



SMCW-SUHRC/DO/NAAC/ 45 / 2025

Date- 18th Mar, 2025

OFFICE ORDER No: 45

Subject: Reconstitution of the QIC & Criteria Heads for SMCW-SUHRC

Introduction

1. The Quality Improvement Cell (QIC) is established to enhance the academic and administrative excellence of Symbiosis Medical College for Women. Through collaborative review processes, it ensures alignment with NAAC accreditation standards and fosters a culture of quality in education.

Purpose

2. The purpose of the QIC Committee is to review the ongoing activities under each NAAC criterion, identify gaps, and suggest improvements to ensure compliance with accreditation benchmarks.

Scope

3. This committee will address all seven NAAC criteria across the academic, administrative, and co-curricular domains. It aims to institutionalize quality measures that benefit the overall functioning and reputation of the college.

Composition

4. Members may include institutional leadership, faculty members, or representatives from departments whose inputs are deemed relevant to the discussion points on the agenda.

5. Amongst other members the committee is composed of the Heads of NAAC Criteria and their respective understudies, as well as the QIC Coordinator.

- (a) Professor, Pre/Para/Clinical Department – QIC Coordinator and Member Secretary.
- (b) Professor/Assoc. Professor/, Pre/Para/Clinical Department – Criteria 1- Head.
- (c) Professor/Assoc. Professor, Pre/Para/Clinical Department – Criteria 2- Head.
- (d) Professor/Assoc. Professor, Pre/Para/Clinical Department – Criteria 3- Head.
- (e) Professor/Assoc. Professor, Pre/Para/Clinical Department – Criteria 4- Head.
- (f) Professor/Assoc. Professor, Pre/Para/Clinical Department –



Criteria 5- Head.

(g) Professor/Assoc. Professor, Pre/Para/Clinical Department -
Criteria 6- Head.

(h) Professor/Assoc. Professor, Pre/Para/Clinical Department -
Criteria 7- Head.

Roles & Responsibilities of the QIC Coordinator and Criteria Heads

S. No.	Role Name/Title	Appointment Criteria	Role in Process
(a)	QIC Coordinator	Professor, Pre/Para/Clinical Department	The QIC Coordinator acts as the central pillar of the committee, ensuring that the overall goals of quality enhancement and accreditation compliance are met. Their key responsibilities include convening and facilitating the meetings of the Criteria Heads and their understudies, setting agendas, and ensuring productive discussions. The Coordinator oversees the implementation of decisions made during the meetings and monitors progress across all criteria. Additionally, they act as the liaison between the committee and institutional leadership, communicating updates, challenges, and recommendations effectively. Their role requires exceptional organizational and leadership skills to steer the QIC committee towards achieving its objectives
(b)	Member Secretary	Ex Officio - QIC Coordinator	<p>a) Agenda Preparation and Circulation: Responsible for drafting and distributing the agenda for QIC committee meetings in consultation with the Chairperson and committee members.</p> <p>b) Meeting Documentation: Records and maintains accurate minutes of the meetings, including key discussions, decisions, and action plans.</p> <p>c) Communication: Ensures timely and transparent</p>

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S. No.	Role Name/Title	Appointment Criteria	Role in Process
			<p>communication of the committee's resolutions and directives to all relevant stakeholders.</p> <p>d) Coordination: Collaborates with Criteria Heads and their understudies to collect updates and reports for review during committee meetings.</p> <p>e) Monitoring Implementation: Tracks the implementation of decisions made by the QIC committee and provides regular updates on progress and challenges.</p> <p>f) Liaison Role: Acts as a point of contact between the QIC committee and SIU leadership to report updates and seek guidance on strategic matters.</p> <p>g) Administrative Support: Oversees the efficient functioning of the committee by ensuring adherence to timelines and institutional procedures.</p> <p>h) Follow up on the Closure issues prior to subsequent meetings.</p>
(c)	Criteria Head: Curricular Aspects	1 Professor/Assoc. Prof., Pre/Para/Clinical Department	<p>The Criteria Head for Curricular Aspects is responsible for evaluating and enhancing the academic programs, curriculum design, and delivery. They ensure that the institution adheres to NAAC's guidelines for developing an outcome-based education model and promotes innovation in teaching methodologies. This includes ensuring that all stakeholders, including students, faculty, and external experts, contribute to curriculum planning and that the curriculum remains relevant and aligned with current academic and industry trends.</p>
(d)	Criteria Head: Teaching-	2 Professor/Assoc. Prof.,	<p>The Criteria Head for Teaching-Learning and Evaluation focuses on enhancing the</p>

S. No.	Role Name/Title	Appointment Criteria	Role in Process
	Learning and Evaluation	Pre/Para/Clinical Department	quality of the teaching processes, faculty competence, and student learning outcomes. Their responsibilities include ensuring the availability of adequate teaching resources, implementing effective student performance evaluation methods, and promoting the adoption of innovative teaching practices. They play a vital role in analyzing the effectiveness of these processes and recommending necessary improvements to maintain high standards of education delivery.
(e)	Criteria Head: Research, Innovations, and Extension	3 Professor/Assoc. Prof., Pre/Para/Clinical Department	The Criteria Head for Research, Innovations, and Extension oversees activities related to research advancement, innovation, and outreach programs. They are tasked with fostering a culture of research within the institution, encouraging faculty and student participation in research projects, and ensuring the availability of resources and funding. Additionally, they monitor the quality and impact of extension activities that connect the institution with the community, ensuring these initiatives align with the NAAC framework.
(f)	Criteria Head: Infrastructure and Learning Resources	4 Professor/Assoc. Prof., Pre/Para/Clinical Department	The Criteria Head for Infrastructure and Learning Resources is responsible for ensuring that the institution's physical and digital infrastructure meets the needs of students and faculty. Their duties include monitoring the availability and maintenance of classrooms, laboratories, libraries, IT infrastructure, and other resources. They ensure that these facilities support academic and extracurricular

S. No.	Role Name/Title	Appointment Criteria	Role in Process
			activities and comply with NAAC's requirements for creating an inclusive and accessible learning environment.
(g)	Criteria 5 Head: Student Support and Progression	Professor/Assoc. Prof., Pre/Para/Clinical Department	The Criteria Head for Student Support and Progression focuses on initiatives that enhance student development and welfare. This includes ensuring the availability of support services such as counseling, scholarships, career guidance, and grievance redressal mechanisms. They also track and monitor student performance and progression, fostering an environment that supports personal and professional growth in line with NAAC standards
(h)	Criteria 6 Head: Governance, Leadership, and Management	Professor/Assoc. Prof., Pre/Para/Clinical Department	The Criteria Head for Governance, Leadership, and Management is responsible for institutionalizing effective governance practices and ensuring leadership initiatives align with the institution's mission and goals. They evaluate the effectiveness of the college's decision-making processes, financial management, and staff development programs. Additionally, they work towards creating a participative culture where stakeholders are involved in decision-making and strategic planning as per NAAC guidelines.
(i)	Criteria 7 Head: Institutional Values and Best Practices	Professor/Assoc. Prof., Pre/Para/Clinical Department	The Criteria Head for Institutional Values and Best Practices ensures that the institution upholds its ethical, social, and environmental responsibilities. This includes promoting inclusivity, sustainability, and community engagement. They are tasked

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S. No.	Role Name/Title	Appointment Criteria	Role in Process
			with documenting and implementing best practices that enhance the institution's value framework and align with NAAC's accreditation standards, ensuring that these efforts are effectively communicated to all stakeholders.

Current Composition

6. The current members of the QIC Committee are as under:

S. No.	Role	Name	Designation	Remarks
(a)	Chairperson	Lt. Col. (Dr.) T. Vijaya Sagar Retd.	Dean	
(b)	External Academician		QMB, SIU, Representative	Member
(c)	QIC coordinator	Dr. P G Dixit	Professor, Dept. of Forensic Medicine & Toxicology	
(d)	Understudy	Dr. Gajanan Kulkarni	Professor, Dept. of Pharmacology	
(e)	Criteria Head 1-	Dr. Shruti Vimal	Professor and HoD, Dept. of Pathology	
(f)	Understudy	Dr. Harshala H Lokhande (Pandit)	Asst Professor, Dept. of Pathology	
(g)	Criteria Head 2-	Dr. Amruta Barhate	Associate Professor, Dept. of Community Medicine	
(h)	Understudy	Dr. Viraj Ashok Shinde	Associate Professor, Dept. of Pharmacology	
(i)	Criteria Head 3-	Dr. K Suresh Babu	Associate Professor, Dept. of Biochemistry	
(j)	Understudy	Dr. Ramanand Patil	Professor, Dept. of Pharmacology	
(k)	Criteria Head 4-	Brig (Dr) N. Ramakrishnan Retd.	Professor and HoD, Dept. of ENT	
(l)	Understudy	Col (Dr) Deepak Joshi Retd.	Professor, Dept. of Paediatrics	
(m)	Criteria Head 5-	Dr. Ketaki Pathak	Professor, Dept. of Microbiology	



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S. No.	Role	Name	Designation	Remarks
(n)	Understudy	Dr. Sagar Ramnath Chavan	Associate Professor, Dept. of Physiology	
(o)	Criteria Head 6-	Dr. Gajanan Kulkarni	Professor, Dept. of Pharmacology	
(p)	Understudy	Dr. Neetu Gupta	Professor, Dept. of Microbiology	
(q)	Criteria Head 7-	Dr. Abhijit Sharadchandra Ambike	Professor, Dept. of Obs & Gynae	
(r)	Understudy	Dr. Supriya Methapatil	Professor, Dept. of Anatomy	
(s)	Member	Col. (Dr.) H. S. Batra Retd.	Deputy Dean (Administration), Professor and HoD, Dept. of Biochemistry	
(t)	Member	Dr. Prasad L. Bhanap	Medical Superintendent, Professor, Dept. of Obs & Gynae	
(u)	Member	Dr. Shraddha Yadav	Professor and HoD, Dept. of Pharmacology	
(v)	Member	Dr. Santosh Jagtap	Professor, Dept. of Biochemistry	
(w)	Member	Col. (Dr.) M. R. Arun Iyengar Retd.	Administrative Officer, SMCW	
(x)	Student Representative	PRN-22041321130 Ms. Stuti Singh	Batch 2022-28 MBBS Programme	Member

Note: -

- All newly appointed criteria heads and understudy members should take on their respective charge all files & data (soft & hard copies) related to the respective criteria for AQAR 21-22, AQAR 22-23, AQAR 23-24 and AQAR 24- 25.
- Ibid documents will be kept ready for the future NAAC inspections.
- Review of this task will be taken in month of April 2025.

The Criteria-Wise Review Process

7. The first step in the review process focuses on the regular evaluation of activities carried out under each NAAC criterion. The Criteria Heads and their understudies collaboratively assess the initiatives to ensure they align with the accreditation standards set by NAAC. This involves critically examining the relevance and effectiveness of the activities being undertaken and their impact on institutional goals. Regular evaluations help identify strengths that can be leveraged and areas that need further attention.

8. Another vital component of the review process is the meticulous maintenance of documentation and data collection. Documentation serves as a cornerstone for demonstrating compliance with accreditation benchmarks. The committee ensures that all data is accurately recorded and systematically organized, providing a clear and transparent representation of the college's progress and achievements. This step not only supports the accreditation process but also instills a culture of accountability and thoroughness.

9. Finally, the review process emphasizes identifying gaps and recommending actionable improvements. Through comprehensive discussions and collaborative problem-solving, the committee develops strategies to address shortcomings and enhance performance. These recommendations aim to create a roadmap for continuous improvement, fostering alignment with institutional objectives and furthering the mission of achieving excellence in education.

Terms of Reference

10. The **Terms of Reference (ToR)** for the Quality Improvement Cell (QIC) are designed to provide a structured framework to guide its operations and ensure alignment with NAAC accreditation standards. These terms serve as a roadmap for the QIC in achieving its objectives of quality enhancement, documentation, and continuous improvement in academic and administrative functions.

11. The QIC will be guided by standard NAAC guidelines for quality assurance and the roles prescribed for institutional Quality Assurance Cells (IQACs) as found in NAAC's official publications and framework documents.

12. The ToR are developed keeping in mind the NAAC guidelines, institutional goals, and stakeholder expectations, ensuring that the QIC remains an integral part of the institution's quality assurance mechanism.

13. The QIC is tasked with overseeing the NAAC accreditation process, which includes systematic planning, effective implementation of quality practices, and regular monitoring of progress across all seven criteria. The QIC also coordinates the collection, organization, and analysis of data to generate reports that demonstrate compliance with NAAC benchmarks. These reports serve as critical documents during the accreditation and re-accreditation processes. By fostering collaboration among various departments, the QIC ensures that every stakeholder contributes to the institution's quality objectives.

14. Furthermore, the QIC drives initiatives aimed at improving academic and administrative performance. This includes the adoption of innovative practices, development of institutional values, and implementation of sustainable best practices. The QIC actively promotes a culture of quality by organizing workshops, seminars, and training programs to sensitize faculty and staff about the importance of accreditation and quality assurance. It also acts as a liaison between the institution and external bodies, ensuring clear

communication and compliance with NAAC and other quality standards.

15. **Quarterly QIC Meetings**

(a) **Purpose:** The Quarterly QIC Meetings are convened to evaluate and oversee the progress made in implementing quality initiatives aligned with NAAC standards. These meetings serve as a forum for reviewing compliance across all seven criteria, addressing any challenges, and ensuring the institution remains on track with its quality assurance goals. The primary purpose is to ensure accountability, foster continuous improvement, and enhance institutional performance.

(b) **Participants:** The participants in these meetings include the QIC Coordinator (also acting as Member Secretary), Criteria Heads, and their understudies. Additional invitees may include institutional leadership, faculty members, or representatives from departments whose inputs are deemed relevant to the discussion points on the agenda. The collective expertise and perspectives of these participants contribute to informed decision-making and holistic quality enhancement.

(c) **Agenda:** The agenda of the Quarterly QIC Meetings is structured to ensure productive discussions and informed planning. It typically includes the following.

- (i) Welcome Address.
- (ii) To confirm the minutes of the previous QIC meeting held.
- (iii) Review of Institutional Objectives & Plan of Action (PoA).
- (iv) Presentation and review of criterion-wise updates. Identification and resolution of challenges or gaps observed.
- (v) Review and approval of action plans for the upcoming quarter.
- (vi) Status of Criteria-wise NAAC AQAR documentation.
- (vii) Feedback from various stakeholders.
- (viii) Sharing of best practices and innovative approaches implemented in various departments.
- (ix) Discussions on new policies, regulations, or requirements from NAAC or other external quality agencies.
- (x) Any additional items proposed by the participants.

(d) **Duties of Rapporteur:** The Understudy QIC Coordinator as Rapporteur plays a critical role in ensuring the proper documentation and communication of the meeting proceedings. The responsibilities include.

- (i) Accurately recording the discussions, decisions, and action points during the meeting.
- (ii) Preparing a comprehensive draft of the minutes of the meeting for review and approval by the Member Secretary.



- (iii) Ensuring that the finalized minutes are circulated to all participants in a timely manner.
- (iv) Maintaining an organized repository of all minutes for future reference and accountability.

(e) **Action Plan/Action Taken Reports:** Action plans formulated during the meetings are aimed at addressing identified gaps and setting measurable targets for the upcoming quarter. These plans detail specific initiatives, timelines, and responsibilities. The subsequent Action Taken Reports (ATRs) document the progress made on these plans, highlighting achievements, unresolved challenges, and corrective measures taken. This cyclical process of planning, implementation, and review ensures continuous quality improvement across all areas of the institution.

16. **Meeting Frequency:** Quarterly. The meetings will be scheduled and notified by the Member Secretary after ascertaining availability of Chairperson.
17. **Quorum:** A quorum of 70% is necessary for the committee to meet.
18. **Minutes of Meetings (MoM):** The Member Secretary will be responsible for maintaining, uploading in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulating the MoM in the approved format.
19. **Action Taken Report (ATR):** The member secretary will update, upload in the link of SMCW & SUHRC **Minutes of Meetings (MoM)**, and circulate the ATR before the commencement of the next meeting.
20. No business transaction will be done during the proceedings of the committee meetings.


QIC Coordinator




Lt. Col. (Dr.) T. Vijaya Sagar (Retd)
Dean


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Hon'ble Provost, FoMHS | Medical Superintendent, SUHRC | Head Operations, SUHRC | All HODs | All Faculty Members | Head Administration, SUHRC | HR Head, FoMHS | Head Finance, SUHRC | Head Nursing, SUHRC | Head Quality, SUHRC | Head IT, FoMHS | NAAC Cell | Administrative Officer SMCW | IT Support Team, SMCW | Website Committee | NMC Cell | Student Section | PA to Dean, SMCW