

Ashoka Institute of Technology and Management Pahariya, Sarnath, Varanasi-221007 (U.P.)

**(Affiliated to Dr. A.P.J. Abdul Kalam Technical University & Board of Technical Education, Lucknow)
(Approved by AICTE & PCI, New Delhi) AKTU-641**

IQAC POLICY **(Effective from 2019)**





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SCOPE OF THE POLICY

This Policy applies to all staff working in Ashoka Institute of Technology and Management, and involved in curriculum delivery and/or assessment along with the continuous improvement parameters.

PURPOSE:

The purpose of this policy manual is to:

1. Support the continued development of academic work culture which is transparent and responsive, especially, to students.
2. Establish and maintain quality systems and procedures which enable us to rigorously evaluate our strengths and weaknesses and respond effectively to improve.
3. To support collaboration and sharing and be accountable to our stakeholders.
4. Continually improve the quality of the student experience and our service to employers by monitoring, reviewing, developing and enhancing standards of learning, teaching and assessment.
5. Provide mechanisms for our students, employers and other stakeholders to express their views, and provide feedback and participate in decision making.
6. Develop and set standards and targets for all areas of activity.
7. Encourage the involvement of all members of the college in the review of performance, the maintenance of high standards and the setting and achieving of quality improvement targets.
8. Achieve recognition for our performance standards through accreditation and commitment to national quality systems, such as NAAC, NBA and NIRF
9. Operate within the context of a coherent and transparent planning and quality assurance and enhancement cycle.
10. Ensure that staff in all areas of activity connected with learner and employer experience aspire to excellence and develop the skills to respond effectively to the
11. challenges of self-assessment, analysis and continuous improvement.



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VISION

"To become an institute of International Standards with human values through continuous improvement with the help of our dedicated faculty & supporting administration"

MISSION

"To impart world class education in engineering, technology, pharmacy and management, to enhance research and development, encourage creativity, promote innovation, build leadership, entrepreneurship, nurture team work and delight all the stakeholders"

QUALITY POLICY

To create Globally competent and ethical professionals and meet the emerging needs of the industries and society through,

1. Innovations in teaching and learning for enhancement of student potential
2. Applied research in terms of quality publications, patents & sponsored projects
3. Industry interaction for experiential learning & consultancy activities for students and faculty
4. Innovation, Entrepreneurship and Start-up
5. Outreach activities for community development

OBJECTIVES OF IQAC

1. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

FUNCTIONS OF IQAC:

1. Exercising general supervision over the academic policies of the Institute and giving directions regarding methods of instruction, evaluation, teaching & learning methodologies, research & development or any other enhancement in academic standards.
2. Considering the issues of academic interest, initiatives or taking a reference from any other board or committee and taking appropriate action there on based on institute quality parameters.



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3. Framing regulations and policies, consistent with the students, Faculty members and the ordinances of affiliating university regarding the academic functioning of the Institute including discipline, admissions, examination, student awards, scholarship, or any other achievement, fees and any other academic requirements.
4. IQAC will recommend DQAC for further strategies of implementation of Institute quality policy.
5. Development and Application of Quality benchmarks for various academic and administrative activities.
6. Taking feedback/responses from students, Parents and stakeholders on quality related processes in the institute.
7. Dissemination of information on various quality parameters of education.
8. Acting as nodal agency of the institute for conducting quality related activities, Adopting and disseminating best practices.
9. Promoting quality culture in the institute and preparing AQAR- Annual Quality Assessment Report and presenting the report as per the guidelines of NAAC, NBA and NIRF
10. Help in preparation of Self-Study Report (SSR -NAAC), Self-Assessment Report (SAR- NBA) and NIRF
11. Disclosing the feedback score to the individual faculties and promoting them in making quality improvement.

THE 5 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

COMPOSITION OF IQAC

S. No.	Constitution	
1.	Director of the Institute	
2.	All Deans	
3.	All Professors	



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4.	All HoDs	
5.	Registrar/Member Secretary	
6.	Two Associate Professors by Seniority on a rotation of 3 years	
7.	Two Assistant Professors by Seniority on a rotation of 3 years	
8.	Two external Members (From Academics)	
9.	Two external Members (From Industry or from Civil Society)	

AUDIT AREAS

The primary unit of academic audit is the department. There are six basic areas that will be examined in an academic audit. These areas are:

- Curricular Aspects
- Teaching-Learning and Evaluation
- Research, Innovation and Extension
- Infrastructure and Learning Resources
- Student Support and Progression
- Governance, Leadership and Management

Further, departments shall be asked to provide the details about:

- Thrust Areas of the Department
- Best Practices followed in the Department
- SWOC Analysis of the Department
- Future plans of the Department

SPECIFIC AUDIT PARAMETERS

The specific audit parameters will include:

- Standard Academic Ratios.
- Doctoral output
- Faculty qualifications
- Research publications and funded projects
- Consultancy projects and patents generated
- Faculty development programmes
- Seminars, conferences and workshops organized
- External linkages
- Course outcome achievement and quality of curriculum content



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- j) Pedagogical standards
- k) Industry interaction and networking
- l) Student development programmes
- m) Student support serviced
- n) Alumni engagement
- o) Administrative and infrastructure quality
- p) Feedback system
- q) Student performance including extra curriculum activities
- r) Governance standards
- s) Quality initiatives

Number of add-on / bridge courses offered

1. Number of courses offered in emerging areas
2. Number of Guest / Expert Lectures
3. Quality of students input (First Rank / Last Rank)
4. Teacher Qualifications (Qualification Upgradation, if any)
5. Faculty Development Programs attended by the faculty
6. Faculty Development Programs organized by the Department
7. Faculty membership in technical forums
8. Research proposals / projects
9. Research talks conducted
10. Papers published by the faculty / students (enclose separate list)
11. Papers presented by the faculty / students (enclose separate list)
12. Grants received
13. Technical chapters (student membership)
14. Student Technical Association activities
15. Student co-curricular/extracurricular activities
16. Library books added
17. Major & minor equipment procured
18. Student Welfare Schemes
19. Students counselling services
20. Examination Results of students



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21. Remedial/reinforcement/make-up classes (subject offered)
22. Students' progression to higher studies
23. Placement details
24. Staff Development Programs
25. Budget Utilization
26. Discipline / Anti-ragging / Gender equity issues

CONTINUOUS IMPROVEMENT TEAM (DEPARTMENT WISE) AND THE FRAMEWORK

The team conducted a study within the Institute and the team has suggested a framework for a structured approach to problem solving in the Institute. The approach is referred as DRIVE model. This has helped the team to keep itself on track and in the right direction. Define, Review Investigate, Verify, Execute the various steps.

Define	the Problem.	Output: Written Definition of the task and its success criteria
Review	the information	Output: presentation of the known data and action plan for further data
Investigate	the problem	Output: documented proposals for improvement and action
Verify	the solution	Output: proposed improvement that meet the success criteria.
Execute	the change	Output: task achieved and improved process documented

Define

In the **define** stage the department quality team is concerned with gathering a common understanding and agreement within the group of the task it faces, in terms of the problem to be solved and the boundaries of the processes that contain it. No concern for solutions to be proposed at this stage.

The team looked into the task, and what processes contain the problem, listing of possible success criteria with time scales.

Review



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In this stage what information is already available, gathering it to gather, structuring it, identifying what information might be needed

Gather existing information, in the right format

Investigate:

This stage is concerned with analyzing all data, considering all possible improvement and prioritizing it with solutions to the problem

Implement data collection plan, what picture is data painting, what conclusions can be drawn, generate potential improvements. Brainstorm improvements.

Verify

Test your plans and proposals before commitment to major process changes. Short discussions are needed round a table in form of meeting

Implement action plan and carry out agreed tests on proposals, use questionnaires, Success criteria are met. Compare the performance of new or changed process.

Execute

This stage is concerned with selling the solutions or processes improvement to others.eg. the process owner. Document the process. Take comments from others, consider all possible impacts. Gain agreement, Implement and monitor. Department team taking the responsibility for success of the plan.

