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Godavari Foundation's

## **DR. ULHAS PATIL MEDICAL COLLEGE & HOSPITAL**

Recognized by Medical Council of India, Approved by Central Govt. of India, New Delhi,  
Letter no. MCI-34(41)/2012-med./158127, dated 05/02/2013

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### **Internal Quality Assurance Cell (IQAC)**

### **Standard Operating Procedure (SOP)**

**Version 1 / 2018**

#### **Introduction:**

The University Grants Commission (UGC) was established in 1956 with one of the primary responsibilities of monitoring standards in Higher Education Institutes (HEI). To monitor standards of the higher educational institutions it has established the National Assessment and Accreditation Council (NAAC) as an autonomous body in 1994.

National Assessment and Accreditation Council (NAAC) has proposed that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure.

The College Council, Academic Board, Medical Education Unit, Institutional Ethics Committee of Dr. Ulhas Patil Medical College, and hospital, Jalgaon is responsible for maintaining the quality of academic activities related to undergraduate and postgraduate programmes.

Internal Quality Assurance Committee (IQAC) was formed and has been functioning efficiently to focus on the vision and mission of the College.

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## **Internal Quality Assurance Cell (IQAC)**

### **Standard Procedures:**

The meeting of IQAC is conducted periodically. The quorum for the meeting shall be two third of the total number of members. Additional meetings may be held as and when required.

The chairperson is deciding the agenda and send call for communication of 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 sent to members and signatures will be taken. Final minutes of meetings will be displayed on board of the college.

The agenda, minutes and action taken reports are documented in hard and soft copy formats.

Academic and Administrative audits are done after completion of the academic year. The schedule of the audit is finalized by the Chairperson after discussion with the members during the IQAC meeting

The composition of IQAC shall be as follows-

- Chairperson: Head of the Institution
- Teachers to represent all levels (Three to eight)
- Few Senior administrative officers
- One member from the Management
- One nominee each from local society, Students and Alumni
- One of the senior teachers as the coordinator/Director of the IQAC
- One member from Trust

### **Internal Quality Assurance Cell (IQAC)**

#### **Objectives:**

- To focus on the distribution of information on various quality parameters of higher education.
- To coordinate augmentation and integration among the various activities of the institution and institutionalize many good practices.
- To focus on the quality-related activities of the institution.
- To focus on the timely and efficient execution of the decisions of IQAC committee.

#### **Functions:**

- I. Development and application of quality benchmarks / parameters for the various academic and administrative activities of DUPMC.
- II. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge for participatory teaching and learning process.
- III. Organization of inter and intra colleges workshops, seminars on quality related themes and promotion of quality circles.
- IV. Development and maintenance of college database through Management Information Systems (MIS) for the purpose of maintaining, enhancing the college quality.
- V. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- VI. Documentation of the various programmes/activities leading to quality improvement.
- VII. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC to be submitted.

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## Internal Quality Assurance Cell (IQAC)

Roles and Responsibilities:

Chairperson:

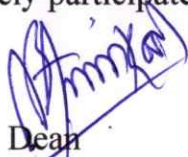
1. To prepare annual perspective plan
2. To approve the minutes of meeting
3. Overall supervision of activities of IQAC
4. Communication of decisions taken during IQAC meeting to the management
5. Approval authority for SOPs

Member Secretary (Co-Ordinator):

1. To co-ordinate activities of IQAC
2. Ensure to adherence of IQAC functioning as per SOPs
3. Preparation of Annual Quality Assurance Report (AQAR)
4. Scheduling minutes of the meeting, preparation of the agenda.
5. Maintain all documents related to IQAC activities and communication
6. Assist chairperson in matters related to IQAC
7. Updating of SOPs when it is required

Members:

1. Attend all the meetings of IQAC regularly.
2. Participate in all activities of IQAC
3. To actively contribute in academic audit.
4. To actively participate in preparation of AQAR

  
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Dr. Ulhas Patil Medical College  
& Hospital, Jalgaon Kh



  
Chairman

Dr. Ulhas Patil Medical College  
& Hospital, Jalgaon Kh