



# INTERNAL QUALITY ASSURANCE CELL

Sri Devaraj Urs Academy of Higher Education & Research

A DEEMED TO BE UNIVERSITY

TAMAKA, KOLAR-563 103, KARNATAKA, INDIA

Ph: 08152-210604, 243009, Fax: 08152-243008, E-mail: iqac@sduu.ac.in website: www.sduu.ac.in



No: SDUAHER/KLR/IQAC/157/2020-21

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## IQAC POLICY

<b>Policy</b>	<p>IQAC Policy highlights promotion of quality and improved performance in academic and administrative activities of Sri Devaraj Urs Academy of Higher Education and Research (SDUAHER) through implementation of quality enhancement processes.</p>
<b>Date effective from</b>	23-01-2016
<b>Date of revision</b>	24-06-2020
<b>Date of next review</b>	24-01-2021
<b>Purpose</b>	<p>The establishment of Internal Quality Assurance Cell (IQAC) is a step towards assertive long-term quality standards. IQAC shall be the body that is responsible for all quality related matters in the Academy.</p> <p>The purpose and responsibilities of IQAC are to initiate, plan and supervise various activities that are necessary to enrich and enhance the quality of academics imparted by the Academy.</p> <p>IQAC would also aim institutionalization and internalization of quality culture.</p>
<b>Scope</b>	<p>This policy applies to all the academic and administrative Departments and Sections of SDUAHER</p>
<b>Primary objectives</b>	<ul style="list-style-type: none"><li>• To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.</li><li>• To promote measures for Institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</li></ul>
<b>Strategies</b>	<p>IQAC shall evolve mechanisms and procedures for</p> <ul style="list-style-type: none"><li>• Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;</li><li>• Relevant and quality academic/ research programmes; Equitable access to and affordability of academic programmes for various sections of society;</li><li>• Optimization and integration of modern methods of teaching and learning;</li><li>• The credibility of assessment and evaluation process;</li><li>• Ensuring the adequacy, maintenance and proper allocation of</li></ul>



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	<p>support structure and services;</p> <ul style="list-style-type: none"><li>• Sharing of research findings and networking with other institutions in India and abroad.</li></ul>
<b>Functions</b>	<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 knowledge and technology for participatory teaching and learning process</li><li>• Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</li><li>• Dissemination of information on various quality parameters of higher education</li><li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</li><li>• Documentation of the various programmes/activities leading to quality improvement</li><li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices</li><li>• Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality</li><li>• Development of Quality Culture in the institution</li><li>• Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC</li><li>• To involve and facilitate the process of data capture for the preparation of SSR</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement</li><li>• Ensure internalization of the quality culture</li><li>• Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices</li><li>• Provide a sound basis for decision-making to improve institutional functioning</li></ul>



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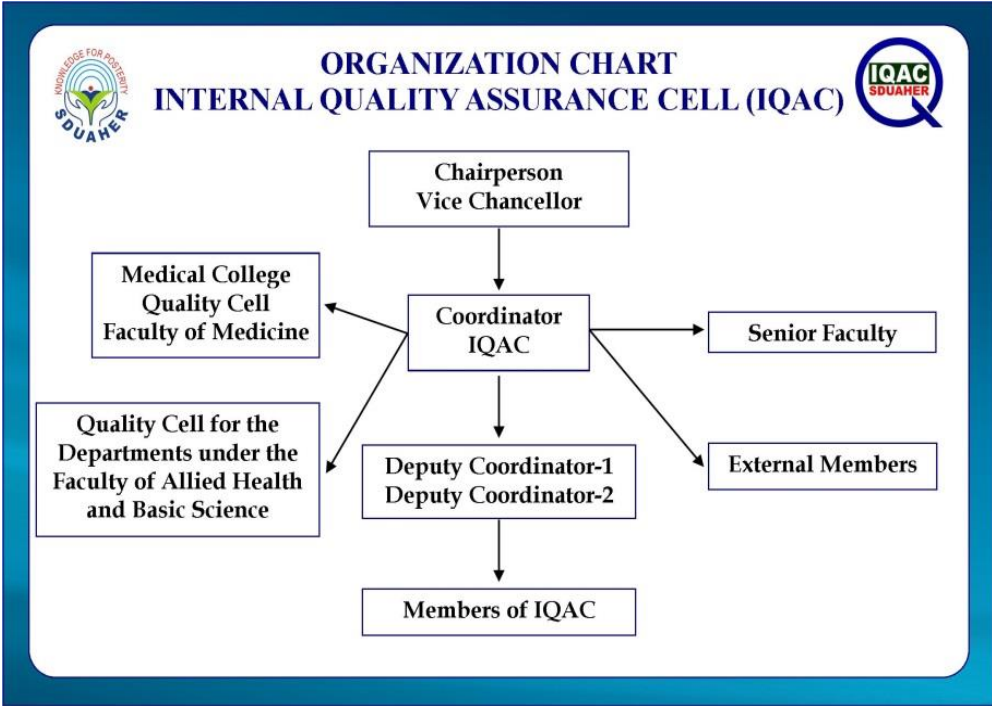
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	<ul style="list-style-type: none"><li>• Act as a dynamic system for quality changes in HEIs</li><li>• Build an organized methodology of documentation and internal communication</li></ul>
<b>IQAC composition</b>	<p>IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists as well as representatives of local management and stakeholders.</p> <p>The composition of the IQAC may be as follows:</p> <ul style="list-style-type: none"><li>• Chairperson: Head of the Institution</li><li>• Teachers to represent all level (Three to eight)</li><li>• One member from the Management</li><li>• Few Senior administrative officers</li><li>• One nominee each from local society, Students and Alumni</li><li>• One nominee each from Employers /Industrialists/Stakeholders</li><li>• One of the senior teachers as the coordinator/Director of the IQAC</li></ul> <p>The guidelines given here are only indicative the IQAC composition can be modified reasonably to meet the specifics of the institution for quality sustenance activities.</p> <p>The membership of nominated members shall be for a period of two years</p>
<b>The role of the Coordinator</b>	<p>The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of the cell and its members. The coordinator of the IQAC may be a senior person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.</p>
<b>Meetings</b>	<p>Internal Quality Assurance Cell (IQAC) committee shall meet quarterly every year. The meetings will be chaired by the Hon'ble Vice Chancellor of the Academy. The Coordinator of IQAC shall be their convener of the meetings he shall be assisted by deputy coordinators of IQAC.</p>

<b>Meeting Notice and Agenda for the Meeting</b>	<p>The IQAC shall send meeting notice 3weeks in advance to all the members of the IQAC along with Agenda with Notes. Prior to the consolidation of the agenda for the meeting the IQAC shall interact with the members of the cell for inputs to prepare the agenda.</p>
<b>Quorum</b>	<p>The quorum for the meeting shall be 2/3 the strength of the committee. However, in extraordinary circumstances the chairman and consider the conduct of the meeting provided the total strength of the members present exceed 51%.</p>
<b>Proceedings</b>	<p>Proceedings of quarterly meeting of the IQAC shall be drawn with in a fortnight and shall be a circulated among the members of the cell for perusal. Amendments / modifications if any required should be intimated to the coordinator IQAC within a fortnight from the date of the finalization of proceedings. Approval of the proceedings shall be formally done in the succeeding meeting of the IQAC.</p>
<b>IQAC Organogram</b>	<div style="text-align: center;">  <p><b>ORGANIZATION CHART INTERNAL QUALITY ASSURANCE CELL (IQAC)</b></p> <pre> graph TD     A["Chairperson Vice Chancellor"] --&gt; B["Coordinator IQAC"]     B --&gt; C["Medical College Quality Cell Faculty of Medicine"]     B --&gt; D["Quality Cell for the Departments under the Faculty of Allied Health and Basic Science"]     B --&gt; E["Deputy Coordinator-1 Deputy Coordinator-2"]     B --&gt; F["Senior Faculty"]     B --&gt; G["External Members"]     E --&gt; H["Members of IQAC"]                     </pre> </div>
<b>Major Roles of IQAC</b>	<ul style="list-style-type: none"> <li>• Inculcating quality culture in academics administration and research</li> <li>• Documentation processes and monitoring</li> <li>• Schedule for data inflow</li> <li>• Quality report</li> </ul>



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## *Quality cells in the constituent college and the departments under the faculty of Allied Health and Basic Sciences*

<b>Background</b>	<p>Establishment for quality cells in the constituent college and departments under the faculty of Allied Health and Basic Sciences is found necessary as they function independently in some of the administrative aspects and more importantly in teaching learning and evaluation processes.</p> <p>This initiative of establishing the quality cells is expected to be facilitating the implementation of quality initiatives devised by the constituent college / departments, its monitoring, sustenance and outcome analysis.</p> <p>Further, these cells can comprehend and ensure implantation of the quality related aspects devised and planed by the Academy.</p> <p>It is expected that the cells formulate appropriate policies for effective functioning on the lines of IQAC of the Academy.</p> <p>Tentative composition of the Quality assurance cell is framed and given below. However it can be modified and notified to suite to the scope and functioning of the cells.</p>
<b>Constituent College Quality Cell Composition</b>	<ul style="list-style-type: none"><li>• Chairman – Dean/Principal</li><li>• Representatives<ul style="list-style-type: none"><li>➤ Curriculum committee</li><li>➤ UCHPE</li><li>➤ Research and Innovation</li><li>➤ Engineering Department</li><li>➤ Student welfare</li><li>➤ Alumni officers</li><li>➤ Finance and HR</li><li>➤ Students (UG, PG, Ph.D.)</li><li>➤ Information Technology (IT)</li><li>➤ Member Secretary – Vice Principal</li></ul></li></ul>
<b>Quality Cell for the Departments under the Faculty of Allied Health and Basic Science</b>	<ul style="list-style-type: none"><li>• Chairman – Dean/Principal</li><li>• Representatives<ul style="list-style-type: none"><li>➤ Curriculum committee</li><li>➤ UCHPE</li><li>➤ Research and innovation</li><li>➤ Engineering Department</li><li>➤ Student welfare</li><li>➤ Alumni officers</li><li>➤ Finance and HR</li></ul></li></ul>



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	<ul style="list-style-type: none"><li>➤ Students (UG, PG, Ph.D.)</li><li>➤ Information Technology (IT)</li><li>➤ Member Secretary - Vice Principal</li></ul>
<b>Functions of quality cells of the constituent college and Departments under the Faculty of Allied Health and Basic Science</b>	<ul style="list-style-type: none"><li>• Development and application of quality benchmarks</li><li>• Parameters for various academic and administrative activities of the institution;</li><li>• Collection and analysis of feedback from all stakeholders on quality-related institutional processes;</li><li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;</li><li>• Documentation of the various programmes/activities leading to quality improvement;</li><li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;</li><li>• Periodical conduct of Academic and Administrative Audit and its follow-up</li><li>• Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.</li></ul>

Prepared by	Verified	Approved by
		
<b>Dr.M.L.Harendra Kumar</b>	<b>Dr.A.V.M.Kutty</b>	<b>Dr.K.N.V.Prasad</b>