



Internal Quality Assurance Policy	SITE-IQA-Policy No: 1 Issue Date: 1st July 2021, Pages : 1-12
Policy Document category	IQAC
Quality Policy	IQAC Policy is devised with the focus to make the quality the defining element at SITE through a combination of self and external quality evaluation, promotion and sustenance initiatives
Date effective from	1st July 2021
Date of next review	1st July 2022
Vision of the IQAC	To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.
Mission of the IQAC	<ul style="list-style-type: none"> ➤ Commitment to group effort ➤ To ensure quality service to all stakeholders of the institute ➤ Commitment to development of core competencies of both students and the faculty
Motto	<ul style="list-style-type: none"> ➤ Innovation ➤ Integrity ➤ Leadership
Scope	This policy applies to all the academic and administrative departments at SITE
Goals of the IQAC	<ul style="list-style-type: none"> ➤ To develop quality systems for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College. ➤ To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices. ➤ To take steps for periodic internal academic audit of the teaching learning and research activities of all departments / faculty members and Institutes. ➤ To collaborate with other academic institutions and agencies for improvement of quality and brand image of the Institution
Composition of IQAC	The IQAC may be constituted in every institution under the chairmanship of head of the institution with heads of important academic and administrative units and a few teachers and a few

	<p>distinguished educationists/representatives of local committee. The composition of the IQAC may be as follows:</p> <ol style="list-style-type: none"> 1. Chairperson: Head of the Institution 2. A few senior administrative officers 3. Three to eight teachers 4. One or two members from the Management 5. One/two nominees from local society 6. One of the teachers as the coordinator of the IQAC.
<p>Objectives of the IQAC</p>	<ul style="list-style-type: none"> ➤ To develop and progress a high level of clarity and focus in institutional functioning towards creation, sustenance and enhancement of quality and facilitate internalization of the quality culture permeating every sphere of the Institution. ➤ To facilitate the integration of the various activities of the institution and institutionalize the best practices. ➤ Coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders ➤ To develop a system for conscious, consistent and catalytic improvement in the performance of institutions. ➤ To assure all the stakeholders connected with higher education about the quality of education provided by the institutions. ➤ To conduct workshops and conferences on quality issues relating to Teaching learning and research for internalization to Constituent Colleges, as well as outside institutions. ➤ Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the college ➤ To Collect and collate data from all the departments so as to enable the college to participate in National Ranking programs of the governmental & non- governmental agencies and to extend to international agencies. ➤ To initiate best quality practices to be experimented by the constituent faculties of SITE and to participate in their internalization ➤ To provide training for faculty, Research students to utilize the state-of-the-art educational technologies and research facilities ➤ To facilitate the initiatives towards technological advancement and innovation in educational methodologies. ➤ To sustain and enhance the Quality in all formats of Engineering Education & Research. ➤ To provide guidance in development and implementation of

	<p>internal and external quality assurance procedures and practices.</p> <ul style="list-style-type: none"> ➤ To ensure that graduates have attained skills and knowledge valued by stakeholders.
Purpose	<p>Quality is popularly defined as getting things right every time. Hence the main purpose of having an Internal Quality Assurance System is to build up a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of SITE besides institutionalization and internalization of quality culture.</p>
Working Mechanism of IQAC	<ul style="list-style-type: none"> ➤ Development and application of quality benchmarks. ➤ Define parameters for various academic and administrative activities of the institution. ➤ Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process in coordination with Dean Education. ➤ Periodic revision of feedback forms ➤ Collection and analysis of feedback from all stakeholders on quality-related institutional processes. ➤ Dissemination of information on various quality parameters to all stakeholders. ➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. ➤ Documentation of the various programmes/activities leading to quality improvement. ➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. ➤ Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality. ➤ Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up. ➤ 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 and when necessary. ➤ To facilitate in the preparation of Annual reports.
Functions	<ul style="list-style-type: none"> ➤ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution ➤ Facilitating the creation of a learner-centric environment

	<p>conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process</p> <ul style="list-style-type: none"> ➤ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes Dissemination of information on various quality parameters of higher education ➤ Dissemination of information on various quality parameters of higher education ➤ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality ➤ Documentation of the various programmes/activities leading to quality improvement ➤ Acting as a nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices ➤ Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality ➤ Development of Quality Culture in the institution ➤ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC ➤ Participation in the field trial of new engineering Manual of NAAC, Bengaluru as and when required
The main task of IQAC	<ol style="list-style-type: none"> 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
Guidelines for IQAC	<ul style="list-style-type: none"> ➤ IQAC is responsible for promoting public confidence that the quality & standards of the award of degrees are enhanced and safeguarded. ➤ IQAC is responsible for the review of quality standards and the quality of teaching and learning in each subject area. ➤ IQAC is responsible for the review of academic affiliations with other institutions in terms of effective management of standards and quality of programs ➤ IQAC is responsible for defining clear standards as reference that the reviews to be carried out. It should also help the employer what they want to expect from candidates. ➤ IQAC is responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification in view of the respective

	<p>disciplines (Course outcomes).</p> <ul style="list-style-type: none"> ➤ IQAC is responsible to develop program specifications. These standards are set of information clarifying what knowledge, understanding, skills and other attributes a student will develop through a specific program (Programme specific outcomes). ➤ IQAC is responsible to develop quality assurance processes and methods of evaluation that quality of provision and standard of awards are being maintained and to foster curriculum, subject and staff development together with research and other scholarly activities. ➤ IQAC is responsible to ensure that the college's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of higher education. ➤ To set benchmarks and two best practices every year to enhance Quality standards in the area of education, research and services. ➤ IQAC members identified for Criteria wise functioning will be given responsibilities for collecting data for IQAC's
Strategies	<ul style="list-style-type: none"> ➤ Ensuring timely, efficient and progressive performance of academic, administrative and financial units; ➤ Adoption of relevant and quality academic and research programmes; ➤ Ensuring equitable access to and affordability of academic programmes for various sections of the society; ➤ Optimization and integration of modern methods of teaching and learning; ➤ Ensuring credible assessment and evaluation processes; ➤ Ensuring the proper allocation, adequacy and maintenance of support structure and services; and ➤ Sharing of research findings and networking with other institutions in India and abroad.
Benefits	<ul style="list-style-type: none"> ➤ Ensuring clarity and focus in the institution's march towards quality enhancement; ➤ Ensuring internalization of quality culture; ➤ Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices; ➤ Providing a sound basis for decision-making to improve institutional functioning; ➤ Acting as a dynamic system for quality changes in HEIs; and

	<ul style="list-style-type: none"> ➤ Building a sound methodology for documentation and internal communication.
The Role of Coordinator	<p>The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Seretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.</p>
action points as a measure of quality sustenance and enhancement Curriculum planning	<p>To instruct the Deans/Principals of the constituent faculties</p> <ul style="list-style-type: none"> ➤ To revise the curriculum periodically. ➤ To start new programs in the emerging field ➤ To enrich the curriculum to suit the needs of the industry/society as per the graduate attributes of the programs in line with that of the college. ➤ To define the Program Educational Objectives (PEOs) and Course Educational Objectives (CEOs) of all programs across the constituent colleges of SITE, so as to carry out the mapping of the PEOs and CEOs that leads to student learning outcomes (SLOs) <p>Learning outcomes</p> <p>To coordinate with the heads of all the departments of the constituent units:</p> <ul style="list-style-type: none"> ➤ 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 SITE <p>Teacher quality</p> <p>Developing quality indicators for the teaching faculty to enhance teaching learning process. The following are the indicators</p> <ul style="list-style-type: none"> ➤ Regularly update their skills by attending workshops, conferences and seminars ➤ Use of e-resources for Teaching and Learning Management system ➤ 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

	<p>department/institution</p> <ul style="list-style-type: none"> ➤ Faculty contributing as a member in designing curriculum of statutory bodies at national level ➤ 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 staff and staff development ➤ Appropriate balance of theoretical, practical and experiential knowledge and skills ➤ Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact ➤ Internal assessment, internal and external moderation, monitoring of student progress <p>Research culture and innovation</p> <ul style="list-style-type: none"> ➤ Promotion of Research at Institutional level in the form of seed grant to both students and 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, Technology information, Forecasting and Assessment Council (TIFAC), different Ministries, ICSSR, ICHR etc., ➤ Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight ➤ Industry-Institution Interaction Centre ➤ 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 ➤ Publication of college Research Journal, Newsletter <p>Institutional Ambience</p> <ul style="list-style-type: none"> ➤ Promoting and setting of skill development centres, community service groups ➤ Dissemination of Best Practices within the institution
--	---

	<p>through strong internal communication System (upward and top down)</p> <ul style="list-style-type: none"> ➤ Imparting value-based education, Code of Ethics, Research Training and support Ph D students ➤ 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 <p>Student performance</p> <ul style="list-style-type: none"> ➤ Analysis of results through IQAC and chalk out strategies to improve the academic performance ➤ To review learning outcomes of all the programs ➤ Have MIS with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution <p>Leadership and Strategy development</p> <ul style="list-style-type: none"> ➤ Set up institutional benchmarking with internal and external institutions ➤ To conduct General Body meeting with external experts biannually ➤ To conduct SWOC analysis periodically ➤ To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled TL process, blended learning ➤ To conduct Academic and Administrative audit periodically once in 5 years ➤ Recognition of faculties who have done commendable service to the profession ➤ To instruct the constituent colleges to set up a IQAC
<p>Role of Management in Design and Implementation of its quality policy and plans</p>	<p>In order to fulfill Vision and Mission of the institution, Management plan Long term and Short term goals related to physical infrastructure, academic infrastructure, student facility and financial planning</p> <ul style="list-style-type: none"> ➤ Construction of R&D Centre ➤ Construction of Repair and renovation centre ➤ Submission of Proposal for NAAC & NBA ➤ Plan for in-house professional studies (like GATE, IES, TOFE etc.) centers ➤ Plan for Entrepreneur Development Cell ➤ Extension of Social Participation <p>After planning these long-term plan IQAC took initiatives to implement the programme phase wise. Amongst the large number of proposals management were able to introduce and sustain some best practices in our institution</p>

	As per the directions received from management, IQAC usually prepared Annual Plan of Action and try to implement these. Action plan gives the direction to the whole system of education.
Role of Principal in Design and Implementation of its quality policy and plans	<ul style="list-style-type: none"> ➤ To organize an interactive session with faculty members following the guidelines given by Governing Body, College Development Committee (CDC) ➤ Preparation and release of guidelines regarding all Academic activities before the commencement of Semester. ➤ Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students. ➤ Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same. ➤ To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities ➤ Preparation of mentoring guidelines to be followed ➤ To conduct interactive session with all faculty mentors regarding mentoring of students ➤ To help the Departments in monitoring the mentoring process ➤ To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department
Role of Coordinator in Design and Implementation of its quality policy and plans	<p>The role of the coordinator of the IQAC is also crucial in ensuring the effective functioning of all the members.</p> <p>The following are the roles and responsibilities carried by coordinator</p> <p>IQAC:-</p> <ul style="list-style-type: none"> ➤ To coordinate the dissemination of information on various quality parameters of higher education ➤ To coordinate the documentation of the various programmes /activities leading to quality improvement ➤ To coordinate the quality-related activities of the institution ➤ To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters. ➤ To coordinate the timely and efficient execution of the decisions of IQAC committee.
Role of Faculty in Design and Implementation of its	<p>Faculty play important role in implementing IQAC policy of the Institution.</p> <ul style="list-style-type: none"> ➤ Faculty should follow all the guidelines given by IQAC Cell.

<p>quality policy and plans</p>	<ul style="list-style-type: none"> ➤ Faculty should maintain discipline according to the institution's rules and guidelines. ➤ Faculty should ensure quality teaching and learning processes.
<p>Role of Alumni in Design and Implementation of its quality policy and plans</p>	<ul style="list-style-type: none"> ➤ The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities. ➤ They will maintain goodwill of the college.
<p>Role of Students in Design and Implementation of its quality policy and plans</p>	<ul style="list-style-type: none"> ➤ Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity. ➤ They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills. ➤ Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.
<p>Features of Quality Assurance</p>	<p>Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, develop a work plan to achieve them and specify the checks and balances to evaluate the extent to which each of the tasks is fulfilled. The features of the Quality Policy are as follows:</p> <p>A commitment to widespread involvement of staff, students and other stakeholders in the QA process</p> <ul style="list-style-type: none"> (i) Critical self-evaluation and rigorous peer review of academic and administrative areas (ii) Methodical collection of information about service satisfaction and student experience, including external comparisons (iii) External assessment of professional courses through accreditation and review including benchmarks (iv) Multiple avenues for student and staff input to QA and improvement in the performance of Institutes, Faculties, Colleges, Departments, Schools, services, academic bodies, student council (v) Systematic use of stakeholder experiences to improve course and curricula and to plan development and training programmes for staff. <p>A focus on efficient management, planning and resource processes to achieve excellence and to ensure continuous improvement.</p> <ul style="list-style-type: none"> (i) College-wide strategic goals linked to plans, priorities and review system (ii) Effective academic bodies to develop, implement and oversee academic policies

	<ul style="list-style-type: none"> (iii) A regular cycle of reviews of all faculties and administrative service units (iv) Coordinated academic and administrative review processes (v) A process for monitoring implementation of the recommendations of reviews through college administration (vi) Performance-based incentive for teaching and research (vii) Provision for funds to address areas of improvement (viii) Annual updating of faculty teaching and learning plans (ix) A performance management and development system for staff
Mechanism of Quality Assurance	<p>The notion of quality underpinning the framework adopted by the college is of “fitness for purpose” i.e., the institution and its components and activities have “quality” if they conform to the purpose for which they were designed. The policy shall apply to all Institutes, Faculties, Colleges, Departments, Schools and academic, administrative and support staff at college through</p> <ul style="list-style-type: none"> (i) Internal quality assurance mechanism – continuous (ii) External quality assurance mechanisms – periodic <p>The college shall evolve quality management framework for all Institutes, Faculties, Colleges, Departments and Schools. Regular internal audits will be conducted to ensure that the Quality Policy is implemented.</p>
Internal Quality Assurance	<p>IQAC will develop a quality manual describing various benchmarks and the processes designed to achieve them. The manual would describe the QA system, the set of guidelines, codes of good practices and procedures to be implemented by the various units. Based on the prescribed guidelines, each unit of the college would develop its own internal quality assurance mechanism. The mechanisms shall be coherent with the quality assurance framework set forth in this policy and approved by the IQAC, to evaluate the quality of teaching programmes and courses, academic staff, teaching and learning experience, student assessment, internal moderation, support services, resources and facilities and research and program review processes.</p>
External Quality Assurance	<p>In order to ensure that high quality standards is maintained in the college, periodic assessment of quality shall be arranged by such external agencies, as NAAC or any other agency suggested by the Government of India, from time to time</p>
Use of the evaluation results	<p>Data pertaining to quality benchmarks shall be collected and processed using standard procedures and tools. The data and the review results will be considered by the respective statutory bodies and discussed with the stakeholders. The evaluation conclusions shall be used, systematically, to improve the institutional action as a whole, as well as the individual performances.</p>

Amendments/Review	This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the college including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.
Frequency	Once in 2 years
Time	2 years
Related/Supportive Documents	NAAC publications
Functional Reporting	Principal
Administrative Reporting	Principal
Custodian	Administrative Officer, SITE

Prepared by	Approved by
	