auditing)

The quorum for the meeting shall be two-third of the total number of members.

The agenda, minutes and Action Taken Reports should be documented with official signatures and maintained electronically in a retrievable format.

- **Teacher Members will meet on 4th Saturday** of every month. Additional meetings may be held as and when required. One appointed member 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 maintained.

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.

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Reference:

- NAAC guidelines for the creation of IQAC & submission of AQAR by accredited institutes, version 5 dated 12-01-2018 (23/5/2018)

Provision for revision:

For revision / changes committee meeting to be called and the decision regarding the change to be made and get it approved by college council.

- Every 2 year.
- As per new guidelines or notifications from NAAC.
- With respect to any new observations.



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SANCHETI INSTITUTE FOR ORTHOPEDICS AND REHABILITATION
COLLEGE OF PHYSIOTHERAPY
IQAC Committee

Amendment in Constitution:

Following is the change in the IQAC committee composition, with effect from 1st July 2021.

Sr. No	Member name	Remarks
1	Dr. Vivek Kulkarni (Chairperson)	Relieved from his responsibilities as chairman IQAC committee due to resignation from present post
2	Dr. Apurv Shimpi	Appointed as Chairperson to replace Dr. Vivek Kulkarni
3.	Tanisha Goyal	Student members appointed in the committee
4.	Alumni Dr. Radhika Patil Employer Dr. Himani Kolhatkar	New members appointed in committee



Dr. Nilima Bedekar,
College Council Coordinator



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SANCHETI INSTITUTE FOR ORTHOPEDICS AND REHABILITATION COLLEGE OF PHYSIOTHERAPY IQAC Committee

Amendment in Constitution:

Following is the change in the IQAC committee composition, with effect from 1st July 2022.

Sr. No	Member name	Remarks
1	Apoorva Sancheti, Khitij Kasat	College GS and UG student appointed as new member
2	Dr. Sheetal Agarwal	MPT student appointed as new member



Dr. Nilima Bedekar,
College Council Coordinator

