



Thakur Educational Trusts (Regd.)

**THAKUR RAMNARAYAN
COLLEGE OF LAW**

Thakur Ramnarayan Educational Campus,
S.V. Road, Dahisar (East), Mumbai - 400 068
Tel.: 022 - 2828 1200 • Fax : 022 - 2828 1300
E-mail : admin@trcl.org.in • Website : www.trcl.org.in



Criterion 7 – Institutional Values and Best Practices

Key Indicator- 7.1 Institutional Values and Social Responsibilities

QnM 7.1.10: The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.

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Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





Code of Ethics Policy



CODE OF ETHICS

STATEMENT:

Thakur Ramnarayan College of Law has its Code of Ethics prescribed in the Procedure Manual TRCL/QMS/PM/02 Part V Section 1 Revision A which must be adhered to by the said stakeholders.

OBJECTIVES OF THE POLICY:

- Thakur Ramnarayan College of Law believes in providing and producing highly intellectual individuals by enhancing good quality research and creating a sense of critical thinking ability and professionalism in its students in the field of Law.
- There shall be a Committee formulated to overview that the guidelines in the ISO Procedure Manual will be adhered to.
- All stakeholders should be provided with training and guidelines to adhere to standards of the Institution.
- The College is also committed to adhere to the regulations of University of Mumbai for providing a good platform and simultaneously fostering an environment instilling a sense of diversity, equality and inclusion for its stakeholders.




Dr. A. K. Singh
Principal




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Principal
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The Institutional Code of Conduct Principles are Displayed on the Website

a. Sections on Code of Conduct Principles

		Thakur Ramnarayan College of Law Procedure Manual (PM) Part V Annexure		Doc. Ref - TRCL/QMS/PM/02
				Issue No - 01
				Issue Date - 01/10/2018
Section	Page	Title	Revision	Rev. Date
01	Page 1 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018

01 Code of Conduct (Faculty)

- 1) Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Monitor the progress of students in academics through continuous evaluation.
- 5) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 6) Evaluate self at every stage of action to minimize risks and ensure students' / stakeholders' satisfaction.
- 7) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline / deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time.
- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
- 16) Complete Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics.
- 17) Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
- 18) Encourage and share best practices and innovations at all levels to set new standards and a benchmark for the Institute.
- 19) Ensure proper and timely submission of all the documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 20) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
- 21) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
- 22) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.

Issued By: Director



Approved By: Secretary





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	Procedure Manual (PM)		Issue No. :-	01
	Part V Annexure		Issue Date :-	01/10/2018
Section	Page	Title	Revision	Rev. Date
01	Page 2 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018

- 23) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

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Principal
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





	Thakur Ramnarayan College of Law			Doc Ref -	TRCL/QMS/PM/02
	Procedure Manual (PM)			Issue No -	01
	Part V Annexure			Issue Date -	01/10/2018
Section	Page	Title	Revision	Rev Date	
01	Page 3 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018	

Code of Conduct for (Staff)


- 1) Support the Institute by carrying out the day-to-day functioning of the office/section effectively with high integrity, discipline and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Be aware of the latest notifications, advancements and developments in the respective domain for further growth of the institute.
- 5) Provide information to students, parents and visitors regarding courses being conducted, admission/examination rules and other allied matters.
- 6) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 7) Evaluate self at every stage of action to minimize risks and ensure management's/students'/stakeholders' satisfaction.
- 8) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 9) Avoid availing leave when there is important work related to the respective department/section. In case of emergency, ensure proper load arrangement.
- 10) Support the institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 11) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 12) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 13) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 14) Support teamwork with proper communication and coordination. Adhere to timeline/ deadline/various compliance and instructions given by Section In-charge/Principal from time to time.
- 15) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 16) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions.
- 17) Complete all documentation on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the work culture.
- 18) Participate actively in department, section and institutional programmes to ensure their successful conduct and help to increase the brand value of the Institute.
- 19) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 20) Ensure proper and timely submission of all documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 21) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.

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01	Page 4 of 4	Code of Conduct (Faculty/Staff)	A	01/10/2018	

- 22) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda.
- 23) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 24) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 25) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

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	Thakur Ramnarayan College of Law		Doc. Ref. :-	TRCL/QMS/PM/02
	Procedure Manual (PM) Part V Annexure		Issue No. :-	01
Section	Page	Title	Revision	Rev. Date
02	Page 1 of 1	Code of Conduct (Students)	A	01/10/2018

02 Code of Conduct (Students)

- 1) Report to college on time.
- 2) Wear ID-card compulsorily on the college campus.
- 3) Maintain discipline/proper decorum within Institute/class room/laboratories/library etc.
- 4) Follow the rules, regulations and instructions of the Institute for all curricular, co-curricular and extra-curricular activities.
- 5) Follow ISO guidelines relevant to students for various academic and administrative processes.
- 6) Align and take part in activities of the Institute to achieve objectives and Mission, Vision and Values.
- 7) Be regular and punctual for theory and practical.
- 8) Complete all Assignments/Journal writing/Practical as per schedule.
- 9) Comply with all important dates provided by examination section without fail.
- 10) Adhere to timeline/deadline and compliance with instructions given for students.
- 11) Provide honest feedback to facilitate positive changes in the teaching/training system and help to improve its efficiency and effectiveness.
- 12) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize damages.
- 13) Ensure proper use of equipment, hardware and software by handling them with care for a conducive work environment.
- 14) Follow proper formal dress code.
- 15) Participate in departmental and institutional activities/programs individually and in groups to enhance your learning and also to ensure their successful conduct and help to increase the brand value of the Institute.
- 16) Encourage and share best practices and innovations at all levels to set new standards and benchmark for the Institute.
- 17) Avoid gossips and false propaganda.
- 18) Do not consume alcohol, tobacco, drugs, or smoke cigarettes these bad habits are injurious to health and hamper the progress and growth of individual particularly in academics.
- 19) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute.
- 20) Ragging is prohibited under the Maharashtra State Act of 1999 within or outside of educational premises and any act by the participant is punishable.
- 21) Learn and follow the drills during an emergency/accident like fire, flood, electrical shocks etc.
- 22) Read notice board and visit college website regularly for latest updates and information.
- 23) Do not use cell phones within the academic boundaries.
- 24) Be in regular touch with the mentor-faculty and bring to her/his notice any problems and to furnish information/material for Teacher Guardian Handbook.

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Principal

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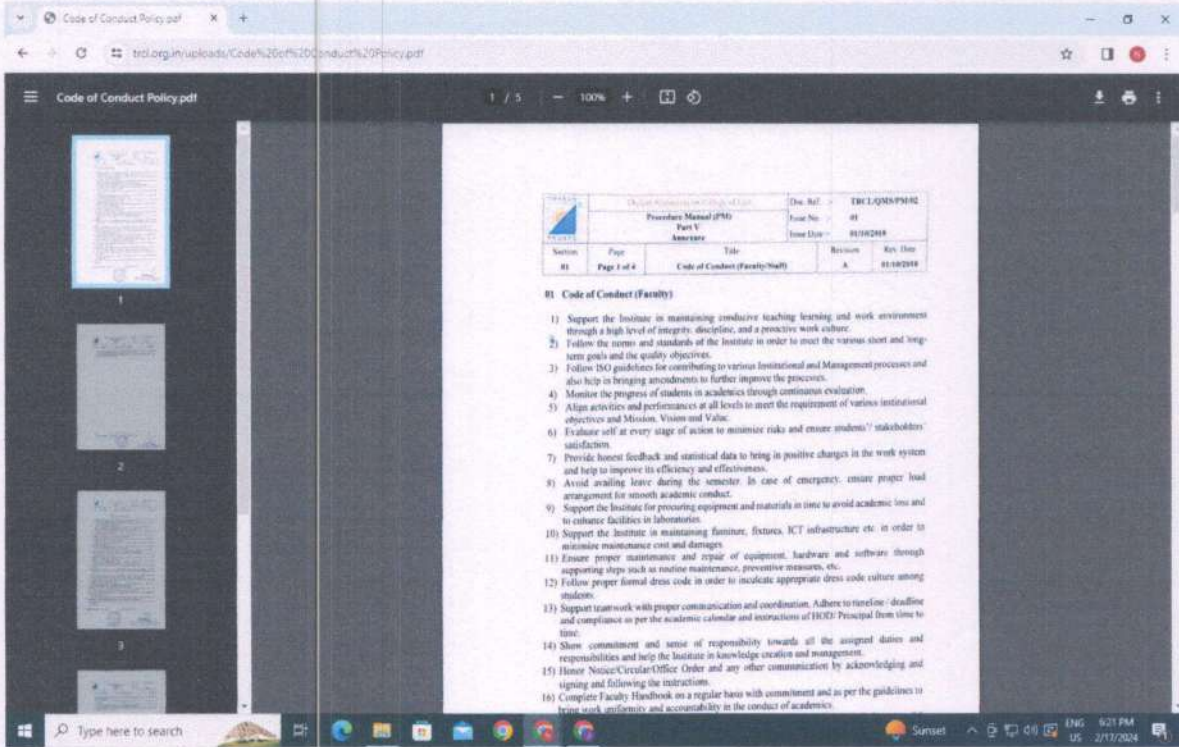
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b. Code of Conduct Displayed on Website




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Institution organizes Professional Ethics Programmes for
students, teachers, administrators and other staff

a. Orientation Programme for Students (Notice)

THAKUR RAMNARAYAN COLLEGE OF LAW

Notice No.: TRCL/ 128 /2022-23

Date: 12/12/2022

ORIENTATION PROGRAMME

F.Y.B.L.S. SEMESTER – I (2022-23)

The students of First Year B.L.S. are hereby
informed that an orientation programme will be
conducted on 13th December 2022 (Tuesday) at
11:00 A.M. in Library Hall, 1st Floor, Thakur
Ramnarayan Public School.

Note: No lectures will be held tomorrow.

Dr. A. K. Singh
Principal

DOD: 12.12.2022

DOR: 14.12.2022





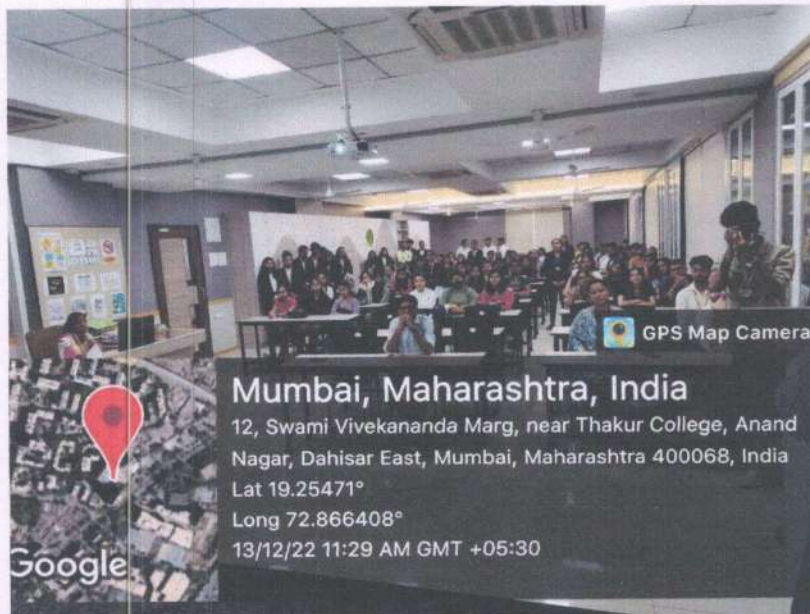
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b. Orientation Programme for Students (Photo)



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GPS Map Camera

Mumbai, Maharashtra, India

12, Swami Vivekananda Marg, near Thakur College, Anand
Nagar, Dahisar East, Mumbai, Maharashtra 400068, India
Lat 19.25472°
Long 72.866404°
13/12/22 11:56 AM GMT +05:30

Google



GPS Map Camera

Mumbai, Maharashtra, India

12, Swami Vivekananda Marg, near Thakur College, Anand
Nagar, Dahisar East, Mumbai, Maharashtra 400068, India
Lat 19.254706°
Long 72.866394°
13/12/22 11:36 AM GMT +05:30

Google

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



c. Code of Conduct Principles for Students displayed on the Notice Board

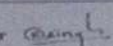
Section	Page	Title	Revision	Rev. Date
02	Page 1 of 1	Code of Conduct (Students)	A	01-10-2018

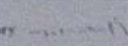
02 Code of Conduct (Students)

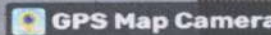
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- 5) Follow ISO guidelines relevant to students for various academic and administrative processes.
- 6) Adhere and take part in activities of the Institute to achieve objectives and Mission, Vision and Values.
- 7) Be regular and punctual for theory and practical.
- 8) Complete all Assignments/Journal writing/Practical as per schedule.
- 9) Comply with all important dates provided by examination section without fail.
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- 19) Be vigilant so that no unhealthy/moribund/unlawful/derogatory practice takes place at the Institute.
- 20) Raging is prohibited under the Maharashtra State Act of 1999 within or outside of educational premises and any act by the participant is punishable.
- 21) Learn and follow the drills during an emergency/accident like fire, flood, electrical shocks etc.
- 22) Read notice board and visit college website regularly for latest updates and information.
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Approved By: Secretary 





Mumbai, Maharashtra, India
 Thakur Ramnarayan College Of Law, Swami Vivekananda Marg, Anand Nagar,
 Dahisar East, Mumbai, Maharashtra 400068, India
 Lat 19.254615°
 Long 72.866161°
 21/10/23 11:10 AM GMT +05:30

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Principal

Thakur Ramnarayan College of Law
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d. Compliance of Code of Conduct Principles for teachers and other staff as informed in Induction Training Programme by Head of the Institution

Thakur Ramnarayan Educational Campus,
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TRCL/MP/04/ERM/01 Induction Training Programme Revision: A

1. Name of Faculty/Staff: **ISHRAT FIRANI**

2. Designation: **ASSISTANT PROFESSOR** 3. Department/Section: **LAW**

4. Date of Joining: **01.07.2023**

5. Program Contents:

Sr. No.	Meeting With	Date	Time		Training Guidelines	Signature
			From	To		
1	Principal				Introduction about College a) About QMS at Institute Level b) Reporting c) Hierarchy d) No. of Students e) No. of Staff f) Important Facilities g) College Achievements h) Key Initiatives i) Professional Body Activities j) Others (if any)	
2	Chairperson, Examination Committee	04/07/23	11:30	1:00	Introduction about Examinations Process a) Board/University Examinations b) Term Tests c) Board/University Guidelines about Examinations	 04/07/23
3	Librarian	04/07/23	10:30	11:00	Introduction about Library Process a) Rules and Regular Facilities d) Book Facilities for Faculty/Staff e) Book Scheme for Faculty	 11/7/23
4	TPE	04/07/23	1:00	1:30	Introduction about Placement and Higher Education Process a) Training Activities b) Placement Activities c) Training and Placement Statistics d) Others (if any)	 04/07/23
5	Administrative Officer	10/7/23	1:30	2:05	Introduction about Admission, General Administration and Service Conditions a) Day to Day Administration b) Service Rules c) Leave Rules d) Various Institutional Facilities e) Others (if any)	 10/7/23

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6	Accountant	10/4/2023	2.15 2.20	Introduction about Purchase and Accounts Process a) Opening of Savings Accounts b) Salary and Deduction c) Others (if any)	
I have read Quality and Procedure Manual and have understood its contents.					
Date: 15.07.2023		 Signature of Faculty			
 Signature of Administrative Officer		Date:			
 Signature of Principal		Date:			
Note: i) SI shall give introduction for minimum fifteen minutes to half an hour to the newly joined faculty/staff in their section. Training shall be as per the stated training guidelines. ii) Induction Training should be completed within 15 days and the same should be submitted in Administrative office.					



e. Handbook for Teachers and Staff

INDUCTION: HANDBOOK FOR FACULTY

CODE OF CONDUCT

- 1) Support the Institute in maintaining conducive teaching learning and work environment through a high level of integrity, discipline, and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Monitor the progress of students in academics through continuous evaluation.
- 5) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 6) Evaluate self at every stage of action to minimize risks and ensure students'/ stakeholders' satisfaction.
- 7) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc, in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline/deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time



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- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions
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- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.

Sign of Joiner

Date: 4/18/22



Sign of Administrative Officer

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- 8) Avoid availing leave during the semester. In case of emergency, ensure proper load arrangement for smooth academic conduct.
- 9) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 10) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc, in order to minimize maintenance cost and damages.
- 11) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 12) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.
- 13) Support teamwork with proper communication and coordination. Adhere to timeline/deadline and compliance as per the academic calendar and instructions of HOD/ Principal from time to time

Principal

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- 14) Show commitment and sense of responsibility towards all the assigned duties and responsibilities and help the Institute in knowledge creation and management.
- 15) Honor Notice/Circular/Office Order and any other communication by acknowledging and signing and following the instructions
- 16) Complete Faculty Handbook on a regular basis with commitment and as per the guidelines to bring work uniformity and accountability in the conduct of academics
- 17) Participate actively in departmental and institutional programs to ensure their successful conduct and help to increase the brand value of the Institute.
- 18) Encourage and share best practices and innovations at all levels to set new standards and bench marks for the Institute.
- 19) Ensure proper and timely submission of all the documents, reports, data etc. required for statutory, regulatory, affiliating, accrediting, certification, rating and ranking agencies.
- 20) Use infrastructural facilities properly and maintain cleanliness for a conducive work environment.
- 21) Do not divulge confidential and negative information about the Institute and avoid gossip and false propaganda
- 22) Be vigilant so that no unhealthy/unethical/unlawful/derogatory practice takes place at the Institute,
- 23) Be cordial to parents/visitors etc. who visit the Institute and direct them to meet proper authority for getting information or documents from the Institute.
- 24) Keep yourself updated with emergency preparedness and ensure compliance during crises like fire, flood, electrical shock etc.


Sign of Joinee

Date: 04/07/2022




Sign of Administrative Officer


Principal

Thakur Ramnarayan College of Law
S.V. Road, Dahisar(E), Mumbai-400068





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INDUCTION: HANDBOOK FOR STAFF

CODE OF CONDUCT

- 1) Support the Institute by carrying out the day-to-day functioning of the office/section effectively with high integrity, discipline and a proactive work culture.
- 2) Follow the norms and standards of the Institute in order to meet the various short and long-term goals and the quality objectives.
- 3) Follow ISO guidelines for contributing to various Institutional and Management processes and also help in bringing amendments to further improve the processes.
- 4) Be aware of the latest notifications, advancements and developments in the respective domain for further growth of the institute.
- 5) Provide information to students, parents and visitors regarding courses being conducted: admission/ examination-rules and other allied-matters.
- 6) Align activities and performances at all levels to meet the requirement of various institutional objectives and Mission, Vision and Value.
- 7) Evaluate self at every stage of action to minimize risks and ensure management's/students'/ Stakeholders' satisfaction
- 8) Provide honest feedback and statistical data to bring in positive changes in the work system and help to improve its efficiency and effectiveness.
- 9) Avoid availing leave when there is important work related to the respective department/section. In case of emergency, ensure proper load arrangement.
- 10) Support the Institute for procuring equipment and materials in time to avoid academic loss and to enhance facilities in laboratories.
- 11) Support the Institute in maintaining furniture, fixtures, ICT infrastructure etc. in order to minimize maintenance cost and damages.
- 12) Ensure proper maintenance and repair of equipment, hardware and software through supporting steps such as routine maintenance, preventive measures, etc.
- 13) Follow proper formal dress code in order to inculcate appropriate dress code culture among students.

 19

Principal

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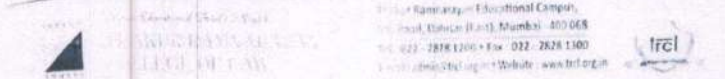




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Sign of Joiner

Date: 08/10/2022



Sign of Administrative Officer

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Hidest

Sign of Joinee

Date: 01/07/2022



Shahin
Sign of Administrative Officer

Principal

Principal

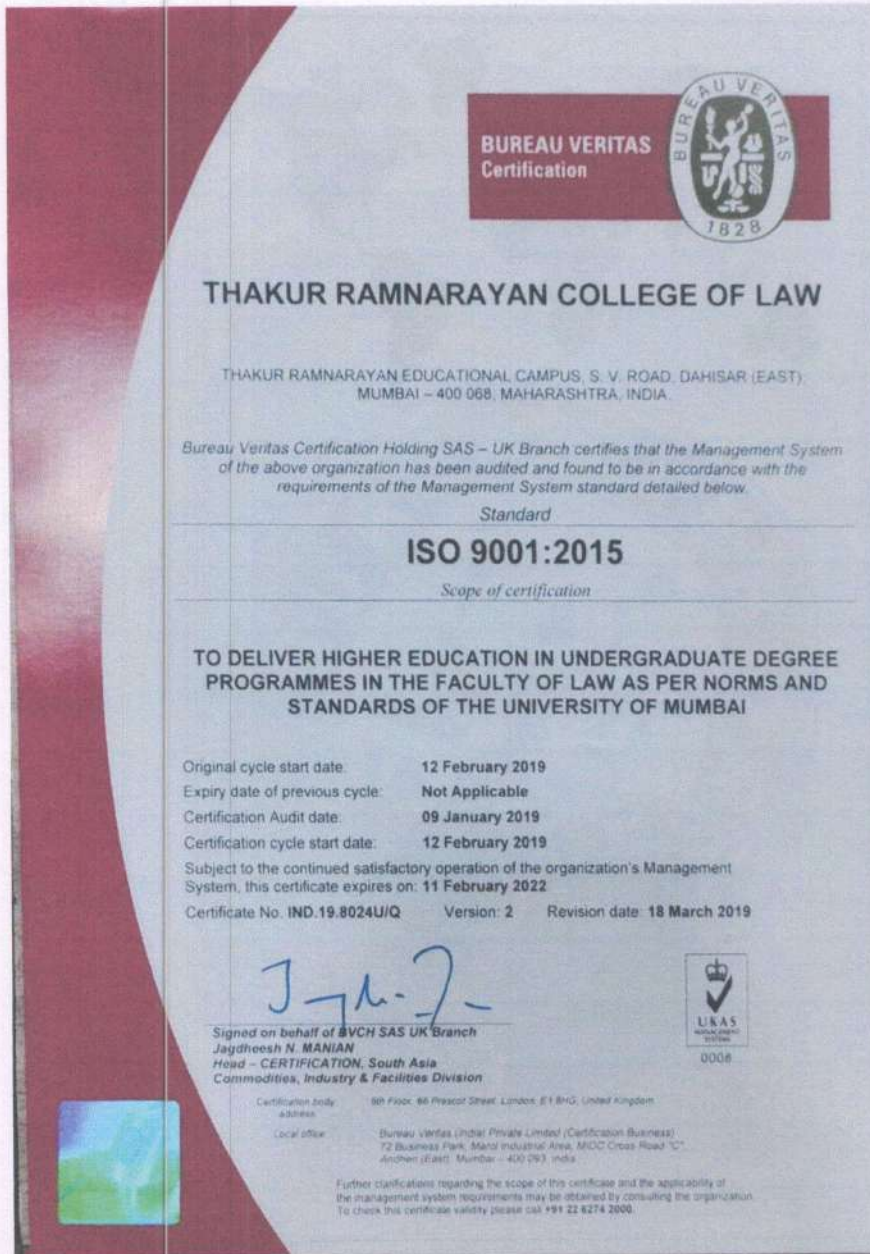
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The Institutional Code of Conduct Principles are Displayed in the Website

- **ISO Certificate**



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CERTIFICATE OF APPROVAL

Issued by Indian Register Quality Systems
(A Division of IRCLASS Systems and Solutions Private Limited)

This is to certify that the Quality Management Systems of

Organisation: Thakur Ramnarayan College of Law

Address: Thakur Ramnarayan Educational Campus,
Swami Vivekanand Road,
Dahisar East,
Mumbai - 400068

has been assessed and found conforming to the following requirement

Standard: ISO 9001:2015

Scope: To Deliver Higher Education In
Undergraduate Degree Programmes In
The Faculty Of Law As Per Norms And
Standard Of The University Of
Mumbai

Certificate No.: IRQS/220100132

Original Certification Date : 12/02/2019

Current Date of Granting : 08/02/2022

Expiry Date : 10/02/2025



Shashi Nath Mishra
Head IRQS

This approval is subject to continued satisfactory maintenance of the Quality Management Systems of the organization to the above standard which will be monitored by IRQS. The use of the Accreditation Mark indicates accreditation with respect to activities covered by the certificate with accreditation no. C071. Condition Overleaf COA/IRQS/RvA/QMS/Rev 00

Head Office: 52A, Adi Shankaracharya Marg, Opp. Powai Lake, Powai, Mumbai - 400 072, India.



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Constitution of the Monitoring Committee: Internal Quality Assurance Cell (IQAC)



TRCL/30/2022-23

02-07-2022

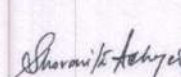
NOTICE

COMPOSITION OF IQAC MEMBERS

Thakur Ramnarayan College of Law, Dahisar Mumbai has a strong ethos of contributing to quality legal education, rigorous academic research, and public service. The IQAC is an important institutional mechanism in the Institute and has been constituted as per the mandate of National Assessment and Accreditation Council (NAAC) to plan and implement the futuristic vision of TRCL Mumbai.

Sr. No	Composition of IQAC	Name of Members
1.	Chairperson: Head of the Institute	Dr. Anil K. Singh
2.	IQAC Coordinator	Prof. Shovonita Acharjee
3.	Faculty Representative	Dr. Urmila Chauhan
		Prof. Amrita Sanyal
		Prof. Moonam Khrat
4.	Administrative Officer	Mrs. Anitha Salián
5.	Management Representative	Mr. Ravi Singh
6.	Nominees from Employers/ Industrialist /Stakeholders	Mr. Afroz Shah Adv. Rashda Ainapore
7.	Nominee Each from Students and Alumni	Adv. Shreyash Mhapankar
		Adv. Aparna Achari

The IQAC shall follow the guidelines issued by the NAAC and adopted by TRCL Mumbai from time to time, regarding its functioning. The term of the IQAC shall be two years from the date of the notification (02/07/2022).


Prof. Shovonita Acharjee
IQAC Coordinator




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Proceeding of the Monitoring Committee



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INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC Policy of Thakur Ramnarayan College of Law , Dahisar, Mumba (TRCL) is devised with the focus to make the quality the defining element at Institute through a combination of self and external quality evaluation, promotion and sustenance initiatives. The policy is effective from 2nd July, 2022 . It is expected that faculty members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

Vision: To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support

Objectives:

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

Strategies:

IQAC shall evolve mechanisms and procedures for

- a) To sustain and enhance the Quality in Education & Research.
- b) To conduct workshops and conferences on quality issues relating to Teaching learning and research for internalization to our Institute
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Arrangement for feedback response from students and other stakeholders on quality-related institutional processes
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

Functions:

- a) Development and application of quality benchmarks.
- b) Parameters for various academic and administrative activities of institution.
- c) 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.
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- e) Dissemination of information on various quality parameters to all stakeholders.
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- g) Documentation of the various programmes/activities leading to quality

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improvement.

- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

The 5 main task of IQAC

- Setting a documentation process in motion.
- Awareness creation and generation of confidence
- Evolving formats for information and data
- Stipulation of schedule for work
- Drafting of quality status report

Outcomes of IQAC Activities

- Accreditation – NAAC
- National Ranking – NIRF
- MHRD All India Survey for Higher Education
- Swachhta Ranking
- Feedback from stakeholders
- Fully Flexible Credit System
- Curriculum for Applied Learning
- Promoting Technology Enhanced Learning - MOOC
- Annual Quality Assurance Report

Composition

Members of IQAC: 2022-23

As per the NAAC guidelines, the IQAC in every institution should be constituted under the Chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management

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4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Sr. No	Composition of IQAC	Name of Members
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2.	Coordinator of IQAC	Prof. Shovonita Acharjee
3.	Faculty Representative	Dr. Urmila Chauhan
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6.	Nominees from Employers/ Industrialist /Stakeholders	Mr. Afroz Shah Adv. Rashda Ainapore
7.	Nominee Each from Students and Alumni	Adv. Shreyash Mhapankar Adv. Aparna Achari

The composition of the IQAC will depend on the size and complexity of the institution. It helps the colleges in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

Role of Coordinator/Member Secretary: The coordinator of the IQAC plays a preminent role in ensuring the effective functioning of all the members. The coordinator of the IQAC

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may be a senior person with expertise in quality aspects. She/he may be a full time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC:

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence, devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards.

In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning. The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs. The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

Working Mechanism of IQAC

- Development and application of quality benchmarks.
- Define 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.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

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- 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 for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- The members should meet at least twice in a year as and when necessary.
- To facilitate in the preparation of Annual reports.
- To facilitate and help various CQCS as and when required.

Periodic monitoring of all the activities are carried out based on the 7 action points as a measure of quality sustenance and enhancement

1. Curriculum planning –

To Co-Ordinate HODs of the Institute for the following

- Revise the curriculum periodically.
- Start new programs in the emerging field
- Enrich the curriculum to suit the needs of the industry/society as per the graduate attributes of the programs in line with that of the in UG.
- Define the Program Objectives (POs) and Course Objectives (COs) of all programs across the college, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs)

2. Learning outcomes –

To coordinate with the heads of all the departments of the constituent units:

- To prepare a well-defined course outcomes for all the programs.
- All the course outcomes are to be mapped with the program outcomes.
- To arrive at the Outcome Based Education (OBE) for all the programs offered at College.

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3. Teacher quality –

Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators:

- Regularly update their skills by attending workshops, conferences FDP and seminars
- Use of e-resources for Teaching and Learning Management system
- Number of faculty who are involved in attaining additional qualification related to their field in academics either through online source or part time
- Faculty involved in the Best practices for the faculty
- Faculty contributing as a member in designing curriculum of statutory bodies at university level & other Autonomous Colleges
- Fellowships received by the faculty from national/international agencies
- Recognitions received by teachers at state/national/international level
- Efforts for beyond curriculum teaching are to be made to improve students' performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development
- Appropriate balance of theoretical, practical and experiential knowledge and skills
- Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact
- Internal assessment, internal and external moderation, monitoring of student progress

4. Research culture and innovation–

- Promotion of Research at Institutional level in the form of seed grant to teachers
- Development of Institutional citation Index, Impact factor, Publication papers in Refereed journals
- Awareness to all departments for the development of facilities by national agencies. Funds to be generated by DST, FIST, DBT, CGCOST, ICSSR, UGC etc.
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Improvement for Industry-Institution Interaction
- Number of patents registered, Intellectual Property Rights and commercialization

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- Number of consultancy services provided and its earnings
- Development of resources by National/International funding agencies
- Promoting faculty for their research work for national and international awards
- Publication of Research Journal, News letter

5. Institutional Ambience

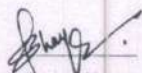
- Promoting and setting of entrepreneur cell & Incubation centre.
- Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)
- Imparting value based education, Code of Ethics, Research Training and support Ph.D. students
- Using ICT as learning resources, library and e-resources for research, e-content preparation
- Integration of library resources into the curriculum and access to students

6. Student performance

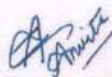
- Analysis of results and chalk out strategies to improve the academic performance
- To review learning outcomes of all the programs

7. Leadership and Strategy development

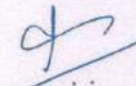
- Set up institutional benchmarking with internal and external institutions
- To conduct General Body meeting with external experts biannually
- To conduct SWOC analysis periodically
- To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled process, blended learning
- To conduct Academic and Administrative audit periodically once in 5 years
- Recognition of faculties who have done commendable service to the profession
- Annual Report preparation based on NAAC requirements in both hard and soft copies.



Prepared by
Prof. Shovonita Achajjee
IQAC - Coril..



Checked by
Prof. Amrita Sanyal
Department Head



Approved by
Dr. A. K. Singh
Principal/Chairperson

Principal

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