



**JANATA SHIKSHAN MANDAL'S
DEVCHAND COLLEGE, ARJUNNAGAR
INTERNAL QUALITY ASSURANCE CELL**



POLICY DOCUMENT

2016-17 to 2020-21

Devchand College is committed to ensure quality education to the youth of rural and economically and socially backward communities. With reference to the guidelines of National Assessment and Accreditation Council (NAAC), Bengaluru, Internal Quality Assurance Cell (IQAC) strives to ensure quality sustenance and enhancement. It aims at institutionalization of quality control measures and achievement of excellence in providing services to all stakeholders.

Vision Statement: *Tamasoma Jyotirgamaya*

Mission Statements

- To provide quality education to the rural and socially and economically disadvantaged students and make them globally competent
- To promote scientific temper and research
- To facilitate physical and mental development
- To inculcate human values such as equality, honesty, compassion and discipline
- To promote the values of social service, secularism, nationalism and environmental awareness

IQAC Motto: 'Commitment to plan, act, monitor and ensure quality'

IQAC Core Values: Responsibility

Efficiency

Credibility

Transparency

Excellence

Objective: The primary aim of IQAC is to ensure quality of systems and procedures of the institution.

Functions

Some of the functions expected of IQAC are:

Development and application of benchmarks for academic, administrative and support services

Creating conducive environment for teaching, learning and evaluation

Professional up gradation of staff- Teaching & Non-teaching

Feedback collection, analysis and implementation of suggestions

Documentation of activities

Review of teaching-learning processes, systems and procedures

Acting as a nodal agency of the institution for quality related activities

Preparation and submission of AQARs

IQAC POLICIES

IQAC policies are stated in broad outlines.

I. Curricular Aspects

The institution aims to provide horizontal and vertical mobility to the rural, socially and economically disadvantaged students by starting new courses and programmes at UG and PG levels. In consonance with the national skill development policy and NAAC core values, more number of skill-based short term courses shall be conducted. IQAC shall ensure effective curriculum delivery mechanism as per academic calendar and monitor its implementation. For the holistic development of students, curricular enrichment programmes will be organized.

II. A. Teaching, Learning & Evaluation

The institution will make efforts to take care of the individual needs of students with different backgrounds and abilities and adopt differential approach for optimal results. A judicious mix of traditional and student-centric methods with ICT use will make teaching learning process more effective. Focus will be given on formative as well as summative assessment. Outcome-based education system shall be introduced. Faculty will be encouraged to

adopt new technology in day-to-day use. Orientation programmes for the faculty to equip them with modern technology will be organized.

B. Student Mentoring

Mentoring of students is already in practice. However, student mentoring system will be strengthened. A designated committee will be formed for allotment, monitoring and achievement of intended outcomes viz. to enhance students' learning capabilities, to identify strengths and weaknesses, to guide for overall development, to solve personal and academic problems; to increase participation in co-curricular and extra-curricular activities, to help slow learners, *Divyanjgan* students and to prevent drop-out. Teachers will be allotted a certain number of students for mentoring and guidelines will be given for effective mentoring.

III. A. Promotion of Research

Strengthening of research culture and innovation among faculty and students is a top priority. Arrangement of research-oriented conferences/seminars/workshops and competitions, encouragement to teachers and students to present research papers and publish in journals and to undertake research projects will be ensured. The institution shall provide facilities for the same. DST-FIST interdisciplinary research laboratory shall be operationalized. Eligible teachers will be encouraged to obtain research guideship. Innovative ecosystem will be created and teachers and students will be encouraged to think creatively. Seminars/conferences/workshops on Intellectual Property Rights will be organized.

B. Extension Activities:

Extension activities in the neighbourhood community and beyond provide valuable learning experiences to students and contribute towards establishment of an enlightened society. The institution aims to expand its scope, in addition to NSS and NCC, by involving departments and other cells. A variety of social issues will be addressed and the institution will reach out to the people/organizations concerned. Focus will be to carry out activities in tune with central and state government activities such as *Swaccha Bharat Abhiyan* and AIDS Awareness. Collaborative activities will be preferred involving GOs and NGOs.

IV. Infrastructure and Learning Resources

In view of the policy to introduce new courses and programmes for horizontal and vertical mobility of students, it is imperative that the academic and physical infrastructure is augmented. In this connection IQAC will make the required recommendations for classrooms, laboratories, research laboratories, ICT infrastructure and campus development.

V. A. Student Support Services

The college provides a number of support services to students. However, expansion and strengthening of the same will be ensured. Efforts shall be made to extend state and central government scholarships to a majority of students. Institutional scholarships from the two Trusts (Suvarna Mahotsavi Trust and Sou. Anusuyabenji Trust), financial assistance to poor and meritorious students, concessional fees to outstanding sportspersons, financial assistance by Alumni and Parents Association and from other sources (Kolhapur Zonal Sports Council) shall be given to students. The placement cell will strive to provide employability skills training and conduct placement drives from various corporate companies. The college will impart soft skills training, training in spoken English and organize workshops, expert lectures, etc. to enhance their skill sets. Career guidance and competitive examinations cell and PG departments will intensify efforts to give training to face competitive examinations confidently. The institution will make efforts to acquire academic excellence through various programmes such as mentoring and ensure their progression to higher studies.

B. Grievance Redressal /ICC/ Anti-Ragging Policy

The institution has transparent grievance redressal systems in place. Grievance Redressal Cell, Internal Complaints Committee and Anti-Ragging Cell are in existence since the formation of IQAC in 2003. Any grievance from the individual are put forth before the cells concerned with due procedure. Students are free to complain to the Heads of departments and the Principal also. Generally the issues are resolved in three stages depending on whom the affected student approaches:

1. Departments: The grievances are attended by the Heads of departments with the help of colleagues and efforts are made to resolve the issues.
2. Grievance Redressal Cell/ICC/Anti-Ragging Cell: Grievances are attended by the cells concerned and try to solve the problems as per rules/procedures.
3. Principal: Direct grievances or unsolved grievances are resolved by the Principal.

Grievances by faculty and non-teaching staff are also attended to and due procedure is followed in resolving the issues.

VI. A. Administrative Policy

The administrative hierarchy of the college, from the Management to students, works smoothly and effectively alongside proper decentralization of duties and responsibilities. Transparency, effective governance, timely administrative services are the guiding principles which benefit students from admissions to examination results and beyond. Proper communication and harmonious relationships between college and other entities such as university authorities, government officials, non-government organizations, faculty and non-teaching staff, students, parents and alumni will be maintained. Professional and personality development events will be organized for staff.

B. e- Governance

e-Governance will be adopted from the academic year 2017-18. It will be implemented in all areas of governance as suggested in the NAAC revised guidelines. It will be adopted in college administration such as admission, payment of fees, library services, accounting, etc. To achieve this, suitable software will be purchased.

C. Feedback System

Feedback on the functioning of the institution is central to quality enhancement. The Feedback Committee takes feedback on curricular aspects, on teachers and institutional processes. Feedback is analyzed and the reports are sent to IQAC. IQAC prepares an action plan to implement the suggestions. Suggestions on curricula are sent to BOS concerned. Suggestions on institutional processes are sent to authorities concerned such as the Principal and Management. Students' feedback on teachers is conveyed to the respective teachers. Feedback from alumni and parents is taken during Alumni and Parents' meet every year. Their suggestions are positively implemented. Teachers' feedback is also taken on curricular aspects and institutional processes. After events such as conferences/workshops, conveners take feedback for further improvement.

VII. A. Gender Equality Policy

The women's forum of college, *Swayamsiddha Sachetana Mandal*, was created in 1992 with the intention of creating awareness about gender-neutral society. A variety of activities- awareness programmes, programmes on health-related issues, psychological problems, domestic violence and empowerment- are organized regularly so that girl students will realize their full potential and carry out their duties and responsibilities as equals to men counterparts. The women's forum will pursue the stated agenda more vigorously.

B. Environment Policy

'Go green and clean' shall be our motto. To achieve this, we adopt measures for cleanliness and beautification as well as for pollution free- plastic free environment. Environmental committee, along with IQAC, takes initiatives such as no vehicle day, vehicle sharing, use of bicycles, tree plantation in and off campus, paperless work, rain water harvesting, recharge of bore well, plastic free campus campaign, arranging workshops on environmental issues, chemical waste treatment plant, promotion of LED bulbs, CFL bulbs, drip irrigation system, waste management, use of solar energy, installation of ventilators on building and so on.

C. Divyanggan Policy

A designated Divyanggan Welfare Committee will be set up to cater to the needs of physically challenged students and to create *Divyanggan* friendly environment on the campus. The committee shall ensure hassle-free and preferential treatment during admissions, library, etc. and ensure academic progress. Several specialized activities, skill-based programmes, information about scholarships, career counseling and personal counseling sessions and sports/cultural events will be organized. The institution has physical facilities and special services such as scribes for examination and software for the visually impaired will be installed.


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