IQAC POLICY

S.No.	Title of Policy	IQAC POLICY
1	Administrative Policy Number (APN):	**VCW/IQAC/2016/01/02**
2	Functional Area:	Quality in functioning and governance.
3	Brief Description of the Policy:	Purpose: Promoting quality in Academics and administration Audience: All stakeholders of the organization
4	Policy Applies to:	All academic and administrative processes in the college
5	Effective from :	2016
6	Responsible Authority	IQAC Coordinator
7	Superseding Authority	Principal
8	Reason for the Policy	Quality as the sole criterion for updating
9	References for the policy	UGC/NAAC/ Banaras Hindu University

Policy Statement: The college is committed to disseminate quality in almost all the aspects of Academics, Administration and Governance for welfare, continuous growth of the system. It Promotes the vision, mission, goals and objectives of the college. The quality policy is framed, finalized communicated and understood by all stakeholders within the college and it will be reviewed periodically for its suitability and effectiveness.

Objectives:

i. To work in accordance with College Management, Banaras Hindu University, NAAC and UGC.

ii. To upgrade

    a. Infrastructure with safety for optimum and effective use.

    b. Create value-based knowledge systems and its effective disseminating mechanisms.

    c. To improve learning resources (books, journals, reading materials, e-resources etc) to make library a learning hub.

    d. To promote a continuous updation of teaching staff through workshops, seminars, faculty development programmes.

    e. To establish the best teaching-learning environment in cordial, corrective and promotional learning for their all-round development with the help of technology.

    f. To strengthen the institutional values through effective multiple and continuous feedback from stakeholders to keep mechanisms and thereby quality in place.

Definitions

Quality- Quality is defined as a set of inherent properties of an object or service that allows satisfying stated or implied needs It allows to be compared that good or service with another of its kind (Geneva Business News).

Stakeholder- A stakeholder is the party that has an interest in an institution and can either affect or be affected by the working (Investopedia).

Infrastructure- Infrastructure is the general term for the basic physical layout of the institution, region or nation.

Internal Quality Assurance Cell (IQAC)- An institutionalized body formed under the guidelines of NAAC to promote quality in educational institution.

Processes

1. Institutionalization of Quality: - It involves

    a. Creation of an active and functional. IQAC as per the guidelines of NAAC.

    b. Conduct of regular meetings of IQAC.

    c. Institutionalizing the IQAC by associating it with the Head of the Institution and Management.

d. Understanding the College culture and creating mechanism to improve it.

2. **Creating Policies for institutional processes**: - It involves following areas-

   a. Academics (Teaching learning)

   b. Administration (work effectiveness, allocation, financial accounting, work responsibilities)

   c. Safety - Environment & Safety of the stakeholders on the campus

3. **Audits**- It involves:

   a. Planning audits

   b. Preparing for audits

   c. Creating audit formats

   d. Conducting the audit

   e. Compliance

4. **Periodic assessment**- It involves:

   a. NAAC accreditation

   b. ISO

   c. NIRF/AAA

   d. CAS promotion assessment

   e. Performance appraisal

5. **Feedback:** It involves-

   a. Areas of feedback to be taken

   b. Time of feedback

   c. Analysis and Action Taken Report

   d. Presentation to the Principal and its acceptance

6. **Documentation:** It is one of the primary functions of IQAC. This includes preparation, circulation and explanation of formats. It includes the collection presentation, classification, filing and analysis of the collected data.

7. **Collaboration**- The IQAC works to promote collaboration activities and linkage with other institutions or communities for specific purposes such as research, placement, industry-academia, interaction, social work (ISR) etc. The areas to be considered while collaborating are-

   a. Objective of collaboration

   b. Duration

   c. Complementary skills needed/used and earned

   d. Mutual benefit from the collaboration

e. Specific outcomes

f. Clear mention of role and responsibilities of each party
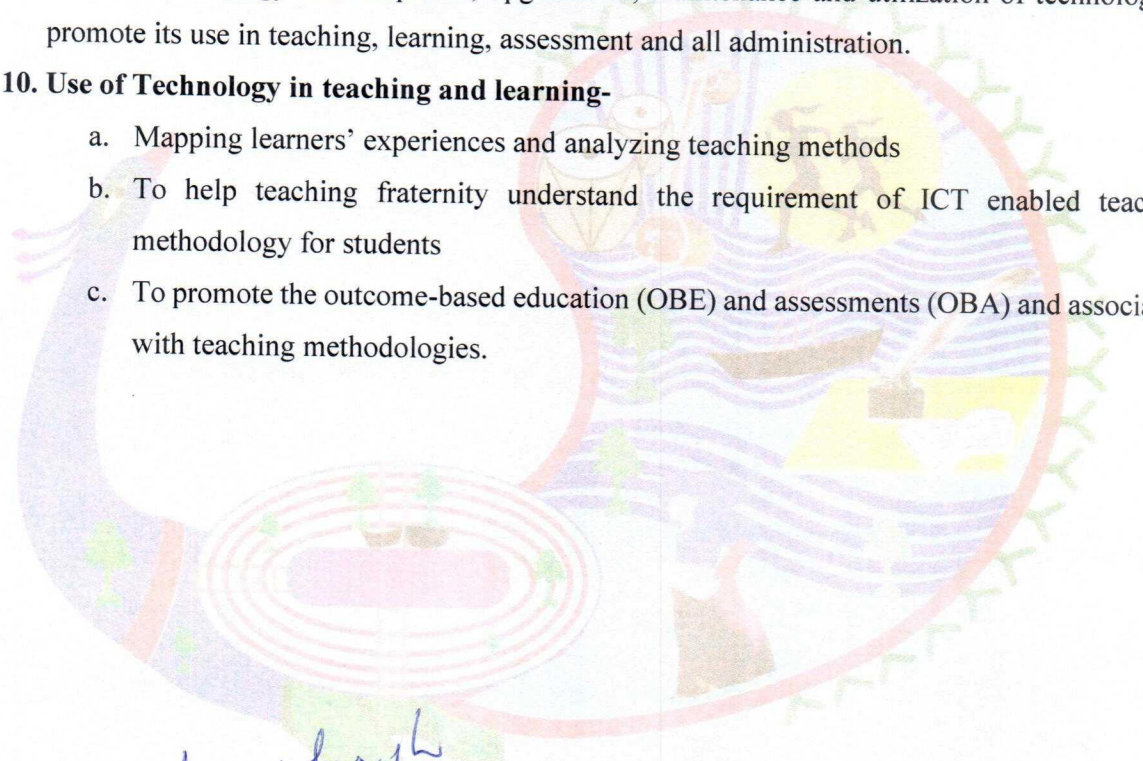
g. Investment- financial and non-financial

8. **Promoting nature framework:**

   a. Promoting human and national values (promoted by NAAC)

   b. Creating mechanisms to establish nature systems

9. **Use of Technology-** Development, upgradation, maintenance and utilization of technology to promote its use in teaching, learning, assessment and all administration.

10. **Use of Technology in teaching and learning-**

    a. Mapping learners' experiences and analyzing teaching methods

    b. To help teaching fraternity understand the requirement of ICT enabled teaching methodology for students

    c. To promote the outcome-based education (OBE) and assessments (OBA) and associate it with teaching methodologies.

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