

Acharya Narendra Deva University of Agriculture & Technology Kumarganj- 224 229, Ayodhya (U.P.)



INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY DOCUMENT



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Internal Quality Assurance Cell (IQAC) is a major body constituted in higher education institutes to implement bench marks for teaching, research, extension and to review the policies pertaining to academic and administrative excellence as a post accreditation quality sustenance measure.

The IQAC is conceived as a mechanism to build and ensure quality culture at institution level and to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institute. The success of any institution depends on sense of belongingness and active participation in all the activities of the institution by one and all. In this pursuance, IQAC can play a vital role to channelize the efforts of the institution towards holistic academic and administrative excellence.

In view of above, the **Internal Quality Assurance Cell was established on 07.02.2020 vide order no. 07/Estt./Committee/20/2861-A**. It is nodal agency of the university for ushering in the new era of total quality management by working out intervention strategies to enhance overall quality in the institution.

Objectives

- To develop a mechanism for conscious and consistent monitoring to improve and sustain the quality education in agriculture and allied sciences
- To enhance the administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Vision

- To ensure quality culture as the prime concern for Acharya Narendra Deva university of Agriculture and Technology through institutionalizing and internalizing all the initiatives taken with internal and external support.
- Quality Policy
- To establish a system of Quality Enhancement, which would on a continuous basis evaluate and enhance the quality of teaching – learning, research and extension activities of the institution, leading to improvements in all processes, enabling the institution to attain excellence.

Strategies: evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Relevant and quality academic/ research programmes
- Equitable access to and affordability of academic programmes for various sections of society

- Optimization and integration of modern methods of teaching and learning
- The credibility of assessment and evaluation process
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad

Mechanism of Quality Assurance

- **Internal quality assurance mechanism:** Based on the prescribed guidelines, the university would develop its own internal quality assurance mechanism which shall be coherent with quality assurance framework set forth in this policy and approved by IQAC, to evaluate the quality of teaching programmes, teaching and learning experience, student assessment, internal moderation, support services, sources and facilities and research and programme review processes.
- **External quality assurance mechanism:** In order to ensure that high quality standard is maintained in the university, periodic assessment shall be made by ICAR-NAEAB, New Delhi or any other agency suggested by the State Government from time to time.

Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- 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
- 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 and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Benefits

IQAC facilitate / contribute to:

- Ensure clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication

Outcomes of IQAC Activities

- Accreditation – NAAC
- National Ranking – NIRF
- International Ranking/Rating – QS, THE, QS BRICS, QS STAR
- MHRD All India Survey for Higher Education
- Swachh Bharat Summer Internship Program
- Swachhta Ranking
- Feedback from stakeholders
- Fully Flexible Credit System
- Curriculum for Applied Learning
- Promoting Technology Enhanced Learning - MOOC
- Annual Quality Assurance Report

COMPOSITION OF THE IQAC:

The IQAC may be constituted under the chairmanship of head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists/ representatives of local committee. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the colleges in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.

The Role of Coordinator/Member Secretary: The coordinator of the IQAC plays a pre-eminent role in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise 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 preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.