



MAHATMA GANDHI MISSION

MGM INSTITUTE OF PHYSIOTHERAPY

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(Affiliated to Maharashtra University of Health Sciences, Nashik)

Structure and Mechanism of IQAC (SOP for IQAC)

DOC No.	SOP/MGMIOP/IQAC//007
Issue No.	1
Rev. No.	0
Date :	01/01/2019

1. OBJECTIVE:

1.1 To assess the effectiveness of quality assurance processes and ensure continuous improvement in academic and administrative functions. The meeting aims to identify strengths, weaknesses, and areas for improvement.

1.2 To facilitate continuous improvement in the quality of education, research, and overall functioning of the institute.

2. SCOPE:

2.1 The scope of IQAC encompasses all aspects of academic and administrative processes within MGM Institute of Physiotherapy.

2.2 To provide a comprehensive evaluation of the quality management system and adherence to established standards.

2.3 This includes curriculum development, teaching-learning practices, research activities, infrastructure maintenance, student support services, governance, best practices and overall institutional effectiveness.

3. RESPONSIBILITY:

3.1. Developing Quality Benchmarks: Establishing and applying quality benchmarks for various academic and administrative activities.

3.2. Facilitating a Learner-Centric Environment: Promoting innovative teaching and learning methods to foster a conducive educational environment.

3.3. Documentation and Reporting: Keeping detailed records of institutional activities and submitting annual quality assurance reports.

3.4. Conducting Internal Audits: Regularly reviewing and auditing institutional processes to ensure continuous improvement.

3.5. Feedback Mechanism: Implementing feedback systems from students, parents, and other stakeholders to assess and improve quality.

3.6. Organizing Workshops and Seminars: Conducting training sessions to promote quality enhancement among staff and faculty.

3.7. Encouraging Best Practices: Identifying and sharing best practices within the institution for quality improvement.



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4. COMPOSITION OF IQAC :

The composition of IQAC will be as follows

- 4.1 Chairperson – Head of the institution
- 4.2 Members – Teachers from the institute (Three to eight) to represent all level
- 4.3 One member from the management
- 4.4 One member from the administrative office
- 4.5 One nominee from local society
- 4.6 One nominee from employers
- 4.7 One nominee from industry
- 4.8 One nominee from Alumni
- 4.9 Two student representatives
- 4.10 One senior faculty members as IQAC coordinator

5. POLICY:

- 5.1 **Quarterly Meetings:** The policy of the IQAC meetings is to plan quality initiatives and conduct academic and administrative audits, covering areas such as curriculum development, teaching-learning practices, research activities, infrastructure maintenance, student support services, governance, and best practices.
- 5.2 The Meeting of the IQAC will be conducted quarterly. These meetings are scheduled quarterly in the months of July, October, January and April and conducted on second Tuesday of these months.
- 5.3 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 date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance.
- 5.4 Minutes of the meeting will be drafted on the same day of the meeting. The agenda, minutes and action taken reports will be documented in hard and soft copy formats. This will be uploaded in institutional website.
- 5.5 **Transparency:** Ensure transparency in all quality assurance processes, sharing relevant information with stakeholders.


Principal
MGM Institute of Physiotherapy
Chhatrapati Sambhajinagar



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5.6 **Continuous Improvement:** Promote a culture of continuous improvement by regularly reviewing and updating institutional processes.

6. PROCEDURE FOR QUARTERLY MEETINGS:

6.1 **Agenda Setting:** The IQAC coordinator sets the agenda for each quarterly meeting, including discussions on ongoing quality initiatives, progress reports, and upcoming activities.

6.2 **Preparation of Reports:** Members submit reports on their respective areas of responsibility, summarizing achievements, challenges, and proposed action plans.

6.3 **Review of Progress:** The meeting includes a comprehensive review of the progress made in implementing previous decisions and recommendations.

6.4 **Performance Evaluation:** Evaluating the department's performance against predefined metrics, targets, and benchmarks. This will involve assessing the achievement of key performance indicators (KPIs) and identifying areas for improvement to enhance overall performance and productivity.


6.5 **Identification of Areas for Improvement:** Identify areas requiring attention and propose strategies for improvement.

6.6 **Planning for Future Initiatives:** Develop plans for upcoming quality enhancement initiatives and allocate responsibilities.

6.7 **Feedback Analysis:** Analyze feedback received from stakeholders and incorporate suggestions into future plans.

7. DOCUMENTATION:

7.1 IQAC members (Annexure I)


Prepared by
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Checked by
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Approved by
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