



HARIMOHAN GHOSE COLLEGE

IQAC in this college has been established and functioning effectively since 23/09/2013 following the guidelines for the creation of IQAC as given in the NAAC Manual.

The IQAC CO-ORDINATOR IS **PROF. JAYANTA MITRA (9836234046)**

Guidelines for the Creation of the

Internal Quality Assurance Cell (IQAC)

and Submission of Annual Quality Assurance Report (AQAR)

in Accredited Institutions (with effect from the academic year 2021-22)

Introduction

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bengaluru proposes that every accredited institution 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 vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to act as a catalyst and develop a system for conscious and consistent improvement in the overall performance of its institution. For this, during the post-accreditation period, institutions need to channelize their efforts towards promoting holistic academic excellence including the implementation of the peer team's recommendations.

The guidelines provided in the following pages will facilitate the institution in the creation as well as operation of the IQAC. The establishment of the IQAC is the first step towards institutionalization and internalization of quality enhancement initiatives. Its success depends on its sense of belongingness and participation in all the activities of the institution. It will not be yet another hierarchical structure or a record-keeping unit of the institution but will be a facilitative and participative unit of the institution. It has the potential to become a vehicle for ushering in quality enhancement through its planned and interventionist strategies to remove deficiencies and enhance quality, as in Quality Circles in industries.

IQAC – Vision

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.

Objective

The primary aim of the IQAC is

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

Strategies

IQAC shall evolve a mechanism and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- b) Adoption of relevant and quality academic and research programmes;
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) Ensuring credible assessment and evaluation processes;
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services; and
- 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;
- b) Setting parameters for various academic and administrative activities of the institution;
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;

- d) Dissemination of information on various quality parameters to all the stakeholders;
- e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- f) Documentation of 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 the best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensuring clarity and focus in the institution's march towards quality enhancement;
- b) Ensuring internalization of quality culture;
- b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- c) Providing a sound basis for decision-making to improve institutional functioning;
- d) Acting as a dynamic system for quality changes in HEIs; and
- e) Building a sound methodology for documentation and internal communication.

Composition of the IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the 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-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting/nominating these members, several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- ♦ It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination, and planning and development.
- ♦ The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education in particular.

The Role of the Coordinator

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with a rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computer and data management.

Operational Features of the IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its

objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to 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 ensuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year using the format designed by NAAC for online submission of the AQAR. HEIs are requested to log on to their portal for regular updates and submission. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to apply for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken.

The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement and sustenance measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for maintaining the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.

Revised Accreditation Framework

NAAC launched the Revised Accreditation Framework recently and the AQAR format also was modified in tune with the new methodology. The tools and parameters in the new AQAR format have been designed in such a way that the preparation of the AQAR would facilitate the HEI's SSR preparation for the upcoming cycle of accreditation. It is hoped that new AQAR format would facilitate Higher Education Institutions in creating a good database at the institutional level for enhancing the culture of excellence.

As per the Revised Accreditation Framework (RAF), NAAC-accredited institutions need to submit the AQAR online. Henceforth, HEIs need not submit the printed/ hard copy of the AQAR to NAAC. The login ID for the online submission of the AQAR will be the e-

mail ID used for the Institutional Information for Quality Assessment (IIQA). The AQAR of the preceding year should be submitted to NAAC before 31st December every year. When institutions submit the AQAR online, they will receive an automated response from the NAAC portal.

Mandatory Submission of AQAR by IQAC

The Executive Committee of NAAC has decided that with effect from 16th September 2016 regular submission of the AQAR is mandatory for the second and subsequent cycles of accreditation.

The following are the prerequisites for the submission of AQAR for all Higher Education Institutions opting for the second and subsequent cycles of Assessment and Accreditation:

- The institution should have a functional IQAC.
- The minutes of IQAC meeting(s) and compliance to the decisions taken should be uploaded on the institutional website.
- The institution should have uploaded the AQAR on its institutional website for access to all its stakeholders.

Note: The terms and abbreviations used in the AQAR are in accordance with the respective NAAC manuals. Please refer to the glossary for the meaning of specific terms and abbreviations used in the AQAR.

QUALITY INITIATIVES TAKEN BY THE IQAC, HMGC

ACADEMIC SESSION: 2022- 2023

1. In order to sensitize the students of the college regarding choosing a suitable career option after their graduation Vanila Group – a professional group of career counselors were invited to give an audio-visual presentation of various career options offered to the students of B.A., B.Sc. and B.com streams respectively on 24th August,2022. The Team invited by the College had a motivational speaker who spoke eloquently to the students. The events ended with a lively Question Answer session where students participated spontaneously.
2. In accordance to suggestions issued by the Ministry of Youth Affairs and Sports Government of India to celebrate Azadi ka Amrit Mahotsav. The College with full zest and zeal celebrated PLAY DAY on 27th August, 2022. As the college ground was under construction, so all the games and sporting activities were held indoor in various rooms of the college. The games were highly innovative and were essentially a test for mental and physical agility, and basic muscular coordination of both the students and staff members. Prizes were given to the winners after the completion of the events.
3. On 3rd September, 2022, the NSS Unit of the college undertook a massive cleanliness drive to clean the college campus. The Drive emphasized on making the college campus plastic free and desilting all the storm water pipes in the college.
4. On 5th September, 2022, the students of the college spontaneously organized Teachers' Day celebration within the college campus. The College provided the logistic support in the form of opening the auditorium of the college for the central program. Various departments also organized more intimate Teacher' Day celebrations with their departmental Teachers. All teachers and staff were felicitated, and the students showered their heart felt respect and affection for their teachers.
5. In keeping with the spirit of Atmanirbhar Bharat the Bandhan Bank with the permission of the College organized a Career Orientation Programme for the students on 4th September 2022. It was well attended by the students who were given a roadmap of how to set small / middle scale business. The students found the session interesting and sum of them acquired the motivation to do something on their own.
6. On 9th September 2022 S.B.I life who had earlier formally approached the college to hold a workshop on employment opportunity for the students were granted a session to do so. The Programme was interesting, and the presentation attracted the attention of the students who had a glimpse of the new age employment opportunity.
7. The College since its inception had no instance of ragging. However to sensitize that ragging is heinous social crime and is considered a criminal act under IPC the college

organized a poster and flex exhibition, where the students themselves drew excellent posters, banners and flexes to highlight how ragging is inimical to the human community in general and student community in particular. The teachers and staff of the college also engaged in group discussion to sensitize the students on this criminal act.

8. On 29th September 2022, the teachers and students organized a Cultural Programme to highlight the talent inherent in many of us. Through songs, dance, elocution and musical instruments the students and the staff members of the college showcased their individual talent to the hall.
9. On 25th November 2022 the department of Urdu organized a webinar title TAGORE & URDU where the students themselves presented papers on the subject. Certificates were issued to the students.
10. On 01.12.2022 the department of Botany organized an audio visual presentation of various related topics connected with botany. The Programme was supervised by the teachers of the departments and the students presented papers related with the subject. . Certificates were issued to the students.
11. On 6th December 2022, the Physiology Department of the college organized a seminar on immunology in the post-covid situation. Eminent Scientist and immunologist presented a power point presentation with fluent eloquent this thought provoking topic. All the participants were awarded certificates.