

Mahatma Education Society's

**PILLAI COLLEGE OF  
ARCHITECTURE** *Pillai*

**IQAC**



# PILLAI COLLEGE OF ARCHITECTURE ORGANOGRAM

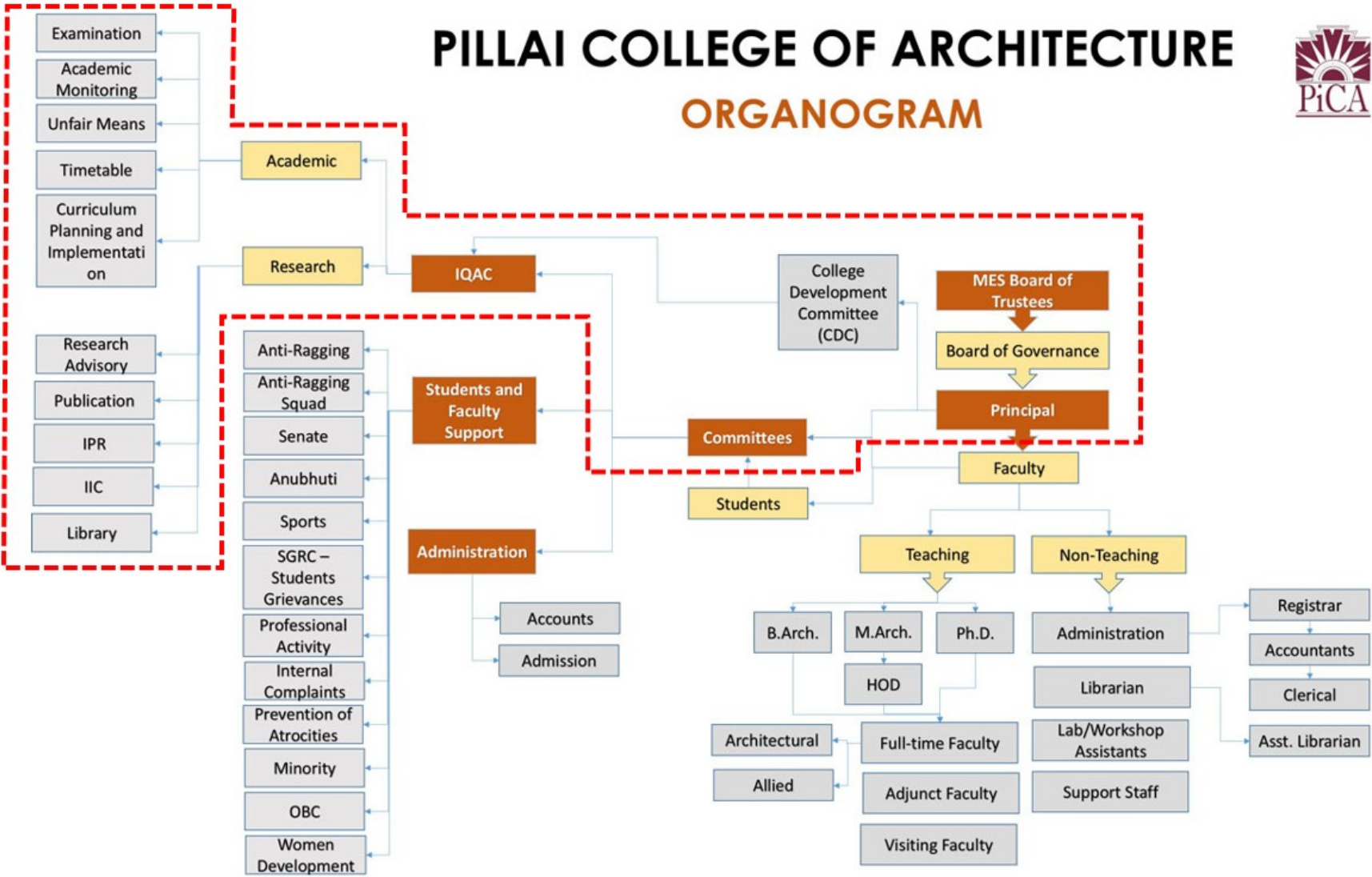


Fig. 1 Organogram for PiCA IQAC

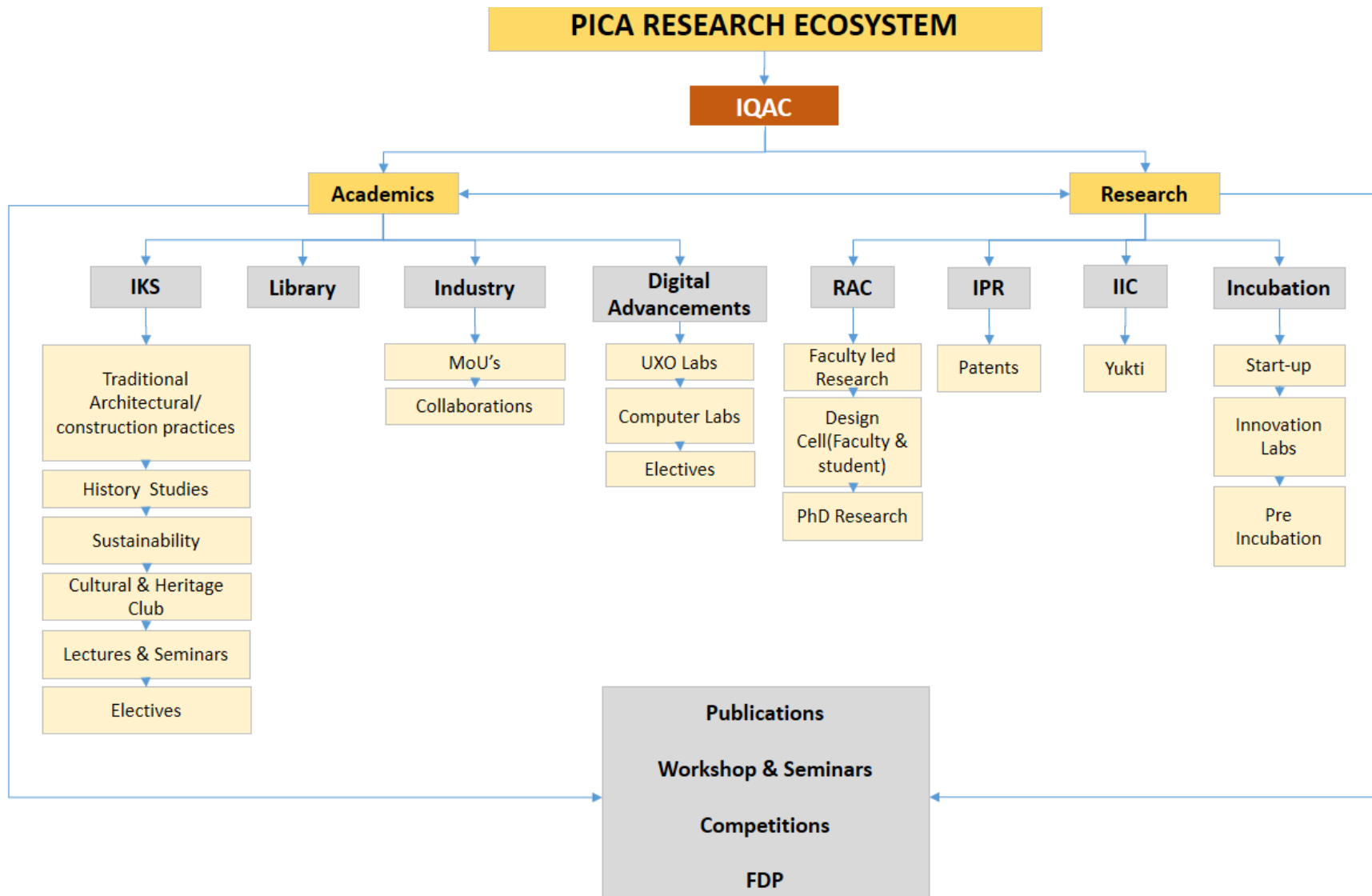


Fig. 2 PiCA research ecosystem



## IQAC Policy

### Purpose

This policy document is our charter prepared to orient the faculty and administrative staff towards the quality enhancement goals of the institute. At Pillai College of Architecture(New Panvel) the Internal Quality Assurance Cell (IQAC) was constituted in year 2017. The constitution was made as per guidelines of University Grants Commission (UGC). We have utilised the guidelines to drive the qualitative enrichment of our academic discourse and administrative efficiency. In the last five years we have collaboratively and systematically refined our approach to academics and ironed out the administrative system. PiCA intends to promote quality enhancement through internationalising a culture of best practices which we rigorously strive to improve.

### Aim

To establish a system for monitoring and enhancing the academic and administrative content and overall performance of the Institution.

### Objectives

1. To establish a mechanism to monitor existing academic and administrative performance.
2. To develop a quality enhancement system for conscious, consistent and catalytic action which will ultimately improve the academic and administrative performance of the institute.
3. To promote measures for institutional functioning geared towards quality enhancement resulting in a culture of synthesising best practices.
4. Critical appraisal of existing academic and administrative performance.
5. Regular monitoring and analysis of course content and outcomes.





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6. Reinforcing course content to satisfy the professional expectations related to construction industry.
7. Promote initiatives for research and innovation.
8. Providing financial support.

### Function of IQAC- As per UGC Guidelines

- Development and application of quality **parameters** for various academic and administrative activities of our **institute**.
- Encouraging the creation of a learner-centered environment that promotes high-quality education and the maturation of the faculty to use the necessary information and technology for participatory teaching and learning.
- Arrangement to obtain feedback on quality processes of the institution from students, parents and interested parties.
- Dissemination of information on the various quality parameters of higher education.
- Awareness about the different quality dimensions of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Organization of **internal workshops** and seminars on **quality-related topics** and promotion of quality circles.
- Documenting the College's different programmes/activities, resulting in enhanced quality.
- As the college's nodal agency for quality coordination, including the adoption and promotion of best practices.
- Institutional Database Development and Maintenance through Information Management Systems (MIS) to maintain / improve institutional quality.
- Development of **College Annual Quality Assurance Report (AQAR) in prescribed format** based on quality **parameters/evaluation** criteria developed by **concerned** quality assurance body (like NAAC, NBA, **AB**).



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- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR.
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.

### **Role and Responsibilities**

- Ascertain efficient and timely progressive performance of academic, administrative and financial tasks.
- Orient the academic community towards the quality of academic and research programmes.
- Avail uniform opportunity and financial support to attend performance enhancement programs.
- Support optimization and integration of contemporary pedagogical techniques.
- Promote trustworthiness of evaluation procedures.
- Ensure efficiency of maintenance and generate proper allocation of support structure and services
- Encourage a platform for research publications and build a network with other institutions in India and abroad.

### **Benefits of IQAC**

- Securing a satisfactory level of clarity and focus in institutional functioning towards quality enhancement.
- Development of a culture of quality appreciation.
- Enhancement and integration of various activities in the college by adopting best practices.
- Achieving a sound basis for decision-making to improving institutional functioning.
- Building an organised methodology of documentation and internal communication.





**Prepared by.**

Prof Sasmit Acharekar

Associate Professor

**Approved by.**

Dr. Smita Dalvi

IQAC coordinator

Attachment

- 1- Annexure -XII PLAN GUIDELINES FOR Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Universities (2012-2017)
- 2- Constitution of IQAC



**XII PLAN  
GUIDELINES**

**FOR**

**Establishment and Monitoring of the Internal Quality  
Assurance Cells (IQACs) in Universities  
(2012-2017)**

**UNIVERSITY GRANTS COMMISSION  
BAHADURSHAH ZAFAR MARG NEW  
DELHI — 110 002**

**UGC Website : [www.ugc.ac.in](http://www.ugc.ac.in)**



**Guidelines for the  
Establishment and Monitoring  
of the Internal Quality Assurance Cells (IQACs) in  
Universities**

**Introduction**

The University Grants Commission (UGC), established in November 1956 as a statutory body of the Government of India through an Act of Parliament, has the unique distinction of being the only grant-giving agency in the country which has been vested with two responsibilities: that of providing funds and that of coordination, determination and maintenance of standards in institutions of higher education.

The UGC's mandate includes Promoting and coordinating university education; Determining and maintaining standards of teaching, examination and research in Universities; Framing regulations on minimum standards of education; Monitoring developments in the field of collegiate and university education; Disbursing grants to the Universities and Colleges; Serving as a vital link between the Union and State Governments and institutions of higher learning; Advising the Central and State Governments on the measures necessary for improvement of university education. To monitor standards of the higher educational institutions it has established the National Assessment and Accreditation Council (NAAC) as an autonomous body, under section 12 (ccc) of its Act in September 1994. NAAC is entrusted with the task of performance evaluation, assessment and accreditation of Universities and Colleges in the Country. The philosophy of NAAC is ameliorative and enabling rather than punitive or judgmental, so that all constituencies of institutions of higher learning are empowered to maximize their resources, opportunities and capabilities.

NAAC has been instilling a momentum of quality consciousness amongst Higher Educational Institutions (HEIs or 'Institutions'), aiming for continuous improvement. NAAC is triggering a 'Quality Culture' among the various constituents of the HEI, as well as enhancing the awareness of Institutional Quality Assurance with all stakeholders.

The prime agenda of NAAC is to Assess and Accredite Institutions of higher learning with an objective of helping them to work continuously to improve the quality of education. Assessment is a performance evaluation of an HEI and /or its units and is accomplished through a process based on self-study and peer review using defined criteria. Accreditation refers to the certification given by NAAC which is valid for a period of five years. NAAC accredits UGC 2(f) & 12B as well as non 2(f) & 12B HEIs.

All stakeholders have to be fully engaged in the endeavour of quality assurance of the HEIs. Therefore, it is imperative that HEIs are motivated to establish their own internal mechanisms for sustenance, assurance and enhancement of the quality culture of education imparted by them. It is significant that such internalization of quality would be invaluable in the enhancement of quality within the institution. The efficacy of external quality assessment would therefore be determined by the effectiveness of such institutional internal quality systems and processes.

At the instance of NAAC many Universities have established the Internal Quality Assurance Cell

(IQAC) as a post accreditation quality sustenance activity. The experience of NAAC reveals that the IQAC in these institutions are proactive and functioning in a healthy way. Based on this success story, from 1<sup>st</sup> April 2007 onwards NAAC is propagating to have such a mechanism created prior to the accreditation in all the Universities which would help establishing quality culture in them. The UGC has recognized this initiative and it has taken a policy decision to direct all Universities to establish IQACs for which it has decided to provide seed financial assistance.

### **Coverage**

All universities established and/or incorporated by or under a Central Act, a Provincial Act or a State Act and an institution declared Deemed to be University under Section 3 of UGC Act, covered under Section 12B of the UGC Act, 1956 and declared fit to receive general institutional development grants.

### **Part- A: Guidelines to Establish Internal Quality Assurance Cells (IQACs) in Universities**

Maintaining the momentum of quality consciousness is crucial in Universities. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every University should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the University may be called “Internal Quality Assurance Cell (IQAC)”. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the University; it would be a facilitative and participative organ of the University. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

### **The IQAC Structure**

The IQAC shall be constituted under the chairmanship of the Vice Chancellor of the University. He/ She may be assisted by a Director who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

### **Composition of the IQAC**

The IQAC shall have the following composition:

- a) Vice Chancellor of the University – Chairperson
- b) Eight senior teachers and one senior administrative official - Members
- c) Three external experts on Quality Management/Industry/ Local Community - Members
- d) Director of IQAC – Member Secretary

The members at b) and c) of the above shall be nominated by the Vice Chancellor in consultation with the Academic Council of the University. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official

signatures and maintained electronically in a retrievable format.

## **Goals**

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

## **The IQAC shall have the following functions**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on the various quality parameters of higher education;
- Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the University, leading to quality improvement;
- Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Development of Quality Culture in University;
- Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR;
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

## **Follow up**

- The AQAR shall be approved by the statutory bodies of the University (such as Syndicate, Governing Council/Board) for the follow up action for necessary quality enhancement measures.
- The Universities shall regularly submit the AQARs to the NAAC/other accreditation bodies.
- All Universities shall submit AQARs and/or Quality Radars (QRs) and follow up reports of AQARs to the UGC.
- The IQAC must create its exclusive window on University website, to regularly report on its

activities, as well as for hosting the AQAR.

### **Benefits of IQAC**

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

### **Eligibility for Financial Assistance for establishing IQAC**

All Universities which are under section 2(f) & 12B of the UGC Act will be eligible to receive the financial support for establishing and strengthening of the IQACs in them.

In order to meet the establishment and strengthening expenditure of the IQAC during the XII plan, the UGC will provide financial assistance of Rs.5.00 lakhs (to be released in two instalments of 90% and 10% of the total assistance) to each University. The expenditure can be incurred on following items:-

( Amount in Rs.)

<b>Sl. No.</b>	<b>Purpose of grant</b>	<b>University</b>
1.	Honorarium to the Director / Coordinator, IQAC @Rs. 1000x12x5	60,000/-
2.	Office Equipments	1,00,000/-
3.	Hiring Services for Secretarial & Technical Services	1,80,000/-
4.	ICTs Communication expenses	80,000/-
5.	Contingencies	80,000/-
<b>Total</b>		<b>5,00,000/-</b>

### **Part B: Monitoring Mechanism**

- a) NAAC and other respective accrediting bodies shall monitor the functioning of IQACs in universities .
- c) NAAC peer teams and those of other accreditation bodies will interact with the IQACs.

The Format for Annual Quality Assurance Report (AQAR) of the IQAC is given in the Annexure.

**The Format for Annual Quality Assurance Report (AQAR) of the IQAC**

Name of the University: .....  
Year of Report: .....

**Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).**

.....  
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.....

**Section B: Details in respect of the following (attach separate sheet).**

1. Activities reflecting the goals and objectives of the University
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes started
5. Examination reforms implemented
6. Candidates qualified: NET/SLET/GATE etc.
7. Initiative towards faculty development programme
8. Total number of seminars/workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars
14. Citation index of faculty members and impact factor
15. Honors/Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes
18. Community services
19. Teachers and officers newly recruited
20. Teaching – Non-teaching staff ratio
21. Improvements in the library services
22. New books/journals subscribed and their value
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback
24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology upgradation
29. Computer & internet access and training to teachers, non-teaching staff and students



30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff
40. Good practices of the institution
41. Linkages developed with National/ International, academic/research bodies
42. Action Taken Report on the AQAR of the previous year
43. Any other relevant information the University wishes to add.

**Section C: Outcomes achieved by the end of the year (attach separate sheet if required).**

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 .....  
 .....  
 .....

**Section D: Plans of the University for the next year**

.....  
 .....  
 .....  
 .....

*Name & Signature of the  
 Director, IQAC*

*Name & Signature of the  
 Chairperson, IQAC*

.....  
 Registrar / Finance Officer

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2<sup>nd</sup> May 2017

**CONSTITUTION OF INTERNAL QUALITY ASSURANCE CELL FOR AY 2017-2018**

As per guidelines for the Creation of Internal Quality Assurance Cell (IQAC), the IQAC was constituted in PiCA under the chairpersonship of the Principle the role of the IQAC is to help PiCA in planning and monitoring quality related activities and to ensure cross-sectional participation in the institution's quality-enhancement activities.

The membership of the nominated members shall be for a period of two years. The IQAC shall meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action taken reports shall be documented and maintained electronically in a retrievable format.

The list of the IQAC members is as follows:

Sr. No.	Name	Designation	Position	Mobile no.	Email ID.
1	Dr. Arif N. Merchant	Principal	Principal, Chairperson and Head of Institute	9820737935	<a href="mailto:merchant@mes.ac.in">merchant@mes.ac.in</a>
2	Dr. Daphne Pillai	Secretary, MES Management Representative	Secretary, MES Management Representative	9820123504	<a href="mailto:daphnepillai@mes.ac.in">daphnepillai@mes.ac.in</a>
3	Mr. A. N. Kutty	Management Representative	Management Representative	9820394008	<a href="mailto:akutty.pcas@mes.ac.in">akutty.pcas@mes.ac.in</a>
4	Dr. Smita Dalvi	Professor	IQAC Co-ordinator	9969664859	<a href="mailto:smitadalvi@mes.ac.in">smitadalvi@mes.ac.in</a>
5	Preeti Pansare	Professor	IQAC Co- Co-ordinator	9819194746	<a href="mailto:preetipansare@mes.ac.in">preetipansare@mes.ac.in</a>
6	Dr. Aruna Reddi	Professor	Member (Teaching Staff)	9775550773	<a href="mailto:aruna@mes.ac.in">aruna@mes.ac.in</a>
7	Prof. Abhijit Sahasrabudhe	Assistant Prof.	Member (Teaching Staff)	9930304744	<a href="mailto:sabhijit@mes.ac.in">sabhijit@mes.ac.in</a>
8	Prof. Yusuf Pardawala	Professor	Member (Teaching Staff)	9920534346	<a href="mailto:yusuf@mes.ac.in">yusuf@mes.ac.in</a>
9	Prof. Kavita Pradhan	Associate Prof.	Member (Teaching Staff)	9972007940	<a href="mailto:kavita@mes.ac.in">kavita@mes.ac.in</a>
10	Prof. Shubhangi Bhide	Associate Prof.	Member (Teaching Staff)	9987087168	<a href="mailto:sbhide@mes.ac.in">sbhide@mes.ac.in</a>
11	Prof. Richa Sharma	Associate Prof.	Member (Teaching Staff)	9867657342	<a href="mailto:rsharma@mes.ac.in">rsharma@mes.ac.in</a>
12	Prof. Neha Sayed	Associate Prof.	Member (Teaching Staff)	9702805590	<a href="mailto:nsayed@mes.ac.in">nsayed@mes.ac.in</a>
13	Virginia Fernandes	Administrative staff	Member (Non-Teaching Staff)	9757078221	<a href="mailto:vfernandes@mes.ac.in">vfernandes@mes.ac.in</a>
14	Nayana Gunjal	Administrative staff	Member (Non-Teaching Staff)	8779878271	<a href="mailto:nayanagunjal@mes.ac.in">nayanagunjal@mes.ac.in</a>
15	Mrs. Biji Jayakumar	Librarian	Member (Non-Teaching Staff)	9702797570	<a href="mailto:bjaykumar@mes.ac.in">bjaykumar@mes.ac.in</a>

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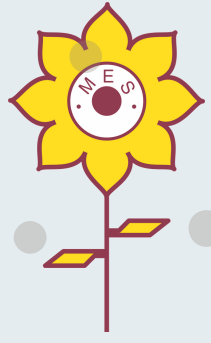
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16	Mr. Rajesh Menon	Hardware Section Manager	Member (Non-Teaching Staff)	9920409079	<a href="mailto:rajesh@mes.ac.in">rajesh@mes.ac.in</a>
17	Mr. Krishna Kumar	Technical staff	Technical staff	9920273402	<a href="mailto:kk@mes.ac.in">kk@mes.ac.in</a>
18	Krati Maurya	Student	General Secretary Students Council, Student Representative	9137461190	<a href="mailto:sanaswara20barch@student.mes.ac.in">sanaswara20barch@student.mes.ac.in</a>
19	Utsav Choudhary	Student	Cultural Secretary Students Council, Student Representative	9370830982	<a href="mailto:gvaishnavi20barch@student.mes.ac.in">gvaishnavi20barch@student.mes.ac.in</a>
20	Sangita Tushar Chaudhari	Other Stakeholders-Parent	Parents of- 4th year Student (Parent representative)	9867201877	<a href="mailto:patilpuran18arch@student.mes.ac.in">patilpuran18arch@student.mes.ac.in</a>
21	Neha Korde	Other Stakeholders-Parent	Parents of- 4th year Student (Parent representative)	9869033490 / 8655111201	<a href="mailto:nkorde@mes.ac.in">nkorde@mes.ac.in</a>
22	Mr. Eranna Yekbote	Alumni (Architect)	Alumni Nominee	9821293316	<a href="mailto:eramumbai@gmail.com">eramumbai@gmail.com</a>
23	Mr. Prakash Shingarpure	Entrepreneur Engineer	Industry Expert (Members from the profession)	9820897990	<a href="mailto:prakashshirngarpure@mes.ac.in">prakashshirngarpure@mes.ac.in</a>
24	Prof. Ravi Hazra	Adjunct Faculty, IIT Bombay	External Expert	9820408812	<a href="mailto:ravihaz@iitb.ac.in">ravihaz@iitb.ac.in</a>
25	Mr. Girish Doshi	Industrialist	Industry Expert (Members from the profession)	9371007392	<a href="mailto:girishdoshi@gmail.com">girishdoshi@gmail.com</a>
26	Jinu Kurien	Assistant Prof.	NAAC Advisory Committee	9833947673	<a href="mailto:jkurien@mes.ac.in">jkurien@mes.ac.in</a>
27	R. Venkatesh	Assistant Prof.	NAAC Advisory Committee	9820258167	<a href="mailto:rvenkatesh@mes.ac.in">rvenkatesh@mes.ac.in</a>
28	Mr. Rajesh Menon	Technical staff	Technical staff	9819264433	<a href="mailto:rajesh@mes.ac.in">rajesh@mes.ac.in</a>
29	Mr. Krishna Kumar	Technical staff	Technical staff	9920273402	<a href="mailto:kk@mes.ac.in">kk@mes.ac.in</a>

**Prof. (Dr.) Arif Merchant**  
**Principal**



Mahatma Education Society's

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