SHREE SARVAJANIK PHARMACY COLLEGE
INTERNAL QUALITY ASSURANCE CELL
(AS PER AICTE NORMS)

Aims

- 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.

Functions

- 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 programmes/activities leading to quality improvement.
- 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.
1. **IQAC COMMITTEE:-**

The quality policy and program shall be implemented through the following IQAC Committee comprising of following members.

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation and Department</th>
<th>IQAC position</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Dr. C. N. Patel</td>
<td>Principal</td>
<td>Chair person</td>
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<tr>
<td>2</td>
<td>Sr. Dilipbhai chaudhary</td>
<td>Hon. Secretary of S.S.K.M</td>
<td>Management Representative</td>
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<tr>
<td>3</td>
<td>Sri. Milanbhai Chaudhary,</td>
<td>Join Secretary of S.S.K.M</td>
<td>Management member</td>
</tr>
<tr>
<td>4</td>
<td>Sri. Sureshbhai Chaudhary,</td>
<td>Principal of Mr. A.S. Chaudhary Mahila Arts &amp; Home Science College</td>
<td>Society representative</td>
</tr>
<tr>
<td>5</td>
<td>Dr. Indermeet Singh Anand</td>
<td>Professor, Pharmacology Department.</td>
<td>Coordinator IQAC</td>
</tr>
<tr>
<td>6</td>
<td>Dr. Avani Vinodchandra Patel</td>
<td>Assistant Professor, Pharmacognosy Department.</td>
<td>Member</td>
</tr>
<tr>
<td>7</td>
<td>Ms. Mona Ashutosh Gupta</td>
<td>Assistant Professor, Pharmaceutics Department.</td>
<td>Member</td>
</tr>
<tr>
<td>8</td>
<td>Mr. Pruthviraj K. Chaudhary</td>
<td>Assistant Professor, Pharmaceutical Chemistry Department.</td>
<td>Member</td>
</tr>
<tr>
<td>9</td>
<td>Dr. H. D. Karen, Ms. Khushbu K. Patel</td>
<td>Alumni Members</td>
<td>Member</td>
</tr>
<tr>
<td>10</td>
<td>Hiral J. Chaudhary, Rajat Chaudhary</td>
<td>Students</td>
<td>Members</td>
</tr>
</tbody>
</table>
4. The roles/duties of main stake holders such as students, Alumni, Faculty and college management are indicative in nature as given below:

I. **Role of Students**
   - Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
   - They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
   - Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.

II. **Role of Alumni**
   - The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
   - They will maintain goodwill of the college.

III. **Role of Faculty**
   - Faculty should maintain discipline according to the institutions rules and guidelines.
   - Faculty should ensure quality teaching and learning processes.

IV. **Role of Management**
   - Embed quality as an important component of vision/mission of the institution.
   - Faculty is encouraged to attend national and international conference and workshops to update their knowledge and skills
   - Faculty is supported financially to go for higher studies and research
   - Set up necessary empowered committees for maintaining / assuring highest levels of quality of Teaching, Infrastructure etc.
   - Provide support in terms of infrastructure, manpower and financial support.

5. **Periodicity of the meeting of IQAC:** The IQAC committee should meet on Quarterly basis or at least once in a semester.