Internal Quality Assurance Policy

1. Preamble

Sir C R Reddy College, Autonomous, Eluru is committed to strenuously endeavor for enlightenment through a holistic educational process, grounded in spiritual values, monitored and enriched through self-evaluation and continuous improvement. "The vision, mission, goals and core values of the institution serve as hallmarks quality assurance, sustenance and enhancement.

2. Scope

The policy and guidelines given herein shall be applicable to the management, faculty, staff students and all the stakeholders Sir C R Reddy college, Autonomous, Eluru.

3. Objectives

The Policy shall seek to ensure the fulfillment of the following objectives:

3.1 To assure the quality of academic environment for holistic growth of the students.

3.2 To implement relevant curricula and student centric learning process.

3.3 To establish systematic and transparent assessment and evaluation process.

3.4 To inculcate a culture of cutting edge research and innovation in all disciplines.

3.5 To engage students and faculty in community development.

3.6 To augment an infrastructure to meet the needs of the future.

3.7 To integrate technology and ensure effective governance.

3.8 To foster healthy green practices in all institutional practices.

4. IQAC Composition

The total quality management of the institution shall be driven by the Internal Quality Assurance Cell (IQAC). It shall be composed of.

    i.   Principal – Ex-officio Chairperson

ii.   Vice Principal – Ex-officio management member
iii. Deans – Ex-officio member Co ordinator
iv.   Senior Faculty member
v.   Senior Faculty member – Secretary
vi.   Faculty member -Nominees
vii. Office Superintendent
viii. Member from local society – nominee
ix.   Industry expert – nominee
x.   Student representatives – nominee

5. Functions of IQAC

The IQAC shall serve as the central hub of quality at the institution.

5.1   Internalization of quality culture: The cell shall and implement a Quality Assurance system in all academic and administrative processes for internalization of quality culture.

5.2   Development benchmarks for the various academic conducive for quality education and updation of curriculum.

5.3   Creation of a learner-centric environment conducive for quality education and updation of curriculum.

5.4   Quality assurance through documentation and academic audit.

5.5   Developing best practice and institutionalization of best practices.

5.6   Quality improvement through interactive forums.

6. Quality Assurance Mechanism

Quality assurance mechanism shall be based on W-Edwards Deming's Quality cycle plan Do, check and Act (PDCA) model which shall promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practice.
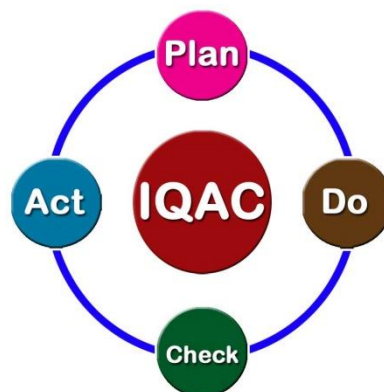
7. Planning

The institution shall plan its programmes and activities broadly through two ways.

7. Institutional Level Planning

i) The Institutional perspective plan (IPP) shall be prepared by the IQAC for the long terms sustainable growth of the institution. The Governing Body the supreme administrative body of the institution, shall approve the IPP comprising of curriculum development, student capability enhancement, faculty and staff development, research, collaborations and linkages, extension services, infrastructure, resource mobilization and utilization, environmental concern though sustainable green initiatives and quality assurance and quality enhancement for the overall development of the institution.

7.1 Departmental Level Planning

i.   Annual Strategic Plan (ASP) shall serve as the short term guidepost to enhance the quality of the departments. The IQAC shall guide the departments to prepare the ASP at the beginning of every academic year. The ASP shall comprise of review year's targets and formulation of the current academic year's strategic plan.

ii. The centers and association shall prepare an action plan for the year and submit it to IQAC. Sir CRR Shall paln community engagement activities of the academic year.

iii. Department level Curriculum Advisory Committee shall plan for introducing new courses, redesigning existing courses, integrating components for skill development, employability, entrepreneurship and incorporating industry requirements.

7.2 Faculty Level Planning

Faculty member shall prepare and present the course plan for the respective course at the beginning of the academic year. Course plan shall integrate blended learning. ICT tools, student centric pedagogies and skill development activities.

8. Implementation of Plan (Do)

8.1 Holistic Curriculum

Curriculum shall be designed in accordance with model curriculum of the UGC and industry requirements incorporating values added and certificate courses.

8.2 Student-centric Pedagogy

The institution shall adopt a mechanism to assess competencies of teachers and implement student centric pedagogies so suit them. Faculty shall explore modern ICT enabled pedagogies and blended learning approach for effective students engagement.

8.3 Experiential Learning

Classroom learning shall be supplemented with experiential learning through field trips, projects hands on training ,model making etc.

8.4 Skill Development

Planned measures shall be undertaken by the departments to reskill and upskill the students in the respective domain and in the necessary life and soft skills.

8.5 Leadership Development

Programmes designed to inculcate leadership qualities and attitudinal development shall be conducted for the students.

8.6 Industry Institute Interface

An effective collaboration shall be fostered with industry for knowledge transfer, training and skill development of students.

8.7 Entrepreneurship and Innovation

Exclusive centers shall be instituted to nurture entrepreneurial culture and incubation of start-ups. Collaboration and networking with Government and industry shall be promoted to strengthen entrepreneurship and innovation.

8.8 Service Learning

Adequate opportunities shall be created through service learning for community engagement and social sensitization. The institution shall collaborate with NGOs for joint social action.

8.9 Research and Consultancy

Infrastructure, support facilities and financial assistance shall be provided to promote quality research and developing consultancy capabilities. Funding opportunities shall be explored for research and constancy projects.

8.10 Collaborations

Academic linkages for student and faculty exchange, industry linkage for research, competency development and placement shall be pursued in structured manner.

8.11 Infrastructure Augmentation

Physical and IT infrastructural facilities shall be augmented to meed the growing need of the institution. Learning resources shall be frequently upgraded fro knowledge enrichment.

8.12 Student Support

Human resourced and support system shall be provided for scholarship, career guidance, training, progression and placement.

8.13 E-Governance

A comprehensive ERP shall be developed for transparent and efficient academic and administrative processes.

8.14 Faculty Development

The institution shall create avenues for faculty enrichment and reinvigoration. Incentives and awards shall be instituted to motivate the faculty members. Transparent Career Advancement norms be implemented for faculty recruitment and promotion.

8.15 Environment Conservation and Green Practices

Green initiative and conservation measures shall be undertaken to make the campus eco-friendly. Efforts shall be taken to sensitise the community on environmental sustainability.

8.16 Equity and Inclusiveness

The institution shall promote equity and inclusiveness through admission of students and faculty recruitment. An inclusive and supportive infrastructure shall be established for the welfare of differently-abled.

8.17 Professional Ethics and Values

Awareness and training programmes shall be organized to inculcate professional ethics and universal human values among faculty and students.

9. Monitoring Reviewing (Cheek and Act)

The following procedure/tools at different levels for monitoring quality assurance at the institution shall be adopted.

9.1 Institutional Level

i. Academic Council shall review the programmes, curriculum and academic enrichment activities.
ii. Statutory financial audit shall be carried out annually in accordance with government regulations.

iii. Review of ASP shall be undertaken by the Teachers' Council and follow-up measures shall be initiated.

iv. IQAC shall prepare and submit the Annual Quality Assurance Report (AQAR).

v. An Academic and Administrative Audit (AAA) by external academic experts shall be undertaken for quality sustenance.

vi. Accomplishment of IPP targets shall be review at the end of each academic year.

vii. The feedback collected from students, alumni and employers shall be utilized for improving curriculum and academic programmes.

viii. Departments/Centres/Associations shall submit a monthly report of all activities carried out to ensure timely compilation of data for assessment and accreditation purpose.

ix. IQAC shall conduct academic audit of the department/centre /association bi-annually to enhance the quality of documentation.

x. Assessment of improvement based on recommendations post accreditation shall be conducted by IQAC.

xi. Monitoring adherence to institutional Codes and Polices.

9.2 Department Level

i. Quality circles at the department level shall review the academic enrichment activities and extension programme.

ii. Periodical review of classroom engagement, student performance, academic activities, training, placement, research and faculty development shall be undertaken periodically, through department meetings.

9.3 Faculty Level

i. Semester-wise teaching, pedagogy report shall be used to review the teaching methodologies and classroom effectiveness.

ii. Monthly, submission of work done diary shall facilities the review of the lesson plan submitted at the beginning of the semester.

iii. Each faculty member shall submit a self-appraisal at the end of the academic year to enhance quality at the individual level.

iv. Student's freed back on teachers' performance shall be undertaken to enhance quality of teaching-learning process.

v. A structured performance based assessment system shall be used to review the academic performance indicators of faculty members for continuous improvement.

10. **Key Performance Indicators (KPIs)**

KPIs shall be the benchmark for quality sustenance and enhancement of the institution. Qualitative and quantitative KPIs of various quality thrust areas of the institution are as follows:

1. Curriculum Planning and Development

K1.1   Curriculum revision every three years.

K1.2   Introduction of minimum 20% new courses in a programme in curriculum revision.

K1.3   Minimum one value added course per year per batch.

K1.4   Minimum one field visit/industrial visit per year per batch.

K1.5   100% of courses reflecting skill development, entrepreneurship and employability.

2. Teaching-Learning and Evaluation

K2.1   Incremental increase of the demand ratio of the academic programme.

K2.2   Admission of students from different categories as per the admission policy of the institution.

K2.3   Assessment of learner's capabilities as per the Learning Level Identification mechanism Manual of the institution and provision of competency based learning strategies.

K2.4   Ideal students-teacher ratio.

K2.5   Adoption of student centric and ICT enabled teaching-learning pedagogies.

K2.6   Ideal Mentor-mentee ratio.

K2.7   Adherence to academic calendar and teaching plan.

K2.8   Adherence to examination calendar and timely publication of results.

K2.9   100% automated examination management system.

K2.10 PO/PSO attainment of minimum 80% at UG and 90% at PG programmes.

3. Research and Innovation

K3.1   Ecosystem for research in all PG departments.

K3.2   Seed money utilization through minimum are institutional research project per department.

K3.3   Minimum one international fellowship per deanery.

K3.4   Minimum one Government/Non-Government funded research project per deanery.

K3.5   Recognition of minimum two research guides per research centre.

K3.6   Dedicated Centres for Research, Entrepreneurship and incubation.

K3.7   Minimum one workshop on research methodology and IPR per deanery per academic year.

K3.8   Minimum one workshop/seminar on entrepreneurship and skill development per department per academic year.

K3.9   Minimum one citation per research article on Scopus/WoS.

K3.10 Minimum index by all faculty members.

4. Service Learning through Community Engagement

K4.1   100% student participation in community engagement.

K4.2   Minimum one Social Outreach Programme per batch per year.

K4.3   Minimum one extension programme per department per year.

K4.4   100% participation in all Government initiated schemes on extension.

5. Infrastructure

K5.1   Adequate classrooms and laboratories.

K5.2   Adequate auditoria and sports facilities.

K5.3   100% ICT enabled facilities in classrooms and auditoria.

K5.4   100% automated library management system.

K5.5   100% library usage by students and faculty members.

K5.6   Ideal student-computer ratio.

K5.7   Adequate in-house facilities for e-content development.

K5.8   Creation of adequate facilities for research and consultancy.

K5.9   Provision for inclusive facilities for the differently-abled.

K5.10 Provision of inclusive IT, web and learning resources.

6. Student Support

K6.1 Provision of scholarships/free ships to deserving students.

K6.2 100% students receive training in soft skills, language, technical and life skills.

K6.3 Adequate provision for undertaking comparative exams.

K6.4 Zero tolerance for ragging and sexual harassment.

K6.5 Timely redressal of grievances.

K6.6 100% placemen of registered students.

K6.7 Maximum opportunity for students to participate in diverse cultural and sports events.

K6.8 Provision for training and excellence in literary, cultural and sports.

K6.9 Minimum one alumni association meeting per year.

7. Governance

K7.1 Minimum two meetings of Governing Body and Academic Council per academic year.

K7.2 Division of authority and responsibility though streamlined organizational structure.

K7.3 Attainment or targets get in IPP

K7.4 100% e-governance in admission, student support, examination, administration and finance.

K7.5 Statutory finance audit.

K7.6 Creation of provision to mobilise funds from external agencies other than for research.

K7.7 Minimum one meeting with external members of IQAC.

K7.8 Timely submission of AQAR.

K7.9 Participation in NIRF, national and international quality audits.

8. Staff Quality and Empowerment

K8.1 Appointment of sanctioned posts.

K8.2 Recruitment of faculty with teaching eligibility and research experience.

K8.3 Retention of talent through staff welfare.

K8.4   Financial support for minimum of FDP/external conference per faculty per year.

K8.5   100% participation in FDP/refresher course/online FDP by faculty members in an academic year.

K8.6   Minimum one in-house FDP/Professional Development Programme/ Administrative Staff training programme organized by Department/College in an academic year.

K8.7   Minimum one Scuopus/WoS/UGC CARE publication per faculty per academic year.

K8.8   Minimum on publication in the form of book/chapter/proceedings per faculty year academic year.

9. Green Institution

K9.1   Optimal harness of alternative energy-solar and biogas.

K9.2   100% conservation of water.

K9.3   100% plastic waste management.

K9.4   Minimum one "beyond the campus green initiative" programme.

K9.5   Adoption of minimum one green initiative by the department/college.

K9.6   Compulsory green energy and environment audits.

K9.7   Provision of IoT based alter system for conservation of energy and water.

K9.8   Participation in national/international environment/green awards.

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