

# CAREER POINT UNIVERSITY

HAMIRPUR


CIRCULAR

Date:- 28.09.2015

## **Policy Document: Internal Quality Assurance Cell**

The policy document on "Internal Quality Assurance" of Career Point University Hamirpur is enclosed herewith. This may be communicated to all concerned.

The policy document will be applicable to all concerned with immediate effect.



Registrar

Career Point University Hamirpur

**Official Notification**



**Career Point University Hamirpur**  
**Policy Document: Internal Quality Assurance Cell**

**Vision of the University**

To be a premier institution for graduate, post graduate studies and research innovations by educating leaders of the future.

**Mission of the University**

To promote global competitiveness by providing multiple opportunities for excellent education, applied research, academic innovation and service to the humanity.

**I. Vision of Internal Quality Assurance Cell (IQAC)**

To develop systematic mechanism & to achieve quality benchmarks in the University for excellence in academic, research, innovation and administrative practices.

**II. Goals and Functions of IQAC**

1. To act as a nodal agency of the University for coordinating and implementing quality related issues and activities, including adoption and dissemination of quality practices.
2. A quality system for conscious and consistent programmed actions to improve the academic, research, innovation, extension services and administrative performance of the University.
3. To promote measures of University functioning towards standardization of quality in terms of creating a learner-centric environment conducive for quality education and faculty development to adopt knowledge and technology for participatory teaching and learning process.
4. Development and application of quality benchmarks for various academic and administrative activities.
5. Organization of conferences, workshops, seminars in association with reputed institutions on scientific, social issues and quality related themes through University departments.
6. To make arrangement for feedback responses from various stakeholders on quality related matters.



7. Development and maintenance of University database through MIS for the purpose of maintaining/enhancing quality.
8. Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance bodies, such as: NAAC, NIRF, HPPEREC, NBA and other accreditation agencies in the prescribed format.
9. Quality policy to be implemented through departments/ divisions, centers and cells.
10. Internal audits will be carried out annually in each department/ division.
11. To ensure the effective implementation of quality initiatives taken from time to time by IQAC through periodic monitoring, reviews and audits. Corrective actions will be issued by IQAC to each department and division for timely implementation of policies.

### **III. Stakeholders to Define and Adopt the Quality Policy**

Following will be the stakeholders of quality policy: University administration, faculty & staff, students, parents, alumni employers besides state and national regulatory bodies.

### **IV. Components of Quality Policy**

#### **1. Excellence in Academics, Research and Innovation**

##### 1.1 Quality System Inputs

- 1.1.1 Quality of Academic Infrastructure
- 1.1.2 Quality of Faculty and Staff
- 1.1.3 Quality Students

##### 1.2 Academics and Research Attributes

- 1.2.1 Updated and Flexible Curriculum
- 1.2.2 Choice Based Credit System, Inter-Departmental Learning, Provision for Credit Transfer and online certifications
- 1.2.3 Provision of Audit Courses
- 1.2.4 Research Work and Innovation through live projects, thesis/dissertation mode in master degree programs and pioneer incubator established in the campus.
- 1.2.5 Knowledge and Skill Upgradation of Faculty
- 1.2.6 Industrial linkages for internships and placements

##### 1.3 Teaching and Learning Pedagogy

- 1.3.1 Teaching through ICT resources.
- 1.3.2 Experiential learning through extension services



- 1.3.3 Remedial classes for weak students
- 1.3.4 Comprehensive Continuous Evaluation
- 1.3.5 Students Centric Teaching Learning Environment
- 1.3.6 Focus on e-learning, co-curricular and extracurricular activities.
- 1.3.7 Courses for personality development, human making and employability
- 1.3.8 Transparent evaluation system.

#### 1.4 Learning Assessment

- 1.4.1 Assignments, Quiz, Viva voce, projects evaluation
- 1.4.2 Class tests, Minor and Major Examinations
- 1.4.3 Research publications and Conference presentations
- 1.4.4 Technological innovation

### **2. Overall Development of students through experiential learning**

- 2.1 Leadership Skills
- 2.2 Analytical Skills
- 2.3 Development of responsible Citizenship and Team Spirit
- 2.4 Accountability towards society
- 2.5 Ethical and moral values
- 2.6 Professionalism and Adaptability
- 2.7 Participatory action research

### **V. Quality system and procedure to implement quality policy**

University administration is committed to implement the quality policy in association with other stakeholders through Internal Quality Assurance Cell. Internal Quality Assurance cell (IQAC) will be responsible to develop, implement, monitor, review and find opportunities to continuously improve the Quality System implemented by each department/ division/ centers.

The constitution of IQAC, its goals, roles & functions shall be as per the guidelines of UGC framed time to time. The IQAC shall meet at least twice in a semester. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.



## **VI. Improving Quality System and Goals - Roles & Responsibilities**

### **1. Quality Students**

1.1 To ensure the steady increase in enrollment of quality students, head of admission cell shall be responsible for the same and report the matter to IQAC on yearly basis.

1.1.2 Quality students shall be encouraged for advanced learning, additional professional certifications through online platforms etc. Quality circles and mentors shall be responsible for nurturing of these students.

### **2. Quality Faculty**

2.1 Appointment and promotion of faculty shall be as per UGC norms. The University will endeavor to attract talented faculty with passion for teaching and research.

2.2 To promote research and innovation, preference shall be given to a Ph.D. qualified degree holder with quality research during appointments.

2.3 Regular workshops, seminars, conferences and faculty development programs shall be common and mandatory for constant upgradation of faculty.

### **3. Curriculum and course contents:**

3.1 Updation of course curriculum from time to time at school/departmental level by the concerned board of studies as per the contemporary needs of the market and employers is compulsory.

### **4. Academic Infrastructure**

4.1 To ensure optimum utilization of academic and research infrastructure.

4.2. To develop and maintain academic infrastructure as per the requirements of study programs besides regulatory/ statutory bodies.

4.3 Continuous improvement of classrooms, labs, libraries etc. by integrating information and communication technology.

4.4 Promotion of eco-friendly and green practices to develop infrastructure.

4.5 Dean (academic affairs), Registrar shall be responsible for the utilization, development and maintenance of infrastructure.

#### **5. Quality of Teaching-Learning Process**

5.1 Each department shall be responsible to implement processes for effective pedagogy towards students' satisfaction. Feedback from the students is taken on effectiveness of teaching-learning process.

5.2 Experiential learning shall be encouraged through active participation of students and teachers in extension activities through community development cell.

#### **6. Assessment and Evaluation process**

6.1 Each department in coordination with the Controller of Examination (COE) shall assess the students learning as per examination manual.

6.2 Transparency in evaluation system shall be ascertained by the Controller of Examination.

#### **VII. Quality Policy and Goals – Accountability Procedure**

1.1 Reports including status/ action taken report of quality initiatives shall be prepared by quality circles and submitted to IQAC. Further, IQAC shall submit the compiled report to academic council for information.



Registrar  
Career Point University Hamirpur