IQA Policy
Quality Assurance, Enhancement and Sustenance

POLICY No: APN/ 2019/ 6.1.2

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Vision

Empowerment through quality technical education

Mission

M1: To excel as a center of excellence in technical education

M2: To impart skill based education to meet the needs of industry and Society

M3: To achieve excellence in teaching, learning and research

M4: To inculcate social &ethical values among the students

Quality Policy

We strive to impart the quality technical education through academic excellence and provide best of facilities to satisfy the need & expectations of the stakeholders.

1. **IQAC- Vision:**

   To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

2. **Aims & Objectives of IQAC:**

   The primary aim of IQAC is
   - To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
   - To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

3. **Strategies:**

   IQAC shall evolve mechanisms and procedures for

   a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
   b) Relevant and quality academic/ research programmes;
   c) Equitable access to and affordability of academic programmes for various sections of society;
   d) Optimization and integration of modern methods of teaching and learning;
   e) The credibility of assessment and evaluation process;
   f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
   g) Sharing of research findings and networking with other institutions in India and abroad.

4. **Functions:**

   Some of the functions expected of the IQAC are:
   a) Development and application of quality benchmarks
   b) Parameters for various academic and administrative activities of the institution;
   c) 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;

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

5. **Benefits:**

IQAC will facilitate / contribute to
a) Ensure clarity and focus in institutional functioning towards quality enhancement;
b) Ensure internalization of the quality culture;
b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
c) Provide a sound basis for decision-making to improve institutional functioning;
d) Act as a dynamic system for quality changes in HEIs;
e) Build an organised methodology of documentation and internal communication.

6. **Composition:**

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken.

A few of them are listed below:
◉ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
◉ It is advisable to change the coordinator after two to three years to bring new thoughts and activities in the institution.
◉ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.

◉ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

7. **Role of the Coordinator:**

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

8. **IQAC Working Model:**
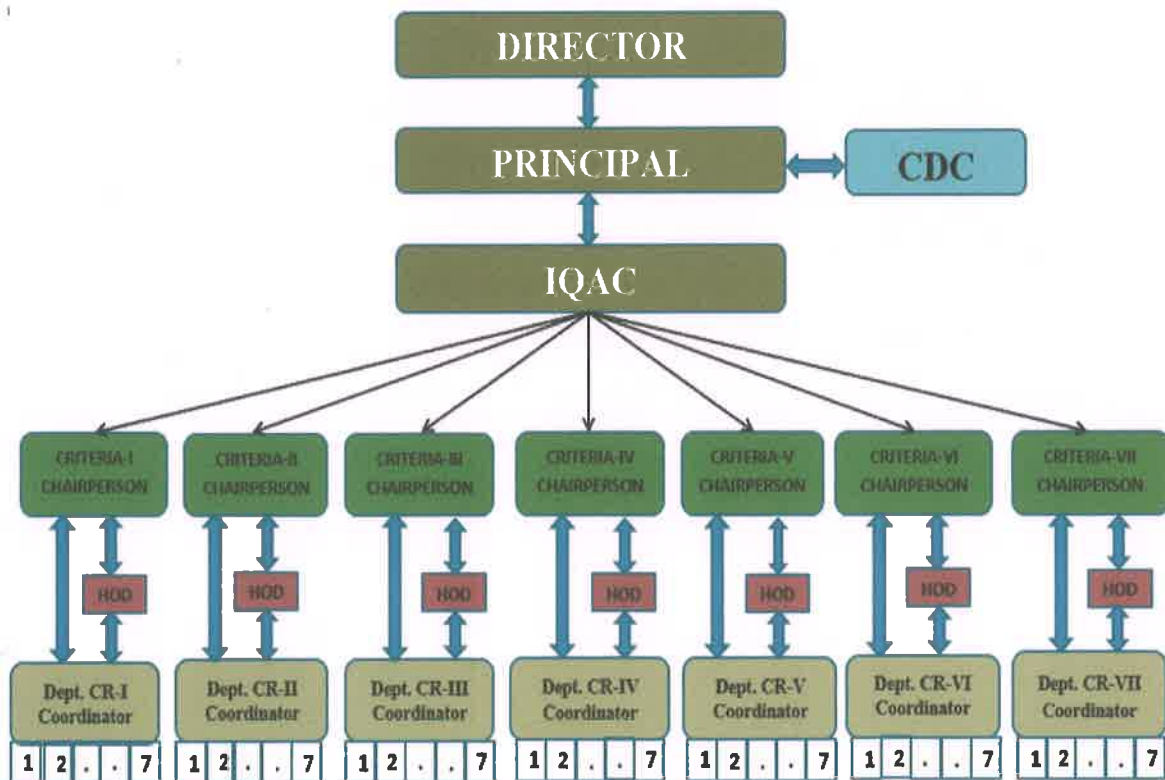
9. Systems & Quality Approach:

Having System in place where processes are guided to desired outcomes is the essence of quality.

System → Process → Quality Outcome

Input [Students] → Process [Through Academic & Administrative Setups] → Output [Graduates] .

Output of the Institute is the input to other organization.

Success of Educational Institute is based on the contribution of graduates to her/his organizational growth & its sustainability.

Outcome Based Planning, Implementation & Supervising

Development & Application of Quality Benchmarks for Internalization of Quality Culture and Institutionalization of the Best Practices

IQAC Focuses on following graduates attributes in overall development of learner in order to ensure better employability.

Graduate Attributes	
1	Attitude
2	Professional Ethics & Etiquettes
3	Digital Capabilities
4	Knowledge
5	Life Skills
6	Confidence
7	Entrepreneurial Skills
8	Team Work
9	Moral Values
10	Social Responsibilities
11	Problem Solving Ability
12	Creative Thinking
13	Communication Skill
14	Self Awareness & Emotional Intelligence
15	Intellectual Breadth
16	Leadership Readiness

10. The Framework:

Criteria No.	Quality Indicators Framework
I	Curricular Aspects
II	Teaching-Learning and Evaluation
III	Research, Innovations & Extension
IV	Infrastructure and Learning Resources
V	Students Support and Progression
VI	Governance, Leadership and Management
VII	Institutional Values and Best Practices

11. Outcome Based Planning:

IQAC Coordinator & Criteria Chairpersons plans the activities of AQAR in the Month of May by referring the AQAR Guidelines, Standard Operating Procedures, and Latest A++ Grade SSRs and prepares the AQAR Activity Calendar for the academic year. AQAR activity calendar along with the budget to conduct the activities is approved by the authorities.

12. Outcome Based Supervision:

Criteria Chairpersons communicate the AQAR Activity Calendar to the department criteria coordinators and finalize the dates of the events, Name of event coordinators, and resource persons. The same is being communicated to Heads of the Department. Criteria Chairpersons track the activity calendar and inform to the department criteria

coordinators three days before the scheduled date of event and instruct to submit the

documents as per SOP within three days of event conduction.

Outcome Based Execution:

Department criteria coordinators follow the event conduction guidelines given by Criteria Chairpersons and IQAC formats for execution. Heads of the Departments monitor the activity and provide the required support for successful completion of the event and acts as a mentor in mapping the outcome of activity. Department criteria coordinators submit the hard and soft copy of the event documents as per SOP to the respective Criteria Chairpersons within three days of event conduction.

13. IQAC Documentation:

Criteria Chairpersons submit the documents of the activities conducted in a previous month to the IQAC Coordinator on first week of every month. IQAC Coordinator ensures that all the activities planned are conducted as per schedule. IQAC Coordinator also supports rescheduling the activities if not conducted due to any reason. Besides, student centric activities; staff, administration and institute centric activities are also planned, executed and documented.

14. Review, Analysis and Action Taken Reports:

IQAC Coordinator time to time takes the review of activities, discusses with IQAC, Guides to the core team, analyses the outcome of planning, use feedbacks for improvements, prepare action taken reports and communicate it to IQAC for necessary actions. The core objective is to satisfy the need and expectations of all stakeholders.
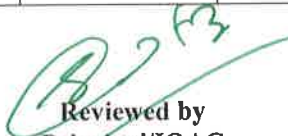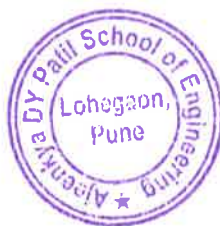
15. Policy Details:

Policy Name	IQA Policy
Policy Number	APN/ 2019/ 6.1.1
Version Number	6.1.1
Effective Date	1 June 2020
Policy drafted by	IQAC
Policy Applies to	All academic, administrative & managerial processes in the organization
Approved by	CDC
Responsible Authority	IQAC Coordinator
Superseding Authority	Principal
Date of last revision	1 June 2021
References	NAAC: AQAR Guidelines

Version History				
Version	Approved By	Revision Date	Description of change	Author
6.1.1	Dr. Sushant Patil	1/06/19	-	Prof. Riyaj Kazi
6.1.2	Dr. Sushant Patil	02/03/2020	Reformatted for Standardization	Prof. Riyaj Kazi

Prepared by
Coordinator

Reviewed by
Principal/IQAC

Recommended by
Director-TC

Approved by
Trustee

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