

❖ KHATRA ADIBASI MAHAVIDYALAYA ❖



IQAC :: Policy Document



KHATRA, BANKURA, WEST BENGAL, PIN: 722140
::: WEBSITE: www.kamv.ac.in :::

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1. Introduction:

In pursuance of the Action Plan for performance evaluation, assessment, accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore, proposes that every accredited institution should have an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the NAAC peer committee recommendations.

The primary aim of IQAC, Khatra Adibasi Mahavidyalaya 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 internalization of quality culture and institutionalization of best practices.

This is highly expected that this IQAC policy document will serve as a roadmap to ensure that the institution's quality standards is aligning with the national standards or not, fostering continuous institutional growth and a positive culture of excellence.

2. IQAC Formation Basics:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution (Principal/Teacher-in-charge) with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

- a) Chairperson: Head of the Institution
- b) Teachers to represent all level (Three to eight)

- c) One member from the Management
- d) Few Senior administrative officers
- e) One nominee each from local society, Students and Alumni
- f) One nominee each from Employers /Industrialists/Stakeholders
- g) One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. 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.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.

- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The updated list of members for IQAC, Khatra Adibasi Mahavidyalaya has been presented in the college website. **(Annexure-I)**

3. **Quality Objectives:**

The Quality Objectives of the Internal Quality Assurance Cell (IQAC) at Khatra Adibasi Mahavidyalaya are focused on fostering a culture of academic excellence, promoting effective teaching-learning practices, and supporting holistic development for both students and faculty. IQAC aims to develop a robust academic environment by ensuring curriculum relevance, innovating pedagogical approaches, and providing resources for academic and personal growth. Key objectives include enhancing faculty competency through regular professional development, promoting student-centric learning environments, and integrating ICT tools to support modern educational practices. The IQAC emphasizes rigorous assessment and feedback mechanisms (in both Offline; being present in the class room and Online mode; through college ERP) to maintain better standards of academic and infrastructural environment. Engaging stakeholders such as alumni and placement partners has been given importance, as it strengthens student employability and aligns the curriculum with evolving demands of the society as far as possible from the view of a non-technical & purely academic UG college. IQAC also equally gives importance to multidisciplinary subjects, value added courses and ethical practices (Universal Human Values in a compulsory session in every Student Induction Programme by the IQAC-coordinator), fostering a collaborative atmosphere where knowledge, values, and skills flourish. Through these objectives, the cell strives for

continuous improvement in institutional performance, aligning its efforts with NAAC accreditation criteria and contributing to the college's mission of providing inclusive, quality and equity in education that empowers rural and underprivileged students.

4. Academic and Infrastructural Strategies and Frameworks:

The Internal Quality Assurance Cell (IQAC) at Khatra Adibasi Mahavidyalaya has designed a set of academic and infrastructural strategies to enhance educational quality and support a conducive learning environment. Academically, the IQAC focuses on curriculum enrichment through practical classes, value aided seminars and workshops that align with critical thinking, ethical needs and societal relevance. It encourages faculty to adopt innovative pedagogies, including blended learning and the integration of ICT tools, to cater to diverse learning styles. To support research-mind, IQAC promotes interdisciplinary studies (Generic Electives) and collaborations (Faculty Exchange programmes, Friendship Matches, Cultural Programmes, Intra-college and Inter-college under sports, cultural and educational MoUs), encouraging faculty and students to undertake projects and participate in conferences, thereby fostering a culture of inquiry and continuous learning.

In terms of infrastructure, IQAC prioritizes the creation and maintenance of well-furnished classrooms, e-learning method via college-ERP (as LMS), laboratories and a library with adequate resources, ensuring that students and faculty have access to modern tools, processes (including the use of college ERP via individual log-in option). The cell advocates for eco-friendly campus initiatives, such as renewable energy usage, waste management systems, and green landscaping, to create a sustainable and healthy environment. Additionally, IQAC emphasizes the provision of support facilities like Wi-Fi, sanitation, and accessible spaces for physical exercise (gymnasium & play ground), ensuring inclusivity and comfort for the Student, Faculty, Librarian and Non-teaching staff members as stakeholders. Together, these frameworks aim to support holistic development and uphold the quality standards essential for the institution's growth and accreditation.

A basic curriculum framework has been attached in **Annexure – II** and the basic structure of e-Governance has been provided in **Annexure -III**.

5. **Evaluation Methods:**

The Internal Quality Assurance Cell (IQAC) at Khatra Adibasi Mahavidyalaya employs a comprehensive approach to student evaluation, incorporating both continuous assessment [providing Home Assignments, Classroom Works, Internal Assessment (IA) or introducing other universal IQ-approaches (Ref: Department of Physics, Khatra Adibasi Mahavidyalaya) beyond university examinations] and University prescribed End-Semester Examinations (ESE) to measure learning outcomes effectively. The evaluation framework emphasizes several typically formative assessments mentioned above under parenthesis, which help in monitoring student progression and the feedback from their side helps the Mentor (Supervising Teacher, assigned in the Induction Programme) for their and institutional betterment. IQAC also advocates and encourages the use of Practical Classes (Science) and Hands-On project in all other subjects associated with their curriculum and beyond (if possible) to develop and enhance hands-on learning and problem-solving skills.

The IQAC encourages faculty to promote diverse assessment tools; group discussions, presentations by the students (Student Seminar) and participation in essay competitions, participation in QUIZ programmes, participation in Youth Parliament and participation in all the educational and cultural programmes, for the promotion of critical thinking and communication skills among the learners. Additionally, the cell supports peer and self-evaluation practices, fostering students' self-reflection and accountability.

Self-evaluation practices for undergraduate (UG) students are to help them reflect on their learning, identify strengths and areas for improvement, and take greater ownership of their academic progress. Here's an example of a self-evaluation practice:

Often while teaching a module, students are asked to maintain a reflective mind-journal (mental) where they write about what they have learned, how they approached their

classes & assignments (Excellent, good, should be better, not understood) and what challenges they faced. They might address questions like:

- What were the key concepts I understood well this class/week?
- Where did I struggle, and why might that be?
- How effectively did I manage my time and resources?

These are purely a State-of-Art event for the Mentors developing connection between Mentor and Mentee and from 2020-21 academic session, as instructed by IQAC; the students may also submit a 10-key point rubric to judge their Mentors and the Mentors (Teachers) have been given a similar higher key-point rubric on the curriculum such that the UGBS members (if anybody) can mention any kind of betterment in the university syllabus/curriculum-reform meeting.

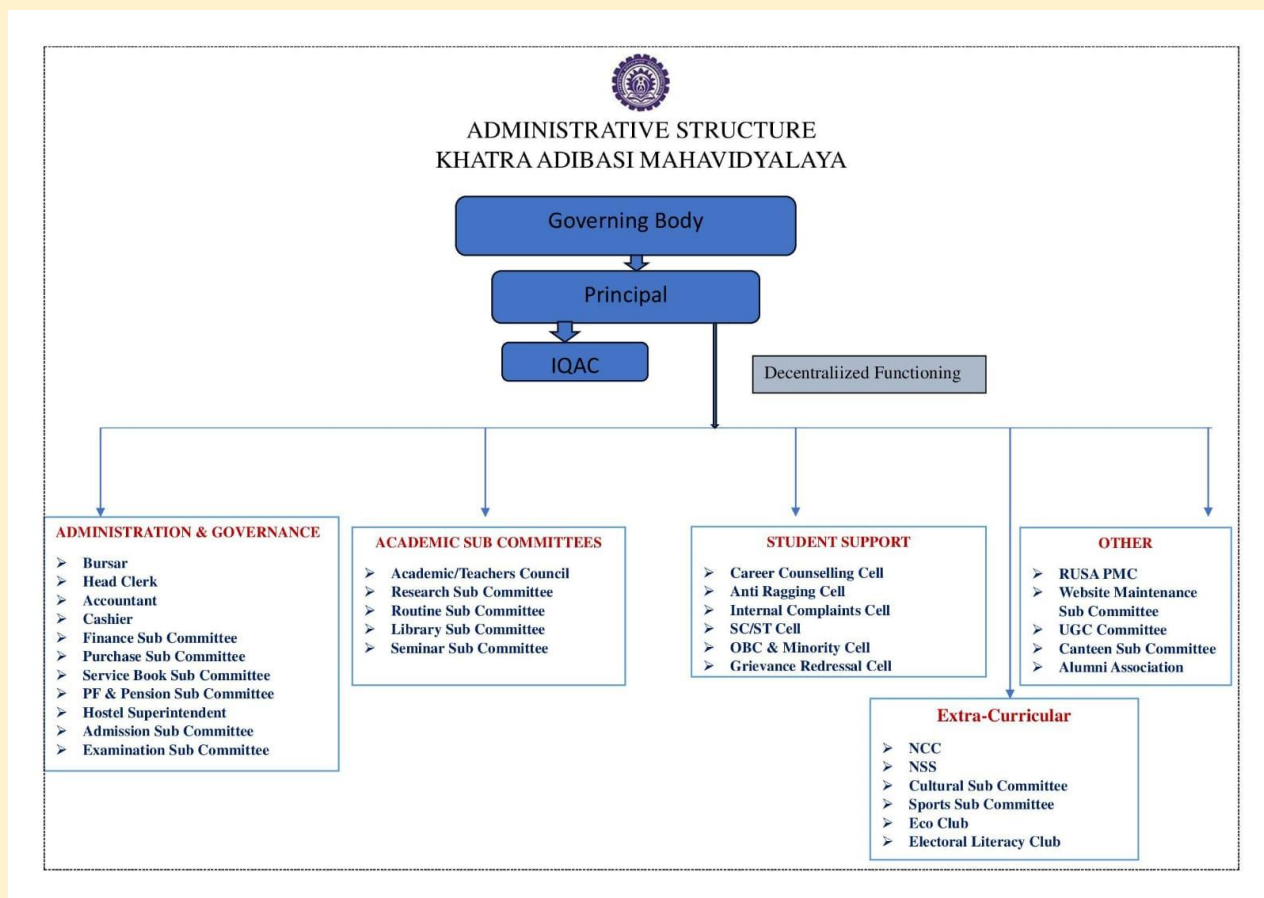
IQAC imposes feedback mechanisms which are integral to the evaluation and curriculum strategy; students receive constructive feedback on their performance from the Mentors, helping them identify areas for improvement.

To ensure transparency and fairness, IQAC keeps records for the Faculties participating in the evaluation process assigned by Bankura University, writing educational documents, research and developmental activities of the faculties & supports strict adherence to grading system (in CBCS & NEP courses) and guidelines, along with the digitization of examination records of Bankura University Uni-track portal for efficient data management. The cell also emphasizes remedial classes and mentoring sessions for students who need additional support, creating an inclusive assessment environment that caters to varied learning needs. This structured evaluation framework aligns with the college's objective of continuous improvement and quality education.

6. Involvement of Stakeholders and Different Committees:

IQAC Guidelines on engaging students, faculty, non-teaching staff, alumni, and academic and placement partners to create a collaborative environment:

IQAC, Khatra Adibasi Mahavidyalaya encourages involvement of all the stakeholders across various committees, which is essential for effective governance and quality education.



Here's an outline of some committees and how different stakeholders can participate:

- a) **Academic Committee (Teachers' Council):** IQAC suggests including faculty members from different departments, in this committee; there should be student representatives, and administrative staff. This committee handles curriculum planning, academic scheduling, and quality assessments, preserving evaluated scoresheets, issuing migration certificates, disbursing Under Graduation certificates. Regular feedback from students and faculty ensures relevance in teaching methodologies.
- b) **Finance Committee:** This is composed of the principal, senior faculty, administrative personnel, and sometimes external financial advisors or alumni. This committee is responsible for budget planning, fund allocation, and financial audits, ensuring financial transparency and accountability.

- c) **Admission Sub-Committee:** This is made up of faculty, staff, and possibly alumni or community representatives. Their focus is on fair and efficient admission procedures, developing criteria that uphold the college's standards and values.
- d) **Library Sub-Committee:** This involves librarians, faculty representatives, and student representatives. They work together to ensure that library resources are current, accessible, and aligned with the academic needs of the students and faculty.
- e) **Research Sub-Committee:** Includes senior faculty members, often from research-intensive departments, and sometimes external experts. The aim is to encourage research initiatives, secure grants, and ensure proper guidance and infrastructure for research activities.
- f) **Internal Quality Assurance Cell (IQAC):** This comprises the principal, faculty members, administrative staff, and student representatives. It evaluates academic and administrative activities to uphold quality standards, create improvement plans, and promote continuous enhancement.
- g) **Anti-Ragging Cell and Grievance Redressal Committees:** These committees include faculty, student representatives, and sometimes legal advisors or alumni. They focus on maintaining a safe and respectful environment, handling any grievances or conflicts efficiently.
- h) **Cultural Sub-Committee and Extracurricular Committee (NCC, NSS & NSS Advisory Board):** These are made up of faculty, student representatives, and occasionally alumni. They organize cultural programs, sports, and other extracurricular activities, promoting a vibrant campus life and ensuring that students develop holistic skills.
- i) **Parent-Teacher Meeting (PTM):**

This meeting consists of parents, teachers and non-teaching supporting staffs, who collaborate to address student needs, academic progress, and other concerns.

By involving stakeholders across these committees, the college can create a participatory governance model that supports academic excellence, financial transparency, and an inclusive environment for all.

j) Internal Complaint Cell (ICC), Women's, SC/ST Cell, Minority & OBC Cell.

The collective function of the Internal Complaint Cell (ICC), Women's, SC/ST Cell, Minority, and OBC Cell is to create an inclusive and safe environment that addresses grievances and promotes equal opportunities for all individuals. These bodies work collaboratively to prevent discrimination, support the welfare of marginalized groups, and uphold the principles of justice and equality within the institution.

7. Documentation and Reporting:

IQAC maintains the records of all quantity & quality-related activities, performance indicators, and reporting mechanisms.

The Internal Quality Assurance Cell (IQAC) at Khatra Adibasi Mahavidyalaya plays a crucial role in systematically documenting and reporting various qualitative and quantitative data. This process aids in assessing and enhancing the college's overall performance. Here's an overview of how documentation and reporting can be structured for IQAC:

a) Academic Performance Data

- **Qualitative Data:** Documentation of teaching methodologies, innovative practices, and student feedback on academic experiences.
- **Quantitative Data:** Regular reports on student performance, such as pass percentages, dropout rates, and examination results. Also includes faculty workload, teacher-student ratios, and course completion rates.

b) Faculty Contributions

- **Qualitative Data:** Records of faculty research publications, participation in seminars/workshops, curriculum development contributions, and mentorship.

- **Quantitative Data:** Data on the number of publications, research projects, conferences attended, and professional development programs completed.

c) Student Feedback and Satisfaction

- **Qualitative Data:** Insights from student feedback forms, documenting experiences related to learning environment, support services, and co-curricular activities.
- **Quantitative Data:** Aggregated scores from student satisfaction surveys, feedback metrics, and analysis of responses to identify trends and areas for improvement.

d) Infrastructure and Facilities

- **Qualitative Data:** Descriptions of available facilities, usage policies, and maintenance routines. Records of initiatives to improve or expand facilities.
- **Quantitative Data:** Data on infrastructure spending, student-to-facility ratios, library resource statistics, lab equipment, and technology access.

e) Extracurricular and Co-Curricular Activities

- **Qualitative Data:** Reports on student participation in sports, cultural events, NCC activities and social service activities (NSS), with details on skills and values nurtured.
- **Quantitative Data:** Data on the number of events conducted, participation rates, and awards received by students.

f) Administrative and Financial Documentation

- **Qualitative Data:** Processes and policies related to administration, student services, and financial planning.
- **Quantitative Data:** Financial data covering budgets, expenditures, fund allocations, and audits, including fund utilization reports for grants and scholarships.

g) Research and Development Data

- **Qualitative Data:** Documentation of research projects, grants obtained, and collaborations with other institutions or industry.

- **Quantitative Data:** Data on research output such as the number of publications, grants secured, and projects completed.

h) Community Outreach and Extension Activities

- **Qualitative Data:** Narratives on programs and activities organized for community benefit, such as Awareness Drives, Health Awareness Programmes/ Camps, Educational Camp, Field Work and environmental initiatives.
- **Quantitative Data:** Participation statistics, frequency of activities, and records of beneficiaries.

i) Internal Audit (AAA) and learn from External Audits

- **Qualitative Data:** Review findings from internal audits, peer reviews, and feedback from accreditation bodies.
- **Quantitative Data:** Benchmark scores, comparison with previous audit results, and gap analysis for quality improvement.

8. Contribution of IQAC (for positive outcomes)

IQAC facilitate/contribute to:

- a) Ensure clarity and focus in institutional distinctiveness and functioning towards quality enhancement with the available resources.
- b) Ensure promotion of best practices & internalization of the quality culture
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices. **(Annexure – IV)**
- d) Provide a sound basis for decision-making to improve institutional functioning
- e) Presenting true data to the website.

IQAC, Khatra Adibasi Mahavidyalaya, Cumulative activities:

- a) Approach to Accreditation & Renewal of Accreditation by NAAC
- b) Preparation of Institutional data for National Institutional Ranking Framework (NIRF) portal.
- c) Awareness Programme under the banner of Unnat Bharat Avijan

- d) Feedback from stakeholders
- e) Preparation of Annual Quality Assurance Report
- f) Approach for both Administrative Audit & Academic Audit of all the academic departments.
- g) Maintenance of regularly updated Institutional Website.
- h) Preparation of Institutional data for AISHE portal.

9. Message to the Stake holders:

- a) IQAC suggests all stakeholders to follow the Code of Conduct/Ethics uploaded to the college website.
- b) Publish high-valued Awareness Programmes/Seminars/Webinars /Cultural & Sports events through Institute's official Social Media.
- c) While you are in the way to the College & returning back to your Home;

Dear Pedestrian,

"Stay Alert, Stay Safe – Always Use the Crosswalk!"

"Look Both Ways Before Crossing. Your Life Matters!"

"Avoid Distractions – Put Your Phone Away When Walking Near Traffic."

Dear Cyclist,

"Be Seen, Be Safe – Wear Reflective Gear and Lights!"

"Always Signal Your Turns – Let Drivers Know Your Next Move."

"Wear a Helmet – Protect Your Head, Protect Your Life!"

Dear Riders,

"Ride Defensively – Assume Others May Not See You."

"Check or Wear All Safety Gear, Every Ride, Every Time."

"Slow Down, Stay in Control – Your Loved Ones Are Waiting."

"Follow the rules of RTO"

"Safe Drive Save Life"

"Drive Alert, Arrive Safe – Avoid Texting While Driving."

"Respect Speed Limits – Speed Thrills but Also Kills."

"Always Yield to Pedestrians – Give Way to Save a Life."

Annexure – I



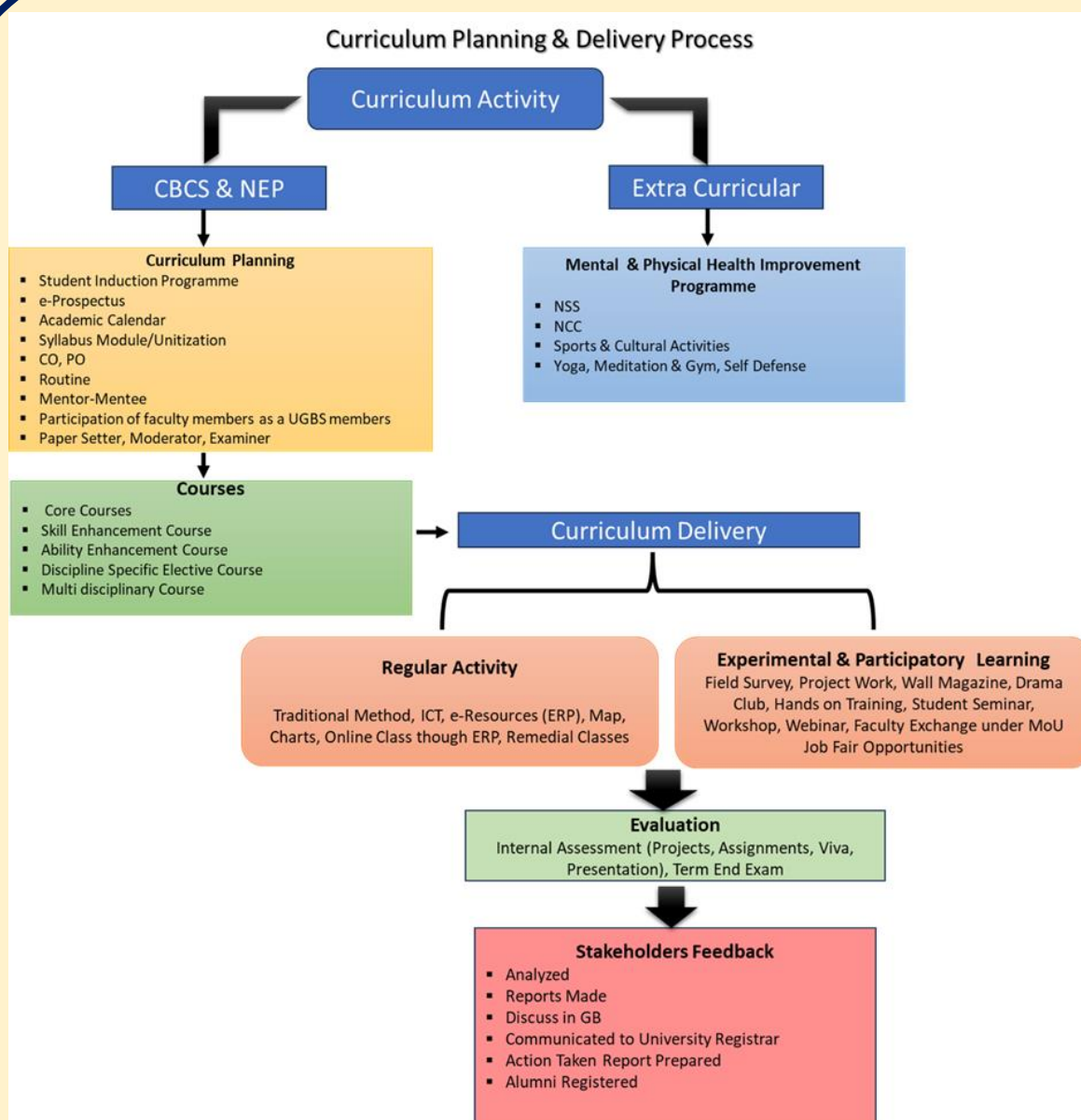
Khatra Adibasi Mahavidyalaya

P.O.- Khatra, Dist.- Bankura, PIN- 722140, West Bengal

Members of IQAC Committee: (w.e.f. 01.01.2024)

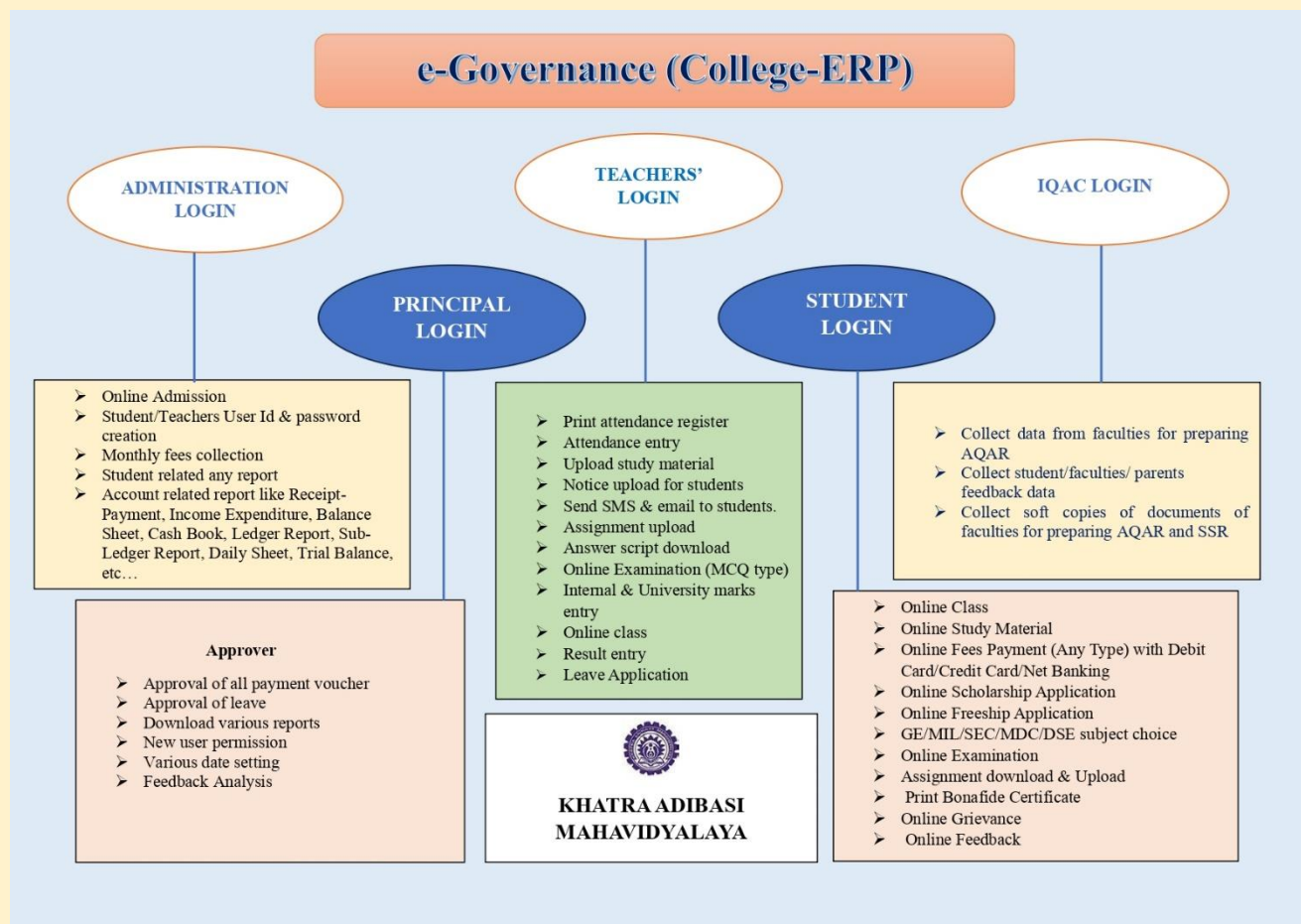
NAME	DESIGNATION
Dr. Nityananda Patra	Chairman
Dr. Arindam Chakrabarti	Co-ordinator, IQAC
Dr. Tuhin Majumdar	Co-ordinator, NAAC
Dr. Alope Bhowmik	Member
Muchiram Soren	Member
Dr. Md. Asif Ikbal	Member
Dr. Swarup Kumar Maji	Member
Dr. Amiya Kumar Satpati	Member
Dr. Kamalika Chakraborty	Member
Dr. Ramakanta Mandal	Member
Smt. Jyotsna Mandi	Management
Sri Sibabrata Dutta	Nominee from Alumni
Dr. Bidhan Mukherjee	Nominee from local society

Annexure – II



Annexure – III

Basic Structure :: e-Governance :: Khatra Adibasi Mahavidyalaya



Annexure – IV

Supporting Environmental, Cultural & Ethical Events as best practices and elevating the distinctiveness of Khatra Adibasi Mahavidyalaya.

Sl.	Programme	Date/In a Year
1.	World Tribal Day Observation	9 th August
2.	International Youth Day / Swami Vivekananda's Birth Anniversary Celebration	12 th January
3.	Independence Day	15 th August
4.	Teachers' Day	5 th September
5.	Netaji Subhas Chandra Bose's Birth Anniversary Observation	23 rd January
6.	Republic Day Observation	26 th January
7.	Saraswati Puja Celebration	Spring Season
8.	International Mother Language Observation	21 st February
9.	Basanta Utsav Celebration	Commemorating Dol Yatra
10.	Pandit Raghunath Murmu's Birthday Celebration	5 th May
11.	Rabindra-Nazrul Jayanti Celebration	Summer
12.	National Sports Day Celebration	29 th August
13.	Hool Diwas celebration	30 th June
14.	World Consumer Right Day Seminar	15 th March
15.	Organize Blood Donation Camp	At least once in a year
16.	Awareness Programme on Anti-Tobacco Day	31 st May
17.	World Bicycle Day	3 rd June
18.	Celebration of World Environment Day	5 th June
19.	Celebration Of International Yoga Day	21 st June
20.	Students' Week Celebration with Aim of Cleanliness	First Week of January
21.	Career Counselling Seminar/Webinar/Campus Drive	At least one programme in a Year
22.	Awareness Programme on Dengue	At least one programme in a Year
23.	FIT India Freedom Run	At least one programme in a Year

24.	HIV Awareness Camp	one programme in a Year
25.	At least one Event with the Educational Institutes under MoU initiative	one programme in a Year
26.	Hands-On Workshop	one programme in a Year
27.	Plantation Drive and Maintenance of Green Campus (Restricted Entry of Conventional Fuel-Automobile, use of Bicycles, Pedestrian Friendly Pathways, Say no to Plastic, landscaping with Trees and Plants)	At least one programme in a Year
28.	Documentation Of Flora and Fauna in the Green Campus.	Continuous process
29.	Monitoring outreach programmes	At least one programme in a Year
30.	Maintenance of e-Governance	Continuous process
31.	NSS Day Celebration	24 th September
32.	B. R. Ambedker Jayanti Celebration	14 th April
33.	Rakhsha Bhandhan Celebration	August
34.	Constitution Day Celebration	26 th November
35.	Encouraging NCC activities	Throughout the year
36.	Gender Audit	Once in a Year
37.	Anti-Ragging Seminar	Once in a Year
38.	Voters Day/Voter Awareness	Once in a Year
39.	National Librarians' Day	12 th August
40.	Encouraging Youth Parliament Activities	Once in a Year
41.	Awareness Programme on Intellectual Property Rights	Once in a Year
42.	Promotion & Execution of Good Practices: Inclusive educational and Cultural ambience, Tolerance, Harmony & Constitutional obligations & promotion of Indigenous Culture	Continuous process
43.	Promotion of Indian Knowledge System (IKS)	Continuous process
44.	Formation of Industry Relation Cell in future (under NEP curriculum) and searching Internship areas.	Future Plan