



## **POLICY FOR INTERNAL QUALITY ASSURANCE CELL**

**Name of Institute Portfolio/Club:** Internal Quality Assurance Cell (IQAC)

**Target Stake holders** : Faculties, Staff and Students

### **Aims and Objectives:**

- To develop quality systems for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
- To take steps for periodic internal academic audit of the teaching learning and research activities of all departments / faculty members and Institutes.
- To collaborate with other academic institutions and agencies for improvement of quality and brand image of the Institution.
- To facilitate the initiatives towards technological advancement and innovation in educational methodologies.
- To provide training for faculty, Research students to utilize the state-of-the-art educational technologies and research facilities
- To collect and collate data from all the departments so as to enable the institute to participate in National Ranking programs of the governmental & non- governmental agencies and to extend to international agencies.
- Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the Institute
- To conduct workshops and conferences on quality issues relating to Teaching learning and research for internalization to Constituent Colleges, as well as outside institutions.
- Coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders



- To assure all the stakeholders connected with higher education about the quality of education provided by the institutions.

### **Roles & Responsibility of coordinator and co-coordinator:**

#### **1. Coordinator and Co-Coordinator: -**

- To coordinate the dissemination of information on various quality parameters of higher education.
- To coordinate the documentation of the various programs / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NBA based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Development of Quality Culture in the institution.
- To coordinate and check the quality parameters in exam papers.
- To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in an institution or college.

#### **2. Department Representative –**

- To work in coordination with IQAC coordinator for the effective implementation of functions of IQAC
- To execute the role/ tasks assigned by IQAC coordinator as a part of the strategies of the IQAC and to give suggestions as when needed
- To assist the coordinator in successful implementation of the functions of the IQAC
- To coordinate in preparation of department level Annual Quality Assurance Report (AQAR) to be submitted to IQAC coordinator based on the quality parameters.



### **Policy & procedures of Portfolio/Club:**

#### **Policy:**

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities of the Institute, leading to quality improvement.
- Awareness to all departments for the development of facilities by national agencies. Funds to be generated by DST, GUJCOST, AICTE, ISRO etc.
- Awareness to all students for scholarship/training programs available by various national agencies like DST, GUJCOST, AICTE, ISRO etc.
- Development of resources by National/International funding agencies.
- Promoting faculty for their research work for national and international awards.

#### **Key Duties of Committee:**

- IQAC will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.
- It will promote measures for institutional functioning towards continuous quality enhancement through quality culture and establishment of best practices.
- It will help to develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation



- It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
- It will seek to achieve quality improvement by focusing on human resource development through education and training, which will help people do their job better.
- It will enhance quality awareness within the institution and establish the credibility for external accreditation.
- It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement.
- It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices.
- IQAC will coordinate the creation of an exclusive window on the college website to regularly inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data.

### **Guidelines and Procedure:**

**Guidelines for event coordinator to conduct STTP/ FDP/ WEBINAR/ WORKSHOP/ CONFERENCE etc. for staff and students:**

#### **Pre program**

Step 1: Prepare basic structure/planning including list of expert (as per Doc no.1428 ) (3 to 4 times of actual requirement i.e if for any program you need 4 experts you have to prepare list of around 10 experts from well recognized institute or industry) and discussed the prepared structure with director sir along with IQAC coordinator.

Step 2: Prepare proposal according to funding agency's prescribed format and submit to IQAC in hardcopy and soft copy within given deadline. IQAC will process the proposal and communicate with funding agency.



Step 3: Whenever you will get acceptance from concern agency you have to intimate the same to Director Sir and IQAC immediately. After approval the coordinator have to start preparation as per the guidelines given by funding agency.

Step 4: Send an invitation letter (as per Doc no.1422) to concern expert.

Step 5: Prepare Registration form (as per Doc no.1423) and provide link in Poster, Broachers and creatives etc.

Step 6: Prepare Poster, Broachers and creatives then with permission of director sir you have to share on digital platform like Social media, Git Website, WhatsApp etc. as well as to the faculties and students.

Step 7: Prepare registered participant's list (as per Doc no.1424)

Step 8: Send confirmation mail to Experts and Participants (after scrutiny) by attaching schedule.

Step 9: Prepare feedback form (as per Doc no.1425)

### **During Program**

Step 10: Take videos and good quality photographs (like inaugural speech of director sir, during session delivered by expert, during the interactive session of participant etc)

Step 11: If possible, ask experts about resource material for providing to participants.

Step 12: Take feedback from Participants as well as experts.

### **Post Program**

Step 13: Prepare Social media feed and press note

Step 14: Prepare participant list (as per Doc no.1424) those who are having 90% attendance during program/ cleared the Exam or test if any.

Step 15: Prepare Report (as per Doc no.1426) within 3 days from completion of program.

Step 16: Prepare participant's certificate and Thanks letter for expert. (as per Doc no.1427).

Step 17: Ask Bank details from expert for honorarium (if there is provision) and take the approval from director sir Then coordinator has to communicate with account section.

Step 18: Prepare Statement of Income and Expenditure as well as utilization of amount certificate as per the funding agency.



Step 19: At last you have to submit all duly signed documents as per the requirement of funding agency.

**Expected Outcomes:**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
- Provide a sound basis for decision-making to improve institutional functioning.
- Act as a dynamic system for quality changes in the Institute

**Standard Forms and formats required.**

1. IQAC Policy [Doc. No. 1421]
2. Invitation letter for expert [Doc No. 1422]
3. Registration form [Doc No. 1423]
4. List of Participants [Doc No. 1424]
5. Feedback Form [Doc No. 1425]
6. Event Report [Doc no. 1426]
7. Letter of Appreciation to expert [Doc no. 1427]
8. List of Experts [Doc no. 1428]