

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY



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Introduction

The Internal Quality Assurance Cell (IQAC) functions in the college since 2014 as a core component within the academic and administrative framework of N S S College, Rajakumari. The prime objective of IQAC is to ensure quality and progress, holistically. The IQAC Policy is a key document formulated to ensure the college's unwavering commitment to excellence and quality assurance. The policy is designed to familiarise all stakeholders with the institution's established rules, regulations and procedural methodologies. The policy document serves its purpose of guiding the academic fraternity towards the shared goal of upholding the highest standards in quality education and institutional functioning.

IQAC Vision:

To establish a dynamic academic environment that promotes excellence in education, research, and innovation, empowering students with the skills and knowledge required for leadership roles in the fields of Electronics, Computer Applications, Business Administration, and Commerce, while fostering ethical, sustainable, and globally relevant practices.

IQAC Mission:

1. **To enhance academic quality** by developing and implementing comprehensive strategies for curriculum development, teaching, and learning that are aligned with the needs of industry and contemporary technological advancements.
2. **To promote interdisciplinary learning and innovation** by fostering collaboration among departments and encouraging the integration of cutting-edge technologies and business practices in the academic programs.
3. **To continuously improve teaching methodologies**, focusing on student-centered learning approaches, digital tools, and practical training that prepare graduates to meet the challenges of a rapidly changing global marketplace.
4. **To ensure effective evaluation and feedback mechanisms** for students, faculty, and administrative staff, creating a culture of continuous improvement based on data-driven insights.

5. **To enhance student employability and entrepreneurship** by facilitating industry internships, skill development workshops, seminars, and industry-academia collaborations, ensuring that students are well-prepared for both employment and entrepreneurship opportunities.
6. **To encourage faculty development and research excellence** by supporting ongoing professional development, facilitating research initiatives, and promoting the integration of academic research with real-world applications in business and technology.
7. **To foster a culture of sustainability and ethics** by instilling in students a strong sense of social responsibility, ethical decision-making, and an understanding of environmental and societal impacts in their future careers.
8. **To maintain a system of regular assessment and accreditation** to ensure that the institution meets national and international quality standards and stays committed to best practices in higher education.
9. **To create a transparent and inclusive environment** by involving all stakeholders (students, faculty, industry experts, alumni) in decision-making processes to ensure that the institution evolves in a way that is reflective of current and future educational and industry needs.

Key Focus Areas:

1. **Curriculum Design and Review:** Ensuring the curriculum is regularly updated to reflect current trends in electronics, IT, business, and commerce. This includes incorporating emerging technologies, business innovations, and industry requirements.
2. **Student-Centric Pedagogy:** Emphasizing experiential learning, industry internships, case studies, and practical exposure to bridge the gap between theoretical knowledge and real-world applications.
3. **Technology Integration:** Leveraging digital tools, online learning platforms, and software-based learning environments to enhance learning outcomes for students across various disciplines.
4. **Collaboration with Industry:** Establishing strong ties with industries related to Electronics, Computer Applications, Business, and Commerce to provide students with exposure to current trends, challenges, and career opportunities.

5. **Faculty Development and Research:** Encouraging faculty members to engage in continuous professional development, research, and industry collaboration to stay ahead of educational and technological advancements.

Expected Outcomes:

- High academic standards and continual enhancement of teaching methods.
- Improved student outcomes in terms of employability, academic performance, and industry-readiness.
- A collaborative environment for students, faculty, and industry partners.
- Institutional accreditation and recognition for maintaining global standards of excellence.
- Empowerment of students to contribute innovatively and ethically to their respective fields.

This vision and mission aim to guide the institution's efforts in promoting quality education and ensuring that students are equipped with the relevant skills and knowledge to thrive in the rapidly evolving fields of Electronics, Computer Applications, Business Administration, and Commerce.

IQAC STRATEGIES

IQAC shall evolve mechanisms and procedures for:

- ❖ Ensuring timely, efficient and progressive performance of academic and administrative processes.
- ❖ The relevance and quality of academic and research programs.
- ❖ Equitable access to and affordability of academic programmes for the heterogenous community.
- ❖ Optimization and integration of novel methods of teaching and learning.
- ❖ Transparent and robust evaluation procedures and grievance redressal system.
- ❖ Ensuring the adequacy, maintenance and functioning of the infrastructural facilities and other support services.
- ❖ Promoting research, skill development, innovation and entrepreneurship.

FUNCTION OF IQAC

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution by formulating policies.
- Facilitating the creation of a student-centric environment conducive to quality education.
- Collecting regular feedback from students, parents and other stakeholders on quality - related institutional processes.
- Dissemination of information on various quality parameters of higher education
- Organization of workshops, seminars and research conferences
- Documentation of the various programs/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 through MIS for the purpose of maintaining/enhancing the institutional quality
- Preparation and submission of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) as per guidelines and parameters of NAAC - to be submitted to NAAC.
- Participation in NIRF, AISHE
- Conducting Academic, Administrative, Green Audits

IQAC COMPOSITION

- ❖ The IQAC, functions under the leadership of the Principal, Management representative, comprises of senior faculty members, department heads, administrative staff, alumni, distinguished educators/industry experts, local body member and student. The IQAC convenes on a quarterly basis to deliberate on different qualitative parameters items and document minutes, along with Action Taken Reports.
- ❖ The roles and responsibilities of the key stakeholders, including students, alumni, faculty, and college management, are outlined as follows:
 - Principal

- The Principal serves as the Chairperson of the IQAC, providing overall leadership and guidance for quality assurance activities.
- Ensures the implementation of quality policies and strategies across the institution, aligning them with the institution's mission and vision.
- Is involved in the planning and review of quality assurance processes, including setting objectives and strategies for improvement.
- Plays a key role in allocating resources necessary for quality enhancement, which includes faculty development, infrastructure improvement, and support services.
- Coordinator
 - The coordinator provides leadership and direction for the IQAC, ensuring that its activities align with the institution's mission and vision for quality.
 - Is responsible for developing and implementing the institution's quality assurance policies, strategies, and action plans.
 - Facilitates and coordinates the functioning of the IQAC, working closely with faculty, staff, and other stakeholders to ensure the smooth operation of quality assurance mechanisms.
 - Coordinates the collection and analysis of feedback data related to various quality indicators, identify areas for improvement and augment the same.
 - Convenes quality-related activities, meetings, and documentation of reports - maintained, and readily accessible for internal and external reviews.
 - Preparing and guiding the institution for accreditation processes and compliance with quality standards.
- Faculty
 - Faculty members have the responsibility of upholding discipline in accordance with the institution's regulations and ensuring the delivery of high-quality teaching and learning experiences.
 - Continuously update their knowledge and teaching methods to stay current in their fields.
 - Provide mentorship and guidance to students beyond classroom instructions.

- Engage in research to contribute to the advancement of knowledge in their respective disciplines.
- Foster an inclusive and diverse learning environment, respecting the varied backgrounds and perspectives of their students.
- Students
 - Students are expected to adhere to the institution's regulations, policies, and guidelines concerning discipline, punctuality, and attendance.
 - Accountable for meeting specified attendance and academic performance criteria while developing essential technical and presentation skills.
 - Participate in co-curricular and extracurricular activities to foster holistic development.
 - Should exemplify responsible and ethical conduct within the academic community, upholding principles of academic integrity.
- Alumni
 - Alumni are encouraged to maintain open lines of communication with both faculty and the institution, providing valuable insights into technological trends, and potential job opportunities.
 - Act as mentors to current students by sharing their experiences and insights to guide them in their intellectual, academic and career paths.
 - Have the opportunity to contribute to the college's growth by providing philanthropic support.
- Management
 - Incorporates quality as a fundamental component of the institution's vision and mission.
 - Encourages faculty members to attend national and international conferences and workshops for the continual enhancement of their knowledge and skills.
 - Establishes empowered committees dedicated to maintaining and assuring the highest levels of quality in teaching, infrastructure, and other areas.
 - Provides inherent support in terms of infrastructure, personnel, and financial resources to further the institution's quality objectives.
- Industry Experts

- Fostering interactions with industries to facilitate internships and collaborative/entrepreneurial linkages and activities.
- Promoting and supporting entrepreneurship and the development of start-ups.
- Engaging in outreach activities and extensions for the betterment of the community and its development.
- Contributing in kind to the academic community
- Participating in quality initiatives by the institution

CONCLUSION

IQAC ensures and promotes strategies and mechanisms fostering the development of relevant and high-quality academic and research programs. Promotes equitable access to and affordability of academic programs for the diverse sections of the society, thereby ensuring a holistic development of the academic community and contribute towards the progress of the society.

NSS College Rajakumari