

Zeal Education Society's

ZIBACAR (MBA & MCA)

Internal Quality  
Assurnace Cell (IQAC)

ANNUAL | 23  
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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. EOMS ISO 21001:2018

ZIBACAR has implemented Educational Organisations Management System in accordance with ISO 21001:2018 for the scope of MBA and MCA. The Certification body is TUV SUD South Asia Private Limited.



## 2. NAAC CYCLE-2

The Institute had applied for IIQA in the month October 2023. It has also submitted SSR in February 2024. Students satisfaction Survey and DVV clarifications were timely conducted. The Institute is well set to face Peer Team Visit to explore new dimensions towards achieving excellence.

### 3. 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.

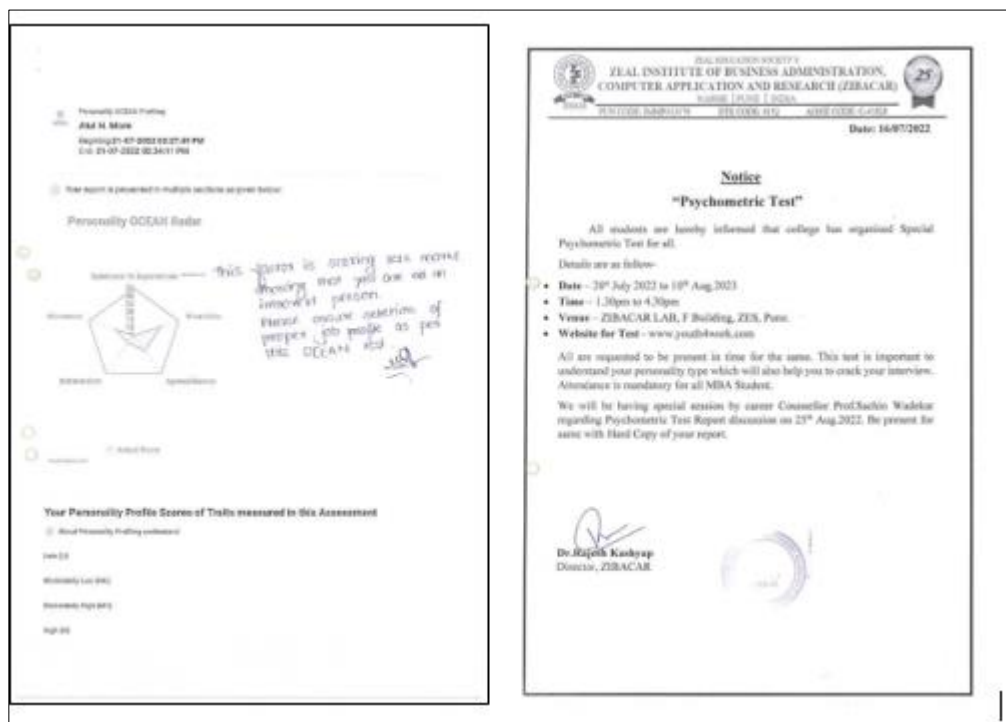
- a) Training and Add on Courses
- b) Students Induction program
- c) ISO
- d) Newsletter

### 4. RESULT IMPROVEMENT PROGRAM

A result improvement program is typically designed to help students enhance their academic performance and achieve better results. The program is conducted for those students who are failed in University exam.

### 5. CONDUCT OF PSHYCHOMETRIC TEST FOR PERSONALITY IDENTIFICATION

Conducting psychometric tests for management students offers several benefits. Firstly, it provides valuable insights into students' aptitudes, personality traits, and preferences, aiding in career guidance and decision-making. Secondly, it helps identify strengths and areas for improvement, enabling personalized development plans tailored to each student's needs. Institute has conduct this test from **www.youth4work.in** portal of AICTE.



## 6. 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.

## 7. INDUCTION PROGRAM

The induction program as per AICTE for MBA and MCA aims to acclimate new students to the academic environment and bridge any gaps in their knowledge. It focuses on familiarizing students with the institutional culture, values, and expectations while providing essential skills for their academic journey. Additionally, it encourages the development of interpersonal skills and fosters a sense of community among students.

Physical Activity	•National Sports day and Adventures sports at Bhor
Creative Arts	•Rangoli and Poster design
Mentoring and Universal Human Values	•Session by Sahajyog and Universal Human values
Other Activity	•Best out of Waste
Familiarization with College, Department/Branch	•Academics, Exam and Placement orientation
Literary Activity	•EBSCO session
Proficiency Modules	•Psychometric test
Lectures & Workshops by Eminent People	•Personality Development Session by Ms. Snehal Rede, Skill Development session by Dr. Ravi Ahuja
Visits in Local Area	•Visit to Baneshwar and Parvati Museum
Extra-Curricular Activities in College	•Mad-Ads activity by entrepreneurship development cel

## 8. 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.

## 9. MUSIC THERAPY

IQAC has always been instrumental in various activities undertaken in the Institute since 2017 for planning and implementation of various Ideas for the better of Students, Faculty and Staff members, Research

Scholars, Employers and other Stakeholders of the Institute. IQAC has started Music therapy which includes music to be played from 8:00 to 08:30am. This therapy will help to create a harmonious environment and imbibe Universal Human Values among stakeholders. It may benefit many different aspects of well-being, this includes physical, mental, social, cognitive. In order to cherish the rich culture of Indian language, music the songs and Music are selected of Indian origin. The Music/songs selected are as follows:

- a) Flute music
- b) इतनी शक्ति हमें दे न दाता, मनका विश्वास कमज़ोर हो ना
- c) खरा तो एकची धर्म जगाला प्रेम अर्पवि
- d) जन-गण-मन

## 10. RESEARCH ARTICLES

It is being noted the faculty members have published research articles in UGC, Scopus and ABDC indexed journals.

## 11. SAMPLE E-MAIL COMMUNICATIONS

5 days Faculty Development Program

**IQAC Coordinator-ZIBACAR** <naac.zibacar@zealeducation.com> to All  
Tue, Jun 4, 2:29 PM

Dear Team,  
Greetings of the day!!!

Please nominate yourself for 5-days **Faculty Development Program on Presentation Skills** (Online Live FDP), from **10-06-2024 to 14-06-2024** for 10 Hours **01:30 pm - 03:30 pm** in Virtual mode.

Faculty member nomination for ZIBACAR-total 2  
Faculty member nomination for ZIMCA-total 2

We will give equal opportunity to all faculty members, thus giving opportunity to senior faculty members and all those who have not attended any FDP from ICT Academy till now. Those interested please nominate yourself.

### IQAC initiative of motivating faculty members to participate in FDP

5 days Faculty Development Program Inbox x

**NAAC Coordinator** <naac.zibacar@zealeducation.com> to All  
Fri, May 3, 3:06 PM

Dear Team,  
Greetings of the day!!!

Please nominate yourself for 5 days Faculty Development Program on **TensorFlow for Machine Learning (Online FDP)** on 06-05-2024 11-05-2024 15 Hours 10:00 am - 01:00 pm in Virtual mode for MBA and MCA faculty members.


Faculty member nomination for ZIMCA-total 2  
Faculty member nomination for ZIBACAR-total 2

We will give equal opportunity to all faculty members, thus giving opportunity to senior faculty members and all those who have not attended any FDP from ICT Academy till now.



## IQAC initiative of motivating faculty members to participate in FDP

I4U: Call for Book chapter 🖨️ 📧

 **NAAC Coordinator** <naac.zibacar@zealeducation.com> Tue, Apr 23, 4:08 PM ☆ ↩️ ⋮  
to All ▾

Dear team,  
Greetings of the day!!!

IQAC-ZIBACAR have always been instrumental towards the conduct of various initiatives for continuous quality improvement for various stakeholders.  
Faculty members are the first and foremost pillar of Educational institutes. As faculty members we have to always excel in our Career. There are multiple avenues to grow as a fully developed professional faculty member. IQAC, ZIBACAR request you all to attend 5 days FDP in online and offline mode.  
Currently, ICT Academy has opportunity to attend FDP Programming Essentials in Python (Online Live FDP) from 29 April 2024, Please enroll yourself. We have

Also, you may publish atleast 2 research papers and atleast 2 (books/book chapter/monographs) per year in UGC CARE or Scopus/Web of Science/ABDC Journal., this will help you to enrich your resume.

We may collaborate with our sister institute ZIMCA and ZCOER and publish in collaboration. Following are 5 opportunities where we can publish book chapters free of costs and indexed in Scopus listed Journals.

## IQAC initiative of motivating faculty members to publish Book chapters