

# MOTIWALA (NATIONAL) HOMEOPATHIC MEDICAL COLLEGE, NASHIK

## INTERNAL QUALITY ASSURANCE CELL Policy and Procedure

Internal quality assurance cell (IQAC) was constituted in January 2018 at Motiwala (National) Homeopathic Medical College and Hospital. The intention of college has always been to provide qualitative Homeopathic education in field of health. This education is imparted through co-operative efforts of all stakeholders. Though from beginning Institute toil for qualitative initiative and assessed by ISO through Internal as well as External Audit. There is a continuous process of implementation and up gradation as per techno savvy world of teaching as well as practicing homeopathy.

**Definition:** Internal quality assurance cell is meant for planning, guiding and monitoring quality assurance and quality enhancement activity of the college.

IQAC, In fact is conceived as a mechanism to built and ensure a quality culture at institutional level.

### **SCOPE:**

Its scope is in the field of teaching & learning, curricular and co-curricular activities, various medical camps and helping the humanity.

### **Purpose of IQAC:**

1. To maintain and sustain quality in every endeavors for institutional growth.
2. To form strategies, policies and process of standardization in every aspect.
3. To promote best practices in institute and set an example of best institute.
4. To promote de-centralization in the institute and thus promote participation of every stakeholder of institute.
5. To utilize the available resources at its maximum benefits.
6. To prepare annual report.
7. To update college website regularly.

### **Policy statement :**

Institution is committed to impart quality homoeopathic education and clinical acumen.



### **Vision of the IQAC:**

To build and insure a quality culture aimed at overall excellence in homoeopathic education at the institutional level.

### **Mission of IQAC:**

- 1) To channelize and systemize the effort and measure of an institution towards academic excellence.
- 2) To provide social service in field of health for suffering humanity.

### **FACILITY:**

Motiwala (National) homeopathic medical college has special cell for NAAC. It is provided with computer system with internet facility. Technical support is provided with a special printer in NAAC cell.

### **Responsibilities of IQAC:**

1. Arrange the programs /workshops/seminar/trainings of different subject specialist.
2. To monitor the circular, SOP, feedback, certification and report of the program.
3. To collect the feedback from stakeholders of various activities, analyze them and report to the head of the institute.
4. Arranging the IQAC meeting for quality initiative and maintain the minute record of the meeting.
5. Conducting the academic and administrative audit every year on regular basis.
6. Monitor the records to be maintained by faculty regarding student profile, departmental profiles, documentation, best practices, remedial classes, mentor-mentee meetings at regular intervals.
7. Monitor functions of various committees in the institute.



**Procedure :**

Internal quality assurance cell is created with Principal as a Chair person, two management member and four senior teachers from of which one is IQAC co-ordinator. It also constituted one member as Nominee from Local Society, one representative from alumni of college and one representative from students, two members from administrative from staff and one accountant of college. Meetings are held once in every three months.

**Tenure :**

Term of Committee members including Coordinator will be for five years. Changes may be done as per the situation.

**Frequency of Meeting :**

Meeting will be held after every three months with Quorum. The approval must be collected from General Meeting. Action plan and action taken must be presented in general meeting.

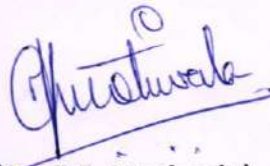
**Legislations :**

Regulations of NAAC are to be followed.

**Approval and Review Details:**

The College Council is the approving and reviewing authority.



  
**(Dr. F.F. Motiwala)**  
**Principal**

### **6.5.1 Institution has a streamlined Internal Quality Assurance Mechanism.**

#### **Describe the Internal Quality Assurance Mechanism in the Institution and the activities of IQAC**

The IQAC was established in Motiwala(National) Homoeopathic Medical College in January, 2018. The management of college is quality conscious and acts as a driving force for continuous monitoring the teaching and non teaching staff, their functions and facilities. The college has a quality assurance system including IQAC and a number of Committees for monitoring functions of college.

The college as a learning organization can be seen as synergy of sub-systems aimed at holistic education with IQAC as the pivotal component in governance , leadership and sub- system. The Institute is taking effective steps towards quality assurance and enhancement, through self regulated continuous feedback mechanisms and standards.

The institute has established the Internal Quality Assurance Cell (IQAC) as per AYUSH / NAAC guidelines. The IQAC is constituted with members representing all the departments of the College. It has IQAC coordinators and is headed by the Principal as the Chairperson with Student representative and alumni's. The constitution of the IQAC was revised in year2019.

IQAC meetings are held once in three months and the minutes of the meetings are recorded and filed. The IQAC has been instrumental in introducing several quality measures:

- Awareness of Performance based Appraisal System .
- Strengthening Research Activities by introduction of eminent academicians and research scholars from within the country and abroad.
- Establishment of Learning Management System with online platform.

Conducting conferences, seminars and workshops on IPR.

Conducting Academic and Administrative Audits.



Students and Interns feedback is taken each year .There is parents teachers meeting. Feedbacks and suggestions from parents are taken and discussed for implementation if accepted by Committee.

Teaching and non-teaching staff continuously work on the improvement of the institutional activities and are Student Centric. Co-curricular activities as well as extra Curricular activities are organized. Students give Clinical presentation during the year. Thus, it builds up their confidence, makes them independent and their Clinical Skills are developed for overall all round development.

Terminal and Preliminary exams are taken in which Slow Learners are identified and they are counseled.

### **NAAC – IQAC - AIM & OBJECTIVES OF INSTITUTE**

**AIM-** To Make Quality the defining element of Higher Education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

#### **OBJECTIVE –**


1. To Develop System for conscious, consistent, and catalytic action to improve the Academic and Administrative Performance of the Institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### **FUNCTIONS –**

1. Development of Quality Indicators.
2. Creating learner centric environment.
3. Feedback response from students, parents, patients, and stake holders.
4. Dissemination of information to improve quality of education.
5. For improving quality conduction of workshop and seminars.
6. Documentation of various programmes and activities.
7. Dissemination of best practices.
8. Development of institutional data base for improving quality and development of quality culture.

9. Preparation of Annual Quality Assurance Report.



  
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