



# REGENT EDUCATION & RESEARCH FOUNDATION Group of Institutions



## INTERNAL QUALITY ASSURANCE POLICY



*Campus : Regent Education & Research Foundation Group of Institutions*

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## Vision of IQAC

To establish "quality" as the defining factor in the institute by utilizing both internally and externally valuation, promotion and sustainability efforts.

In order to guarantee and enhance the calibre of educational, research, and community engagement endeavours, striving for institutional excellence.

## Mission of IQAC

Important metrics for performance must be monitored and improved through

- Academic Achievement
- Research & Innovation
- Collaboration between Industries and Institutes
- Student Assistance
- Infrastructure Improvement
- Institutional Excellence

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Policy	<p>The Internal Quality Assurance Cell (IQAC) is designed to carry out the institute's action plan for performance evaluation, assessment, and accreditation, as well as the quality enhancement of the institution.</p> <p>The IQAC guarantees stakeholders, viz. students, parents, faculties, administration, and society in general, of the institution's accountability and transparency in its quality management system. It also ensures care for the quality of education which is provided. Through all of these measures, IQAC is one of the main components of the institute that confirms quality and continual progress in all aspects.</p>
Date effective from	08/2017
Purpose	<p>To create an academic workplace culture that is transparent and approachable, particularly to students.</p> <p>To encourage collaboration and sharing between our responsible stakeholders.</p> <p>By monitoring, reviewing, establishing, and increasing standards of learning, teaching, and assessment, continuously improve the quality of the student.</p> <p>Create a structure for conscious, consistent, and catalytic action to improve the institute's academic and administrative performance.</p> <p>To ensure the improvement of the quality of students and staff through self-assessment, analysis, and continuous activities.</p>

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	To attain performance standards through accreditation and certification from various national quality systems, such as NAAC, NBA and NIRF.
Scope	This policy is applicable to both academic as well as administrative units and the employees who are involved in curriculum delivery and/or evaluation of RERFGL.
Procedure	<p>As per the guidelines of NAAC, the Internal Quality Assurance Cell is formed with</p> <ol style="list-style-type: none"><li>1. Chair Person (Principal)</li><li>2. Co-Ordinator</li><li>3. External Associates (A recognized industrialist and representative of the local community)</li><li>4. Representatives from students as well as alumni.</li></ol> <pre>graph TD; CP[Chair Person] --&gt; CO[Co-Ordinator]; CP --&gt; M[Members]; M --&gt; IM[Internal Members of IQAC]; M --&gt; SHS[Stake Holder Students]; M --&gt; EOM[Ex. Officio/Member]; SHS --&gt; AL[Alumni]; SHS --&gt; NLS[Nominee from Local Society]; SHS --&gt; I[Industrialist];</pre>

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	<p>Functions:</p> <ol style="list-style-type: none"><li>1. Establishment and implementation of the quality standards/parameters in the institution for numerous academic and administrative tasks.</li><li>2. Plan for students and other stakeholders to provide input on institutional processes associated with quality control.</li><li>3. Exchange information through numerous higher education excellence metrics.</li><li>4. Promotion of workshops, seminars held between and within institutions on quality-related topics and documentation of the programs that increase the quality of the institute.</li><li>5. Strengthen the institution's quality culture.</li><li>6. Composing of the Annual Quality Assurance Report (AQAR) as per NAAC guidelines.</li></ol>
Working Mechanism	<ol style="list-style-type: none"><li>1. Develop and apply quality standards.</li><li>2. Explain the conditions for various institutional academic and administrative tasks.</li><li>3. Modify feedback forms and analysis them for quality-related institutional processes.</li><li>4. Arrange inter and intra-institutional workshops, seminars on quality-related themes and promotion of peer circles</li><li>5. Develop and maintain the institutional database for the IQAC Policy to enhance institutional quality.</li><li>6. Prepare Annual Quality Assurance Report (AQAR) and submit it in accordance with NAAC's requirements.</li><li>7. Meetings should be held a minimum of twice annually, or more frequently if necessary.</li></ol>

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## 8. Prepare the institutional annual reports.

Way to measure and improve quality, all actions are periodically monitored based on the seven action points.

### 1. Curriculum planning –

To Co-Ordinate with HODs of the Institute for the following:

- a. Generate innovative programs in a growing field.
- b. Designing a curriculum that aligns with the needs of both the industry and society requires in a thoughtful and comprehensive approach. The curriculum should not only focus on technical skills but also emphasize soft skills, critical thinking, and ethical considerations.
- c. Establish the Program Objectives (POs) and Course Objectives (COs) of all programs in the institute.

### 2. Learning outcomes –

- a. Course outcomes are prepared for all the programs.
- b. All the COs are to be mapped with the POs of the curriculum.
- c. Faculties are involved in mapping with best practices in the institution

### 3. Teacher Quality –

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	<ol style="list-style-type: none"><li>a. Attend workshops, conferences, FDPs and seminars to upgrade skills.</li><li>b. Practise advanced techniques for Teaching and Learning Management systems.</li><li>c. Improve students' performance through additional activities that have to append beyond the curriculum.</li><li>d. Maintain an appropriate balance between theoretical, practical and empirical knowledge and skills.</li><li>e. Monitor the student's progress using internal assessment and external examinations.</li></ol> <p>4. Culture of research and innovation –</p> <ol style="list-style-type: none"><li>a. Institutional support for research.</li><li>b. Establishing an incubation unit to involve educators and pupils in the development of novel ideas.</li><li>c. Patent registrations and awareness of Intellectual Property Rights.</li><li>d. Publication of Research Articles, Newsletters.</li></ol> <p>5. Institutional Ambience–</p> <ol style="list-style-type: none"><li>a. Enhancing the activities of the Entrepreneur Cell &amp; Incubation Centre.</li><li>b. Delivering value-based education, the Code of Ethics, research training, and professional growth for faculty.</li><li>c. Using ICT as a learning resource, libraries and digital</li></ol>
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	<p>resources for research, and preparing E-Content for students.</p> <p>6. Student performance–</p> <ol style="list-style-type: none"> <li>a. Analysis of the results and develop techniques to enhance academic performance.</li> <li>b. Evaluation of learning results in various educational programs.</li> <li>c. Maintain an ERP system for managing student-related data in an educational institution including admissions, categories, social positions, fees, outcomes, progress and any other relative data.</li> </ol> <p>7. Strategy towards leadership and development –</p> <ol style="list-style-type: none"> <li>a. To conduct General Body meetings with external experts twice a year.</li> <li>b. To continually implement SWOC analysis.</li> <li>c. To frequently arrange seminars and workshops on quality initiatives in instruction and learning, such as the use of hybrid learning and ICT-enabled activities.</li> <li>d. Prepare Annual Reports based on NAAC guidelines in both printed and digital formats.</li> </ol>
Roadmap of Institutional Performance	<p>In order to establish SOP for all quality efforts mentioned steps have to follow</p> <ol style="list-style-type: none"> <li>a. Evaluation and surveillance of staff and advancement of students</li> <li>b. Feedback documents from the students</li> </ol>

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	<ul style="list-style-type: none"><li>c. Learning-Teaching methods</li><li>d. Assessments</li><li>e. Research Incentives</li><li>f. Ethics and Collaborations</li><li>g. Innovations</li></ul>
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Prepared by	Approved by
 Co-Ordinator IQAC	 Chairman IQAC



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