Guidelines for

Internal Quality Assurance Cell (IQAC)

2078 B.S. Revised

Dibya Jyoti Multiple Campus

Bardghat-2,Nawalparasi

Guidelines for IQAC:

Introduction

The University Grants Commision (UGC), Nepal has launched the Quality Assurance and Accreditation (QAA) Program as an important aspect of reform in higher education in Nepal. In pursuance of its Action Plan for performance evaluation, assessment, accreditation and quality up-gradation of institutions of higher education, the University Grants Commision (UGC), Nepal proposes that every higher educational institiution which is in the process of accreditation should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to devlop a system for consious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post accreditation period , institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations.

Vision

To make quality eucation of academic activities of the Campus through a combination of self and external quality evaluation,promotion and sustance initiatives.

Mission

- To arrange for periodic assessment of quality of academic programmes of the campus .
- To stimulate the academic environment for promotion of quality of teaching-learning and research work in campus.
- To encourage self-evaluation ,accountability,autonomy and innovations in the teaching learning process.
- To undertake quality-related programs, consultancy and offer guidelines for quality enhancement, and
- To collaborate with other stakeholders of the campus for quality evaluation,promotion and sustenance.

Objective:

The primary aim of IQAC of the campus is

- To devlop a system for conscious, consistent and catalytic action for the improvement of academic and adminstrative performance of the campus.

Strategies:

IQAC shall develop mechanisms and procedures for:

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
b) Relevant and quality academic /research programmes.
c) Equitable access to the affordable academic programmes for various section of society.
d) Optimization and integration of modern methods of teaching and learning.
e) The credibility of assessment and evaluation process.
f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
g) Sharing of research finding and networking with other institution in Nepal and abroad.

Functions:

The IQAC of the campus has the following functions:

a) Development and application of quality benchmarks
b) Parameters for various academic and administrative activities of the campus
c) Facilitating the creation of a learner-centred environment ensure to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching learning process.
d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
e) Disseminatation of information on various quality parameters to all stakeholders.
f) Organization of inter and intra institutional workshops, seminars on quality Oriented themes and promotion of quality circles.

g) Acting as a modal agency of the institution for coordinating quality based model activities,including adoption and dissemination of best practices.
h) Documentation of the various programmes/activities leading to quality improvement.
i) Development and maintenance of institutional database through EMIS for the purpose of maintatining/enhancing the institution of quality.
j) Periodical conduct of Academic and Administrative Audit and its follow-up
k) Preparation of the Annual Quality Assurance Report.

Benefits:

IAQC will facilitate/contribute to :

a) Ensure clarity and focus in the campus functioning towards quality enhancement.
b) Ensure interlization of the quality culture.
c) Ensure enhancement and coordination among various activities of the campus and institutionalize all good practices.
d) Provide a sound basis for decision-making to improve campus functioning.
e) Act as adynamic system for quality changes in the campus.
f) Build an organised methodology of documentation and internal comminucation.

Composition of the IQAC:

IQAC will be fomed in the campus under the coordination of the Campus Chief/ Senior Campus faculty of the Campus with heads of important academic and adminstrative units and senior faculties. The composition of the IQAC may be as follows.

Coordinator:	Campus Chief/Senior campus faculty
Member:	Master's Program Coordinator
Member:	Bachelor's Program Coordinator
Member:	Institutional Department ,Coordinator
Member:	Functional Committee,Coordinator
Member:	Head of Administration Section
Member:	Student Representative

Member: SAT Coordinator

Member: Teacher's Representative

The committee will help the campus in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.

The tenure of committee members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total of community. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to take the responsibilities of generating and promoting awarness in the institution and to devote time for working out the procedural details.

Duties and Responsibilities IQAC Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The duties and responsibilities of the IQAC coordinator are:

a) To formulate policies,plans and strategis for the enhancement of quality of academic standard of campus.
b) To supervise and monitor academic and administrative quality of the campus.
c) To establish the culture of quality orientation in all activities of the campus.
d) To review the status of educational quality of the campus periodically.
e) To offer leadership for imparting shared vision among stakeholders of the campus for collaborative effort towards academic excellence.
f) To ensure quality in academic activities undertaken by campus.

Operational Features of IQAC:

Quality assurance is a by-prduct of ongoing efforts to define the objectives of an institution to have a work plan to achieve them and to specify the check and balance to evalute the degree in which each of the tasks is fulfilled. Hence , devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the healthy development and growth of an institution for education is done efficiently and effectively with high standards the IQAC will have to establish procedures and modalities first to collect data and information on various aspects of institutional functioning.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions mentioned above. The operational features and functions discussed so far are broad-based to faciliate intitution toward academic excellence and institution may adapt them to their specific needs.

The institution needs to submit yearly Annual Quality Assurance Report.

The Annual Quality Assurance Report (AQAR) may be the part of the campus's Annual Report. The AQAR shall be approved by the statutory bodies of the campus.