



# TECHNO INSTITUTE OF HIGHER STUDIES

(AFFILIATED TO UNIVERSITY OF LUCKNOW, LUCKNOW)

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### POLICY DOCUMENT

The Internal Quality Assurance Cell (IQAC) policy document is prepared to make all faculty members/staff working at Techno Institute of Higher studies, Lucknow aware of rules and regulations of the institute. The policy is effective from **January, 2021**. It is expected that faculty members/staff strictly adhere to the rules and regulations spelled out in this document. The IQAC reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

IQAC policy is framed with the focus to make the quality, the defining element at Institute through a combination of self and external quality evaluation, promotion and necessary initiatives.

### **PURPOSE**

Instituting an Internal Quality Assurance Cell (IQAC) serves as a strategic framework to ensure continual enhancement in both academic and administrative endeavors. Its primary purpose lies in fostering a culture of quality excellence through informed, steadfast, and proactive measures, thus nurturing a sustained commitment to excellence within the institution


### **SCOPE**

This policy applies to all the academic and administrative departments at Techno Institute of Higher studies, Lucknow.


### **COMPOSITION**

The composition of the IQAC may be as follows:

1. Chairperson: Head or Principal of the Institution
2. Teachers to represent all level (Three to Five)
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

  
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## OBJECTIVES OF IQAC

- To sustain and enhance the 'Quality in Education and Research'.
- To facilitate the initiatives towards technological advancement and innovation in educational methodologies.
- To provide training for faculty and students to utilize the state of the art educational technologies
- To initiate best quality practices to be experimented by the students and fellow faculty members.
- To collect and collate data from all the departments so as to enable the Institute to participate in National Ranking programs of the governmental & non- governmental agencies such as- NIRF and to extend to international agencies.
- Regular conduct of meetings to share the inputs relating to decision making in the areas of quality measures of the Institute.
- To conduct workshops and conferences on quality issues relating to teaching, training, awareness, learning and research in the institute.

## THE FIVE MAIN TASK OF IQAC

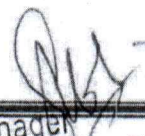
1. Setting a documentation process in motion
2. Awareness creation and generation of confidence
3. Evolving formats for information and data
4. Stipulation of schedule for work
5. Drafting of quality status report or Annual Quality Assurance Report (AQAR)

  
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## FUNCTIONS AND WORKING MECHANISM

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
- Facilitating the creation of learner-centric environment.
- Provide conducive environment for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students and other stakeholders on quality related institutional processes
- Periodic revision of feedback forms, compilation of data and thorough analysis of feedback forms
- Dissemination of information on various quality parameters of higher education
- Conduction of inter and intra institutional workshops, seminars on quality related themes

  
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and promotion of quality culture

- Documentation of the various programmes/activities leading to quality improvement
- Coordinating quality related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality
- 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 or when necessary.
- Periodic monitoring of all the activities carried out to measure of quality sustenance and enhancement

#### **LEARNING OUTCOMES –**

- To coordinate with the various head of all the departments.
- To prepare a well defined course outcomes for all the programs.
- All the course outcomes are to be mapped with the program outcomes.
- To arrive at the 'Outcome Based Education' (OBE) for all the programs offered at Institute.

  
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#### **CO-CURRICULUM PLANNING –**

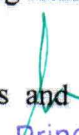
To Co-ordinate with the respective HoDs of the Institute for the following-

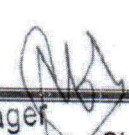
- Start new programs in the emerging field
- Enrich the co-curriculum to suit the needs of the industry/society as per the graduate attributes of the programs in line with that of the in UG.
- Define the Program Objectives (POs) and Course Objectives (COs) of all co-curriculum across the institute, so as to carry out the mapping of the POs and COs that leads to student learning outcomes (SLOs)

#### **TEACHER QUALITY –**

IQAC is responsible to develop quality indicators for the faculties to enhance teaching learning process and for that following indicator have been laid down -

- Regularly update their skills by attending workshops, conferences, seminars and FDPs (Faculty Development Programmes)
- Use of E-resources for 'Teaching and Learning Management System'
- Increase the 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 university

  
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level & other autonomous colleges.

- 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 faculty and faculty development
- Appropriate balance of theoretical, practical and experiential knowledge and skills

#### **RESEARCH CULTURE AND INNOVATION-**

- Promotion of Research at Institutional level in the form of seed grant to 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, CGCOST, ICSSR, UGC etc.
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Improvement for Industry-Institution Interaction
- Number of patents registered, Intellectual Property Rights and commercialization
- 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
- Institutional Ambience
- Promoting and setting of entrepreneur cell & Incubation centre.
- Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)
- Using ICT as learning resources, library and e-resources for research, e-content preparation
- Integration of library resources into the curriculum and access to students
- Analysis of results and chalk out strategies to improve the academic performance
- Leadership and Strategy development
- Set up institutional benchmarking with internal and external institutions
- To conduct General Body meeting with external experts biannually
- To conduct SWOC (strengths, weaknesses, opportunities, and challenges) analysis periodically
- Recognition of faculties who have done commendable service to the profession

  
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## INSTITUTIONAL QUALITY HANDBOOK

To develop SOP for all the quality initiatives such as

- Co-curriculum design with their POs and COs
- Monitoring of progress of students, staff and review
- Students' feedback
- Teaching-learning
- Research incentives
- Ethics and collaborations
- Governance framework
- Innovations



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