

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 1 of 6
<b>Policy On IQAC</b>		



## **Policy on IQAC**

**MANGALMAY INSTITUTE OF MANAGEMENT & TECHNOLOGY**

(Approved by AICTE, New Delhi & Affiliated to AKTU, Lucknow)

**Knowledge Park-II, Greater Noida (U.P.)**

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 2 of 6
<b>Policy On IQAC</b>		

### Index

S.No.	Particulars	Page No.
1.	Mission	3
2.	Vision	3
3.	Value Framework	3
4.	Objectives	3
5.	Strategies	3
6.	Functions	4
7.	Composition of the IQAC	5
8.	Monitoring Mechanism	6

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 3 of 6
<b>Policy On IQAC</b>		

### **Vision**

- To make quality the defining element through a combination of self and external quality evaluation, promotion and sustenance initiatives.

### **Mission**

- To arrange for periodic assessment and accreditation of the institute;
- To stimulate the academic environment for promotion of quality of teaching-learning and research;
- To encourage self-evaluation, accountability, autonomy and innovations;
- To undertake quality-related research studies, consultancy and training programmes, and
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

### **Value Framework**

To promote the following core values:

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

### **Objectives**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **Strategies**

- ***IQAC shall evolve mechanisms and procedures for***
  - a) Ensuring timely, efficient and progressive performance of academic and administrative tasks;
  - b) The relevance and quality of academic and research programmes;

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 4 of 6
<b>Policy On IQAC</b>		

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

### **Functions**

#### ***Some of the functions expected of the IQAC are:***

- a. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b. 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;
- c. Arrangement for feedback response from students and other stakeholders on quality-related institutional processes;
- d. Dissemination of information on various quality parameters of higher education;
- e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f. Documentation of the various programmes/activities leading to quality improvement;
- g. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i. Development of Quality Culture in the institution;

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 5 of 6
<b>Policy On IQAC</b>		

- j. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.
- k. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

**IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.**

#### **Composition of the IQAC**

<b>Name</b>	<b>Position</b>
	Chairperson: Head of the Institution
	IQAC Coordinator/Director
<b>Internal Teachers</b>	
	Member
	Member
	Member
	Member
	Member
<b>Internal Senior Administrative Officers</b>	
	Member
	Member
	Member
<b>Management Representative</b>	
	Member
<b>Local Society Representative</b>	
	Member
<b>Student's Representative</b>	
	Member
<b>Alumni Representative</b>	
	Member
<b>Industry Representative</b>	
	Member

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------

<b>MIMT</b>	<b>QUALITY SYSTEM PROCEDURES</b>	Page 6 of 6
<b>Policy On IQAC</b>		

The membership of such nominated 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 number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

#### **Monitoring Mechanism**

- The institution needs to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC.
- A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation.
- During the institutional visit the NAAC peer teams will interact with the IQAC to know the progress, functioning as well quality sustenance initiatives undertaken by them.
- The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report.
- The AQAR shall be approved by the BoG of the Institute for the follow up action for necessary quality enhancement measures.
- The Institute shall submit the AQAR regularly to NAAC. The IQAC may create its exclusive window on its institutional website for hosting the AQAR.

Issued By: IQAC Coordinator	Date of Issue:09.03.2020	Approved By: Director
-----------------------------	--------------------------	-----------------------