

**Zeal Institute of Business Administration,
Computer Application & Research**

**Internal Quality Assurance
Cell (IQAC)**

2021-22
ANNUAL
REPORT

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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

The role of the Chairman

1. The role of the Chairman of the IQAC is crucial in ensuring the effective functioning of the Cell. Following are the important functions of the Chairman:
2. Conduct timely meetings of the IQAC
3. Dissemination of resolutions/decisions of IQAC to the respective departments/institutions /individuals in a timely manner
4. Dissemination of information on various quality parameters
5. Documentation of the various programs / activities leading to quality improvement in the Institute
6. Coordinate with the team members of various Quality related activities of the Institute.
7. Preparation of the Annual Quality Assurance Report (AQAR)
8. Timely and efficient execution of the decisions of IQAC Committee

The role of the IQAC

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. 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.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

9. Development of Quality Culture in the institution.

10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

1. PREPARATION OF ACADEMIC CALENDAR


The IQAC at ZIBACAR meticulously plans the academic calendar by establishing the academic year framework, identifying key academic events, and incorporating institutional, national, and regional events. Regular internal assessments, faculty development programs, and co-curricular activities are scheduled to ensure comprehensive educational and developmental opportunities. The draft calendar is reviewed, approved, and communicated to all stakeholders, allowing for necessary adjustments throughout the year.

2. NEWSLETTER


The Zeal Institute's newsletter highlights the institution's commitment to academic innovation and practical learning experiences through new course offerings, industry collaborations, and research excellence. It showcases student achievements and alumni success stories, inspiring a sense of pride and motivation within the community. Additionally, upcoming events and opportunities underscore.

ZIBACAR BUZZ


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3. SUMMER INTERNSHIP DIARY (2021-22)

Summer internship diaries hold significance as they document practical learning experiences, professional growth, and skill development during a crucial period of students' academic journey. Keep this mind ZIBACAR has exclusively designed SIP dairy in order to keep track of students project through SIP coordinator, Internal and external





guide.

SIP dairy coverage and details

For more information follow: <https://zibacar.in/newsletter/>

4. 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.

| 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

5. FEEDBACK MECHANISM

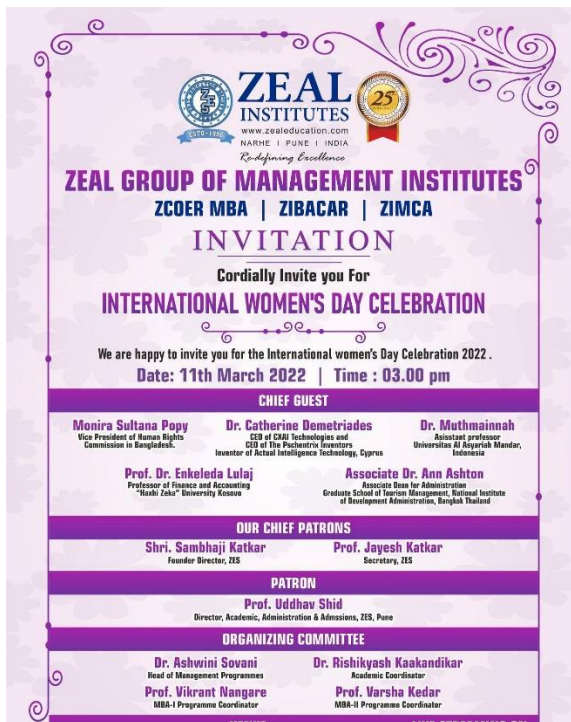
Feedback on syllabus by the students, faculty, alumni and employers was collected which was given to the department of Statistics for analysis. The analysis reports were given to the Programme coordinators and the observation were being and the suggestions were being implemented shared to be communicated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

6. 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.

7. INTERNATIONAL WOMENS DAY

International Women's Day at ZIBACAR is celebrated with a series of events featuring distinguished international speakers who share their insights and experiences. These speakers address topics such as gender equality, women's empowerment, and professional development, inspiring and motivating the audience. The event fosters a global perspective on women's issues and highlights the achievements and contributions of women worldwide.



8. 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

9. SESSION ON CO-PO MAPPING AND ATTAINMENT

IQAC has conducted session on Co-PO mapping and attainment focused on aligning course objectives with program goals, aiming to enhance curriculum effectiveness and student learning outcomes. By ensuring coherence between individual course objectives and broader program outcomes, the session aimed to improve educational quality and accreditation standards.



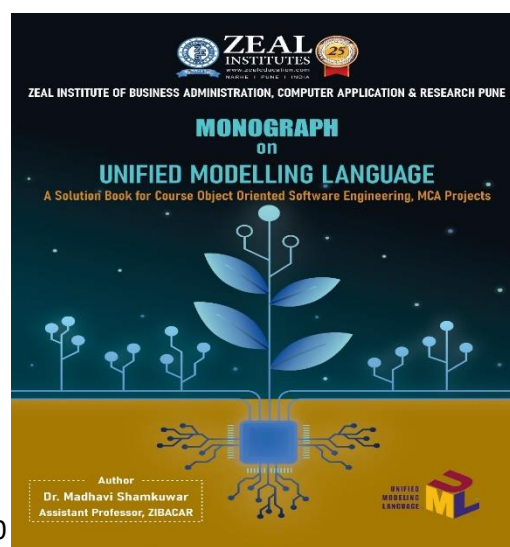
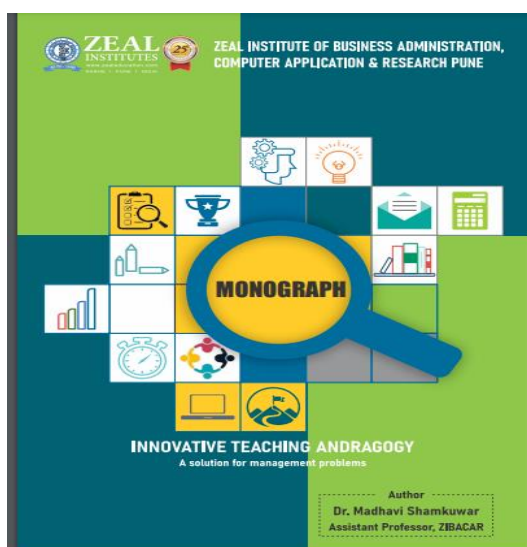
Session conducted Dr. Madhavi Shamkuwar for CO-PO mapping and attainment

10. STUDENTS SATISFACTION SURVEY

As mandated by NAAC, IQAC conducts SSS to gather valuable feedback from students about various aspects of their educational experience. It helps institutions understand students' needs, preferences, and concerns, enabling them to make informed decisions to improve teaching quality, facilities, support services, and overall student satisfaction.

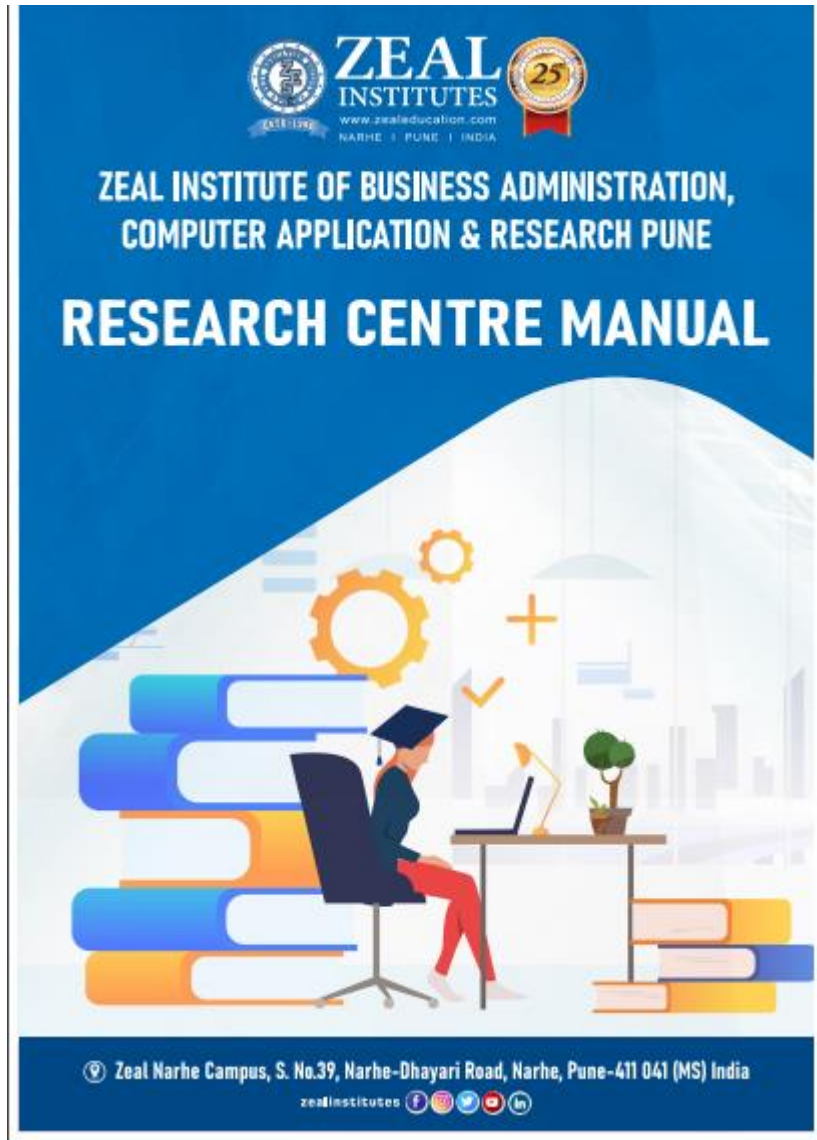
11. MONOGRAPHS

Monographs are crucial as they provide in-depth, comprehensive analyses on specialized topics, contributing significantly to academic and professional knowledge. Two monographs for Innovative Teaching methods and Object Oriented Software Engineering course were prepared.



12. RESEARCH CENTRE MANUALS

Research centre manuals involves outlining procedures, guidelines, and best practices to ensure effective and efficient operations



13. SUSTAINABLE DEVELOPMENT GOALS

The Sustainable Development Goals (SDG) Manual serves as a comprehensive guide to understanding and implementing the United Nations' 17 SDGs within the institution. It outlines strategies and best practices for integrating sustainable development principles into academic curricula, research initiatives, and campus operations. The manual also provides actionable steps for fostering community engagement and partnerships, promoting a culture of sustainability and social responsibility among students and staff.

14.e-GOVERNANCE INITIATIVES

Admission was conducted through a systematic and structured process with various candidates and parents and payment of fees. A flowchart depicting the admission process flow along with the venue was provided. Students details are filled through Institute's ERP and the student was provided with I-card on the same day using Library software. The ERP was updated with the newly recruited faculty, students and staff. Almost all seminars, conferences and training programmes. ZIBACAR ERP is an integrated platform utilized for both academic and administrative functions within the institute. It streamlines the management of student records, course registrations, and attendance tracking, ensuring efficient academic operations, fees etc.



15.MoU

ZIBACAR has signed MOU with the following companies on Friday, 19th November 2021 at 2.30pm.

1. DSJ Management Systems Solutions.
2. First Forum
3. Sehgal Auto Riders



16.GLO-LAB SERIES

An international lecture series typically features distinguished speakers from around the world who share expertise on various global issues, academic disciplines, or cultural topics. These lectures aim to broaden perspectives, stimulate intellectual discourse, and foster international collaboration and understanding.