



Government Thakur Ranmat Singh College

Rewa (M.P.)

Accredited 'A' Grade by NAAC (CGPA 3.35)

INTERNAL QUALITY ASSURANCE

**CELL
MANUAL**



**By
Internal Quality
Assurance Cell**



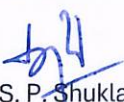


FOREWORD

Quality is fundamental defining element of an institution. Striving for excellence needs continuous assessment, self-evaluation, accountability, updation and review of academic initiatives of an institution. NAAC took initiative to establish IQAC in higher educational Institutions in 1994 to ensure qualitative improvement in administration of academic activities of the college. Vibrant curriculum, Promotion of IT integration, research and innovation, quality in governance and application of best practices in tune with current developments is essential for higher education Institutions. To accomplish the purpose IQAC was established in Government Thakur Ranmat Singh College on 13.11.2009.

The Internal Quality Assurance Cell (IQAC) has a key role in an institution towards quest of excellence. IQAC is accountable in ensuring Institutional quality benchmarks in it's Academic, administrative initiatives. IQAC seeks to frame policies, devise mechanism to provide a framework for continuous improvement, accountability, and transparency in all the operation of the Institution. Continuous monitoring of the activities, continuous review of the academic programs, assessing the Learning Outcomes of the students, identifying gaps and areas of improvement, specifying goals and devising mechanism to achieve are the tedious tasks the IQAC has to perform in an Institution.

Thus, IQAC has a crucial role to play to ensure that the curricular, academic, Research, innovation should all meet high quality standards and be in tune with Local, regional, National and International relevance.


Dr. S. P. Shukla
Coordinator IQAC

Dr Arpita Awasthi
Principal

Date- 20.01.2023

VISION

The College envisions to harness the students with a focus on Quality enhancement, Quality sustenance, Innovation and Research to prepare skilled manpower of head, heart and hand to meet the challenges being posed by the globally operating Scenario.

MISSION

- ☐ To promote teaching-learning and academic Eco-System with a view to ensure Employability, Research and Innovation.
- ☐ To promote quality research and scientific temper, ensuring efficient delivery *through self-evaluation*, assessment and accountability.
- ☐ To inculcate among the students' human qualities of compassion, co-operation and co-ordination with the community as a sense of institutional social responsibility and inculcating in them the moral virtues.
- ☐ To prepare the students in accordance with the requirements of global society.
- ☐ Introducing skill based Professional Courses conducive to Employability, Entrepreneurship

VISION AND MISSION OF IQAC



IQAC VISION

Promoting Quality Culture as the prime concern of ensuring equity access, Entrepreneurship, and innovation through institutionalization of quality practices, and quality sustaining initiatives.

MISSION

- ❖ To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- ❖ To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of best practices.

STRATEGIES

IQAC strives to evolve a mechanism and procedure for-

- ❖ Ensuring timely, efficient and progressive performance of academic, administrative and financial units
- ❖ Adoption of relevant and quality academic and research programs
- ❖ Ensuring equitable access to and affordability of academic programs for various sections of society
- ❖ Optimization and integration of modern methods of teaching and Learning
- ❖ Ensuring credible assessment and evaluation process



‘न हि ज्ञानेन सदृशं पवित्रमिह विद्यते’

- Nothing excels as pious as knowledge
- IQAC logo of the Institution serves as an inspiration, motivation towards attainment of Quality Enhancement, Quality Assurance and Quality Sustenance objectives.



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1. Introduction

In conformity with NAAC guidelines the college has composed IQAC for the purpose of enhancing quality in overall academic performance of the institution. The Internal Quality Assurance Cell (IQAC) is an important mechanism for monitoring, motivating and promoting quality in teaching, learning and innovation to ensure institutionalizing quality in the Institution. IQAC in a College performs multifaceted works in an institution to ensure quality in its all operations.

2. Objectives-

2.1. Equity, Access and Inclusion- Vitality of institutions rests largely on introducing and implementing practices conducive to quality initiative, quality sustenance and quality enhancement. IQAC needs to strive for designing a framework to promote equity, access, inclusion.

2.2. Academic improvement - IQAC strives to improve academic and administrative performance of the Institution. Quality culture can be initiated through continuous monitoring and assessing the performance of the institution in curricular as well as beyond curricular (Extension and outreach activities of the institution).

2.3. Accountability and Transparency- IQAC functions as an instrument to frame and design models and frameworks for continuous improvement, accountability, and transparency in academic and administrative activities. The IQAC plays a crucial role in ensuring that the curriculum of the institution should meet with the emerging national and global trends. IQAC of the college needs to monitor academic programs quality of teaching, learning, and innovation identifying the strength, weakness and areas for improvement.

2.4. Curricular planning and implementation- IQAC is instrumental in NEP preparedness of the institution. Complying with the Norms of NEP 2020 IQAC of the institution motivates the implementation of multi-disciplinary choice-based programs, inter-disciplinary research. IQAC helps the academic departments to integrate the cross-cutting issues in the curriculum and also organizing activities on cross cutting issues such as Professional ethics, gender, human values and skill development. The IQAC promote implementation of Value-added courses to enrich the curriculum.

2.5. Research Culture and innovation- In compliance with NEP IQAC promotes culture of research and innovation through motivation of faculty to undertake research projects, organization of Seminars, workshops on research methodology and IPR. It facilitates the students through student centric academic events, course works, motivation and training sessions to engage in research activities, incubation to new and innovative programs. This

helps Institutions to keep pace with the changing needs of the industry, and to remain relevant in a rapidly changing world.

2.6. Framing and ensuring implementation of Policy Document- IQAC is instrumental in formation of policies and programs in conformity with the regulatory bodies such as University Grants Commission (UGC) and others to ensure smooth functioning of the College administration. The IQAC frames Research Policy, Anti-ragging policy, Professional ethics, plagiarism, green policy, anti-sexual harassment policy in conformity with UGC regulations. IQAC monitors the implementation of the policies ensuring zero tolerance with the help of cells and committees constituted for the purpose.

2.7. Student satisfaction and feed back- Role of IQAC is crucial in conducting student satisfaction survey and devising mechanism to ensure transparent support services. It plays an important role as a grievance redressal mechanism and ensures prompt redressal of grievances of the students thus promotive better academic eco-system and supportive learning environment. IQAC collects the feedback of the students and stake holders, and suggests remedial actions. IQAC thus promotes accountability and transparency in the functioning of the Institution.

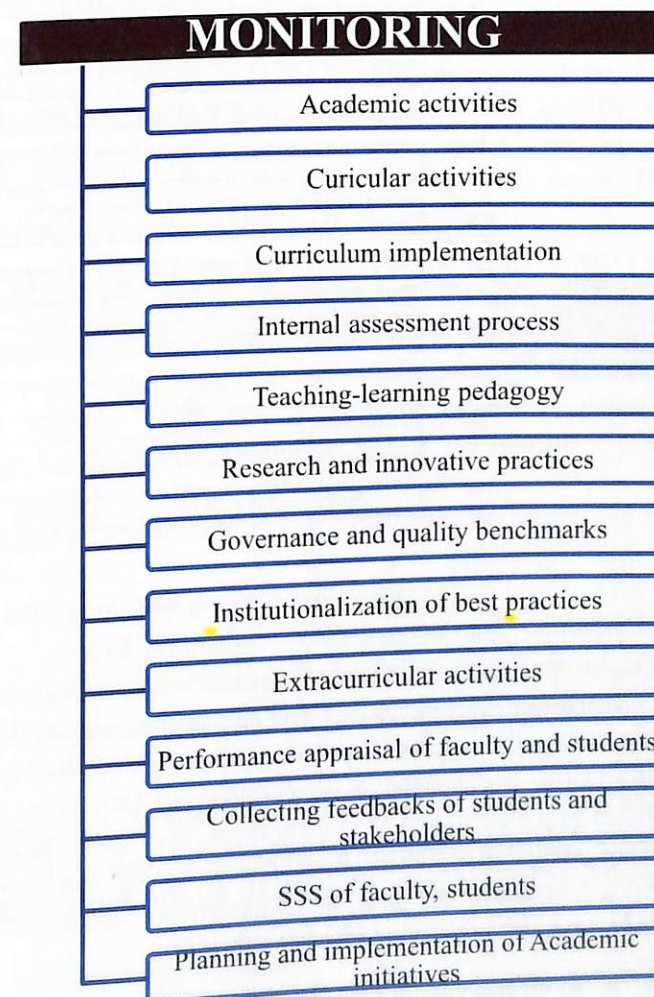
3. Functions of IQAC in the College

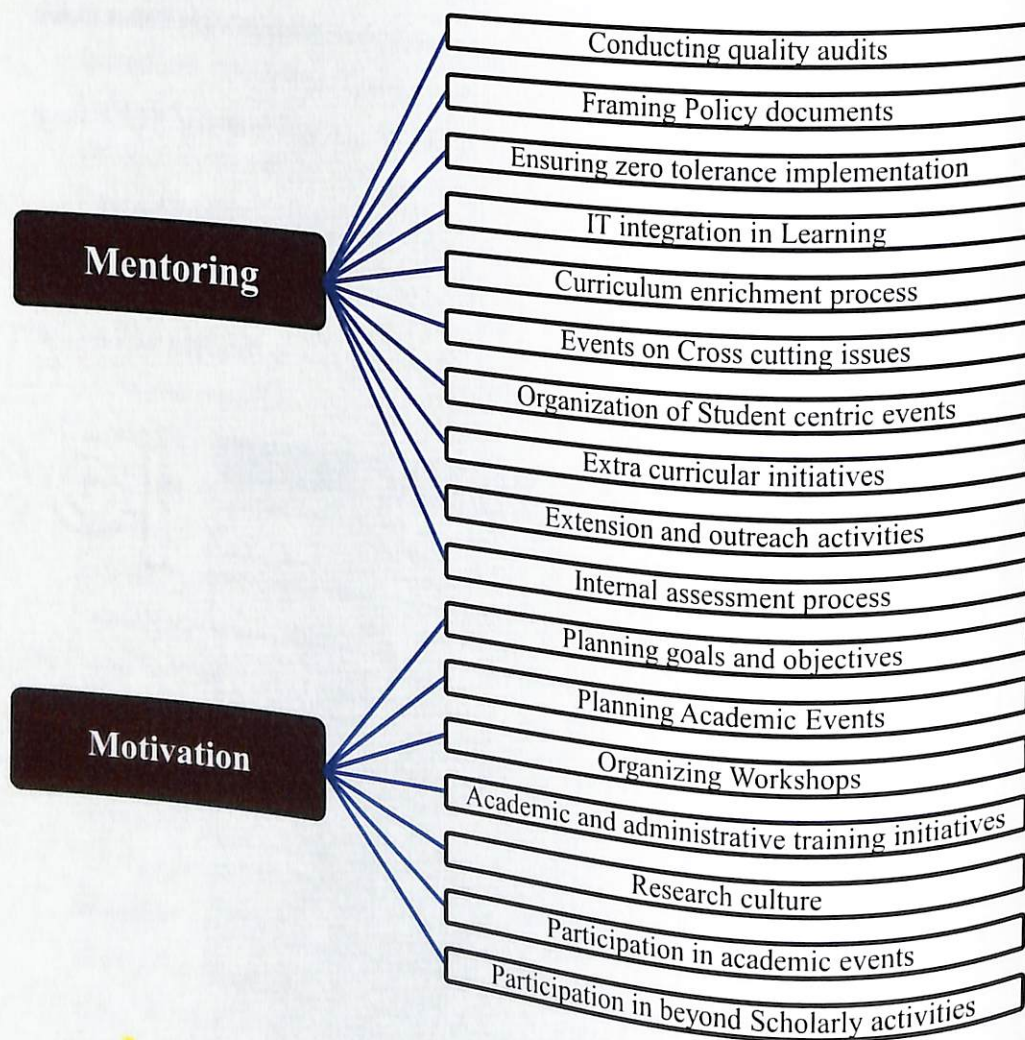
NAAC provides guidelines for the effective functioning of IQAC's such as-

- IQAC is expected to design and develop quality benchmarks a in an institution, Setting parameters for various academic and administrative activities.
- IQAC devises mechanism to facilitate creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
- IQAC is expected to collection and analysis of feedback from all the stakeholders and suggest actions acknowledging responses of the stakeholders on quality-related institutional processes such as curriculum, support facilities, development initiatives, and operation of quality activities in pedagogy.
- IQAC monitors, disseminates in the meetings information regarding various quality parameters to all the stakeholders.
- IQAC accelerates quality inputs in all the quality sustaining initiatives of the institutions through Organization of intra- and inter-institutional workshops and seminars on quality-related aspects enhancing effective collaboration and cooperation.
- Effective Documentation of various programmes/activities leading to quality improvement in the institution

- IQAC is expected to act as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices.
- IQAC needs to develop and maintain institutional database through MIS or other means for the purpose of maintaining and enhancing institutional quality.
- IQAC is expected to Periodical conduct of Academic and Administrative Audits along with their follow-up activities
- IQAC is responsible for Preparation and timely submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC and Preparation of SSR Self Study Report.

4. Extended Functions of IQAC (Flow Chart)





4.1. Developing Quality Bench marks- IQAC is responsible for designing framework and models to ensure and implement academic and administrative plans designed in it's meetings. IQAC sets goals and objectives for the session and devises policies and procedures for effective implementation of objectives set forth keeping in view the vision and mission of the institution. IQAC convenes meetings at regular intervals to review the implementation of objectives. IQAC ensures quality benchmarks not only in teaching learning evaluation but also in administration and governance of the Institution, Student support initiatives and other activities.

4.2. Learner centric Environment- IQAC monitors teaching- learning process and organizes induction programs for the new entrants at the commencement of the new academic session to establish interaction with the students thus ensuring learner centric

environment in the college. IQAC also provide input to curriculum design with a focus on inclusion of value-added courses, and integration of cross cutting issues in the curriculum. IQAC strives to promote effective teaching pedagogy through integration of IT in teaching-learning practice. Organization of student centric special lectures, workshops and seminars is promoted by IQAC. IQAC also monitors internal assessment process making it more effective and awarding.

4.3. Promoting Research Culture

- Government Thakur Ranmat Singh College is a recognized centre for Research in 12 disciplines. the Institution motivates and Promotes organization of workshops and seminars in the Institutions. The faculty and staff are motivated towards engagements in research activities. IQAC motivates and monitors Research activities. Several initiatives are taken by IQAC to promote research activities in the college such as-
- Encouraging Faculty members to undertake research projects and also ensures research funding to undertake research.
- Encouraging departments to organize seminars, workshops, FDP and Induction programs. IQAC organizes Seminars and Workshops and IDP's on IT, Innovative pedagogy, NEP and e-content development, Teacher's training programs, Research Methodology and most important social and academic issues. The departments are facilitated towards organizing seminars and workshops.
- IQAC organizes Student centric seminars and workshops to provide effective guidance to research activities such as research internships, projects, and seminars.
- IQAC also strives to Develop research infrastructure, e-library, labs, computing facilities to facilitate research among the students undertaking Research in the centre.
- Organize research events such as Research oriented seminars, conferences, and workshops to provide opportunities for faculty and students to give exposure to their research potential.
- The Research activities organized by IQAC helps the faculty and students encourages quality publication

4.4. Strategizing plans and policy frameworks

- One of the Crucial aspects of Quality enhancement initiatives is ensuring smooth functioning of Administration. Policies and Procedures provide impetus to smooth functioning of administration. Role IQAC is associated with planning effective policies and Procedures to initiate vibrant and smooth functioning of an Institution.
- IQAC Frames Policies and Programs for academic advancement and quality promotion and quality sustenance initiatives in the institution through Institutionalization of best practices complying with the regulations of statutory bodies. Policies framed by IQAC Are-
 - a. Professional code of ethics
 - b. Code of Conduct Policy
 - c. Examination Policy
 - d. Policy on Sexual Harassment of woman at work place

- e. Anti-Ragging Policy
- f. Grievance redressal Policy
- g. Go-Green Policy and so on.

4.5. Student satisfaction surveys and feed back

- IQAC Conducts Student satisfaction surveys and collects feedback from the stakeholders on curriculum, Institutional functioning, facilities in premises, student support mechanism, examination, Faculty satisfaction, Staff Satisfaction, and initiates actions to acknowledge the valuable suggestions of the stake holders.
- The IQAC monitors and promotes Career and placement cell in organization of placement activities and career counseling programs to ensure opportunities of employability and entrepreneurship to the students in the College.
- IQAC strive to MOU's and collaborations with industries, research centers and academic Institutions the Institutions

4.6. Institutional Community Linkage (Extension)

IQAC is also instrumental in ensuring Institutional- community linkage by motivating and also facilitating NSS, NCC, Redcross Unit in Organizing community oriented events such as swachchh bharat, Campaign AIDS awareness, Awareness Camps, SVEEP and voter awareness activities, Base line surveys, Community surveys, College Chalo Abhiyan, Study Tours to link the institution with the local community thus inculcating amongst students Institutional Social Responsibilities.

4.7. PBAS (Performance Based appraisal System)

One of the most important functions performed by the IQAC is annual Assessment of Performance based Appraisal System of Faculty members, non-teaching faculty and staff in the Institution. Annual performance appraisal is evaluated by IQAC and forwarded by Principal to Additional Director as reviewing Officer and approved by Commissioner Higher education.

5. QUALITY AUDITS

5.1. Academic and Administrative Audit

- The IQAC monitors all the initiatives in the Institutions and has Conducted Quality Audits in the Institution. IQAC Has conducted Administrative and Academic Audit of the Institution. Administrative and Academic Audit helps the Institution to assessing and monitoring the performance of the departments and analyzing the progress of the institution on parameters such as- Curriculum planning and implementation, Teaching-Learning Evaluation, Research and Extension, Infrastructure, student support Mechanism, Governance and Leadership and best practices in the Institution. Apart from Academic and Administrative Audit the Institution Conducts several Other periodical Audits on regular Intervals such as-

- Energy Audit
- Fire Audit
- Green Audit
- Gender Audit

5.2. PERIODICAL ACADEMIC AUDIT

Internal quality audits helps to identify areas for improvement. The audits help Institution to identify gaps in their quality standards and take corrective measures. Proper initiatives

are taken on recommendations made during the academic audit. Academic Audits help in-

- Introduction and Implementation of vibrant Curriculum to suit the need of the students and the global society.
- Updating, revision or amendment of the syllabi according to the suggestion and need of the Stakeholders.
- Introducing innovative pedagogy, integration of IT in Learning, introduction of new programs, certificate, value added and diploma courses
- Research and Innovation
- Performance assessment of the students.

5.3. Incremental academic growth of students

- Incremental academic growth of the disadvantaged sections of the society is constantly monitored by the IQAC. The poor learners and students from disadvantaged sections are promoted in the class room seminars for presentations.
- Remedial measures such as career counseling, remedial teaching and extra coaching.

5.4. Institutionalizing quality assurance strategies and processes

- IQAC contributes to the institutionalization of quality through implementation of quality assurance strategies and processes promoting research, innovation, entrepreneurship, employability and inclusion organizing Academic events to provide opportunities of exposure to the student and Faculty not only in the country but also abroad.
- The IQAC organizes institutional level workshops and seminars to motivate the research scholars to research activities. The initiative of the IQAC is to help the students to improve communication skill, develop writing and presentation skill.
- IQAC helps in introducing Innovative teaching pedagogy with integration of IT in Education.

5.5. Periodic review of administrative and academic departments, subject areas, research centres,

- IQAC seeks to conduct periodic review of administrative and academic departments, subject areas and research Centre.
- The head of the institution conducts regular meetings with the College council, autonomy cell, academic cell, UGC cell and IQAC regularly.
- Meeting of IQAC is convened at regular intervals to assess the teaching learning process, IQAC Regular visits are made by the principal with a few senior faculty members in the class rooms to ensure the smooth running of the classes,
- The academic and administrative activities are regularly monitored by IQAC and efforts are made to initiate reforms.

6. Specified Roles and Functions of IQAC

- 6.1. Monitoring the Quest of Quality in Functioning of the Institution
- 6.2. Preparation and Submission of AQAR's
- 6.3. IQAC is responsible for preparing the Self-Study Report (SSR), which forms the basis for external assessment by accreditation agencies. The SSR provides a

comprehensive account of the institution's academic and administrative activities and helps to identify areas for improvement.

6.4. IQAC needs to ensure effective compliance with regulatory bodies to help the operation of Institutional mechanism legally and ethically. Compliance is the process of adhering to laws, regulations, policies, and procedures that govern an institution's operations.

6.5. **Monitoring and evaluation of academic programs**-In order to achieve the objectives and outcomes set forth by the Institution Monitoring and evaluating the quality of academic programs. Monitoring and evaluation of quality involves assessing the effectiveness, efficiency, and relevance of the curriculum and making improvements where necessary. The following are some ways in which the Institution can monitor and evaluate the quality of academic programs:

7. Assessing Student Performance and Learning outcomes-

7.1. IQAC should develop clear and measurable program learning outcomes that reflect the knowledge, skills, and competencies that students are expected to acquire. The IQAC should conduct satisfaction surveys of the students on student performance, course completion rates, student retention rates, and graduate employment rates to identify areas for improvement.

7.2. **Assessment of Assessment Tools-** The IQAC should use assessment tools such as rubrics, tests, surveys, and focus groups to evaluate student learning outcomes and program effectiveness.

7.3. **Engagement of Different Stake holders-** IQAC ensures effective engagement of Stakeholders such as, Parents, alumni's, Industry, Academia in promoting quality and designing and developing academic strategy. IQAC needs strictly to acknowledge the suggestions obtained in the feedbacks to improve academic programs, identifying areas for improvement, and making necessary changes to the curriculum and teaching methods. Effective and efficient engagement of the stake holders is another important issue that has to be addressed by IQAC in an Institution. IQAC should acknowledge the suggestions and feedback collected from stakeholders and strive to take appropriate action to implement the suggestions.

7.4. **Self-Assessment and Internal Quality Audits**-Self-assessment and conducting internal quality audits is an essential part of the quality assurance process in the Institution. Internal quality audits are a systematic and independent review of the institution's quality management system to ensure that it is operating effectively and meeting the institution's quality objectives. The following are some steps that the Institution can take to conduct internal quality audits

7.5. **Accreditation of the Institutions-** One of the most important functions of IQAC is that The Institution should get accredited from recognized accrediting bodies such as NIRF, and others at regular course to evaluate and assess the relevance of academic programs at national and Global parameters.

7.6. **Promoting quality culture and excellence-** The Internal Quality Assurance Cell (IQAC) is an important mechanism for promoting quality culture and excellence in higher education Institution. The importance of IQAC lies in its ability to provide a framework for continuous improvement, accountability, and transparency in academic and administrative activities. Firstly, IQAC plays a crucial role in ensuring that academic programs meet high quality standards. It monitors the quality of teaching, learning, and research, and helps Institutions to identify areas for improvement. This, in turn, helps Institutions to enhance the quality of education and research, and to meet the changing needs of the students and the industry.

7.7. **Effective Collaboration and MOU's at National and International level-** IQAC should strive to collaborate and signing MOU's with the Research Institutions, Academia and Industry to provide opportunities of quality research and enhance industry academia linkage.

7.8. **Enhancing Use of Technology-** NEP 2020 has focused on Promotion of use of technology in education to meet the global requirements of the current scenario. Role of IQAC is to ensure application of Technology in higher education.

7.9. **Promotion of Interdisciplinary Research-** IQAC should work to promote research culture to facilitate faculty members and students to engage in research activities, and encourage Institutions to develop new and innovative programs that meet the needs of the society. This helps Institutions to keep pace with the changing needs of the industry, and to remain relevant in a rapidly changing world.

7.10. **Professional development opportunities-** The IQAC should organizes training programs, FDP's in the Institution to provide professional development opportunities for faculty members and to help them to update their information and improve their teaching effectiveness, research productivity, and service to the institution. The opportunities can include workshops, seminars, conferences, and other training programs. Conducting internal quality audits, collecting feedback from stakeholders, analysing data, developing action plans, and monitoring progress is done by IQAC. The continuous improvement process helps Institution enhance their quality standards and meet the changing needs of stakeholders.

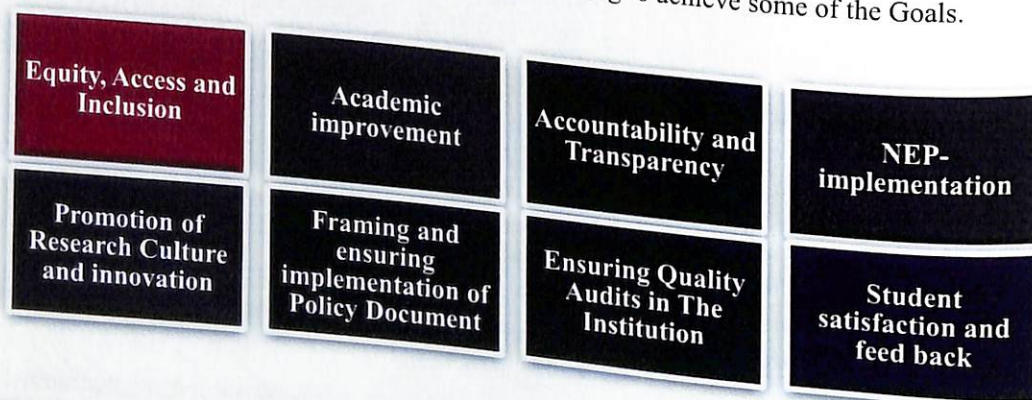
7.11. **Compliance with regulatory bodies-** IQAC should monitor compliance with the regulations and guidelines set by the University Grants Commission (UGC) and other regulatory bodies. Fourthly, IQAC plays a crucial role in ensuring student satisfaction. It collects feedback from students and other stakeholders, and addresses grievances in a timely and effective manner. IQAC promotes accountability and transparency in the functioning of the Institution. It ensures that the Institution operates in a transparent and accountable manner, and that there is a clear framework for decision-making and monitoring of activities.

IQAC is thus an important mechanism for promoting quality culture and excellence in higher education Institution. Its role in monitoring and improving academic and

administrative activities, promoting research and innovation, ensuring compliance with regulatory bodies, ensuring student satisfaction, and promoting accountability and transparency, is crucial for the growth and development of the Indian higher education system

FLAGSHIP AND SDG PROGRAMS

IQAC has proposed 08 Flagship programs to initialize and Internalize Quality and innovative efforts, practicing 09 out of 17 SDG's set forth by United Nations. IQAC strives to promote institutional Social Responsibility through 09 out of 17 SDG's put forth by UN. IQAC has proposed to achieve 09 out of sustainable goals put forth by UN. The Institution is registered in action Campaign <https://act4sdgs.org/> striving to achieve some of the Goals.



Flagship UDAN

Academic Excellence, Research Innovation, Creative thinking, Analysis, evaluation



Flagship Lakshya

Training for placement, Career Orientation, Training and employment initiatives, Capacity and Skill Enhancement



Flagship CHETNA

Environment Consciousness, Health and Hygiene, Swachh bharat abhiyaan initiatives, Green Practices, Eco-Friendly Practices, Plantation Initiatives



Flagship

Empowerment of Girl's, Gender equity, sensitization programs, awareness rallies, Life skill, Cultural activities and other initiatives of self- empowerment.



Flagship

Institutional Social Responsibility, Institution- Community linkage, Mou's and Collaborative activities



Flagship

Skill development, Skill training, Experiential Learning, training of advances in technology, training of employability and entrepreneurship.



Flagship DEEKSHAA

Training in Human Values, Professional Ethics, Duties and Obligations, Promoting Equity and inclusivity, Seminars and workshops on Cross-cutting issues.



Gainful Self-employment and Entrepreneurship Incubation, Training, workshops, seminars, project, Internship, academic tours and excursions



ACTIVITIES TO ACHIEVE SDG'S



- Integration of employability, skill and entrepreneurship in curriculum.
- Introducing Value added and Skill Enhancement Courses
- Career counselling and Placement initiatives
- Skill enhancement and capacity Development,
- Placement initiatives
- Financial support to the students
- Short term Self-employment training programs

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Equity, Access and Inclusion

Academic improvement

Accountability and Transparency

NEP-implementation

Promotion of Research Culture and innovation

Framing and ensuring implementation of Policy Document

Ensuring Quality Audits in The Institution

Student satisfaction and feed back



Academic Excellence, Research Innovation, Creative thinking, Analysis, evaluation

Flagship UDAN



Training for placement, Career Orientation, Training and employment initiatives, Capacity and Skill Enhancement

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- Sensitization programs on health and nutrition
- Seminars and Workshops on Health and Hygiene, Blood donation camps
- Covid Vaccination Drives



- Quality learning through integration of ICT
- innovative curriculum integrating cross cutting issues.
- Organizes sensitization Programs. Workshops on ensuring gender equity.



- Sensitization and awareness practices
- Workshop and Seminars on Save Water



- Affordable and clean energy through
- Use of alternative source of energy
- Installation of Solar devices, wheeling to the Grid
- sensitizing programs.



- Integration of environment and sustainability in the curriculum
- Promotes green practices through landscaping of trees and other initiatives of environment and sustainability thus realizing **SDG-13**.



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