MAHARASHTRA EDUCATIONAL SOCIETY'S
HUMERA KHAN COLLEGE OF EDUCATION
H.K CAMPUS, Adjacent to MHADA Complex, Pratiksha Nagar, Oshiwara, Jogeshwari (W)
Affiliated to University of Mumbai & Approved by NCTE (NCTE Code No: 123082)
Tel (022)26776221, Fax: (022)26790095
Email: principal@hkce.edu.in   Website: www.hkce.edu.in

IQAC – ROLES & RESPONSIBILITIES

Since its foundation, HUMERA KHAN COLLEGE OF EDUCATION, Jogeshwari West has been a quality-conscious institution in all of its acts and dealings, with quality being the primary focus and emphasis, as well as the vision.

HUMERA KHAN COLLEGE OF EDUCATION, Jogeshwari West, adheres to the mission and strives to realize it by promoting the following key values:

- ➢ Make a positive contribution to national development,
- ➢ Promote global competence,
- ➢ To instil in students a sense of value,
- ➢ Utilizing technology to promote innovation,
- ➢ The pursuit of excellence

IQAC Objectives

- ➢ To develop a system for continuous improvement in academic and administrative performance, ensuring the quality of education is sustained and enhanced.
- ➢ To ensure the active participation of all stakeholders, including students, faculty, alumni, and the community, in quality enhancement initiatives.
- ➢ To establish a framework for institutionalizing quality assurance processes, including the development of policies, guidelines, and procedures for academic and administrative processes

IQAC Responsibilities

- ➢ **Quality Enhancement and Sustenance**: Develop systems for conscious, consistent, and catalytic improvement in the overall performance of institutions.
- ➢ **Coordination of Quality-Related Activities**: Act as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of best practices.

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- **Performance Monitoring**: Ensure timely, efficient, and progressive performance of academic, administrative, and financial tasks.

- **Workshops and Seminars**: Organize inter and intra-institutional workshops and seminars on quality-related themes and promote quality circles.

- **Development of Quality Benchmarks**: Establish and maintain quality benchmarks/parameters for various academic and administrative activities.

- **Documentation and Reporting**: Maintain records and prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters set by accreditation bodies.

- **Feedback Mechanism**: Develop and implement a feedback mechanism to obtain responses from students, parents, and other stakeholders on quality-related institutional processes .

IQAC Functions

- **Development of Quality Benchmarks**: Establishing and applying quality benchmarks/parameters for academic and administrative activities.

- **Facilitating Learner-Centric Environment**: Ensuring a learner-centric environment conducive to quality education and faculty maturation to adopt required knowledge and technology for participatory teaching and learning processes.

- **Feedback Mechanism**: Arranging feedback responses from students, parents, and other stakeholders on quality-related institutional processes.

- **Dissemination of Information**: Disseminating information on various quality parameters of higher education.

- **Organizing Workshops and Seminars**: Organizing inter and intra-institutional workshops and seminars on quality-related themes and promoting quality circles.

- **Documentation**: Documenting various programs and activities leading to quality improvement.

- **Preparation of AQAR**: Preparing the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

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➢ **Acting as a Nodal Agency**: Acting as a nodal agency for coordinating quality-related activities, including the adoption and dissemination of best practices.

➢ **Promotion of Quality Culture**: Developing and maintaining a quality culture in the institution.

➢ **Periodic Reviews**: Conducting periodic reviews of the teaching-learning process, structure, methodologies of operations, and learning outcomes at periodic intervals.

IQAC Benefits

The Internal Quality Assurance Cell (IQAC) provides numerous benefits to higher education institutions, particularly in enhancing and maintaining quality standards. Here are the primary benefits:

➢ **Promotion of Best Practices**: IQAC promotes the internalization and institutionalization of best practices within the institution.

➢ **Quality Culture**: It fosters a quality culture by ensuring consistent, conscious, and catalytic improvements in academic and non-academic activities.

➢ **Enhanced Collaboration**: IQAC improves collaboration among different departments, thereby reducing communication gaps and fostering a more integrated approach to institutional functioning.

➢ **Systematic Documentation**: It aids in the systematic documentation and internal communication, making the processes more transparent and efficient .

➢ **Continuous Improvement**: IQAC helps in planning and monitoring quality enhancement activities, ensuring a cycle of continuous improvement and feedback.

➢ **NAAC Accreditation**: By preparing institutions for NAAC accreditation, IQAC ensures that the institution meets national standards of excellence.

➢ **Stakeholder Engagement**: It ensures the involvement of various stakeholders, including students, parents, and faculty, in quality improvement processes, leading to a more participatory approach to governance.

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IQAC Long Term Goals

➢ Applying for Autonomy status to the B.Ed. Programme

➢ Applying for the B.Com. B.Ed. Integrated syllabus (ITEP)

➢ Enhance Digital Library

➢ Enterprise Resource Planning for the B.Ed. Programme – admission, student portal, faculty portal, academic management

➢ Major and Minor Research Projects

IQAC Short Term Goals

➢ Skill Development Programmes with Management & Entrepreneurship and Professional Skills Council

➢ Certificate / Diploma courses on Inclusive Education, Guidance and Counselling

➢ Enhance Digital Library

➢ Continuous Professional Development Programme among In-service teachers

➢ Enterprise Resource Planning for the B.Ed. Programme – admission, student portal, faculty portal, academic management

Academic and Administrative Audit (AAA)

An Academic and Administrative Audit (AAA) is a comprehensive evaluation of an institution's academic and administrative processes.

☐ To assess and enhance the quality of academic and administrative activities.

☐ To ensure the effective utilization of resources and identify areas for improvement.

Academic Audit: Focuses on evaluating teaching, learning processes, curriculum, faculty performance, student outcomes, and research activities. It aims to promote academic rigor and program effectiveness.

Administrative Audit: Involves evaluating the efficiency and effectiveness of administrative processes, including governance, financial management, infrastructure, and support services.

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Objectives of AAA

➢ To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for quality improvement and for overcoming the weaknesses.

➢ To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.

Benefits:

➢ **Improvement in Quality**: Helps in continuous improvement of academic programs and administrative services.

➢ **Goal Setting**: Facilitates goal setting and strategic planning for departments and the institution.

➢ **Transparency and Accountability**: Enhances transparency and accountability in institutional processes.