



# LAW COLLEGE, THANE

CHENDANI, BUNDER ROAD, THANE 400 601

## Office Order

### **Internal Quality Assurance Cell**

In due compliance of directions of the University Grants Commission and the National Assessment and Accreditation Council "Internal Quality Assurance Cell" of VPM's TMC Law College, Thane is constituted on 15/12/2017 as follows -

Particulars of Office	Name
Head of the Institution : <b>Chairperson</b>	Dr. Srividhya Jayakumar
Senior administrative officers : <b>Members</b>	Mrs. Ranjan Karandikar
Teachers : <b>Members</b>	Ms. Hetal Meisheri
One member from the management : <b>Member</b>	Mr. J. N. Kayal
One/ two nominees from local society, Students & Alumni: <b>Members</b>	Mr. Yatin Pandit (Alumni)
Nominees from Employers / Industrialists / stake holders: <b>Members</b>	Mr. Gajanan Chavan
Senior teacher : <b>Coordinator / Director of IQAC</b>	Mr. Vinod H. Wagh

#### **Term\***

The student will have membership only during his / her period of studentship. All members and coordinator shall have a term of two years.

#### **Meetings\***

Atleast once every quarter.

#### **Objective\***

##### ***The primary aim of IQAC is***

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.



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#### **Strategies\***

*IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

#### **Functions\***

*Some of the functions expected of the IQAC are:*

- 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 faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- 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 through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

#### **Benefits\***

*IQAC will facilitate / contribute*

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement; b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

#### **The role of coordinator\***

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may 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.

\* Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions (Revised in October 2013) by NAAC

Yours truly,

T. Sriniv Prashanth  
Mrs. Srividhya Jayakumar  
Incharge Principal



Dr. V.V. Bedekar

Chairman, Vidya Prasarak Mandal, Thane