

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES

IQAC Policy

Introduction

International Institute of Management Studies was established in the year 2006, Internal Quality Assurance Cell (IQAC) of the College was established on 16 th March 2018, as the pre accreditation quality sustenance activity. The IQAC plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute.

Benefits:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in IIMS.

Roles and Responsibilities of the members:

- To develop a system of conscious consistent and catalytic improvement.
- Members will make significant and meaning ful contribution in pre and post accreditation phases of Institute
- IQAC cell would keep continuous check on fulfillment of programme objectives based on outcome based learning.
- IQAC ensures achievement of the vision and mission of institute in each quality maintenance activity.



Goals

- Making "Quality Enhancement" as an integral part of the institutional functioning - Internalization and Institutionalization of quality enhancement initiatives.
- To assure all the stakeholders the accountability of the institution for its own quality.

Function : Some functions could be

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and encouraging faculty to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Analysing feedback response from students, parents and other stakeholders on quality-related institutional processes and taking corrective action;;
- d) Organization of inter and intra institutional workshops, seminars on quality related themes;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a **nodal agency** of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of **AQAR**.



Committee Details:

The IQAC Committee will consist of representatives of following departments

1. Chairperson of Committee; (Head of the institute)
2. Director / Coordinator Of IQAC; (one of the senior Faculty)
3. Representative of Management (GC);
4. Representative of Academics; (3-8 Faculties)
5. Representative of Admin; (Senior Administrative Officer)
6. Representative of Student; (1-2)
7. Representative of Alumni; (1-2)
8. Representative of Industry; (1-2)
9. Representative of Local Society, (1-2)

The role of coordinator:

1. The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
2. The coordinator of the IQAC will be a senior person with expertise in quality aspects.
3. She/he may be a full-time functionary or, to start with, she/he will be a senior academic / administrator entrusted with the IQAC as an additional responsibility.
4. Secretarial assistance will be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Strategies evolves Mechanisms and Procedures (Audit Process):

1. Academic :

Feedback System Policy: The institute understands that the teaching-learning system followed by an educational institution needs continuous refinement. To capacitate this process of continuous refinement, the institution shall adopt a feedback system that takes suggestions from



stakeholders of each programme. This eventually helps to fine-tune the teaching-learning process and the curriculum. The institution shall follow a well-defined and formal feedback system implemented at different levels.

Student Feedback

The feedback from students regarding the quality of teaching shall be collected offline. Evaluation report is calculated by the academic coordinator. (Annexure I) Moreover student feedback about the syllabus is also collected from student formally in a prescribed form (Annexure VI)

- The feedback results are made available to faculty, the Head of Departments and Director.
- Student feedback regarding the teaching-learning process is also collected by academic coordinators, in this, students will be required to respond to questions that examine how effective the teaching-learning process was in aiding the student attain the respective Course Outcomes.

The structured feedback from the students is collected using responses to questionnaires supplied to them. The feedback from the students is analyzed by the respective faculty and then must be discussed with HOD and the Director for further action. The feedback of students of respective departments and statistically analyzed. The curative measures are taken to improve the quality of teaching learning and evaluation

Alumni feedback:

Alumni feedback is another important component of the feedback system. Alumni of the institution are well connected with the institution through alumni association. Feedback from this nexus, comprising of individuals from all spares, has been imperative in improving the quality of education over the years. (Annexure III)



- Feedback shall be collected from graduating batches to evaluate if the institution has been able to instil the skills necessary to meet the objectives of the programme. This survey shall be used to identify the difficulties the students face during their course in the Institute.

Parent Feedback: (Annexure II)

- The institution will take feedbacks from parents and guardians. These shall be gathered during time to time by the student mentors.

Teacher Feedback: (Annexure IV)

Teachers interact with the students on a daily basis and understand their needs better, thus it is imperative to consider their opinion about the syllabus. The syllabus contents feedback is collected from the faculty members

Employer Feedback: (Annexure V)

The feedbacks are collected from employers about the syllabus and are given due significance. The contents of the programme are modified/revised accordingly. These feedbacks are collected during industry academia interface throughout the year. Apart from this during syllabus revision meetings also employers are invited to provide their inputs about syllabus for taking corrective action.

These collected feedbacks shall be consolidated and discussed in academic committee meetings to decide the necessary actions needed at Department level. The feedback shall be used to scrutinize and refine the policies so that the institution moves closer to its vision. The IQAC designed the feedback format on the courses, teacher's evaluation and campus experience.

The feedback forms are also filled at the end of the course and later they are analyzed for further actions to be taken, if any. Placement of such



students in various areas gives an opportunity to evaluate and upgrade the programmes in the next sessions.

Feedback Policy Mechanism The college established formal mechanism for obtaining feedback from all the stakeholders as per the guidelines of NAAC. The institution has a formal mechanism to obtain feedback from the students and stakeholders on curriculum. The feedback is obtained manually. The feedback obtained is analyzed and the information is communicated to the governing council for the necessary improvements/modifications/restructuring in the syllabi. The suggestions given by the students are communicated to the governing council in the respective subject and they are implemented in the institute after departmental discussions.

Students: section wise evaluation at the end of each semester

Parents: during induction and during mentor parent interactions

Alumni: Periodical alumni meetings

The Institute also takes feedback from regular students and alumni with respect to changes in the syllabi. Informal discussions are held regularly with students, alumni and parents about the syllabi. Feedback from industry experts regarding content of syllabi. Feedback System Policy of the college understands that teaching-learning system.

The institution undertakes Academic Audit or other external review of the academic provisions and its outcomes:

- The outcomes — such as student intake, results, research etc are analyzed and adequate measures are taken to the institutional activities for the betterment of the institution.
- New additions are made in the infrastructure to improve the teaching learning process. Ensure ample collection of equipment, books, journals, software for the benefit of the students.
- Academic calendar & Teaching Plan: The detailed layout of the teaching plan is offered in the Academic Calendar. The plans



generally highlight the time schedule for completion of the internal examinations. This enables the Students to know about the academic schedule and tentative dates of examination, etc. Moreover, the teachers would know the time frame for teaching – learning process and ensure the total attention for the completion of syllabi and possible revision This is made every year before commencement of the new session.

- Learner-centric education approach through appropriate methodologies like Academic Calendar, Interactive & instructional techniques like audio-visual mode of teaching, ICT based learning, organizing seminars, debates, Lectures by experts from other colleges & University, Inter-departmental lecture exchange, & presentations. This is accompanied by experiential teaching like projects-based learning, Field work, surveys, experiments and practical classes, etc are checked every semester .
- Detailed information about the evaluation methods and the Examination schedule is given in the Prospectus which is provided to the students at the time of their admission and also in the Academic Calendar at the beginning of a session is also checked every year by the IQAC.

Thus, the systematic planning, organization and implementation of teaching – learning – evaluation is possible within the total scheme of Institute schedule. It is rational, realistic and scientific.

The Mechanism to check delivery of quality academics

- The progress of the students is communicated to the students and their parents.
- Through the institutional official website: www.iimspune.com
- Policies and plans regarding the quality assurance are communicated to the faculty members, especially the newly appointed ones, in the beginning of the session.
- Policies and plans regarding the quality assurance are also communicated in meetings of the different sub-committees and in the meetings with the teacher's Council, Non-teaching staff and



students.

2. Administrative:

The institute provides various facilities to students, to maintain quality of facility provided intact, institute will keep quality checks through Audits of various departments on random basis.

Under following heads the Audit is done:

- a. Department of Transport;;
- b. Department of Security;
- c. Department of Housekeeping;;
- d. Infrastructure;
- e. Canteen;
- f. Gymnasium;
- g. Utility;

3) Hostel:

The institute provides Hostel facility separately for boys and girls. Hostel Facilities will be checked 3rd monthly .

4) Library, Computer Lab And ICT Facilities:

The institute will yearly audit these departments.

5) Placement Department:

Placement Department of the institute would provide its report on Winter Internship, Summer Internship and Final placement every year to IQAC.



ANNEXURE 1

FACULTY FEEDBACK REPORT

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES					
FACULTY FEEDBACK REPORT Faculty Name-					
BATCH: (Date:-)		Semester:			
Subject:-					
No of Students Given the Feedback					
S. No.	Parameters	Subject 1	Subject 2	Subject 3	Average
1.	Learning value (in terms of skills, concepts, knowledge, analytical abilities, or broadening perspectives)				
2.	Depth of the course content				
3.	Easiness of Understanding				
4.	Use of teaching aids (Whiteboard/PPT's)				
5.	Use of innovative teaching methods				
6.	Students' participation in the class				
7.	Subject matter knowledge, Command on Subject/topic				
8.	The faculty could give enough industry examples				
9.	Case study				
10.	Overall rating				
	Total Average:				



ANNEXURE 2: Syllabus Feedback (Parents)

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES (IIMS)

Hinjawadi IT Park, Survey No. 54, NereDattawadi, Pune, Maharashtra 411033

PARENTS FEEDBACK FORM

Academic Year:

Note: Rank between 1 - 3, (3 being the highest and 1 being the lowest)

Sr. No	Particulars			
1	How would you rate Curriculum of course?	-	-	-
2	Learning experience of your Child.	-	-	-
3	Relevance of curriculum to the program	-	-	-
4	Incorporation of recent changes in the curriculum as per the latest developments in the industry	-	-	-
5	Satisfaction level of curriculum design as per the requirement of employability / Higher Learning.	-	-	-
6	Ambience of College	-	-	-
7	Hostel Facilities	-	-	-
8	Staff Support	-	-	-

Suggestions if any:

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Name & Signature



ANNEXURE 3:

Syllabus Feedback (Alumni)

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES (IIMS)

Hinjawadi IT Park, Survey No. 54, NereDattawadi, Pune, Maharashtra 411033

ALUMNI FEEDBACK FORM

Academic Year:

Note: Rank between 1 - 3, (3 being the highest and 1 being the lowest)

Sr.No	Particulars	High	Moderate	Poor
1	Curriculum Bridges the gap Between Industry & academics.	-	-	-
2	Usefulness of WIP and SIP in carving professional skills.	-	-	-
3	Curriculum covers Electives as per industry needs and Career advancements.	-	-	-
4	Value added courses offered meet the industry Expectations.	-	-	-
5	Teaching – Learning Process motivates for self study	-	-	-
6	Life skill in communication and grooming sessions provided by the institute.	-	-	-
7	Usefulness of Cultural and sports activates in leadership development.	-	-	-

Suggestions if any:

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Name & Signature



ANNEXURE 4: Syllabus Feedback (Teachers)

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES (IIMS)

Hinjawadi IT Park, Survey No. 54, NereDattawadi, Pune, Maharashtra 411033

TEACHERS FEEDBACK FORM

Academic Year:

Note: Rank between 1 - 5, (5 being the highest and 1 being the lowest)

Particulars	1	2	3	4	5
Does the curriculum meets the latest Industry Needs					
Does the curriculum meets the programme / course outcomes					
Does the curriculum balances between theory and application.					
Does the curriculum provides opportunity for student participation in learning process					

Suggestions if any:

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Name & Signature



ANNEXURE 5: Syllabus Feedback (Employer)

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES (IIMS)

Hinjawadi IT Park, Survey No. 54, NereDattawadi, Pune, Maharashtra 411033

EMPLOYERS FEEDBACK FORM (CONFIDENTIAL)

Name of the Organization:

Name of the Manager/Head: Designation:

Mobile No: Email
Id:.....

Name of the Employee:
.....Designation:.....

Note: Rank between 1 - 5, (5 being the highest and 1 being the lowest)

Particulars	1	2	3	4	5
Does the curriculum meets the latest Industry Needs					
Does the curriculum meets the programme / course outcomes					
Does the curriculum balances between theory and application.					
Does the curriculum provides opportunity for student participation in learning process					

Suggestions if any:

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Name & Signature



ANNEXURE 6: Syllabus Feedback (Students)

INTERNATIONAL INSTITUTE OF MANAGEMENT STUDIES (IIMS)

Hinjawadi IT Park, Survey No. 54, NereDattawadi, Pune, Maharashtra 411033

STUDENTS FEEDBACK FORM

Academic Year:

Note: Rank between 1 - 5, (5 being the highest and 1 being the lowest)

Sr. No	Particulars	1	2	3	4	5
1	Does the syllabus provide opportunity for experiential learning?					
2	Does the designed syllabus meet the Program Outcomes?					
3	Does the syllabus develop leadership skills and Promote entrepreneurship?					
4	Does the Syllabus achieve the course outcome of each Subject?					

Suggestions if any:

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Name & Signature



ANNEXURE 7:

International Institute of Management Studies

**Format for Academic
Audit**

Date _____

Batch: _____

Details of Auditors

	Auditor 1	Auditor 1	Auditor 1	Auditor 1	Auditor 1	Auditor 1
Name						
Designation:						
Institute						

Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
I. Curriculum	Steps followed in the designing of syllabus & curriculum			



	Contents of the Curriculum corrected			
	Validation done			

Criterion	Items	Verification Yes / No	Cos	Suggestions for improvement
Curriculum Transaction	Teachin method & teaching aids			
	E-learning modules			
	Project work WIP/SIP			
	Student support – remedial coaching			
	Information to Parents about student's progress given			



	Feedback from students taken			
	Steps taken on the feedback			

Criterion	Items	Verification Yes / No	Cs	Suggestions for improvement
Faculty Profile	Projects completed / on going			
	Seminars / conferences attended			
	Papers / articles / books published			
	FDP / RC / OC / Training Program / Workshop attended			



	Preparation of materials / Content			
	Invited as resource persons outside the institution			
	M.Phil. & Ph. D awarded			

Criterion	Items	Verification Yes / No	s	Suggestions for improvement
Profile of Students	Demand ratio (Applications received Vs Sanctioned Strength)			
	Students involvement in extra-curricular & Co-curricular activities			

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	Study tour / industrial visits / exhibitions / Internship / Training			
	Achievements			

Criterion	Items	Verification Yes/No	Comments	Suggestions for improvement
Infrastructur e in the Department	No. of class rooms			
	No. of laboratories			
	No. of computersfor teachers			
	No. of computers – for students			
	No. of instruments			



Criterion	Items	Verification Yes / No	Comments	Suggestions for improvement
VI.0 Activities of the Department	MoUs signed			
	Consultancy			
	Collaborations			
	Association Meetings			
	Guest lectures			
	Conference / Seminar / Workshop conducted			
	Extension Activity			
	Interaction with Industry / Research Centres / Educational Institutions			



Please comment on SWOC Analysis :

Strength:

Weakness:

Opportunities:

Challenges:


Best Practice (s) / Innovations:

Future Plans of the Department:

Signature of the Academic Audit Expert



Name	Signature


Signature of the Director with Seal

