

**Govt. V.Y.T. PG Autonomous College, Durg**



## **IQAC Policy**

**Internal Quality Assurance Cell (IQAC)**

# INTERNAL QUALITY ASSURANCE POLICY



**GOVT. V.Y.T.P.G. AUTONOMOUS COLLEGE, DURG (C.G.)**

**(Former Name – Govt. Arts & Science College, Durg)**

**NAAC Grade-A+, CPE Phase-III, DBT-Star College**

**Govt. V.Y.T. PG Autonomous College, Durg (C.G.)**

**Internal Quality Assurance Policy**

Policy	IQAC Policy is devised with the focus to make the quality the defining element at Institute through a combination of self and external quality evaluation, promotion and sustenance initiatives
Date effective from	8/2017
Date of next review	8/2022
Purpose	Quality is popularly defined as getting things right every time. Hence the main purpose of having an Internal Quality Assurance System is to build up a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of Institute besides institutionalization and internalization of quality culture.
Scope	This policy applies to all the academic and administrative departments at Govt. V.Y.T. PG Autonomous College, Durg
Procedure	<p>Creation of Internal Quality Assurance Cell with Principal as the chair person and experts from outside who are involved in quality aspect with senior members as per the guidelines of NAAC.</p> <p>Chair person Coordinator Ex-officio Members External members- members - A well renowned educationist, industrialist, local society and from technical background Administrators – Registrars/Head Clerk representative from alumni, representative from students</p> <p><b>Functions</b></p> <ul style="list-style-type: none"><li>• Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution</li><li>• Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required</li></ul>



knowledge and technology for participatory teaching and learning process

- Arrangement for feedback response from students and other stakeholders on quality-related institutional processes
- Dissemination of information on 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 programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality- related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

#### **The 5 main task of IQAC**

1. Setting a documentation process in motion
2. Awareness creation and generation of confidence
3. Evolving formats for information and data
4. Stipulation of schedule for work
5. Drafting of quality status report

#### **Objectives of IQAC**

- To sustain and enhance the Quality in Education & Research.
- To facilitate the initiatives towards technological advancement and innovation in educational methodologies.
- To provide training for faculty, students to utilize the state of the art educational technologies and research facilities

- To initiate best quality practices to be experimented by the faculties participate in their internalization
- 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 our Institute

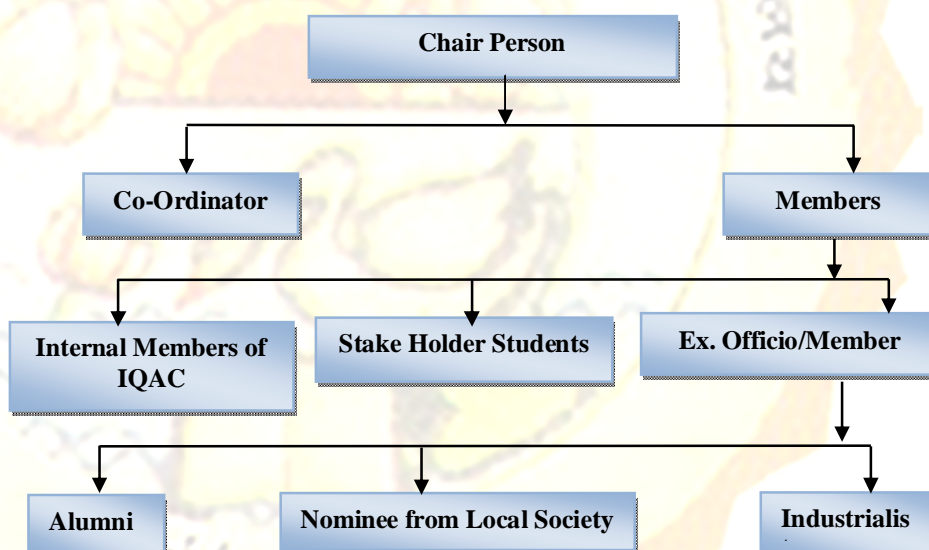
#### **Working Mechanism of IQAC**

- Development and application of quality benchmarks.
- Define parameters for various academic and administrative activities of the institution.
- 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.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database for the

purpose of maintaining /enhancingthe institutional quality.

- Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- The members should meet at least twice in a year as and when necessary.
- To facilitate in the preparation of Annual reports.
- To facilitate and help various CQCS as and when required.

#### Organogram of IQAC



**Periodic monitoring of all the activities are carried out based on the 7 action points as a measure of quality sustenance and enhancement**

**1. Curriculum planning –**

To Co-Ordinate HODs of the Institute for the following

- Revise the curriculum periodically.
- Start new programs in the emerging field
- Enrich the curriculum to suit the needs of the industry/society as per the graduate attributes of the programs in line with that of the in UG.
- Define the Program Objectives (POs) and Course Objectives (COs) of all programs across the college, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs)

**2. Learning outcomes –**

To coordinate with the heads of all the departments of the constituent units:

- To prepare a well-defined course outcomes for all the programs.
- All the course outcomes are to be mapped with the program outcomes.
- To arrive at the Outcome Based Education (OBE) for all the programs offered at College.

**3. Teacher quality –**

Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators

- Regularly update their skills by attending workshops, conferences FDP and seminars
- Use of e-resources for Teaching and Learning Management system
- Number of faculty who are involved in attaining additional qualification related to their field in academics either through onlinesource or part time
- Faculty involved in mapping Best practices within



department/institution

- Faculty contributing as a member in designing curriculum of statutory bodies at university level & other Autonomous Colleges
- Fellowships received by the faculty from national/international agencies
- Recognitions received by teachers at state/national/international level
- Efforts for beyond curriculum teaching are to be made to improve students' performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development
- Appropriate balance of theoretical, practical and experiential knowledge and skills
- Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact
- Internal assessment, internal and external moderation, monitoring of student progress

#### **4. Research culture and innovation–**

- Promotion of Research at Institutional level in the form of seed grant to teachers
- Development of Institutional citation Index, Impact factor, Publication papers in Refereed journals
- Awareness to all departments for the development of facilities by national agencies. Funds to be generated by DST, FIST, DBT, CGCOST, ICSSR, UGC etc.
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Improvement for Industry-Institution Interaction
- Number of patents registered, Intellectual Property Rights and commercialisation
- Number of consultancy services provided and its earnings
- Development of resources by National/International funding



agencies

- Promoting faculty for their research work for national and international awards
- Publication of Research Journal, News letter

#### **5. Institutional Ambience**

- Promoting and setting of entrepreneur cell & Incubation centre.
- Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)
- Imparting value based education, Code of Ethics, Research Training and support Ph D students
- Using ICT as learning resources, library and e-resources for research, e-content preparation
- Integration of library resources into the curriculum and access to students

#### **6. Student performance**


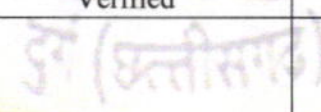

- Analysis of results and chalk out strategies to improve the academic performance
- To review learning outcomes of all the programs
- Have MIS with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution

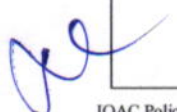
#### **7. Leadership and Strategy development**

- Set up institutional benchmarking with internal and external institutions
- To conduct General Body meeting with external experts biannually
- To conduct SWOC analysis periodically
- To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled process, blended learning
- To conduct Academic and Administrative audit periodically once in 5 years
- Recognition of faculties who have done commendable service to the profession
- Annual Report preparation based on NAAC requirements in both hard and soft copies.

	<p><b>Institutional quality handbook–</b></p> <p>To create SOP for all the quality initiatives such as</p> <ol style="list-style-type: none"> <li>1. Curriculum design,</li> <li>2. Monitoring of progress, students, staff and review,</li> <li>3. Students' feedback</li> <li>4. Teaching-learning</li> <li>5. Examination</li> <li>6. Research incentives,</li> <li>7. Ethics and collaborations,</li> <li>8. Governance framework</li> <li>9. Innovations</li> </ol>
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Frequency	Once in 5 years
Time	5 years
Related/Supportive Documents	NAAC publications
Custodian	Principal

Prepared by	Verified	Approved by
 <b>Co-ordinator IQAC</b>	 <b>OSD SLQAC CG Higher Education</b>	 <b>Chairman IQAC Principal</b> Govt.V.Y.T.P.G. Autonomous College Durg (C.G.)



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