



आर.एस.मुंडले  
धरमपेठ कला वाणिज्य महाविद्यालय

**R. S. MUNDLE DHARAMPETH  
ARTS & COMMERCE COLLEGE  
NAGPUR**

**Internal Quality Assurance Cell (IQAC)**

***IQAC Policy***

**[INTERNAL QUALITY ASSURANCE POLICY]**

## Internal Quality Assurance Policy

<b>Policy</b>	IQAC Policy is devised with the focus to make Quality- the defining element at the Institute through a combination of self and external quality evaluation, promotion and sustenance initiatives
<b>Date effective from</b>	October, 2017
<b>Date of next review</b>	September,2023
<b>Purpose</b>	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.
<b>Procedure</b>	<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</p> <p>External members comprising of renowned educationists, industrialists, individuals as representatives from Alumni and Students, Administrative officers- Registrars and Office Superintendent</p>
<b>Functions</b>	<p>A] Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.</p> <p>B] Facilitating the creation of a learner-centric environment conducive to quality education and faculty enhancement to adopt the required knowledge and technology for participatory teaching and learning process.</p> <p>C] To be a Nodal agency of the Institution to coordinate all the Quality initiatives and Best practices.</p> <p>D] Promoting Quality Circles and assisting in organising Inter and Intra Institutional conferences, seminars, workshops, symposia, webinars and faculty exchange programmes.</p>

	<p>E] Disseminate updated information related to different quality parameters concerning the Higher Educational Institutions.</p> <p>F] Prepare and submit AQAR and SSR within the prescribed time frame and answer the queries of NAAC</p>
<p><b>Objectives of IQAC</b></p>	<p>A] To facilitate the initiatives towards technological advancement and innovation in educational methodologies.</p> <p>B] To provide training for faculty, students to utilize the state of the art educational technologies and research facilities.</p> <p>C] To sustain and enhance the Quality in Education &amp; Research.</p> <p>D] To facilitate the initiatives towards technological advancement and innovation in educational methodologies.</p> <p>E] To provide training for faculty, students to utilize the state of the art educational technologies and research facilities.</p> <p>F] To initiate best quality practices to be experimented by the faculties participate in their internalization</p> <p>G] To Collect and compile data from all the departments and implement it in the reports.</p> <p>H] Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the Institute.</p> <p>I] To conduct workshops and conferences on quality issues relating to Teaching learning .</p>
<p><b>Working Mechanism of IQAC</b></p>	<ul style="list-style-type: none"> <li>• Development and application of quality benchmarks.</li> <li>• Define 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 enhancement to adopt the required knowledge and technology for participatory teaching and learning process.</li> <li>• Periodic collection , review and analysis of feedback from all stakeholders on quality-related processes.</li> </ul>

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

<p><b>1. Curriculum planning –</b></p>	<p>To Co-Ordinate with HODs of the Institute for :</p> <ul style="list-style-type: none"> <li>• Revising the curriculum periodically.</li> <li>• Start new programs as per the emerging field</li> <li>• 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.</li> <li>• Define the Program Objectives (POs) and Course Objectives (COs) of all programs, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs)</li> </ul>
<p><b>2. Learning outcomes –</b></p>	<p>To coordinate with the heads of all the departments of the constituent units:</p> <ul style="list-style-type: none"> <li>• To prepare well-defined course outcomes for all the programs.</li> <li>• To arrive at the Outcome Based Education (OBE) for all the programs offered at College.</li> </ul>
<p><b>3. Teacher quality</b></p>	<p>Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators</p> <ul style="list-style-type: none"> <li>• Regularly update their skills by attending workshops, conferences FDP and seminars</li> <li>• Use of e-resources for Teaching and Learning Management system</li> <li>• Number of faculty who are involved in attaining additional qualification related to their field in academics either through online source or part time</li> <li>• Faculty involved in mapping Best practices within department/institution</li> <li>• Faculty contributing as a member in designing curriculum of statutory bodies at university level &amp; other Autonomous Colleges</li> <li>• Fellowships received by the faculty from national/international agencies</li> <li>• Recognitions received by teachers at state/national/international level</li> <li>• Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development</li> <li>• Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact</li> </ul>
<p><b>4. Research culture and innovation–</b></p>	<ul style="list-style-type: none"> <li>• Promotion of Research at Institutional level in the form of seed grant to teachers</li> <li>• Development of Institutional Citation Index, Impact factor, Publication papers in Refereed journals</li> </ul>

	<ul style="list-style-type: none"> <li>• Awareness to all departments for the development of facilities by national agencies. Funds to be generated by ICSSR, UGC RUSA etc.</li> <li>• Improvement for Industry-Institution Interaction and practical field exposure</li> <li>• Focus on basics and essentials of Intellectual Property Rights and commercialisation</li> <li>• Development of resources by National/International funding agencies</li> </ul> <p>Providing facility to research scholars to peruse research in the field of Commerce, English and Sociology for which the Institution has recognition as research centre.</p> <ul style="list-style-type: none"> <li>• Publication of Research Journal, Newsletter, E-Magazine and e-journals</li> </ul>
<b>5. Institutional Ambience</b>	<ul style="list-style-type: none"> <li>• Promoting and setting of entrepreneur cell in collaboration with Vocational studies cell.</li> <li>• Dissemination of Best Practices within the institution through strong internal communication System (horizontal and vertical)</li> <li>• Imparting value based education, Code of Ethics, Research Training and support to PhD students</li> <li>• Using ICT as learning resources, library and e-resources for research, e-content preparation</li> <li>• Integration of library resources into the curriculum and access to students</li> </ul>
<b>6. Student performance</b>	<ul style="list-style-type: none"> <li>• Analysis of results and framing strategies to improve the academic performance</li> <li>• To review learning outcomes of all the programs</li> <li>• Have MIS with all data related to students like admission, category, social status, fee, results, progress and such other information required by the institution</li> </ul>
<b>7. Leadership, Management</b>	<ul style="list-style-type: none"> <li>• Set up institutional benchmarking with internal and external institutions</li> <li>• To conduct General Body meeting with external experts biannually</li> <li>• To conduct SWOC analysis periodically</li> <li>• To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled process, blended learning</li> <li>• To conduct Academic and Administrative audit periodically once in 5 years</li> <li>• Recognition of faculties who have done commendable service to the profession</li> <li>• Annual Report preparation based on NAAC requirements in both hard and soft copies.</li> </ul>

**Principal**

