

**P. R. Pote (Patil) College of Engineering & Management,
Amravati**

POLICY FRAMEWORK OF IQAC

QUALITY POLICY

"We are committed to impart quality technical and management education as per need and expectations of the students."

Vision of the IQAC

"To build and ensure a quality culture aimed at all round excellence at the institutional level."

Mission of the IQAC

"To channelize and systematize the efforts and measures of an institution towards academic excellence."

"To be the driving force for ushering in quality to remove deficiencies and enhance quality."

Goals of the IQAC

- To develop quality systems for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
- To take steps for periodic internal academic audit of the teaching learning and research activities of all departments / faculty members and Institutes.
- To collaborate with other academic institutions and agencies for improvement of quality and brand image of the Institution.

Objectives of the IQAC

The IQAC of the Institute is constituted to achieve the following objectives:

- To develop and progress a heightened level of clarity and focus in institutional functioning towards creation, sustenance and enhancement of quality and facilitate internalization of the quality culture permeating every sphere of the Institution.
- To facilitate the integration of the various activities of the institution and institutionalize the best practices.
- To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning.
- To act as a change agent in the Institution.
- To coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders.

Role of Management, Principal and Faculty in design and implementation of its quality policy and plans

Role of Management

In order to fulfill Vision and Mission of the institution, Management plan Long term and Short term goals related to physical infrastructure, academic infrastructure, student facility and financial planning.

Long term plan for development of the Institution is as follow:

Long Term Goals

SN Category Growth

A Physical Infrastructure Growth

- 1 Construction of R&D Centre
- 2 Construction of Repair and renovation centre
- 3 Construction of Mega Auditorium
- 4 Construction of additional building for upcoming courses
- 5 Construction of Boys and Girls Hostel

B Academic Infrastructural Growth

- 1 Submission of Proposal for NBA
- 2 Submission of Proposal for Autonomous Institution
- 3 Proposal for opening of Professional courses in Engg and Science.
- 4 Extension of National and International Linkages
- 5 Extension of Central Library and departmental library
- 6 Plan for in-house professional studies (like GATE, IES, TOFEL etc.) centers
- 7 Plan for Entrepreneur Development Cell

C Student Facility

- 1 Extension of remedial teaching
- 2 Extension of coaching facilities – Football, Cricket, Basketball, Athletics, Gymnasium, Swimming pool etc.
- 3 Extension of NSS & SEWA works
- 4 Introduction of Medical-Aid funds
- 5 Extension of Cultural Interaction- Alumni Meet & Technical Competitions, Project Exhibitions, Seminars & International Conference, Training & Placement etc
- 6 Extension of Social Participation

After planning these long term plan IQAC took initiatives to implement the programme phase wise. Amongst the large number of proposals management were able to introduce and sustain some best practices in our institution.

As per the directions received from management, IQAC usually prepared Annual Plan of Action and try to implement these. Action plan gives the direction to the whole system of education.

Role of Principal

Though IQAC is the first step towards the internalization and institutionalization of quality enhancement, its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. The IQAC has the potential to work out 'intervention strategies'¹ to remove deficiencies and enhance quality. Though it will be facilitative and participative, decision taking and goal setting system evolved, its intervention strength is not exploited or even used by the institutions only because it may supersede the so called emperor of the Principal. The functions expected from IQAC, demand accountability of the Principal and thus put a question mark on the performance of the Head of the Institution which is hard enough to be digested by the person in a powered chair. Eg. First expected function of the IQAC is development and application of quality benchmarks/parameters in various activities of the institution. It is expected that the Principal should implement the innovative ideas suggested by IQAC. But, in some cases it may be difficult for the Principal to work on any other's orders though they have come from a democratic systematic mechanism of IQAC. The second suggested function of IQAC is dissemination of information on quality aspects. But unfortunately the Principal is supposed to keep confidentiality and secrecy of the information. While performing the third suggested function of organization of discussions, workshops, seminars, the word of the Principal is final. If IQAC is expected to record and monitor quality measures of the institution, it directly questions the performance of the Principal as one of the important stakeholder. It is surprising to find the list of stakeholders¹ without the mention of this important powered post : Principal. Though it is ignored in the list, cannot be ignored by any constituent in the institution.

Role of Coordinator:

The role of the coordinator of the IQAC is also crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC should be a senior person with expertise in quality aspects. But unfortunately the seniority of a person is measured in terms of years of experience and not on the experiments and innovativeness brought by him/her in the work. As quality assurance and enhancement are new concepts, they are very rarely taken in their true sense by many of the senior people. Again as she/he may be a full-time functionary bearing coordinating responsibility of IQAC as an additional responsibility, hardly provides justice to the work. The coordinator keeps on waiting for the orders of the Principal even for conducting the meetings of the IQAC and writing the AQAR. Academic excellence is a result of democratic, unidirectional targeted team work of all the stakeholders together. However, the key role is to be played by the principal and coordinator. Their awareness of their catalytic role when is left unidentified, this totally personalizes and thus paralyzes the mechanism of quality enhancement.

The following are the roles and responsibilities carried by coordinator IQAC:

- To coordinate the dissemination of information on various quality parameters of higher education
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

The routine work to be performed by coordinator is as follows:

At the beginning of an academic year, IQAC send a format to the Heads of Departments and support services to the students to be undertaken throughout the year. This will help IQAC to know the working of each Department and will help to prepare an Action Plan of the Institution. Monitoring of the working of the Departments may be done through meeting of the IQAC and this will direct the future course of action.

- It is the responsibility of the IQAC to motivate and to maintain Academic Diary day wise to the faculty members. It will help ensuring quality of teaching and accountability.
- IQAC should see that teachers are preparing and teaching according to the academic plan (Calendar) in which syllabuses have been unitized.
- Teaching – Learning process is the main activity in any HEI. The same old syllabus & teaching methods must be replaced by some new updated items of teaching and learning centric methods of teaching such as group discussion, project work, field visits, case study, debates, ex tempore, addressing current academic problems etc. as supplement to class room teaching.

A teacher find it difficult to cope with the rapid advances in knowledge today. However it is his duty to update his subjects' knowledge in the present scenario of technological advances because at the click of the mouse students can get more information through internet.

Further, the new generation of students demands new skills from the teacher. Only with lecture methods it is difficult to impress upon the students. If a teacher wants to be a good teacher, he should introduce some changes in his approach of teaching. The teacher must be a facilitator, a counsellor, a negotiator & a communicator par excellence.

Thus if a teacher is to discharge his duty to the satisfaction of students, IQAC has to organize various activities such as faculty development programme which will contribute to the knowledge. The use of advanced teaching aids by the teachers & the use of updated and quality teaching will benefit the learner and make teaching more learners centric.

Role of Faculty

Faculty play important role in implementing IQAC policy of the Institution.

- Faculty should follow all the guidelines given by IQAC Cell.
- Faculty should maintain discipline according to the institutions rules and guidelines.

- Faculty should ensure quality teaching and learning processes.

Ensuring Interaction with the Stakeholders:

Role of Alumni:

- The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- They will maintain goodwill of the college.

Role of Students:

- Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.