

INTERNAL QUALITY ASSURANCE CELL (IQAC)

QUALITY ASSURANCE POLICY

Internal **Q**uality **A**ssurance **C**ell (IQAC) in S. Nijalingappa college has been established on 30th September 2004. The prime responsibility of the IQAC is to establish a framework that facilitate to develop an efficient team to deliberate and advocate proactive enhancement in academics, administration, and governance of the college. IQAC a steering committee of the college directs all endeavours and actions of the institution to enhance the tradition of excellence. IQAC is a think tank that designs and develops the action plan to inculcate the values of vision and mission in its function.

The IQAC is conceived as a mechanism to build and ensure quality culture at institution level and to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institute. In this pursuance, IQAC plays a vital role to channelize the efforts of the institution towards holistic approach for academic and administrative excellence.

Objectives

1. To develop a conscious and consistent monitoring mechanism to improve and sustain the quality education in Arts, Commerce, Science, Computer Science, Management, Hotel Management, Fashion Apparel and Design, Humanities, Literature, Tourism and Travel Management.
2. To strengthen the institutional hierarchy and governance.
3. To promote measures for institutional curricular aspects, student supporting system, infrastructure, teaching, learning and evaluation system, human resource development and functioning towards quality enhancement through internalization of quality culture and institutionalization of best

Vision

1. To ensure quality culture as the prime concern for KLE Society's S. Nijalingappa College, under the full support of Management, Local Governing Body, University Governing council, Student council and through institutionalizing and internalizing all the initiatives taken with internal and external support of stakeholders.
2. To establish a quality enhancement system, well defined policies, which would carry a continuous feedback analysis procedure to evaluate and enhance the quality of teaching, learning, research and extension activities of the institution, leading to improvements in all processes, enabling the institution to attain

Mission

1. To prepare and arrange periodic assessment and accreditation of institution from various internal and external frameworks like AAA, AISHE, NIRF, NAAC, IIC and ISO.
2. To accelerate the academic environment for promotion of quality of teaching-learning and research.
3. To encourage self-evaluation, accountability, autonomy and innovations in higher education, research and extension activities.
4. To undertake quality-related research studies, consultancy and training programs
5. To collaborate with other stakeholders of higher education for quality evaluation, promotion, placements, entrepreneurship and sustenance.

Strategies

Honourable members of IQAC represent all the criteria of institution and develop a feasible and applicable action plan to develop a quality culture and set the benchmarks. IQAC evolve a mechanism and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial
2. Relevant quality pedagogy and innovative research
3. Equitable access to and affordability of academic programmes for various sections of society.

4. Optimization, innovation and integration of modern methods of teaching and
5. Credibility of assessment and evaluation process with the support of ICT enabled infrastructure.
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services to the stakeholders.
7. Sharing research findings and networking with other institutions in India and abroad in different platforms viz., seminars, conferences, symposia and publications.

Mechanism of Quality Assurance

1. **Internal quality assurance mechanism:** Implementation of policy is based on the prescribed guidelines of NAAC, UGC, Government and Management. The college develops its own internal quality assurance mechanism which is coherent with quality assurance framework which is approved by governing bodies to evaluate the quality of teaching programmes, teaching and learning experience, student assessment, internal moderation, support services, sources & facilities, research and programme review
2. **External quality assurance mechanism:** In order to ensure and maintain high quality and standard of the institution, periodic assessment is made by University, AAA, NIRF, AISHE, ISO, NAAC, or any other agency suggested by the State Government from time to time.

Guidelines for dynamic functioning of IQAC

1. One of the senior faculty will be appointed as IQAC coordinator for the period 3 years and may be extended for one more period by principal.
2. IQAC of the college is constituted as per the NAAC guidelines.
3. IQAC meeting with all the internal and external members is organised thrice or quarterly for an academic year. The presence of minimum 75% of members is required the quorum of IQAC meeting.
4. Based on the feedback by stakeholders IQAC prepares the agenda and placed before the meeting. The resolution passed by the IQAC are implemented as action plans of the concerned departments/ committees of the college. Action taken report will be discussed and approved in next IQAC meeting.

5. All the feedback formats and Institutional calendar of academic events is designed by the IQAC office by considering the inputs from all the departments.
6. IQAC sets the quality benchmarks/ parameters for various academic and administrative activities of the institution.
7. IQAC with proper initiations, action plan and monitoring mechanism addresses all the observations made by the NAAC, Governing Council, Local Governing Body, Management and governments.
8. All the feedback formats and Institutional calendar of academic events is designed by the IQAC office by considering the inputs from all the departments.
9. IQAC facilitate 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.
10. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes Dissemination of information on various quality parameters of higher education
11. Dissemination of information on various quality parameters of higher education.
12. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
13. Documentation of the various programmes/activities leading to quality improvement.
14. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
15. Development and maintenance of institutional database through MIS for the purpose of maintaining/ enhancing the institutional quality.
16. IQAC initiates programmes on Human Values, Ethics, Morale, National Integration, Patriotism, Environment concern to develop a quality culture in the institution.
17. Preparation of the Annual Quality Assurance Report (AQAR) as per NAAC guidelines and submission to NAAC.
18. Promote government-initiated schemes and programmes among public for national growth.

IQAC Committee:

IQAC has been constituted under the Chairmanship of the Principal with heads of the departments, administrative members, experienced faculty, few distinguished educationalist, employers, industrialists, alumni, management representative and Stakeholders. The membership of such nominated members shall be for a period of two years and may be extended/ revised. The IQAC should meet at least once/twice in a semester. The agenda, minutes and Action Taken Reports are documented periodically and approved. The quality policy and program shall be implemented through IQAC.

The Roles/ Duties of IQAC Committee

The Role of Coordinator

The coordinator plays a prominent role in ensuring the effective functioning of all the members. The coordinator may be an experienced faculty with expertise in academic and quality promotion. He/ she shall coordinate all the functioning of the college with a strategic action plan to reflect the vision of the college in outcome of the higher education. With the permission and approval of principal coordinator may organize or conduct the meeting to propose the action plan of the college for that semester. The resolutions passed in the meeting must be communicated to all the departments for execution. The committee pools all the action taken reports from all the departments and same shall be presented in the upcoming meeting. Coordinator shall monitor other evaluating mechanisms such as AAA, AISHE, NIRF, Affiliation and extension of academic and administrative aspects of the institution. Coordinator play a vital role in initiation and promotion of fund mobilisation for research, publications, innovation and extension activities of the college. Overall, the coordinator with the support of the stakeholders and guidance of the principal and management should set the quality benchmarks.

Role of Assistant Coordinator

- A senior experienced faculty, acquainted with technology shall be nominated as assistant coordinator. He/ she assists the coordinator in all the quality promoting mechanism of the institution.

Role of Management Representative

Role of Admin Representative

- Office superintendent or senior admin staff shall be the member to provide clerical support and financial transactions.
- He/ she maintains all the records/ reports of the IQAC for further communication to concerned authorities.
- Admin staff should provide all the supportive and peripheral documents for official communication and for the information of the stake holders.

Role of Alumnus

- The prominent alumni having a good network with alumni association shall be nominated as IQAC member.
- Alumnus act as the link between college and alumni. He/ she communicate with faculty and the institution by providing effective feedback, technology trends, and job opportunities with the help of alumni.
- Alumni shall be the ambassador of the college, help and support to popularize the academic excellence of the college.

Role of Student member:

- Elected or nominated student council representative may be nominated as IQAC member.
- He/ she places any kind of proposals before the IQAC for the upscaling or betterment of the academic and governance of the college.
- The student representative should positively focus the progressive plan of the IQAC among student community and support to implement actions for success.

Role of Faculty Member:

- HoD/ Coordinators/ Faculty of different departments are nominated to represent the innovative pedagogy, research methodology, student supporting services to set benchmark in the quality promoting aspects of the college.

- Faculty shall support in preparing the strategic plan for curriculum design and delivery, internal & external assessment, declaration of results, and compiling the attainments of POs, COs & PSOs.
- Faculty place their innovative suggestions to ensure for better students' career guidance and placements.

Role of Industrialist/ Employer:

- Prominent industrialist/ employer of a corporate sector shall be nominated as a member.
- Member shall help the institution for collaboration/ MoU with renowned organizations for research/ placements/ start-up/ entrepreneurship.

Expected Outcome of IQAC

- Successful Accreditation by NAAC with good grade and CGPA.
- Regular Academic and Administrative Audit.
- Annual Quality Assurance Report submission.
- All India Survey for Higher Education, MHRD.
- Quality Promotion and Sustainance.
- Good rapport with alumni and public organizations
- Setting benchmarks in academic and administrative aspects
- Dynamic mechanism to reach targeted POs, COs, PSOs,
- Effective Feedback mechanism.
- Introduction of need based programmes and short-term courses
- Promoting Technology Enhanced Learning outcome for global expectation.
- Participation in NIRF, ISO and IIC.

Amendments/ Review:

- This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the stakeholders may submit any proposal for improvement of this policy. The proposed changes shall be reviewed by the IQAC and if found suitable, shall be forwarded to the Principal and higher authorities for consideration and approval.