

Quality Policy

(For Internal Quality Assurance Cell)




REGISTRAR
ATI AS SKILLTECH UNIVERSITY

POLICY COVER PAGE

1	Name of Policy	Quality Policy for IQAC
2	Brief Description of the Policy	Strengthening the internal quality assurance mechanism in the University is essential for ensuring the quality of education and research. By implementing the recommendations and strategies outlined in this policy, University can enhance its overall academic standards, improve teaching effectiveness, and foster a culture of continuous improvement and excellence.
3	Approved by	Governing Body of ATLAS SkillTech University
4	References for the policy	1. Guidelines for the Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Universities issued by University Grants Commission

ATLAS SKILLTECH UNIVERSITY

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Established vide Maharashtra Act No. XV of 2021 by the Government of Maharashtra

POLICY DESCRIPTION

A. INTRODUCTION:

Internal Quality Assurance Mechanism shall be a crucial aspect of ensuring the quality of education and research in the University. It shall involve a systematic process of monitoring and evaluating various aspects of academic programs, teaching, assessment, research, and overall institutional performance.

B. VISION & MISSION OF INTERNAL QUALITY ASSURANCE CELL:

VISION

To nurture a culture of excellence and continuous innovation by ensuring quality in all academic and administrative practices thus advancing the University's vision of shaping future-ready leaders

MISSION

To institutionalize a robust quality assurance framework that promotes outcome-based education, stakeholder engagement, data-driven decision-making and continuous improvement, ensuring academic excellence and alignment with national and global benchmarks.

C. POLICY STATEMENT:

As it is imperative for university to sustain the momentum of quality consciousness, the policy proposes the establishment of Internal Quality Assurance cell vide Guidelines for the Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in Universities issued by the University Grants Commission. The purpose of the Internal Quality Assurance Cell shall be to foster and maintain an institutional quality culture.

The IQAC shall function under the Chairmanship of the Head of the Institution (Vice Chancellor) and shall have following members

- a) A few senior administrative officers
- b) Three to eight teachers
- c) One member from the Management
- d) One/two nominees from local society, Students and Alumni
- e) One/two nominees from Employers /Industrialists/stakeholders
- f) Director of the IQAC
- g) One or more senior teacher/administrator as coordinators

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1) Terms of References for IQAC:

- a) The term of IQAC shall be for Two years
- b) The IQAC shall meet at least once in every quarter. Furthermore, it can meet as and when needed.
- c) The quorum for the IQAC meeting shall be two-third of the total number of members.
- d) The agenda, minutes and Action Taken Reports are to be documented for all meetings of IQAC
- e) The IQAC shall submit the Annual Quality Report to Governing Body of the University

2) Responsibilities of IQAC:

- a) The IQAC shall channelize and systematize the efforts and measures of the University towards academic excellence
- b) The IQAC shall be a facilitative and participative wing of the University
- c) The IQAC shall become a driving force for ushering in quality by implementing intervention strategies to remove deficiencies and enhance quality
- d) The IQAC shall develop a system for conscious, consistent and catalytic action to improve the administrative performance of the University
- e) The IQAC shall promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices
- f) The IQAC shall work towards its own Vision which shall be compatible with the Vision of the University
- g) The IQAC shall drive the accreditation process and shall serve as a central repository of the data pertaining to the accreditation
- h) The IQAC shall create its exclusive window on University website, to regularly report on its activities, as well as for hosting the AQAR
- i) The IQAC shall prepare its own mechanism based on the guidelines issued by University Grant Commission and IQAC Policy of the University.

3) Role of the Coordinator:

A senior or competent staff member with exposure to quality-related initiatives and experience shall be served as the IQAC coordinator. The IQAC coordinator shall function with the help of the administrative support provided by the University. The IQAC coordinator shall coordinate with various committees, centres and clubs of the University for Quality Initiatives and best practices. Furthermore, the IQAC coordinator shall coordinate with various schools and departments of the University for gathering the data and information.

4) Functions:

- a) Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University
- b) Facilitating the creation of a learner-centric environment conducive for 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, parents and other stakeholders on quality related institutional processes and initiatives
- d) Dissemination of information on the various quality parameters of higher education
- e) Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles
- f) Documentation of the various programmes/activities of the University, leading to quality improvement
- g) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good 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 University
- j) Participation in various recognized rankings

5) Strategies:

IQAC shall develop mechanisms and procedures for following:

- a) Ensuring that administrative, financial and academic duties are completed on time, effectively and progressive
- b) High-caliber and pertinent academic and research initiatives are undertaken
- c) Modern teaching and learning techniques are optimized and integrated
- d) The credibility of assessment and evaluation process is ensured
- e) Ensuring the provision, upkeep, and appropriate distribution of services and support structure
- f) Networking with other institutes in India and beyond and exchanging research findings.

6) SoP for Academic & Administrative Audit:

