



# SRI DEVARAJ URS ACADEMY OF HIGHER EDUCATION AND RESEARCH

Tamaka, Kolar-563103



## INTERNAL QUALITY ASSURANCE CELL

# IQAC POLICY

Date effective from	:	23-01-2016
Revised policy effective from	:	22-01-2024
Date of revision	:	22-12-2023
Date of next review	:	22-12-2027

Prepared by	Verified	Approved by
Director Quality & Compliance SDUAHER	Registrar SDUAHER	Vice Chancellor SDUAHER

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A DEEMED TO BE UNIVERSITY

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Dated: 22-01-2024

## REVISED IQAC POLICY

<b>Policy</b>	<p>IQAC Policy highlights promotion of quality and improved performance in academic and administrative activities of Sri Devaraj Urs Academy of Higher Education and Research (SDUAHER) through implementation of quality enhancement processes.</p>
<b>Date effective from</b>	23-01-2016, Revised policy effective from 22-01-2024
<b>Date of revision</b>	22-12-2023
<b>Date of next review</b>	22-12-2027
<b>Purpose</b>	<p>The establishment of Internal Quality Assurance Cell (IQAC) is a step towards assertive long-term quality standards. IQAC shall be the body that is responsible for all quality related matters in the Academy.</p> <p>The purpose and responsibilities of IQAC are to initiate, plan and supervise various activities that are necessary to enrich and enhance the quality of academics imparted by the Academy.</p> <p>IQAC would also aim institutionalization and internalization of quality culture.</p>
<b>Scope</b>	<p>This policy applies to all the academic and administrative Departments and Sections of SDUAHER</p>
<b>Primary objectives</b>	<p>To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.</p> <p>To promote measures for Institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.</p>
<b>Working Objectives</b>	<ul style="list-style-type: none"><li>• To sustain and enhance the Quality in all formats of SDUAHER's Education &amp; Research.</li><li>• To facilitate the initiatives towards technological advancement and innovation in educational methodologies.</li><li>• To provide training for faculty, students to utilize the state-of-the-art educational technologies and research facilities.</li><li>• To initiate best quality practices to be experimented by the constituent faculties of SDUAHER and to participate in their internalization.</li><li>• To Collect and collate data from all the departments so as to enable SDUAHER to participate in National Ranking programs of the governmental &amp; non-governmental agencies and to extend to international agencies.</li><li>• Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the Academy.</li><li>• To conduct workshops and conferences on quality issues relating to Teaching learning and research for internalization to Constituent Colleges, as well as outside institutions.</li></ul>
<b>Strategies</b>	<ul style="list-style-type: none"><li>• IQAC shall evolve mechanisms and procedures for</li><li>• Ensuring timely, efficient and progressive performance of academic,</li></ul>



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	<p>administrative and financial tasks;</p> <ul style="list-style-type: none"><li>• Relevant and quality academic/ research programmes; Equitable access to and affordability of academic programmes for various sections of society;</li><li>• Optimization and integration of modern methods of teaching and learning;</li><li>• The credibility of assessment and evaluation process;</li><li>• Ensuring the adequacy, maintenance and proper allocation of support structure and services;</li><li>• Sharing of research findings and networking with other institutions in India and abroad.</li></ul>
<b>Functions</b>	<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 knowledge and technology for participatory teaching and learning process</li><li>• Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes</li><li>• Dissemination of information on various quality parameters of higher education</li><li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles</li><li>• Documentation of the various programmes/activities leading to quality improvement</li><li>• Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices</li><li>• Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality</li><li>• Development of Quality Culture in the institution</li><li>• Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC</li><li>• To involve and facilitate the process of data capture for the preparation of SSR</li></ul>
<b>Working Mechanism of IQAC</b>	<p>The IQAC activities are carried out based on the 8 components through Criterion team framework as a measure of quality initiation, quality sustenance and quality enhancement –</p> <p><b>IQAC Team</b></p> <ul style="list-style-type: none"><li>• Development and application of quality benchmarks.</li><li>• Define parameters for various academic and administrative activities of the institution.</li><li>• Dissemination of information on various quality parameters to all stakeholders.</li><li>• Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</li><li>• Acting as a nodal agency of the Institution for coordinating quality-</li></ul>



related activities, including adoption and dissemination of best practices.

- 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.

#### **Criterion -1 Team - Curriculum planning and Implementation**

- 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 Objectives (POs) and Course Objectives (COs) of all programs across the constituent colleges of SDUAHER, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs) so as to arrive at analysis of Outcome Based Education (OBE) for all the programs offered at SDUAHER.
- To link the competencies of CBME programs with their outcomes for competency analysis
- Evolve Regular 360 Degree feedback for all faculty and consistently monitor and act upon the observations.
- Other activities as per NAAC/NIRF/ other accreditation agency requirement.

#### **Criterion – 2 Team- 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.
- 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.

#### **Criterion – 3 Team- 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

#### **Criterion – 4 Team - Institutional Infrastructure & Ambience**

- Smart campus with green/sustainable buildings and infrastructure to commute.
- Infrastructure prescribed by regulatory authorities of various programs.
- Multimedia Studios, ICT enabled Meeting rooms with broadcasting transmission facilities.
- Incubation centre and Research Park, Laboratories and Research Centres
- Commercial Shops/ centres
- Vocational Education, Training and Skilling infrastructure
- Administrative Block (Admission & Counselling Area), Facilities to Faculty and Staff



- Audits – for zero carbon footprint in the campus

#### **Criterion – 5 Team - Student Progression and Student Support**

- Alumni connect through Alumni conclaves and meet periodically.
- Domain and Research workshops with Alumni as key partners
- Alumni funding for research, infrastructure, and other areas
- Mentorship programs with Alumni as centre-stage stakeholders
- Alumni's contribution to various ventures and programs of the University and Colleges
- Collaborations by the placement cell of the universities and colleges for final placements
- SDUAHER should develop networking with local, national, and international companies of many industry sectors both for training the students during the internship and to provide campus job placement services.
- Collaborations for students - Earn While Learn model.

#### **Criterion – 6 Team - Leadership and Strategy development**

- Prepare Vision and mission document.
- Evolve Shared Vision through detailed discussions with stakeholders.
- Short, medium, and long-term (2, 5, and 10 years) Institutional Development Plan document
- Action Plan and Budgets
- Internal Audit department
- Close monitoring by IT/ Web-based based Management Information System
- To conduct SWOC analysis periodically
- Recognition of faculties who have done commendable service to the profession.
- To facilitate in the preparation of Annual reports.
- Institutional quality handbook
- To create SOP for all the quality initiatives such as
- Curriculum design,
- Monitoring of progress, students, staff, and review,
- Students' feedback
- Teaching-learning
- Examination
- Research incentives,
- Ethics and collaborations,
- Governance framework
- Innovations

#### **Criterion – 7 Team – Best Practices & Institutional Distinctiveness**

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



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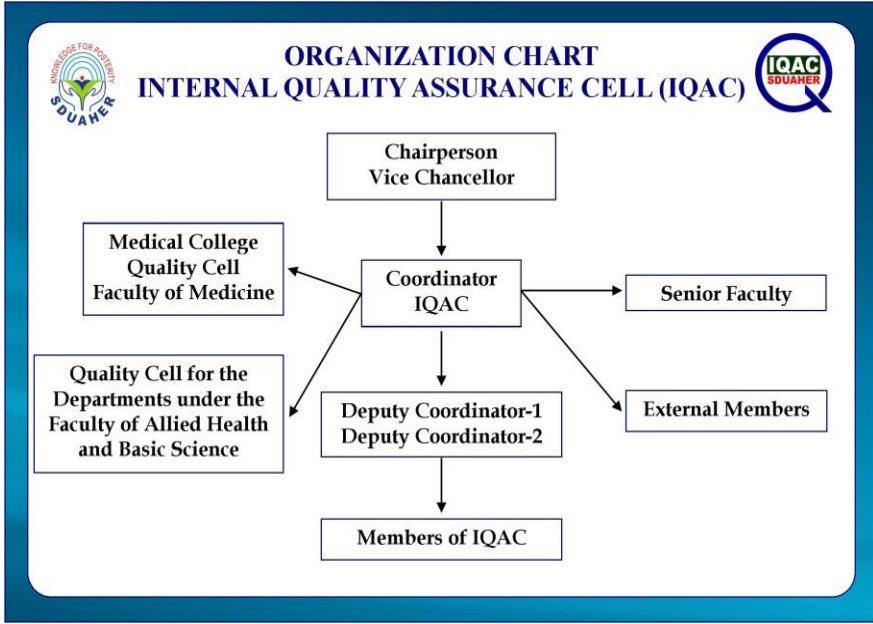
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	<ul style="list-style-type: none"><li>• Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)</li><li>• Imparting value-based education, Code of Ethics, gender sensitization, equal opportunities, nationalism etc.</li><li>• To develop and promote institutional values evolving to institutional distinctiveness.</li></ul>
<b>IQAC composition</b>	<p>IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists as well as representatives of local management and stakeholders.</p> <ul style="list-style-type: none"><li>• The composition of the IQAC may be as follows:</li><li>• Chairperson: Head of the Institution</li><li>• Teachers to represent all level (Three to eight)</li><li>• One member from the Management</li><li>• Few Senior administrative officers</li><li>• One nominee each from local society, Students and Alumni</li><li>• One nominee each from Employers /Industrialists/Stakeholders</li><li>• One of the senior teachers as the coordinator/Director of the IQAC</li></ul> <p>The guidelines given here are only indicative the IQAC composition can be modified reasonably to meet the specifics of the institution for quality sustenance activities.</p> <p>The membership of nominated members shall be for a period of two years</p>
<b>The role of the Coordinator</b>	<p>The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of the cell and its members. The coordinator of the IQAC may be a senior person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic</p> <p>/administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.</p>
<b>Meetings</b>	<p>Internal Quality Assurance Cell committee shall meet quarterly every year. The meetings will be chaired by the Hon'ble Vice Chancellor of the Academy. The Coordinator of IQAC shall be the convener of the meetings and he/she shall be assisted by deputy coordinators of IQAC.</p>
<b>Meeting Notice and Agenda for the Meeting</b>	<p>The IQAC shall send meeting notice 3weeks in advance to all the members of the IQAC along with Agenda with Notes. Prior to the consolidation of the agenda for the meeting the IQAC shall interact with the members of the cell for inputs to prepare the agenda.</p>
<b>Quorum</b>	<p>The quorum for the meeting shall be 2/3 the strength of the committee. However, in extraordinary circumstances the chairman and consider the conduct of the meeting provided the total strength of the members present exceed 51%.</p>

<p><b>Proceedings</b></p>	<p>Proceedings of quarterly meeting of the IQAC shall be drawn with in a fortnight and shall be a circulated among the members of the cell for perusal. Amendments / modifications if any required should be intimated to the coordinator IQAC within a fortnight from the date of the finalization of proceedings. Approval of the proceedings shall be formally done in the succeeding meeting of the IQAC.</p>
<p><b>IQAC Organogram</b></p>	 <pre> graph TD     A["Chairperson Vice Chancellor"] --&gt; B["Coordinator IQAC"]     B --&gt; C["Medical College Quality Cell Faculty of Medicine"]     B --&gt; D["Senior Faculty"]     B --&gt; E["Deputy Coordinator-1 Deputy Coordinator-2"]     B --&gt; F["External Members"]     E --&gt; G["Members of IQAC"]     </pre>
<p><b>Major Roles of IQAC</b></p>	<ul style="list-style-type: none"> <li>• Inculcating quality culture in academics administration and research</li> <li>• Documentation processes and monitoring</li> <li>• Schedule for data inflow</li> <li>• Quality report</li> </ul>
<p><b>Quality cells in the constituent college and the departments under the faculty of Allied Health and Basic Sciences</b></p>	
<p><b>Background</b></p>	<p>Establishment for quality cells in the constituent college and departments under the faculty of Allied Health and Basic Sciences is found necessary as they function independently in some of the administrative aspects and more importantly in teaching learning and evaluation processes.</p> <p>This initiative of establishing the quality cells is expected to be facilitating the implementation of quality initiatives devised by the constituent college / departments, its monitoring, sustenance and outcome analysis.</p> <p>Further, these cells can comprehend and ensure implantation of the quality related aspects devised and planed by the Academy. It is expected that the cells formulate appropriate policies for effective functioning on the lines of IQAC of the Academy.</p> <p>Tentative composition of the Quality assurance cell is framed and given below. However, it can be modified and notified to suite to the scope and functioning of the cells.</p>
<p><b>Constituent College</b></p>	<ul style="list-style-type: none"> <li>• Chairman – Dean/Principal</li> </ul>





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<b>Quality Cell Composition</b>	<ul style="list-style-type: none"> <li>• Representatives <ul style="list-style-type: none"> <li>○ Curriculum committee</li> <li>○ UCHPE</li> <li>○ Research and innovation</li> <li>○ Engineering Department</li> <li>○ Student welfare</li> <li>○ Alumni officers</li> <li>○ Finance and HR</li> <li>○ Students (UG, PG, Ph.D.)</li> <li>○ Information Technology (IT)</li> <li>○ Member Secretary – Vice Principal</li> </ul> </li> </ul>
<b>Quality Cell for the Departments under the Faculty of Allied Health and Basic Science</b>	<ul style="list-style-type: none"> <li>• Chairman – Dean/Principal</li> <li>• Representatives <ul style="list-style-type: none"> <li>○ Curriculum committee</li> <li>○ UCHPE</li> <li>○ Research and innovation</li> <li>○ Engineering Department</li> <li>○ Student welfare</li> <li>○ Alumni officers</li> <li>○ Finance and HR</li> <li>○ Students (UG, PG, Ph.D.)</li> <li>○ Information Technology (IT)</li> <li>○ Member Secretary – Vice Principal</li> </ul> </li> </ul>
<b>Functions of quality cells of the constituent college and Departments under the Faculty of Allied Health and Basic Science</b>	

<b>Prepared by</b>	<b>Verified</b>	<b>Approved by</b>
<b>Director Quality &amp; Compliance SDUAHER</b>	<b>Registrar SDUAHER</b>	<b>Vice Chancellor SDUAHER</b>

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