



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 Mobile No. - +91-9198840005, 06

Quality Policies

The quality policy of Ashoka Institute of Technology and Management (AITM) is derived from the vision of the Institute, which aims at “Becoming an institute of International Standards with human values through continuous improvement with the help of our dedicated faculty & supporting administration”

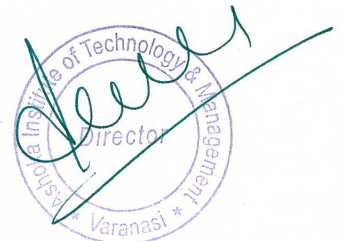
The Institute shall establish an Internal Quality Assurance Cell (IQAC) to be driving force for achieving excellence through continuous improvement in quality in accordance with AICTE/AKTU guidelines to help achieve the commitments made in the quality assurance policy statement.

IQAC has been set up with the following composition

1. Director – Chairperson
2. Coordinator/or Dean Academic Affairs will execute the plans
3. All HODs– Members
4. One senior administrative official Registrar/Dean Discipline – Member Secretary
5. Two external experts on Quality Management/ Industry/Local Community - Members
6. Three representatives of Students (ATLEAST 1 SHOULD BE FEMALE)

IQAC may be expanded with the inclusion of more members as necessary. IQAC may also set up and promote quality circles for facilitating improvements in specific areas or functions. The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college/Institute, which becomes a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary organizational culture.

The IQAC will meet at the end of semester examinations to consider the report submitted by the Department Quality Audit Cell.





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It is proposed to have a smaller version of IQAC called **Standing Quality Audit Cell**

An IQAC consisting of

Director: Chairperson

Dean Academic/Discipline if any

HODs All departments

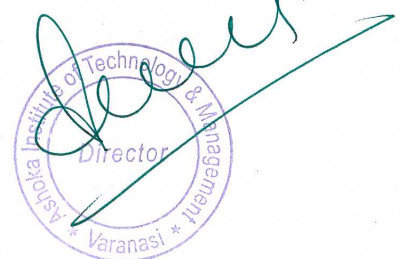
Registrar - Secretary

Three students

Standing committee will meet after every sessional, PUT exams, end Sem exams to consider the reports suggested by the DQAC of respective Department and approve appropriate actions.

The core responsibilities of IQAC will include the following:

1. It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. It will channelize and systematize the efforts and measures of the college towards academic excellence.
3. It will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.
4. It will promote measures for institutional functioning towards continuous quality enhancement through internalization of quality culture and institutionalization of best practices.
5. Its goal will be to ensure that whatever is done in the college for "education" is done efficiently and effectively with high standards.
6. It will focus on improving quality and productivity as well as decrease costs constantly.
7. It will help develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation and internal communication





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8. It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
9. It will evolve mechanisms and procedures for ensuring i) Timely, efficient and progressive performance of academic, administrative and financial tasks; ii) The relevance and quality of academic and research programmes; iii) Optimization and integration of modern methods of teaching and learning; iv) The credibility of evaluation procedures; v) Adequacy, maintenance and proper allocation of support structure and services; vi) Sharing of research findings and networking with other institutions in India and abroad.
10. It will seek to achieve quality improvement by developing leadership and by focusing on human resource development through education and training including on the job training, which will help people do their job better.
11. It will place special emphasis on enabling everyone to do their jobs to the best of their abilities through self-improvement programmes and to ensure that all available talent within the college is fully utilized for improving quality and achieving excellence.
12. It will also develop appropriate communication strategies not only for keeping all the stakeholders but also for motivating them to support and contribute to the success of quality improvement initiatives
13. It will promote enhanced interaction between students and faculty as the core requirement of the quality system by directly focusing on improving the learning experience of students.
14. It will enhance quality awareness within the institution and establish the credibility for external accreditation.
15. Its activities will be focused on helping the process of internalization of quality and play a catalytic role in bringing about performance improvements by facilitating the development and adoption standards and their periodic review and revision as necessary





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16. It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement and for the internalization of the quality culture.
17. It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices so as to give the quest for quality the benefits of collective synergy.
18. It will act as key driver of continuous improvement in quality by adopting continuous cycles of planning, live testing, checking and studying their effects through proper analysis of test results, implementing the plan in full and then take up further planning for the next cycle of improvements
19. IQAC will coordinate the creation of an exclusive window on the college website to regularly inform the students and other stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data. It will also collect and publish objective and unbiased data relating to quality related performance parameters and their achievements.

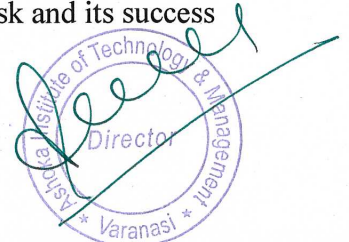
Specific Objectives

- IQAC will also prepare a follow up agenda based on the AQAR for driving the process of continuous improvement in quality and obtain the necessary approvals and resources for initiating the next cycle of quality enhancement measures.
- IQAC will also regularly submit AQAR to the AKTU/NBA/NAAC(After accreditation) as well as to state level quality assurance bodies.

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





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| | |
|--------------------|---|
| | 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

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





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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.

Objectives of the Practice

The Ad Hoc team carried out a detailed study, interviews with many stake holders and identified major problems and put them under three categories:

1. Entry level-I (self-Assessment Phase) 5 years
 - Grass root level Dealing with Attendance, Evaluation and Projects etc.
2. Level II Research Policies next 2-3 years Creating research facilities, Ph.D., Master Programmes,
3. World Class: Ashoka International University and Colleges. (Tie ups, memorandums, and becoming University)

The problems under the grass root level of **level I** or entry level are very typical to this Institute

- **Problem of not Attending classes (Absenteeism)**
- **Improving teaching- learning process**
- **Improving research from faculty (necessary for accreditation)**
- **Poor Student Advising Policies (Feedback from TPO)**
- **Enhancing Extra Curricular and Co-Curricular Activities**





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SUGGESTED PRACTICE – I: E-ATTENDANCE SYSTEM DEVELOPMENT and Department Quality Audit System

It has been our observation that given a choice, the students tend to stay away from the lectures because of several distractions in terms of internet surfing and mobile apps. It was necessary to bring the students back to class. Although the students were aware of the requirement of the attendance in the class, it was difficult to enforce it.

If the students come to class at least they know the content of the subjects. Although several courses are available for on-line learning, the element of 'Teacher' cannot be taken out of the learning process as finer points can be explained only by an expert teacher. If the teacher practices what he teaches the **learning gets multiplied** by manifold.

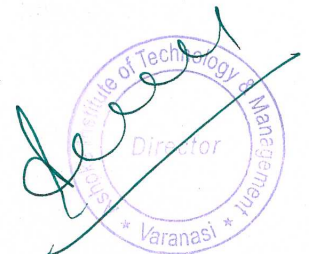
It is proposed to build a completely new custom-made system to address the attendance of the students and to ensure delivery of the content. The new system should be such that it informs the parent and the likely consequences from stoppage from appearing in the further test.

A good high-quality education is to do with program outcome. An outcome is cumulative demonstration of learning. It reoccurs after the completion of the academic program. It is a result of learning which is visible and observable demonstration of three main things: knowledge, combined with competence, combined with orientation.

The faculty member of departmental quality assurance cell (DQAC) will form a batch of 10-25 mentees (students) under one faculty (mentor). Either in Every two-week or in every week mentor and mentees meeting will be conducted formally. The DQAC will also keep a check on the problems of inflated grades by using a random sampling.

DQAC Members

1. Dean Academic Affair (DoA)
2. HOD
3. 2 members from departmental faculty, (to be appointed by the DoA) by rotation every three years
4. 3 students from concern class





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Those students less than 75% of attendance.

The Attendance guide lines of AKTU will be followed where there is a doubt.

The institute believes in the philosophy of learning, to promote learning the student should be subjected to extra classes.

The attendance be informed to the student before they write a sessional examination, the parent should also know the monthly attendance of their wards in semesters.

Slow Learners and Remedial Classes

The students having marks less than 40% in more than 3 subjects (to be increased to 50% gradually) are identified as slow learners.

These students are given counseling by the mentors and faculty advisors Department Quality Assessment Cell (DQAC) and college student's councilors (Dean Discipline/Dean Student welfare).

Regular performance updating to parents through SMS.

Performance should be sent to parents through email/post. Subsequently parents will be asked to contact respective department.

After first sessional test, slow learners are identified and they will be provided with remedial classes.

The time limit for evaluating sessional/Class test should not be **normally within three working days (ideally 72 hrs.)**.

Faculty will submit two sets of question papers for sessional Examination and also for PUT.

| Slow Learners | Identification Criteria | Actions Taken |
|---------------|--------------------------------------|--|
| | Students scoring less 40 % marks | <ul style="list-style-type: none">• Giving counseling to students• Special classes and retest |
| | Failures in end-semester examination | Remedial class |





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The committee will also conduct the impact analysis after the remedial classes to the IQAC of the institute.

Motivation and Methodologies to Encourage Bright Students and assist Slow learners.

Analyzing and understanding student's data will help in identifying "at risk students".

Courseware/ lecture notes of the faculty and digital content/hard copies should be made available on nominal charges from very first day of the class.

Ashoka Academic Excellence Scholarships:

The parameter for deciding the academic scholarship is as follow and the limit of fee waiver is decided by the administration.

>90 Scoring >8 A's (with 2A+) in University examination

85-90% Scoring 8 As with at least 1 A+

80-85 Scoring 8As

76-80% Scoring 7 As

Student should apply within 10 days after the declaration of results of end of odd the semester.

ASHOKA Sports Excellence Scholarship/Music/Technical Activities

Must apply 2 weeks before class commencement

| Criteria | Entitlement |
|--|--------------------|
| National level/State level Team (Interview/Test Required) | 50% Tuition Waiver |
| University Level/School Team/District Team (Interview Required) | 25% Tuition Waiver |
| Club Level representation (Interview Required) | 10% Tuition Waiver |

These scholarships are for Sports/Games approved by the Association of Indian Universities for which Inter University completions are held. Other games not included will be decided by an appropriate committee. The website of AIU(Association of Indian Universities) for the list of approved games.

Ashoka Chairman Award





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For weakest section of the society must meet admission requirement. Tuition waiver for entire duration in the Institute Given by the Govt.

To reimburse the school fee of the ward of employees who are studying in schools, subjected to 20% of the school fee for faculty and office staff.

Maximum of 2 sons or daughter. 30% for class IV staff.

Any other deserving case like Divyang,

freedom fighter's family.

10% Tuition fee waiver for entire duration in the college.

(to be decided by Chairman)

Ashoka Family Loyalty Award

This scheme is applicable to new students Rs.5000/- One Time

who have a sibling that is currently studying?

at Ashoka or have a sibling who is

an Ashoka alumnus.

This award also extended to staff members Rs.5000/- One Time

Recognition award whose Ward study at Ashoka

These scholarships and awards are for students who are currently studying in Ashoka.

(Terms and Conditions and Application form to be notified by the Dean Academic/Discipline)

Student advising policies

Whatever your needs are our staff are here to help.

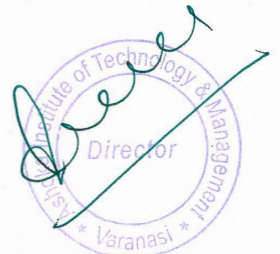
Ashoka offer a wide range of services that includes career & education counselling, scholarships and we even help in locating convenient & economical accommodation.

PASS- "Peer Assisted Study Session" is an academic peer learning & mentoring programme for students that is meant to help them master subject content plus integrate discipline-specific learning skills.

PASS sessions are generally attached to difficult subjects and session are led by Peer Leaders

(Students who are academically Brilliant) who are given the following responsibilities:

- Assist students in learning by showing them how to use specific study strategies & skills
- Help participants to master subject content





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- Help in the integration of discipline specific learning skills

PASS Peer Leaders

PASS Peer Leaders are high-achieving senior students who are recruited based on:

- Academic competency
- Level of interpersonal skill

PASS is suitable for:

- Large core subjects, particularly ones in which many students have no previous background
- Subjects that have a high failure rate
- Subjects that are perceived by students as difficult

It is suggested that the Department at the beginning of the session induct such students as student mentors along with the faculty mentors. Second year students can act as peer for first yr. students and so on.

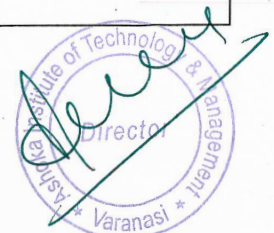
Improving research from faculty (necessary for accreditation)

The pilot study conducted with a random sample among the faculty at different department indicated that Ashoka should pursue a research-based policy. For this a detailed program is been submitted at level II (later).

To improve the research at faculty/student level the following measures are proposed

Financial Incentives

| Ranked Journal | Details |
|------------------------|--|
| SCI/ SSCI/ SCIE | Incentive of Rs 10,000/- to be paid which will be equally distributed among all authors of institute |
| Scopus/ Web of Science | Incentive of Rs.5,000/- to be paid which will be equally distributed among all authors of institute |
| UGC listed | Incentive of Rs.3,000/- to be paid or publication fees which are lesser will be sanctioned. |





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| | |
|------------------------------------|---|
| Authored Book/ Edited Book | Incentive of Rs.3,000/- to be paid which will be equally distributed among all authors of institute |
| Book Chapter in reputed publishers | Incentive of Rs.1,000/- to be paid which will be equally distributed among all authors of institute |

Leave and Allowances for Research Work

Leave and allowances should be provided to faculty members for experimental work subjected to a maximum of 15 days in each semester. (Needs evaluation by the Research Committee)

PhD Admission

Faculty who wish to pursue PhD in other places/Institute of higher learning be provided support to clear the course work and the residential period requirement normally for two years.

Journal from Ashoka (Proposed)

Biannual Journal be brought out covering all disciplines currently pursued in the college.

Student Advising Policies (Feedback from TPO)

Advising (Center for Ashoka college student's engagement) is the most important services that a collage should advice. Advisors help students to center their goal and direct students to campus services/outreach that are most beneficial.

Degree planning platforms help chart them

Enhancing Extra Curricular and Co-Curricular Activities

To develop loyalty towards the Institute a strong base of Extra Curricular and Cocurricular activities needs to be encouraged,

To begin with It is proposed that

- Every student across the college be trained in **PYTHON Language**





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- Western Music and Eastern Music Clubs (college Band should be best in Varanasi)
- One game says Basketball (Institute team must be best in Varanasi)
- Departmental Societies: HOD will be Vice president and One Teacher, one student Secretary from 4th year among top 10% of class rankers having 75% of attendance. Activities like debate, Robotics, Arduino, Interfacing workshop, AI and ML, Hackathon etc. related discussion. The Saturday afternoon be devoted for this activity.
- Separate Canteen by the sides of the Present canteen for Teacher.

Level III World Class University

The name of the proposed International University shall be

Ashoka International University and Colleges

Some Area of Studies

| | |
|--|---|
| American Degree Transfer Program | Hospitality & Culinary Arts |
| Biotechnology & Life Sciences | Programmes for Working Professionals |
| Business (MBA) | Ashoka English Language Programs |
| Commerce | Law |
| Computing & IT | Mass Communication |
| Engineering | Multimedia Design |
| Fashion Design | Universities Programme (Advising for Future Studies) |
| Graphic Design | Pre-University Programmes (Coaching) |
| Health Sciences | Social Sciences |
| Interior Design | Pharmacy |
| Industry Oriented Courses | Training and Placement Office |
| Alumni Relations Cell (Dean Alumni Affair) | Agricultural Sciences |

Exchange Programme to be explored for Partnership

- Coventry University, UK
- University of Hertfordshire, UK





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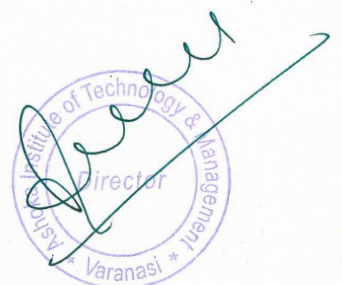
- Sheffield Hallam University, UK
- Southern New Hampshire University, USA
- Torrens University, Australia
- Swinburne University of Technology, Australia
- Some Universities from newzeland

The Manager Development should make attempt to tie up with American Universities and should create a base for credit transfer to say at least 50 universities.

Ashoka's AUP programme should allow students to choose over 50 universities in both the United States and Canada, which offer specialized areas of study in a wide range of courses.

Ashoka's AUP requires 4 years to complete the study program. Students also have the option to transfer to selected collaborated universities at Year 2, 3 or 4. Optionally, students may also complete a 4-year program in India at Ashoka alongside our partner university.

We need to appoint Manager Development to explore the possibilities of Tie Ups and credit transfer. Partnership will grow in future times.


The stamp is circular with the text 'Ashoka Institute of Technology & Management' around the top edge, 'Director' in the center, and 'Ashoka Varanasi' around the bottom edge.