

ZEAL INSTITUTE OF BUSINESS  
ADMINISTRATION, COMPUTER  
APPLICATION & RESEARCH



**INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)**



**ANNUAL  
REPORT 2020-21**

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## **INTERNAL QUALITY ASSURANCE CELL**

### **OBJECTIVE**

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution

### **VISION**

The Internal Quality Assurance Cell (IQAC), established in accordance to NAAC guidelines, aim to work towards quality sustenance and enhancement of the academic and administrative performance of the Institution.

### **MISSION**

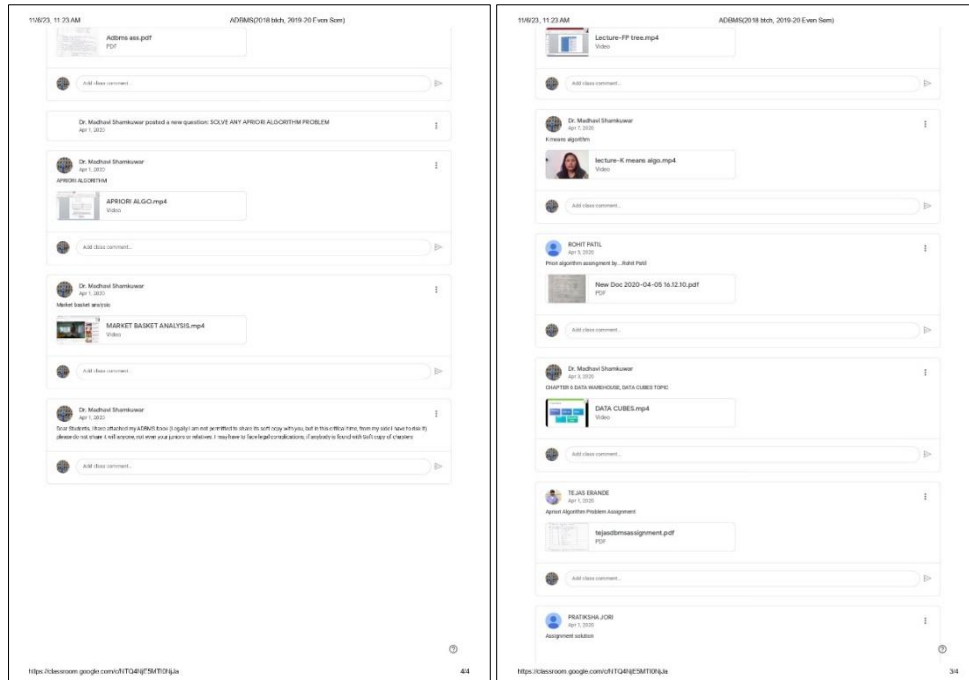
- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.
- Promoting innovative practices that continually improves the effectiveness of the learning experiences of students/staff.
- Upholding the goals of quality enhancement and sustenance towards organizing various activities and programmes on the Campus.
- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution.

### **FUNCTIONS**

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Organising orientation programmes for the Staff and the Administrative Staff.
- Administering Feedback Mechanism for the College

# 1. USE OF ICT TOOLS DURING PANDEMIC SITUATION


Google Classroom and MS-Teams has been a valuable tool during the pandemic for facilitating remote learning and maintaining educational continuity. Here are several benefits of using Google Classroom during this time.




Sample Google classroom created by faculty members for teaching-learning-evaluation during pandemic

## 2. INSTITUTION INNOVATION CELL

Institution Innovation Cells (IICs) play a crucial role in fostering a culture of innovation within educational institutions. They serve as hubs for nurturing creativity, entrepreneurship, and problem-solving skills among students and faculty. By organizing workshops, competitions, and mentorship programs, IICs stimulate innovation, research, and development, ultimately preparing individuals to address societal challenges and contribute to economic growth. Institute has received appreciation in regard to activities conducted.



### IIC Report Details



Zeal Education Society's Zeal Institute of , Maharashtra , Pune

Activity Report submitted for the academic year 2022-23

S.NO.	ACTIVITY	TOTAL SUBMISSION	STATUS
1	Self Driven	1	Verified - 1

This report is electronically generated against report submitted on Institution's Innovation Council Portal.

## Certificate of establishment of IIC

### 3. FEEDBACK MECHANISM

Feedback on syllabus by the students, faculty, alumni and employers was collected which was given to the department of Statistics for analysis. The analysis reports were given to the Programme coordinators and the observation were being and the suggestions were being implemented shared to be communicated to the respective Boards of Studies for further consideration. The feedback provision is available at ERP portal , few feedbacks are conducted through google forms and few hand written.

### 4. STUDENT INDUCTION PROGRAMME

The Student Induction Programme was organized for first-year students over the course of one week, adhering to the guidelines outlined in the AICTE Student Induction Programme (SIP) manual. This comprehensive initiative aimed to orient students to academic expectations, campus resources, and extracurricular opportunities, fostering a smooth transition into their higher education journey.

### 5. STUDENT OF THE WEEK (2020-21)

The recognition of a "Student of the Week" holds significance in management education as it celebrates academic excellence, leadership qualities, and contributions to the learning community. This initiative not only motivates students to strive for excellence but also promotes a culture of meritocracy and camaraderie within the management program.



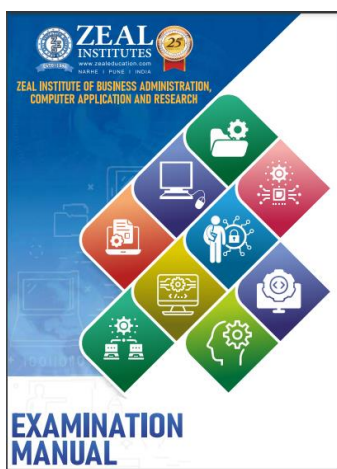
**Caption: Student of the week initiative for Advance learners to motivate them**

### 6. VISION MISSION STATEMENT DEPARTMENT WISE

The newly implemented National Education policy, MBA 2019 pattern and MCA 2020 pattern syllabus and other reforms/policies implemented Nationwide the vision and mission statements of institute and departments are being revised.

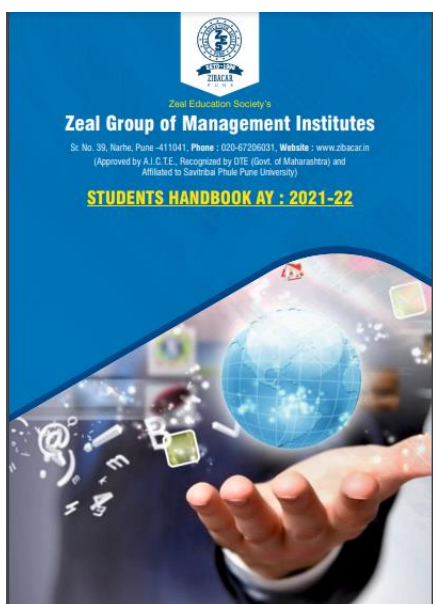
## 7. EXAM MANUAL

The exam manual is being created which involves exam SoP, instructions for faculty members, grievances etc.



## 8. STUDENTS HANDBOOK

A student handbook serves as a comprehensive guide outlining academic policies, campus resources, and student rights and responsibilities. It provides essential information on curriculum requirements, grading systems, and academic support services available at the institution. Additionally, the handbook typically includes details on extracurricular activities, campus facilities, and guidelines for student conduct, ensuring a well-informed and supportive environment for student success.



## 9. Students Induction Programme

A student induction program is designed to orient new students to the institution, providing them with essential information and resources to navigate academic and

campus life effectively. It typically includes sessions on institutional policies, academic expectations, and support services available. The program also introduces students to faculty, staff, and peers, fostering connections and a sense of community. Overall, the induction program aims to ease the transition into college, promote student engagement, and empower students to thrive academically and personally during their time at the institution.



## 10. CLUB FORMATION FOR CONDUCT OF EVENTS:

In the pandemic situation, to keep students engage in creative and innovative activity, Student Staff Activity Body has planned to start with club activity. The club activity will help students for the holistic development, shape their character, serve society as a whole. The club activity will work on the theme 'to the students, by the students, for the students'. The club activities will thus help and encourage students to participate in a variety of programmes and activities in order to broaden their horizons and gain experience, which is significant for their overall growth. The activity will boost morale of the students especially in the pandemic situation and hence they will be ready to face the current pandemic challenge.

## 11. AQAR SUBMISSION

The Institute has successfully submitted its AQAR.