

## Internal Quality Assurance Policy

**Policy No: 19**  
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**Pages : 1-8**

Policy	IQAC Policy is devised with the focus to make the quality the defining element at SRIHER through a combination of self and external quality evaluation, promotion and sustenance initiatives
Date effective from	9 <sup>th</sup> September 2018
Date of next review	10 <sup>th</sup> August 2020
Purpose	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 SRIHER besides institutionalization and internalization of quality culture.
Scope	This policy applies to all the academic and administrative departments at SRIHER
Procedure	<p>Creation of Internal Quality Assurance Cell with Vice chancellor as the chair person and three experts from outside who are involved in quality aspect with senior members representing different constituent colleges and administration as per the guidelines of NAAC.</p> <p>Chair person Co-chair person Senior coordinator Coordinator Ex-officio Members External members- 4 members - A well renowned educationist, industrialist, local society and from technical background Administrators – Registrars, Director finance, Dean Education, dean-students, Associate dean education, Academic officer Chairperson and Secretary of College Quality Cell of the constituent colleges Two representatives from alumni Two representatives from students</p> <p><b>Functions</b></p> <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</li></ul>

knowledge and technology for participatory teaching and learning process

- 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
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- Participation in the field trial of new Health science Manual of NAAC, Bengaluru as and when required

#### **The 5 main task of IQAC**

1. Setting a documentation process in motion
2. Awareness creation and generation of confidence
3. Evolving formats for information and data
4. Stipulation of schedule for work
5. Drafting of quality status report

#### **Objectives of IQAC**

- To sustain and enhance the Quality in all formats of Health Care Education & Research.
- To facilitate the initiatives towards technological advancement and innovation in educational methodologies.
- To provide training for faculty, Research students to utilize the state of the art educational technologies and research facilities
- To initiate best quality practices to be experimented by the constituent faculties of SRIHER and to participate in their internalization
- To Collect and collate data from all the departments so as to enable the University to participate in National

Ranking programs of the governmental & non-governmental agencies and to extend to international agencies.

- Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the University.
- To conduct workshops and conferences on quality issues relating to Teaching learning and research for internalization to Constituent Colleges, as well as outside institutions.

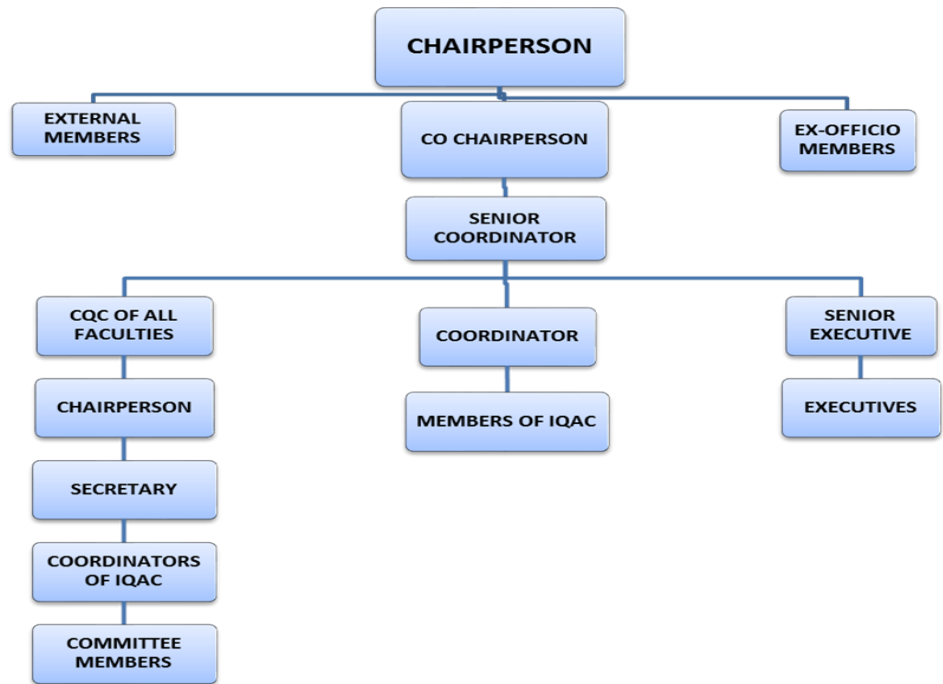
#### **Working Mechanism of IQAC**

- Development and application of quality benchmarks.
- Define parameters for various academic and administrative activities of the institution.
- 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 in coordination with Dean Education.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- The members should meet at least twice in a year as and when necessary.
- To facilitate in the preparation of Annual reports.

- To facilitate and help various CQCS as and when required.

### Organogram of IQAC

Periodic monitoring of all the activities are carried out based on the 7



**action points as a measure of quality sustenance and enhancement**

#### Curriculum planning –

To instruct the Deans/Principals of the constituent faculties

- To revise the curriculum periodically.
- To start new programs in the emerging field
- To 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 University.
- To define the Program Educational Objectives (PEOs) and Course Educational Objectives (CEOs) of all programs across the constituent colleges of SRIHER, so as to carry out the mapping of the PEOs and CEOs that leads to student learning outcomes (SLOs)

#### Learning outcomes –

To coordinate with the heads of all the departments of the constituent units:

- To prepare a well-defined course outcomes for all the programs.
- All the course outcomes are to be mapped with the program outcomes.
- To arrive at the Outcome Based Education (OBE) for all the programs offered at SRIHER

#### Teacher quality –

Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators

- Regularly update their skills by attending workshops, conferences and seminars
- Use of e-resources for Teaching and Learning Management system
- Number of faculty who are involved in attaining additional

qualification related to their field in academics either through online source or part time

- Faculty involved in mapping Best practices within department/institution
- Faculty contributing as a member in designing curriculum of statutory bodies at national level
- Fellowships received by the faculty from national/international agencies
- Recognitions received by teachers at state/national/international level
- Efforts for beyond curriculum teaching are to be made to improve students' performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development
- Appropriate balance of theoretical, practical and experiential knowledge and skills
- Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact
- Internal assessment, internal and external moderation, monitoring of student progress

**Research culture and innovation–**

- Promotion of Research at Institutional level in the form of seed grant to both students and teachers
- Development of Institutional citation Index, Impact factor, Publication papers in Refereed journals
- Awareness to all departments for the development of facilities by national agencies. Funds to be generated by DST, FIST, DBT, Technology information, Forecasting and Assessment Council (TIFAC), different Ministries, ICSSR, ICHR etc.,
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Industry-Institution Interaction Centre
- Number of patents registered, Intellectual Property Rights and commercialisation
- Number of consultancy services provided and its earnings
- Development of resources by National/International funding agencies
- Promoting faculty for their research work for national and international awards
- Publication of University Research Journal, Newsletter

**Institutional Ambience**

- Promoting and setting of skill development centres, community service groups
- Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)
- Imparting value based education, Code of Ethics, Research Training and support Ph D students
- Using ICT as learning resources, library and e-resources for research, e-content preparation

- Integration of library resources into the curriculum and access to students

#### **Student performance**

- Analysis of results through College Quality Cell or Quality circle and chalk out strategies to improve the academic performance
- To review learning outcomes of all the programs
- Have MIS with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution

#### **Leadership and Strategy development**

- Set up institutional benchmarking with internal and external institutions
- To conduct General Body meeting with external experts biannually
- To conduct SWOC analysis periodically
- To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled TL process, blended learning
- To conduct Academic and Administrative audit periodically once in 5 years
- Recognition of faculties who have done commendable service to the profession
- To instruct the constituent colleges to set up a College Quality Cell/Quality circles

#### **Composition of College Quality Cell (CQC)**

Chairman – Dean/Principal

Secretary – Vice Principal

Curriculum committee Chairperson

Education Unit Chairperson

Faculty interested in Research and innovation

Representative from Infrastructure

Assistant deans of students

Advisor dealing with student affairs

Alumni Member

Placement member

Representative from HR

Representative from Finance

Representative from Student section

Representative from IT

#### **Guidelines for College Quality Cell (CQC)**

CQC is responsible for promoting public confidence that the quality & standards of the award of degrees are enhanced and safeguarded.

CQC is responsible for the review of quality standards and the quality of teaching and learning in each subject area.

CQC is responsible for the review of academic affiliations with other institutions in terms of effective management of standards

and quality of programs.

CQC is responsible for defining clear standards as reference that the reviews to be carried out. It should also help the employer what they want to expect from candidates.

CQC is responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification in view of the respective disciplines (Course outcomes).

CQC is responsible to develop program specifications. These standards are set of information clarifying what knowledge, understanding, skills and other attributes a student will develop through a specific program (Programme specific outcomes).

CQC is responsible to develop quality assurance processes and methods of evaluation that quality of provision and standard of awards are being maintained and to foster curriculum, subject and staff development together with research and other scholarly activities.

CQC is responsible to ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of higher education.

Annual Report preparation based on NAAC requirements in both hard and soft copies.

Individual faculty to go for accreditation process applicable to their profession starting with ISO standards.

To set benchmarks and two best practices every year to enhance Quality standards in the area of education, research and services.

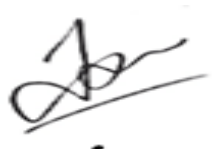



To develop database of experts in State wise, National and International level in their individual programs concerned.

CQC members identified for Criteria wise functioning will be given responsibilities for collecting data for CQC's & IQAC's.

The existing Departmental NAAC Coordinators will continue to function as departmental CQC Coordinators for delivering data of the departments to CQC every three months.

CQC shall convene the meeting every month with minimum 2/3rd members to be present in the meeting for the quorum. The minutes to be forwarded to IQAC.

	<p><b>Institutional quality handbook–</b> To create SOP for all the quality initiatives such as</p> <ol style="list-style-type: none"> <li>1. Curriculum design,</li> <li>2. Monitoring of progress, students, staff and review,</li> <li>3. Students' feedback</li> <li>4. Teaching-learning</li> <li>5. Examination</li> <li>6. Research incentives,</li> <li>7. Ethics and collaborations,</li> <li>8. Governance framework</li> <li>9. Innovations</li> </ol>
Frequency	Once in 2 years
Time	2 years
Related/Supportive Documents	NAAC publications
Custodian	Registrar

Prepared by	Verified	Approved by
 <p><b>Dr. A. Ravi</b> Senior Coordinator</p>  <p><b>Dr. D. Chamundeeswari</b> Coordinator-IQAC</p>	 <p><b>Dr. S P Thyagarajan</b></p>	 <p><b>Dr. P. V. Vijayaraghavan</b> Vice Chancellor</p>