



Channabasaveshwara Institute of Technology

(Affiliated to VTU, Belgaum & Approved by AICTE, New Delhi)

(NAAC Accredited & ISO 9001:2015 Certified Institution)

NH 206 (B.H. Road), Gubbi, Tumkur – 572 216. Karnataka



Internal Quality Assurance Policy

Policy	IQAC Policy is devised with the focus to make the quality the defining element at CHANNABASAVESHWARA INSTITUTE OF TECHNOLOGY through a combination of self and external quality evaluation, promotion and sustenance initiatives
Date effective from	9 th September 2019 (Version 2)
Date of next review	Every next year (If Necessary)
Purpose	Quality is popularly defined as getting things right every time. Hence the main purpose of having an Internal Quality Assurance System is to build up a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of CHANNABASAVESHWARA INSTITUTE OF TECHNOLOGY besides institutionalization and internalization of quality culture.
Scope	This policy applies to all the academic and administrative departments at CHANNABASAVESHWARA INSTITUTE OF TECHNOLOGY
Procedure	Creation of Internal Quality Assurance Cell with Principal as the chair person and one Co-ordinator and other members as per the guidelines of the NAAC Chair person Co-ordinator External members- 3 members form Industry 12 Teaching Staff Four representatives from alumni Four representatives from students

Functions

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
Dissemination of information on various quality parameters of higher education
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

The main task of IQAC

1. Setting a documentation process in motion
2. Awareness creation and generation of confidence
3. Evolving formats for information and data
4. Stipulation of schedule for work
5. Drafting of quality status report
6. Educating stakeholders about the importance of quality and the benchmarks associated with it

Objectives of IQAC

- To sustain and enhance the Quality in all formats of Health Care Education & Research.
- To facilitate the initiatives towards technological advancement and innovation in educational methodologies.
- To provide training for faculty, Research students to utilize the state of the art educational technologies and research facilities
- To Collect and collate data from all the departments so as to enable the Institution to participate in National

Ranking programs of the governmental & non-governmental agencies and to extend to international agencies.

- Regular conduct of meetings to share the inputs relating to decision making in the areas of Quality measures of the Institution.
- To conduct workshops and conferences on quality issues relating to Teaching learning ,research, Innovation & Entrepreneurship

Working Mechanism of IQAC

- Development and application of quality benchmarks.
- Define parameters for various academic and administrative activities of the institution.
- 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 in coordination with Dean Academics.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Audit as per the standards of ISO and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- To facilitate in the preparation of Annual reports.

Periodic monitoring of all the activities are carried out based on the 7 action points as a measure of quality sustenance and enhancement

Curriculum planning –

To instruct the HoDs

- To prepare the Academic Calendar in line with the VTU guidelines.
- To allocate the Subject based on the given SoP
- To prepare the time table based on the work load norms.
- To make sure that the curriculum delivery process is smooth and effective.
- To ensure that the Internal Evaluation methods are conducted as per the scheme and guidelines prescribed by the University
- To conduct the Laboratory Courses as per the guidelines of the University.
- To use ICT based tool for enhancing the quality of Teaching & learning
- To make sure that necessary efforts are taken to enrich the curriculum by organizing value added programs, invited talks etc
- To create avenues so that participative, experiential learning experiences are provided to the student

Learning outcomes –

To coordinate with the Heads of all the departments and DEANS

- Prepare the Course Outcomes for each Course (COs) and it is mapped with respective Program Outcomes (POs), Program Specific Outcomes (PSOs).
- To arrive at the Outcome Based Education (OBE) for all the programs offered at CIT

Teacher quality –

Developing quality indicators for the teaching faculty to enhance teaching learning process.

The following are the indicators

- Regularly update their skills by attending workshops, conferences and seminars
- Use of e-resources for Teaching and Learning Management system
- Faculty involved in mapping Best practices within department/institution
- Faculty contributing as a member in designing curriculum of statutory bodies at national level
- Recognitions received by teachers at state/national/international level
- Efforts for beyond curriculum teaching are to be made to improve students' performance
- Promoting pedagogical innovation and encouraging innovative teaching practices among the staff and staff development
- Appropriate balance of theoretical, practical and experiential knowledge and skills
- Upgrading of teaching methods, targets, implementation plans, monitoring, evaluate impact
- Internal assessment, internal and external moderation, monitoring of student progress

qualification related to their field in academics either through online source or part time

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Research culture and innovation–

- Promotion of Research at Institutional level in the form of seed grant to both students and teachers
- Development of Institutional citation Index, Impact factor, Publication papers in Refereed journals
- Awareness to all departments for the development of facilities by national agencies. like VGST, KSCST, DST, MODROBS etc
- Promotion of Incubation Centre, Innovation Park, Involvement of faculty and students for new ideas and insight
- Industry-Institution Interaction Centre
- Number of patents registered, Intellectual Property Rights and commercialization
- Number of consultancy services provided and its earnings
- Development of resources by National/International funding agencies
- Promoting faculty for their research work for national and international awards

Institutional Ambience

- Promoting and setting of skill development centres, community service groups
- Dissemination of Best Practices within the institution through strong internal communication System (upward and top down)
- Imparting value based education, Code of Ethics, Research Training and support Ph D students
- Using ICT as learning resources, library and e-resources for research, e-content preparation
- Integration of library resources into the curriculum and access to students

Student performance

- Analysis of results through and chalk out strategies to improve the academic performance
- To review learning outcomes of all the programs
- Have MIS with all data related to students from admission, category, social status, fee, results, progress and such other information required by the institution

Leadership and Strategy development

- Set up institutional benchmarking with internal and external institutions
- To conduct Governing Council meeting biannually
- To conduct SWOC analysis periodically
- To conduct periodic workshops/seminar on quality initiatives in teaching learning such as use of ICT enabled TL process, blended learning, Pedagogy etc
- To conduct internal and external academic and administrative audit as per the ISO standards at regular intervals
- Recognition of faculties who have done commendable service to the profession
- To create a robust appraisal system for both Teaching & Non-Teaching staff

Core Committee of Channabasaveshwara Institute of Technology

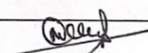
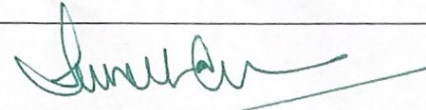
The Core Committee of CIT comprise of HoDs, Programme Co-ordinators, DEANS, Senior Faculty members and faculty in-charges of various clubs. Discussion regarding the academic issues and planning starts with the meeting headed by the Principal. In this meeting major points like planning for academic year, process of curriculum delivery, measures to be taken related to enhancement in TLA process, action to be taken on feedback given by stakeholders, workload distribution as well as the measures to be taken for the effective implementation of the curricula. The Principal organizes such meetings at the commencement of every semester and also convenes anytime if necessity arises. The Principal is the facilitator of the activities. He leads the meeting and promotes the participation of all members through discussions. Head of the departments and faculty members are free to express their view. Fruitful suggestions given by them are incorporated in the planning. Distribution of committees among staff members is facilitated in the first meeting of first semester. Through these meetings the college gets a vivid idea about the changes in the curricula and accordingly the Principal gives instructions to all members of the core committee.

Feedback from Stakeholders

Feedback on the curriculum delivery will be taken by the students twice in a semester and it will be shared with the respective faculty member. Root cause analysis is carried out for special cases where there are critical views and the faculty member concerned will be informed to rectify and improve on the parameters which requires attention.

In addition to this Feedback from Faculty, Students, Alumni, Employers and Parents is also taken to judge effectiveness of curriculum and its delivery. The Institution collects feedback from all these stakeholders. The feedback on respective courses and programs will be analyzed by the departments concerned. The detailed reports will be made after the analysis and necessary actions will be taken by the department and in case if it is not possible to address the issues it will be taken to the management for further action. The outcome of parents-teacher meetings as well as the report from the

	<p>administration will also be taken into consideration and issues that require attention will be taken to the management for further action</p> <p>The policy ensures the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> stakeholders have the opportunity to provide feedback on curriculum, TLA, general issues etc <input type="checkbox"/> feedback can be provided by individuals on their initiative or in response to requests by the Institution <input type="checkbox"/> feedback processes will be systematic, rigorous and respectful of the rights of students, staff and other stakeholders; <input type="checkbox"/> feedback responses will be considered and, where appropriate, enacted in a timely manner; <input type="checkbox"/> protection of privacy and reputation of all stakeholders involved. <p>Monitoring</p> <p>Channabasaveshwara Institute of Technology takes utmost effort to ensure that regular monitoring will be done to make sure that the process flow of TLA is as per the defined norms. Monitoring is done by ISO audit internal done in every semester and also a surveillance audit taken care by the ISO agency. In addition to this, the DEANS, HoDs are empowered to carry out surprise and random verification of the files with relation to the TLA process.</p>
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Prepared By	Approved By
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DEAN(IQAC)
C.I.T. Gubbi