Aliah University

Internal Quality Assurance Cell (IQAC) Policy

Introduction

Maintaining the momentum of quality consciousness is crucial in Universities. Internal Quality Assurance Cell(IQAC), is a mechanism to build and ensure a quality culture at the institutional level. With appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders,the IQAC is meant for planning,guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the University.Since quality enhancement is a continuous process, IQAC will work towards realization of the goals of quality enhancement, quality sustenance and academic excellence.

Objective

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institution. For this, there is a need to channelize all the efforts and measures towards promoting the holistic academic excellence. The overall aim is to establish internalization of quality culture and institutional best practices.

Composition:

The IQAC of the University has been formed under the chairmanship of the Vice Chancellor of the University and as per the recommendations given by National Assessment Accreditation Committee . He is assisted by a Director who is senior faculty member.

Policies and Strategies:

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

- The relevance and quality of academic and 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 evaluation procedures

- Ensuring the adequacy, maintenance and functioning of the support structure and services

- Research sharing and networking with other institutions in India and abroad.

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

- 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

- 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.

Benefits:

IQAC will facilitate / contribute to:

- Ensure heightened level of 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 the University.

- Build an organised methodology of documentation and internal communication.

<u>Action Taken on Resolution (2) & (4) of the meeting of IQAC held on 10.09.2021 (Online)</u>

The Director, IQAC, AU sent his request to the HoDs/HoDs(Officiating) for sending the information mentioned in (2) & (4)

1. No. of Books Published
2. No. of Articles
3. No. of Chapters in Books
4. No. of National/International Seminar and Conference Participated
5. No. of National/International Seminar and Conference Organized
6. No. of National/International Awards, Honours and Fellowships
7. No. of lectures delivered outside AU by Faculties and Research staff (National/International)

After getting the information the Director will request Hon'ble Vice Chancellor for audit in this regard.

<u>Action Taken on Resolution (3) of the meeting of IQAC held on 10.09.2021 (Online)</u>

In consultation withHon'ble Vice Chancellor over telephone and some external experts from other Universities/Offices it is decided that 3 workshops/seminars will be organized on 25th, 28th September and 5th October, 2021.

<u>Action Taken on Resolution (5) (Misc.) of the meeting of IQAC held on 10.09.2021 (Online)</u>

A draft copy about IQAC was circulated with the resolution among IQAC members.

Copy to:

1. All members of IQAC (Including Honourable Vice-Chancellor and Chairman).
2. PA to register for information.
3. Chairman of NAAC committee.
4. Guard file.

20/9/21

Aliah University

Internal Quality Assurance Cell

Date: 20-09-2021

<u>Notice for Workshop/Seminar on Quality Improvement</u>

All the employees of Aliah University are hereby requested to attend the online workshop/seminar on Quality Improvement organized by the Internal Quality Assurance Cell. The Seminar will be organized in Google Meet as per the following schedule:

Date	First Slot (6:30 pm-7:30 pm)	Second Slot (8pm-9pm)
25-09-2021	Teaching Staff and Officers	Non-teaching Staff and Officers
28-09-2021	Teaching Staff and Officers	Non-teaching Staff and Officers
05-10-2021	Teaching Staff and Officers	Non-teaching Staff and Officers

The seminar will be organized on Google meet and the link is as follows:
https://meet.google.com/kmh-mhjv-enj
All are requested to join before 15 minutes of the scheduled time.

Director
IQAC
Aliah University

Copy to:
1. PA to VC for kind information of Hon'ble Vice-Chancellor and for circulation among employees of that section.
2. PA to Registrar for information of Registrar and for circulation among employees of that section.
3. Finance Officer for circulation among employees of that section.
4. Controller of Examinations for circulation among employees of that section.
5. All Deans for circulation among employees of that section.
6. Deputy Registrar for circulation among employees of that section.
7. All Heads/Heads (Off.) for circulation among employees of that section.
8. TPO for circulation among employees of that section.
9. Librarian for circulation among employees of that section.
10. Rejuanul Hoque – He is requested to upload in the Website
11. Guard File.

Seminars on Quality improvement organized by IQAC, Aliah University

Srl.	Date	Time	Speaker	Link to Recorded Video
1	25.09.21	6:30 pm - 9:00 pm	Prof. Apurba Ratan Ghosh, Former Director, IQAC, Burdwan University	https://drive.google.com/file/d/1vTSmgjROwbl2IQChyYulLPo2KgF15w2I/view?usp=sharing
2	28.09.21	6:30 pm - 7:45 pm	Dr. Tushar Kanti Ghara, Jt. DPI, Higher Education Dept., Govt. of W.B.	https://drive.google.com/file/d/1jiduEI8M2BquGw0SL8aqK4x9mWQu_E8f/view?usp=sharing
3	05.10.21	6:30 pm- 7:45 pm	Prof. Anirban Ghosh, Director, School of Professional Studies & CIQA, Netaji Subhas Open University	https://drive.google.com/file/d/1ueNjA4vXt_ZMy9HNSGPEWEy6PGqFzYrG/view?usp=sharing
4	05.10.21	7:45 pm - 9:00 pm	Dr. Partha Karmakar, Jt. DPI, Higher Education Dept., Govt. of W.B.	https://drive.google.com/file/d/1P7fywBkDXlKp-HO_emWPrf2MJxqiDYdM/view?usp=sharing
5	06.10.21	6:30 pm- 7:45 pm	Prof. S. P. Mukherjee, Centenary Professor (Retd.), Calcutta University	https://drive.google.com/file/d/12ryfSaMFwirif6LczWjxmQf1p0AoJXEV/view?usp=sharing