



South Konkan Education Society's
R.P.D COLLEGE OF ARTS AND COMMERCE, BELAGAVI
(AUTONOMOUS)
(Affiliated to Rani Channamma University, Belagavi)

**INTERNAL QUALITY ASSURANCE POLICY
(IQAC)**

1.1 Preamble

RPD College, (Autonomous), Belagavi is 'committed to strenuously endeavor for enlightenment through a holistic educational process, grounded in spiritual values, monitored and enriched through self-evaluation and continuous improvement.' The vision, mission, goals and core values of the institution serve as hallmarks of quality assurance, sustenance and enhancement.

1.2 Scope

The policy and guidelines given herein shall be applicable to the management, faculty, staff students and all the stakeholders of RPD College, (Autonomous), Belagavi.

1.3 Objectives

The policy shall seek to ensure the fulfilment of the following objectives:

- To assure the quality of academic environment for holistic growth of the students
- To implement relevant curricula and student centric learning processes
- To establish systematic and transparent assessment and evaluation process
- To inculcate a culture of cutting-edge research and innovation in all disciplines
- To engage students and faculty in community development
- To augment an infrastructure to meet the needs of the future
- To integrate technology and ensure effective governance
- To foster healthy green practices in all institutional practices
- To adhere to international benchmarks in higher education for quality enhancement

1.4 IQAC Composition

The total quality management of the institution shall be driven by the Internal Quality Assurance Cell (IQAC). It shall be composed of:

- Principal — Chairperson
- Financial Administrator

- Senior faculty member Co-ordinator
- A faculty member — Co-Coordinator
- Heads of all Departments
- Faculty members — nominees
Member from local society — nominee
- Industry expert — nominee
- Alumni representative — nominee
- Student representatives — nominees

1.5 Functions of IQAC

The IQAC shall serve as the central hub of quality at the institution.

- Internalization of quality culture: The Cell shall plan and implement a Quality Assurance System in all academic and administrative processes for internalization of quality culture.
- Development of benchmarks for the various academic and administrative activities of the college.
- Creation of a learner-centric environment conducive for quality education and Updating of curriculum.
- Quality assurance through documentation and academic audit
- Developing best practices and institutionalization of best practices
- Quality improvement through interactive forums
- Preparation of mandatory quality reports
- Lead the institution for assessment, accreditation and awards
- Assistance to other higher education institutions in their quest for quality

1.6 Quality Assurance Mechanism:

Quality assurance mechanism shall be based on W. Edwards Deming's Quality Cycle Plan, Do, Check and Act (PDCA) model which shall promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

1.7 Planning

The institution shall plan its programmes and activities broadly through two ways.

1.7.1 Institutional Level Planning : The Institutional Perspective Plan (IPP) shall be prepared by the IQAC for the long-term sustainable growth of the institution. The Governing Council the supreme administrative body of the institution, shall approve the IPP comprising of curriculum development, student capability enhancement, faculty and staff development, research, collaborations and linkages, extension services, infrastructure, resource mobilisation and utilisation, environmental concern through sustainable green initiatives and quality assurance and quality enhancement for the overall development of the institution.

Annual budgets shall be prepared for infrastructure, academic enrichment, research and development, student development, staff welfare, IT infrastructure, learning resources, maintenance and other expenses. It shall be presented to the Finance Committee for final approval.

1.7.2 Department Level Planning: Annual Strategic Plan (ASP) shall serve as the short-term guidepost to enhance the quality of the departments. The IQAC shall guide the departments to prepare the ASP at the beginning of every academic year. The ASP shall comprise of review of previous year's targets and formulation of the current academic year's strategic plan. The centers and associations shall prepare an action plan for the year and submit it to IQAC. Department level Curriculum Advisory Committee shall plan for introducing new courses, redesigning existing courses, integrating components for skill development, employability, entrepreneurship and incorporating industry requirements.

1.7.3 Faculty Level Planning: Faculty members shall prepare and present the course plan for the respective courses at the beginning of the academic year. Course plan shall integrate blended learning, ICT tools, student centric pedagogies and skill development activities.

1.8 Implementation of Plan (Do)

1.8.1 Holistic Curriculum: Curriculum shall be designed in accordance with model curriculum of the UGC and industry requirements incorporating value added and certificate courses.

1.8.2 Student-centric Pedagogy: The institution shall adopt a mechanism to assess competencies of learners and implement student centric pedagogies to suit them.

Faculty shall explore modern ICT enabled pedagogies and blended learning approach for effective student engagement.

1.8.3 Experiential Learning : Classroom learning shall be supplemented with experiential learning through internships, projects, field visits, industry and institutional visits.

1.8.4 Skill Development: Planned measures shall be undertaken by the departments to reskill and upskill the students in the respective domain and in the necessary life and soft skills.

1.8.5 Leadership Development: Programmes designed to inculcate leadership qualities and attitudinal development shall be conducted for the students.

1.8.6 Industry Institute Interface :An effective collaboration shall be fostered with industry for knowledge transfer, training and skill development of students.

1.8.7 Entrepreneurship and Innovation :Exclusive centres shall be instituted to nurture entrepreneurial culture and incubation of start-ups. Collaboration and networking with Government and industry shall be promoted to strengthen entrepreneurship and innovation.

1.8.8 Service Learning: Adequate opportunities shall be created through service learning for community engagement and social sensitization. The institution shall collaborate with NGOs for joint social action.

1.8.9 Research and Consultancy :Infrastructure, support facilities and financial assistance shall be provided to promote quality research and developing consultancy capabilities. Funding opportunities shall be explored for research and consultancy projects.

1.8.10 Collaborations: Academic linkages for student and faculty exchange, industry linkages for research, competency development and placement shall be pursued in a structured manner.

1.8.11 Infrastructure Augmentation: Physical and IT infrastructural facilities shall be augmented to meet the growing need of the institution. Learning resources shall be frequently upgraded for knowledge enrichment.

1.8.12 Student Support: Human resource and support system shall be provided for scholarship, career guidance, training, progression and placement.

1.8.13 E-Governance: A comprehensive ERP (Enterprise resource planning) shall be developed for transparent and efficient academic and administrative processes.

1.8.14 Faculty Development: The institution shall create avenues for faculty enrichment and reinvigoration. Incentives and awards shall be instituted to motivate the faculty members. Transparent Career Advancement norms shall be implemented for faculty recruitment and promotion.

1.8.15 Environment Conservation and Green Practices: Green initiative and conservation measures shall be undertaken to make the campus eco-friendly. Efforts shall be taken to sensitize the community on environmental sustainability.

1.8.16 Equity and Inclusiveness: The institution shall promote equity and inclusiveness through admission of students and faculty recruitment. An inclusive and supportive infrastructure shall be established for the welfare of differently abled.

1.8.17 Professional Ethics and Values: Awareness and training programmes shall be organised to inculcate professional ethics and universal human values among faculty and students.

1.9 Monitoring and Reviewing (Check and Act)

The following procedures/tools at different levels for monitoring quality assurance at the institution shall be adopted.

1.9.1 Institutional Level:

- Academic Council shall review the programmes, curriculum and academic enrichment activities.
- Statutory financial audit shall be carried out annually in accordance with government regulations.
- Review of ASP (Academic Success Program) shall be undertaken by the Teacher Secretary and follow-up measures shall be initiated.
- IQAC shall prepare and submit the Annual Quality Assurance Report (AQAR).
- An Academic and Administrative Audit (AAA) by external academic experts shall be undertaken for quality sustenance.
- Accomplishment of IPP (individual Program Plan) targets shall be reviewed at the end of each academic year.
- The feedback collected from students, alumni and employers shall be utilised for improving curriculum and academic programmes.

- Departments/Centres/Associations shall submit a monthly report of all activities carried out to ensure timely compilation of data for assessment and accreditation purpose.
- IQAC shall conduct academic audit of the department / centre / association bi-annually to enhance the quality of documentation.
- Assessment of improvement based on recommendations post accreditation shall be conducted by IQAC.
- Monitoring adherence to institutional Codes and Policies.

1.9.2 Department Level :

- Quality circles (Staff of Department) at the department level shall review the academic enrichment activities and extension programmes.
- Periodical review of classroom engagement, student performance, academic activities, training, placement, research and faculty development shall be undertaken periodically through department meetings.

1.9.3 Faculty Level :

- Semester-wise teaching pedagogy report shall be used to review the teaching methodologies and classroom effectiveness.
- Monthly submission of work done diary shall facilitate the review of the lesson plan submitted at the beginning of the semester.
- Each faculty member shall submit a self-appraisal at the end of the academic year to enhance quality at the individual level.
- Students' feedback on teachers' performance shall be undertaken to enhance quality of teaching-learning process.
- A structured performance-based assessment system shall be used to review the academic performance indicators of faculty members for continuous improvement.

1.10 Key Performance Indicators (KPIs) : KPIs shall be the benchmark for quality sustenance and enhancement of the institution. Qualitative and quantitative KPIs of various quality thrust areas of the institution are as follows:

1. Curriculum Planning and Development

K.1.1 Curriculum revision every three years.

- K.1.2 Introduction of minimum 20% new courses in a programme in curriculum revision.
- K.1.3 Minimum one value added course per year per batch.
- K.1.4 Minimum One field visit/industrial visit per year per batch.
- K.1.5 100% of courses reflecting skill development, entrepreneurship and employability.
- K.1.6 Projects/ internships integrated in all programmes.
- K.1.7 Curriculum feedback from alumni, employers, students and faculty.

2. Teaching-Learning and Evaluation

- K2.1 Incremental increase of the demand ratio of the academic programme
- K2.2 Admission of students from different categories as per the admission policy of the institution
- K2.3 Assessment of learner's capabilities as per the Learning Level Identification Mechanism Manual of the institution and provision of competency-based learning strategies
- K2.4 Ideal students— teacher ratio
- K2.5 Adoption of student centric and ICT enabled teaching-learning pedagogies
- K2.6 Ideal Mentor— mentee ratio
- K2.7 Adherence to academic calendar and teaching plan
- K2.8 Adherence to examination calendar and timely publication of results
- K2.9 100% automated examination management system
- K2.10 PO/PSO attainment of minimum 80% at UG and 90% at PG programmes

3. Research and Innovation

- K3.1 Ecosystem for research in all PG departments
- K3.2 Seed money utilisation through minimum one institutional research project per department
- K3.3 Developing international fellowship
- K3.4 Minimum one Government / Non-Government funded research project per Department
- K3.5 Recognition of minimum two research guides per research Centre
- K3.6 Dedicated Centers for Research, Entrepreneurship and Incubation
- K3.7 Minimum one workshop on research methodology and IPR per deanery per academic year
- K3.8 Minimum one workshop/seminar on entrepreneurship and skill development

per department per academic year

K3.9 Minimum one citation per research article on Scopus/WoS (Web of Science)

K3.10 Minimum h index by all faculty members

K3.11 Minimum one consultancy/corporate training project per department

K3.12 Minimum one collaboration with industry/institution/NGO for research, internship, training, project, student and faculty exchange per department

4. Service Learning through Community Engagement

K4.1 100% student participation in community engagement

K4.2 Minimum one Social Outreach Programme per batch per year

K4.3 Minimum one extension programme per department per year

K4.4 100% participation in all Government initiated schemes on extension

5. Infrastructure

K5.1 Adequate classrooms and laboratories

K5.2 Adequate auditoria and sports facilities

K5.3 100% ICT enabled facilities in classrooms and auditoria K5.4 100% automated Library Management System.

K5.5 100% library usage by students and faculty members K5.6 Ideal student-computer ratio

K5.7 Adequate in-house facilities for e-content development

K5.8 Creation of adequate facilities for research and consultancy

K5.8 Provision of inclusive facilities for the differently abled

K5.9 Provision of inclusive IT, web and learning resources

6. Student Support

K6.1 Provision of scholarships/free-ships to deserving students

K6.2 100% students receive training in soft skills, language, technical and life skills

K6.3 Adequate provision for undertaking competitive exams

K6.4 Zero tolerance for ragging and sexual harassment K6.5 Timely redressal of grievances

K6.6 100% placement of registered students

K6.7 Maximum opportunity for students to participate in diverse cultural and sports events

K6.8 Provision for training and excellence in literary, cultural and sports

K6.9 Minimum one alumni association meeting per year

K6.10 Minimum one programme on constitutional obligations, tolerance and harmony

K6.11 Observance of all national and international days of importance

7. Governance

K7.1 Minimum two meetings of Governing Body and Academic Council per academic year

K7.2 Division of authority and responsibility through streamlined organisational structure

K7.3 Attainment of targets set in IPP

K7.4 100% e-governance in admission, student support, examination, administration and finance

K7.5 Statutory finance audit

K7.6 Creation of provision to mobilise funds from external agencies other than for research

K7.7 Minimum one meeting with external members of IQAC

K7.8 Timely submissions of AQAR

K7.9 Participation in NIRF, national and international quality audits

8. Staff Quality and Empowerment

K8.1 Appointment of sanctioned posts

K8.2 Recruitment of faculty with teaching eligibility and research experience K8.3 Retention of talent through staff welfare

K8.4 Financial support for minimum one FDP/external conference per faculty per year

K8.5 100% participation in FDP/refresher course/online FDP by faculty members in an academic year

K8.6 Minimum one in-house FDP / Professional Development Programme / Administrative Staff training programme organised by the Department / College in an academic year

K8.7 Minimum one Scopus / WoS / UGC CARE publication per faculty per academic year K8.8 Minimum one publication in the form of book/chapter/proceedings per faculty per academic year

9. Green Institution

K9.1 Optimal harness of alternative energy- solar and biogas

K9.2 Upgradation to technology-based energy conservation and energy efficient equipment

K9.3 100% management of degradable and non-degradable waste

K9.4 100% conservation of water

K9.5 100% plastic waste management

K9.6 Minimum one 'beyond the campus green initiative' programme

K9.7 Adoption of minimum one green initiative by the department/college K9.8
Compulsory green, energy and environment audits

K9.9 Provision of IoT-based alert system for conservation of energy and water

K9.10 Participation in national/international environment/green awards