



RAMAIAH
College of Arts, Science
& Commerce

M S RAMAIAH COLLEGE OF ARTS, SCIENCE AND COMMERCE

Accredited by NAAC with 'A' Grade

Affiliated to Bangalore University & Bangalore Central University

Recognised by UGC under 2f & 12(B) of UGC act, 1956

IQAC MANUAL

VISION

To prepare men and women for the service of the country

MISSION

RCASC shall deliver global quality education by nurturing a conducive learning environment for a better tomorrow through continuous improvement and customization

GOAL

To deliver quality education for the betterment of Mankind

“Jnanam, Vijnanam Cha Bhaktisahitam”

OBJECTIVES

To provide quality education

To impart life skills and values

To train in confidence building and decision making

QUALITY POLICY

“To channelize the efforts and measures to provide excellence in academics with continual improvement of staff and student for a better society”

IQAC-Vision

To ensure quality as the prime concern for the Higher Institutions through institutional and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- 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 internalizing of quality culture and institutionalization of the practices.

Strategies

IQAC shall evolve mechanism and procedures for;

- Ensure timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programs;
- Equitable access to and affordability of academic programs for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation a process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

Composition of IQAC

Composition of the IQAC is as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent : 7 from academic departments
3. Two members from Management: CEO and CFO
4. Two administrative officers: Manager Accounts and Manager Admission
5. One Alumni
6. One present student
7. One industry representative
8. Two external members
9. IQAC coordinator

Core values:

1. Integrity

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our National festivals, with zeal and enthusiasm as it brings the entire Ramaiah staff together and maintains institution's integrity.

2. Respect

Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

3. Diversity

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Onam, Dushhera, Kannada Rajyotsava are celebrated to experience and respect Indian diversity. College Cultural fest 'Xtasy' is a platform that encourages students to express the diversity we inhabit. People from various parts of the country are given opportunity to serve our institution and contribute in varied ways.

4. Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, "Practice makes man perfect". To ensure we achieve this maxim, subject related seminars are conducted. Teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT - enabled tools for effective teaching & learning processes. We relentlessly pursue excellence. Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership,

and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

5. Quality

Institution maintains good and high standards in teaching & learning, student centric support and ensures encouragement for overall development of students and staff. We internalize, empower and evolve. We gear up ourselves to the changing needs of the society and ensure to determine how much and how well children learn and the extent to which their education translates into a range of personal, social and developmental benefits. Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests, and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. Regular feedbacks from the students to improve and provide quality education. Alumni day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society

6. Our Faculty

We are proud to have highly experienced and well-qualified faculty as per stipulations by regulatory bodies. The teachers have the responsibility to be role models and create learning environment that enables students to acquire inquiry driven self-directed learning and foster an attitude of lifelong learning. All the faculty members of the college are active in research and have published in national as well as, international level journals.

Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
- 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
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- IQAC initiated several workshops and seminars
- Documentation of the various programs/activities of the Institute, leading to quality improvement
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in Institute

- Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format

Benefits of IQAC:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in the Institute
- Build an organized methodology of documentation and internal communication.

Plan of Action:

- To conduct the meeting at the beginning of each semester (Twice in a semester) to review academic policies for the effective implementation
- To develop a monitoring system for quality assurance practices
- To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/University.
- To organize Academic Activities as per the guidelines given by Governing Body, Academic Council of the college
- Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year

- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
- Preparation of mentor and mentee list at the department level and distribution of mentoring registers along with guidelines to follow based on attendance, performance etc.
- Preparation of common slots for seminars, sports, skill based program and Value added programs and communicate the same to the respective Department for inclusion in their timetable
- Collection of teaching outcome feedback (course assessment) from students at the end of the semester
- To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of GB/CAC/DAC for further guidelines
- Collection and compilation of self-appraisal forms from faculty members at the end of academic year
- To prepare/modify various application/information formats at least once in a year
- To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
- To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities/achievements
- To coordinate the process of preparation and submission of Activity Record files by various forums after the activity
- To help the principal office in periodic review of policy book of the Institute
- To help the principal office in the preparation of schedule of stock verification of various laboratories/Library at the end of the year

“Quality is never an accident; it is always the result of high intention, sincere effort, intelligent direction and skillful execution; it represents the wise choice of many alternatives.” ~William A. Foster

Thank you