



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

Internal Quality Assurance Cell (IQAC) Policy Document

The Internal Quality Assurance Cell (IQAC) stands as a vital component within the framework of Shri Sant Gajanan Maharaj College of Engineering, Shegaon. It serves as the guardian of quality in education, research, and the overall institutional experience. The IQAC Policy is a pivotal document crafted to articulate the college's unwavering commitment to excellence and quality assurance.

This policy is designed to familiarize all stakeholders, primarily our esteemed faculty members, with the institution's established rules and regulations. It encompasses the fundamental principles, guidelines, and expectations that underpin our collective efforts to maintain and enhance quality standards at SSGMCE.

This document serves as a guiding compass, directing us toward the shared goal of upholding the highest standards in quality education and institutional functioning. It is essential for all faculty members to acquaint themselves with the provisions outlined in this policy and diligently adhere to them. By doing so, they contribute to the ongoing success and advancement of SSGMCE.

VISION AND MISSION OF THE INSTITUTION

Vision:

To impart world-class Engineering and Management education in an environment of spiritual foundation to serve the global society.

Mission:

To develop excellent learning centre through continuous design and up gradation of courses in closed interaction with R&D centres, Industries and Academia

To produce competent, entrepreneurial and committed Technical and managerial human, with Spiritual foundation to serve the society.

To develop state-of-the-art infrastructure, centres of excellence and to pursue research of global and local relevance.

To strive for 'Sarve BhanvantuSukhinah' - the ideal of our parent organization Shri Gajanan Maharaj sansthan, Shegaon through symbiosis of Science and Spirituality.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

VISION of IQAC

To cultivate a quality-centric culture by integrating both internal and external initiatives, ensuring excellence at every level.

Mission of IQAC

To seamlessly blend internal and external initiatives, fostering a unified approach to quality.

To cultivate a pervasive culture of quality within the institution, where every individual embraces and upholds high standards.

To maintain excellence in all aspects, be it academic, administrative, or support services, ensuring no compromise on quality.

To promote the success of our students, equipping them with the knowledge, skills, and values needed for their future.

To propel the advancement of our institution, adapting to changing educational landscapes and sustaining long-term growth.

QUALITY POLICY

The institution is firmly dedicated to adopting proactive and forward-thinking measures aimed at ensuring and elevating quality through:

Enhancing students' capabilities via innovative teaching and learning approaches.

Elevating research standards, which encompass quality publications, innovation, the protection of intellectual property rights (IPR), and the pursuit of funded projects.

Fostering interactions with industries to facilitate internships and consultancy engagements.

Promoting and supporting entrepreneurship and the development of start-ups.

Engaging in outreach activities and extensions for the betterment of the community and its development.

IQAC OBJECTIVES

To instil a sense of quality awareness among stakeholders and engage them actively in the quality assurance process.

To formulate quality assurance strategies that nurture and strengthen a culture of excellence within the institution.



Shri Gajanan Shikshan Sanstha's

**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati

"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82

Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in

Website- www.ssgmce.ac.in

To create and conduct competency-building programs for both students and teachers, empowering them with the necessary skills and knowledge.

To facilitate and encourage quality research and publications among both students and teachers.

IQAC STRATEGIES

IQAC shall evolve mechanisms and procedures for:

Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

The relevance and quality of academic and research programs

Equitable access to and affordability of academic programs for various sections of society

Optimization and integration of modern methods of teaching and learning

The credibility of evaluation procedures

Ensuring the adequacy, maintenance and functioning of the support structure and services

Research sharing and networking with other institutions in India and abroad

FUNCTIONS of IQAC

Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

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

Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes

Dissemination of information on various quality parameters of higher education

Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

Documentation of the various programs/activities leading to quality improvement



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

“Recognized by A.I.C.T.E., New Delhi” Affiliated to Sant Gadge Baba Amravati University, Amravati
“Approved by the D.T.E., M.S. Mumbai”

Ph : +918669638081/82
Fax : 091-7265-252346

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

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 MIS for the purpose of maintaining/enhancing the institutional quality

Development of Quality Culture in the institution

Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

IQAC COMPOSITION

The implementation of the Quality Policy and associated programs will be overseen by the IQAC. The IQAC, under the leadership of the Principal, comprises department heads, administrative staff, experienced faculty members, distinguished educators, and stakeholders. The IQAC convenes on a quarterly basis to deliberate on agenda items and document minutes, along with Action Taken Reports

The roles and responsibilities of the key stakeholders, including students, alumni, faculty, and college management, are outlined as follows:

Role of Principal:

The Principal serves as the Chairperson of the IQAC, providing overall leadership and guidance for quality assurance activities.

The Principal ensures the implementation of quality policies and strategies across the institution, aligning them with the institution's mission and vision.

The Principal coordinates and oversees the functioning of the IQAC, ensuring that it operates effectively and efficiently.

The Principal is involved in the planning and review of quality assurance processes, including setting objectives and strategies for improvement.

The Principal plays a key role in allocating resources necessary for quality enhancement, which includes faculty development, infrastructure improvement, and support services.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

The Principal ensures that the institution meets accreditation requirements and maintains compliance with relevant standards and regulations.

Promoting a culture of continuous improvement and quality excellence throughout the institution.

Role of Coordinator

The Coordinator provides leadership and direction for the IQAC, ensuring that its activities align with the institution's mission and vision for quality.

The Coordinator is responsible for developing and implementing the institution's quality assurance policies, strategies, and action plans.

The Coordinator facilitate and coordinate the functioning of the IQAC, working closely with faculty, staff, and other stakeholders to ensure the smooth operation of quality assurance mechanisms.

The Coordinator oversees the collection and analysis of data related to various quality indicators, using this information to make informed decisions and identify areas for improvement.

Coordinator ensures that all quality-related activities, meetings, and reports are documented, maintained, and readily accessible for internal and external reviews.

Comparing the institution's quality standards with best practices and benchmarks, both internally and externally, to identify areas of strength and areas for development.

Regularly monitoring the effectiveness of quality assurance mechanisms and evaluating the institution's performance in achieving quality objectives.

Preparing and guiding the institution for accreditation processes and compliance with quality standards.

Role of Faculty:

Faculty members have the responsibility of upholding discipline in accordance with the institution's regulations and ensuring the delivery of high-quality teaching and learning experiences.

They are expected to continuously update their knowledge and teaching methods to stay current in their fields, and they should provide mentorship and guidance to students beyond



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

classroom instruction. This includes offering career advice and facilitating professional development.

Additionally, faculty members should actively engage in research to contribute to the advancement of knowledge in their respective disciplines. They should foster an inclusive and diverse learning environment, respecting the varied backgrounds and perspectives of their students.

Role of Students:

Students are expected to adhere to the institution's regulations, policies, and guidelines concerning discipline, punctuality, and attendance. They are accountable for meeting specified attendance and academic performance criteria while developing essential technical and presentation skills. Students should actively participate in co-curricular and extracurricular activities to foster holistic development.

They are encouraged to seek academic support when needed, including accessing faculty office hours and support services.

Students should exemplify responsible and ethical conduct within the academic community, upholding principles of academic integrity.

Role of Alumni:

Alumni are encouraged to maintain open lines of communication with both faculty and the institution, providing valuable insights into market dynamics, technological trends, and potential job opportunities. Their role is pivotal in preserving and promoting the college's positive reputation.

Alumni are expected to mentor current students by sharing their experiences and insights to guide them in their academic and career paths.

They should actively participate in alumni events and support initiatives that strengthen the bond between alumni and the institution.

Alumni have the opportunity to contribute to the college's growth by providing philanthropic support, including scholarships, donations.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82

Fax : 091-7265-252346

Email.principal@ssgmce.ac.in, registrar@ssgmce.ac.in

Website- www.ssgmce.ac.in

As ambassadors of the institution's values, they should represent it positively in their personal and professional lives.

Role of Management:

Management is tasked with incorporating quality as a fundamental component of the institution's vision and mission.

The institution encourages faculty to attend national and international conferences and workshops for the continual enhancement of their knowledge and skills.

Faculty members receive financial support for pursuing higher studies and research.

The management establishes empowered committees dedicated to maintaining and assuring the highest levels of quality in teaching, infrastructure, and other areas.

Management provides essential support in terms of infrastructure, personnel, and financial resources to further the institution's quality objectives.

Quality Assurance Framework: Strategies and Mechanisms

Fostering the development of relevant and high-quality academic and research programs.

Promoting equitable access to and affordability of academic programs for diverse segments of society.

Optimizing and integrating modern methods of teaching and learning.

Upholding the credibility of the assessment and evaluation processes.

Ensuring the timely, efficient, and progressive performance of academic, administrative, and financial tasks.

Ensuring the adequacy, maintenance, and proper allocation of support structures and services.

Facilitating the sharing of research findings and networking with other institutions.

Engaging in industry-academia collaborations and partnerships.

Assessing and addressing the environmental sustainability of campus and operations.



Shri Gajanan Shikshan Sanstha's
**SHRI SANT GAJANAN MAHARAJ COLLEGE OF ENGINEERING
SHEGAON – 444203, DIST. BULDANA (MAHARASHTRA STATE), INDIA**

"Recognized by A.I.C.T.E., New Delhi" Affiliated to Sant Gadge Baba Amravati University, Amravati
"Approved by the D.T.E., M.S. Mumbai"

Ph : +918669638081/82
Fax : 091-7265-252346

Email: principal@ssgmce.ac.in, registrar@ssgmce.ac.in
Website- www.ssgmce.ac.in

This policy is binding on all faculties, departments, administrative personnel, and support staff at the institution through:

- (i) Continuous internal quality assurance mechanisms.
- (ii) Periodic external quality assurance mechanisms.

Routine internal and external audits will be conducted to verify the effective implementation of the Quality Policy.

Dr. A.U. Jawadekar
IQAC Coordinator

Dr. S.B. Somani
Principal



PRINCIPAL
Shri Sant Gajanan Maharaj
College of Engineering, Shegaon.