IQAC Policy Manual

2024

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Vision

To be a globally recognized business school providing **Growth with Education**.

Mission

- To ensure dissemination of quality education with the practical application of knowledge for developing required management skills.
- To nurture leaders of high integrity, grounded in strong values, and equipped with critical thinking and decision-making abilities.
- To develop individuals having an entrepreneurial and innovative mind set.
- To incorporate research for understanding and addressing the dynamic business environment.

INTERNAL QUALITY ASSURANCE CELL (IQAC)-2023-24

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One Student of batch 2024-26
Two special Invitees from Industry

Role of IQAC Policy Document

The IQAC (Internal Quality Assurance Cell) policy document serves as a comprehensive framework outlining the objectives, principles, functions, and operational guidelines for ensuring and enhancing the quality of education within an educational institution. The policy document plays a crucial role in guiding the functioning of IQAC and facilitating a systematic approach to quality assurance. Here are some key roles of the IQAC policy document:

Establishing Objectives and Goals:

- The policy document outlines the overarching objectives and goals of the IQAC, aligning them with the institution's vision and mission.
- It provides a clear direction for the IQAC in terms of what it aims to achieve in terms of quality enhancement.
- Defining Roles and Responsibilities:
- Clearly defines the roles and responsibilities of the IQAC members, including faculty, administrators, and student representatives.
- Outlines the specific functions each member or committee within the IQAC is expected to perform in order to fulfill the quality assurance objectives.
- Guiding Principles and Values:
- Articulates the guiding principles and values that underpin the quality assurance processes within the institution.
- Establishes a framework for ethical conduct, academic integrity, and other fundamental values that contribute to a culture of quality.

Quality Assurance Processes and Procedures:

- Details the processes and procedures to be followed for quality assurance, including methodologies for self-assessment, feedback collection, and continuous improvement.
- Specifies the criteria and benchmarks against which the institution's performance will be assessed.

Documentation and Record-Keeping:

- Defines the standards for documentation and record-keeping related to quality assurance activities.
- Outlines the types of records to be maintained, the frequency of reporting, and the protocols for archiving and accessing information.
- Monitoring and Evaluation Framework:

- Establishes a framework for monitoring and evaluating the effectiveness of quality assurance measures.
- Specifies the key performance indicators and metrics that will be used to assess the institution's progress in achieving quality objectives.

Stakeholder Engagement:

- Describes strategies for engaging various stakeholders, including faculty, students, administrative staff, and external agencies, in the quality assurance processes.
- Outlines mechanisms for soliciting feedback from stakeholders and incorporating their perspectives into improvement initiatives.

Continuous Improvement Strategies:

- Provides guidelines for the development and implementation of continuous improvement strategies based on assessment outcomes.
- Encourages a proactive approach to identifying areas for enhancement and implementing measures to address challenges.

Compliance with Accreditation Standards:

- Ensures alignment with accreditation standards and guidelines relevant to the educational institution.
- Outlines procedures for preparing and submitting reports required for accreditation purposes.

Communication Plan:

- Specifies the communication plan for disseminating information related to quality assurance initiatives.
- Ensures transparency and accessibility of information to all stakeholders.

Training and Capacity Building:

- Addresses the training needs of IQAC members and other stakeholders involved in quality assurance processes.
- Defines strategies for capacity building to enhance the skills and competencies necessary for effective quality assurance.

Role of Students in IQAC

In an Internal Quality Assurance Cell (IQAC) within an educational institution, students can play various key roles to contribute to the enhancement of the quality of education and overall institutional improvement. Here are some specific roles that students can have within the IQAC:

1. **Feedback Providers:**
   - Actively participate in feedback mechanisms to provide insights into the quality of teaching, learning resources, and support services.
   - Share constructive feedback on courses, faculty, and infrastructure to help in the evaluation and improvement processes.

2. **Participation in Self-Assessment:**
   - Engage in self-assessment activities to evaluate the effectiveness of educational programs and institutional processes.
   - Contribute to the identification of strengths and weaknesses within the institution and suggest improvement measures.

3. **Quality Advocates:**
   - Act as ambassadors for quality by promoting a culture of academic integrity, ethical behavior, and responsible conduct among their peers.
   - Encourage fellow students to actively participate in quality enhancement initiatives.

4. **Involvement in Quality Improvement Initiatives:**
   - Actively participate in workshops, seminars, and training sessions organized by the IQAC to enhance their own skills and contribute to the overall improvement of the institution.

5. **Representatives in IQAC Committees:**
   - Serve as student representatives in IQAC committees to voice student concerns, perspectives, and ideas during decision-making processes.
   - Act as a bridge between the student community and the IQAC to ensure effective communication and collaboration.

6. **Monitoring Implementation of Quality Policies:**
   - Work with the IQAC to monitor the implementation of quality-related policies and initiatives within the institution.
   - Provide feedback on the effectiveness of implemented measures and suggest adjustments as needed.

7. **Advocacy for Student Welfare:**
   - Advocate for the welfare of students by communicating their needs, challenges, and suggestions to the IQAC.
   - Collaborate with the IQAC to address issues related to facilities, support services, and any other concerns affecting student well-being.

8. Promoting Inclusivity and Diversity:

- Actively contribute to initiatives that promote inclusivity and diversity within the institution.
- Provide input on policies and practices that ensure a supportive environment for students from diverse backgrounds.

9. Engagement in Quality Events and Activities:

- Participate in and support quality-related events, such as seminars, conferences, and quality circles, to foster a sense of community and shared commitment to improvement.

10.   Monitoring Student Satisfaction:

- Collaborate with the IQAC to assess student satisfaction with various aspects of their educational experience.
- Provide suggestions for improvements based on the feedback received from the student community.
- By actively participating in these roles, students can contribute significantly to the continuous improvement and maintenance of educational quality within the institution through the IQAC. Their involvement ensures that the perspectives and needs of students are considered in the decision-making processes related to quality enhancement.

Role of Faculty in IQAC

The role of faculty members in the Internal Quality Assurance Cell (IQAC) is crucial for ensuring and enhancing the quality of education within an institution. Faculty members play a pivotal role in various aspects of IQAC functions. Here are some key roles of faculty in IQAC:

1. Participation in IQAC Committees:

- Faculty members are often appointed as members of different committees within the IQAC, such as the steering committee, subcommittees for specific areas, or working groups. Their active participation is essential in decision-making processes.

2. Contribution to Self-Assessment and Quality Assurance Processes:

- Faculty members are involved in the self-assessment processes conducted by the IQAC. They contribute to the evaluation of academic programs, teaching methodologies, research activities, and other aspects related to quality assurance.

3. **Curriculum Development and Review:**
- Faculty members play a key role in the development, review, and updating of academic curricula to ensure that they align with the latest advancements in the field and meet the quality standards set by accrediting bodies.

4. **Implementation of Best Practices:**
- IQAC often promotes the adoption of best practices in teaching and learning. Faculty members contribute by implementing innovative and effective teaching methods, incorporating technology, and staying updated on pedagogical advancements.

5. **Monitoring and Evaluation of Academic Processes:**
- Faculty members assist in the ongoing monitoring and evaluation of academic processes. This includes assessments of student performance, effectiveness of evaluation methods, and the overall academic environment.

6. **Student Feedback and Engagement:**
- Faculty members encourage and gather feedback from students regarding their learning experiences. They play a role in creating an environment that promotes student engagement and satisfaction.

7. **Research and Publication Quality:**
- Faculty contribute to the research and publication activities of the institution. They ensure the quality of research outputs and publications, aligning them with academic standards and contributing to the institution's research goals.

8. **Professional Development:**
- Faculty members actively engage in continuous professional development to stay updated on the latest developments in their field. This contributes to their effectiveness in teaching and research.

9. **Training and Capacity Building:**
- Participate in training sessions organized by the IQAC to enhance their skills in areas such as pedagogy, assessment methods, and the use of technology in teaching. This contributes to faculty capacity building.

10. **Quality Advocacy and Dissemination:**
- Faculty members act as advocates for quality within their departments and disciplines. They disseminate information related to quality assurance policies and initiatives to their colleagues and students.

11. **Documentation and Record Keeping:**

- Ensure proper documentation of academic activities, research outputs, and other relevant data for the purpose of assessment and accreditation. This contributes to the maintenance of institutional records.

12. **Participation in Accreditation Processes**:
- Faculty members play a vital role in preparing documentation and reports required for accreditation processes. They contribute evidence of the institution's compliance with quality standards.
13. **Collaboration with External Agencies:**
- Collaborate with external agencies, industry partners, and professional bodies to ensure that the institution's academic programs align with industry requirements and standards.

Role of Alumni

The involvement of alumni in the Internal Quality Assurance Cell (IQAC) is valuable for an educational institution's continuous improvement and quality enhancement processes. Alumni bring a unique perspective based on their experiences post-graduation, and their engagement in IQAC can contribute significantly to the institution's growth. Here are some key roles that alumni can play in the IQAC:

1. **Feedback and Input:**
- Provide feedback on the relevance and effectiveness of the education they received.
- Share insights into the practical applicability of their knowledge and skills gained during their time at the institution.
2. **Employability and Industry Relevance:**
- Contribute insights into the alignment of academic programs with industry requirements.
- Share information on the relevance of the curriculum in preparing students for the job market.
3. **Participation in Alumni Surveys:**
- Participate in surveys organized by the IQAC to gather alumni perspectives on various aspects of their educational experience.
- Contribute to data collection for assessing the effectiveness of academic programs and support services.
4. **Career Guidance and Mentorship:**
- Offer career guidance to current students based on their own professional experiences.
- Serve as mentors for students, providing valuable insights into career paths and industry expectations.

5. **Promotion of Institutional Values:**
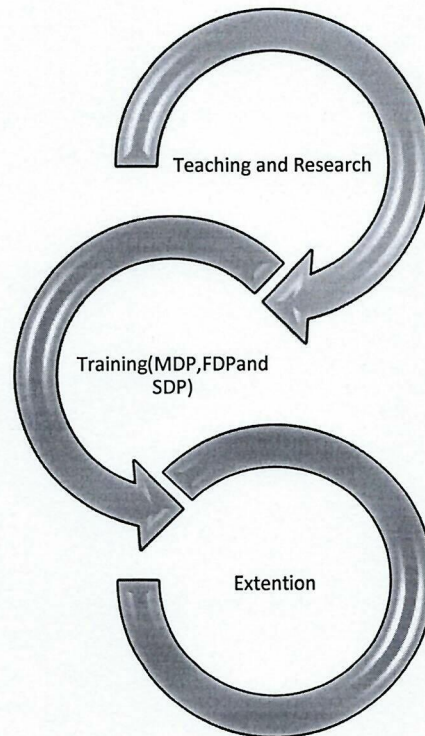- Act as ambassadors for the institution, promoting its values and achievements.

- Contribute to building a positive image of the institution in the wider community.
- Participation in Quality Improvement Initiatives:

6. **Participate in discussions and initiatives aimed at improving the quality of education.**
- Share ideas and experiences that can contribute to the enhancement of teaching and learning processes.

7. **Collaboration with Industry Partners:**
- Facilitate connections between the institution and industries where alumni are employed.
- Enhance collaboration with industry partners to ensure the curriculum remains relevant to current industry needs.

8. **Alumni Networking Events:**
- Participate in alumni networking events organized by the institution and IQAC.
- Provide opportunities for current students to connect with alumni for guidance and mentorship.

9. **Contribution to Institutional Development:**
- Support fundraising and development initiatives for the institution's infrastructure and programs.
- Contribute financially or through in-kind donations to specific projects identified by the IQAC.

10. **Participation in Alumni Chapters:**
- Engage with and contribute to alumni chapters or associations associated with the institution.
- Collaborate with these groups to organize events, share experiences, and provide support to the alma mater.

11. **Promotion of Lifelong Learning:**
- Advocate for and participate in continuing education programs offered by the institution.
- Encourage a culture of lifelong learning among alumni and contribute to the institution's efforts in this regard.

12. **Advisory Roles**
- Serve on advisory boards or committees formed by the institution to provide strategic guidance.
- Share industry trends and insights that can inform decision-making processes.

Key Areas of Academic Excellence promoted by IQAC for Asian Business School

- Promote a culture of Academic Excellence

Teaching and Research

Training(MDP,FDPand SDP)

Extention

Best Practices of Asian Business School

1. **Strategic Planning:** Develop a comprehensive strategic plan aligned with the institution's mission and goals, integrating quality enhancement objectives.
2. **Stakeholder Engagement:** Engage with various stakeholders, including faculty, students, alumni, employers, and industry partners, to gather feedback and ensure their perspectives are considered in decision-making processes.
3. **Curriculum Development and Review:** Regularly review and update the curriculum to align with industry requirements and incorporate the latest developments in the business field.

4. **Faculty Development:** Implement a faculty development program to enhance teaching skills, encourage research, and keep faculty members updated on industry trends and emerging technologies.
5. **Student-Centric Approach:** Foster a student-centric environment by implementing student support services, mentorship programs, and actively seeking feedback to improve the overall student experience.
6. **Research and Publications:** Encourage faculty and students to engage in research activities and publish their findings in reputable journals, contributing to the academic reputation of the institution.
7. **Technology Integration:** Embrace technology in teaching methods and administrative processes, ensuring that infrastructure and digital resources support innovative pedagogical approaches.
8. **Industry Collaboration:** Strengthen ties with industries through internships, industry visits, guest lectures, and collaborative research projects to bridge the gap between academic theory and practical applications.
9. **Accreditation and Benchmarking:** Pursue accreditation from relevant accrediting bodies to ensure adherence to quality standards and benchmark against peer institutions for continuous improvement.
10. **Ethics and Integrity:** Promote a culture of academic integrity and ethical conduct, addressing issues related to plagiarism and other academic misconduct.
11. **Data Management and Analysis:** Establish a robust data management system to collect and analyze institutional data for informed decision-making.
12. **Social Responsibility Initiatives:** Integrate social responsibility and sustainability initiatives into the curriculum and extracurricular activities, fostering a sense of community engagement.
13. **Continuous Improvement:** Cultivate a culture of continuous improvement, where regular assessments are conducted, and initiatives are adjusted based on feedback and evolving needs.
14. **Quality Advocacy:** Promote a culture of quality among all stakeholders, emphasizing the importance of maintaining high academic standards.
15. **Training for IQAC Members:** Provide ongoing training for IQAC members, ensuring they are equipped with the necessary skills and knowledge to fulfill their roles effectively.

IQAC Role to promote Innovative Pedagogy

Implementing innovative pedagogy is essential for keeping education dynamic, engaging, and aligned with the evolving needs of learners. Here are key steps and strategies for the effective implementation of innovative pedagogy:

1. **Understanding Learners:**
   - Conduct needs assessments and learner profiles to understand the characteristics, preferences, and learning styles of the target audience.
   - Consider diverse backgrounds, abilities, and interests to tailor pedagogy to individual needs.
2. **Active Learning Strategies:**
   - Incorporate active learning techniques such as group discussions, case studies, problem-solving exercises, and hands-on projects.
   - Encourage students to take an active role in their learning process.
3. **Technology Integration:**
   - Utilize educational technologies such as online platforms, virtual simulations, and multimedia resources.
   - Foster digital literacy and skills that are relevant to the modern workplace.
4. **Flipped Classroom Model:**
   - Flip traditional classroom activities by delivering content outside of class through online resources, allowing class time for interactive discussions and collaborative activities.
5. **Problem-Based Learning (PBL):**
   - Present real-world problems for students to solve, promoting critical thinking, teamwork, and application of theoretical knowledge.
   - Facilitate discussions and reflections on problem-solving processes.
6. **Project-Based Learning (PjBL):**
   - Engage students in long-term projects that involve research, collaboration, and the application of knowledge to real-world scenarios.
   - Foster creativity and independent inquiry.
7. **Blended Learning:**
   - Combine traditional face-to-face instruction with online learning components.
   - Provide flexibility in learning modes and resources to accommodate diverse learning styles.
8. **Flipped Classroom Model:**
   - Shift the delivery of content outside of class through online resources.

- Use class time for interactive discussions, problem-solving, and collaborative activities.

9. **Peer Teaching and Collaboration:**
- Encourage peer teaching, group projects, and collaborative learning experiences.
- Foster a sense of community and shared responsibility for learning.

10. **Experiential Learning:**
- Provide opportunities for hands-on experiences, internships, and industry collaborations.
- Connect theoretical knowledge to practical applications in real-world settings.

11. **Gamification and Simulation:**
- Integrate game elements or simulations to make learning more interactive and engaging.
- Use gamified approaches to incentivize participation and achievement.

12. **Assessment Innovation:**
- Implement varied assessment methods, including portfolios, presentations, and performance assessments.
- Use formative assessments to provide ongoing feedback for improvement.

13. **Cultivate Critical Thinking:**
- Design activities and discussions that stimulate critical thinking and problem-solving skills.
- Encourage students to analyze, evaluate, and synthesize information.

14. **Flexible Learning Spaces:**
- Create flexible and adaptable learning environments that support different teaching and learning approaches.
- Use collaborative spaces, technology-rich classrooms, and outdoor learning environments.

15. **Faculty Development:**
- Provide training and support for faculty to adopt and adapt innovative pedagogical methods.
- Encourage a culture of continuous learning among educators.

16. **Continuous Feedback and Evaluation:**
- Regularly gather feedback from students and faculty on the effectiveness of innovative pedagogy.
- Use data and insights to refine and improve teaching strategies.

17. **Inclusive Pedagogy:**
- Design instruction that is accessible and inclusive for learners with diverse backgrounds and abilities.
- Promote equity in learning outcomes.

18. Professional Learning Communities:

- Foster collaboration among educators through professional learning communities.
- Share best practices, resources, and insights to enhance pedagogical approaches.

Head IQAC

DIRECTOR