

**DOON (P.G) COLLEGE OF AGRICULTURE SCIENCE AND
TECHNOLOGY, SELAQUI,
DEHRADUN**



IQAC MANUAL

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INTRODUCTION

Recent developments in higher education, in line with national educational reforms and the challenges posed by globalization, call for active participation in the creation and application of quality benchmarks across all of their primary performance areas. The institute was established in year 2000 under Maharani Laxmi Bai Memorial educational society with the aim is to impart good education and to develop the complete personality of the students with an emphasis on moral values. The institute is affiliated to Hemvati Nandan Bahuguna Garhwal University (A central university). The institute is a vastly reputed institution for providing quality education in the field of Agriculture, Management, Computer applications and life sciences from past twenty four years.

To sustain its standards in education, institute has established the Internal Quality Assurance Cell (IQAC) on June 2021 to institutionalize the process of quality enhancement and sustenance in all the key areas. The Internal Quality Assurance Cell (IQAC) is a pivotal component in higher education institutions aimed at promoting quality and enhancing academic standards. Established under the guidelines of the National Assessment and Accreditation Council (NAAC) in India. IQAC serves to foster a culture of continuous improvement in educational practices.

KEY FUNCTIONS OF IQAC

1. **Quality Assurance:** Develop and implement quality benchmarks for academic and administrative activities.
2. **Assessment and Feedback:** Collect and analyze feedback from stakeholders, including students, faculty, and alumni, to identify areas for improvement.
3. **Training and Development:** Organize workshops, seminars, and training programs to enhance the skills and competencies of faculty and staff.
4. **Documentation and Reporting:** Maintain thorough documentation of institutional processes and outcomes to support accreditation and assessment processes.
5. **Policy Development:** Formulate policies and strategies to enhance quality in teaching, learning, and research.

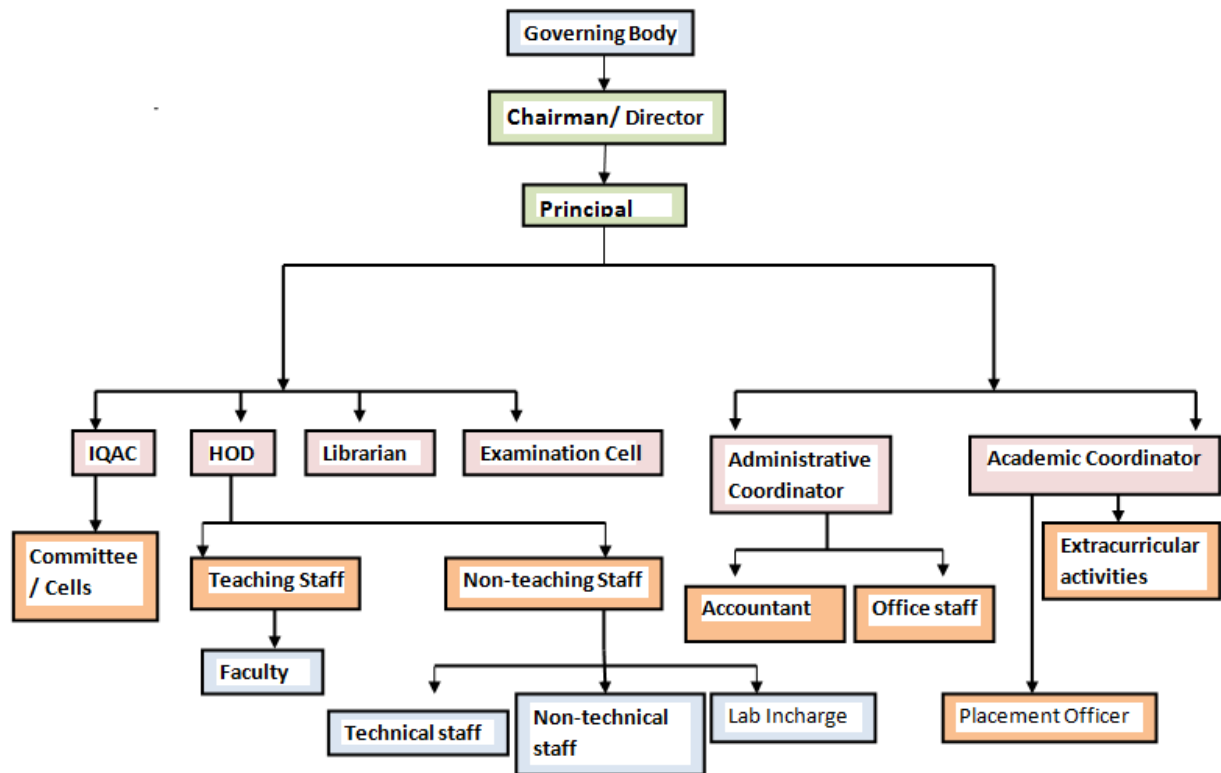
OBJECTIVES OF IQAC

The objectives of the Internal Quality Assurance Cell (IQAC) in a college setting are multifaceted, focusing on enhancing the overall quality of education and institutional processes.

Here are the primary objectives:

1. **Promote Quality Culture:** Foster an institutional ethos that values quality in all aspects of education and administration.
2. **Develop Quality Benchmarks:** Establish clear standards and benchmarks for academic and administrative performance.
3. **Continuous Improvement:** Facilitate ongoing assessment and enhancement of teaching, learning, and research practices.
4. **Stakeholder Engagement:** Gather feedback from students, faculty, alumni, and industry partners to inform quality improvement initiatives.
5. **Documentation and Transparency:** Maintain comprehensive records of quality assurance activities to support institutional accountability and transparency.
6. **Capacity Building:** Organize training programs and workshops to enhance the skills of faculty and staff, promoting best practices in education.
7. **Accreditation Support:** Prepare the institution for national and international accreditation processes by ensuring compliance with quality standards.
8. **Innovative Practices:** Encourage the adoption of innovative teaching and learning methodologies to improve student engagement and outcomes.
9. **Research Promotion:** Support and promote research activities among faculty and students to contribute to knowledge creation and dissemination.
10. **Policy Formulation:** Develop and implement policies aimed at sustaining and enhancing quality in academic and administrative functions.

ORGANIZATIONAL STRUCTURE



ROLES AND RESPONSIBILITIES

The composition of IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. They attend IQAC meetings and give valuable suggestions. They are invited as experts to the departmental presentations. The composition of the IQAC is as follows:

COMPOSITION OF IQAC

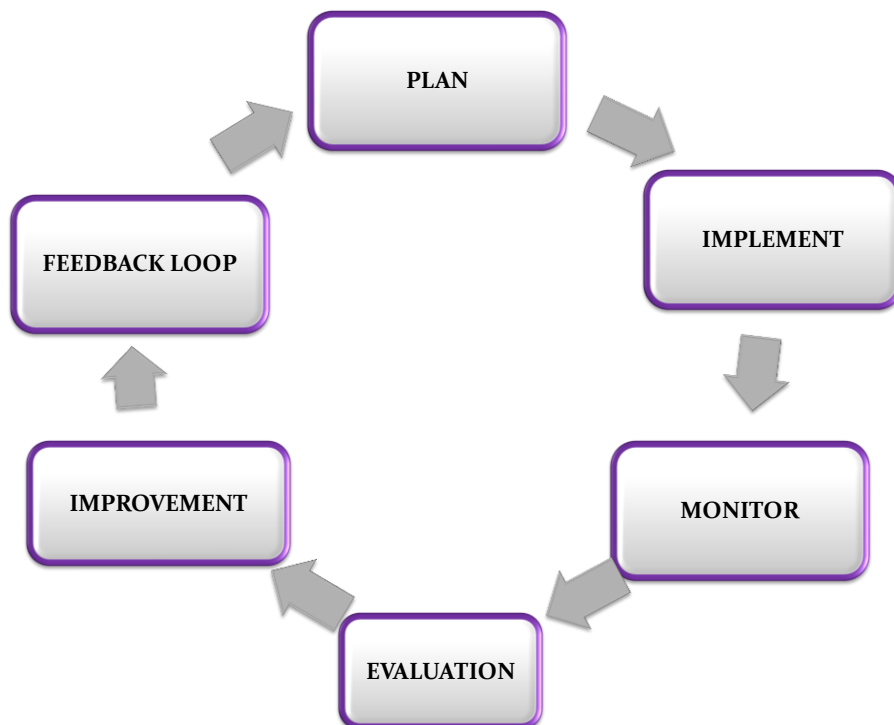
S.NO.	CATEROGY	COMPOSITION
1.	Chairperson	Principal
2.	Coordinator	Examination Controller
3.	Member from management	Director
4.	Member	<ul style="list-style-type: none"> Eight Faculties Alumni Employer Administrative Officer Parent Student One Member from NGO

The following is the composition of IQAC of Doon (P.G.) College of Agriculture Science and Technology for the period 2023-24 as per NAAC guidelines.

Sr. No.	Composition Specified by NAAC	Criteria	No of Members	Name of the Member	Designation
1.	Chairperson-Head of the Institution		1	Dr. R.G. Upadhyay	Principal
2.	Senior Faculty		1	Mr. R.K Mishra	IQAC Coordinator
3.	One Member from the Management		1	Dr. Sanjay Chaudhary	Director
4.	A few Senior Administrative Officers		2	Dr. Satish Kumar Dr. R.R. Dwivedi	Admin Coordinator HR Head
5.	3-8 teachers		5	Dr. R.K Sharma Dr. Jitendra Kumar Dr. Nutan Pant Dr. Anand Prabha Rawat Dr. Latika Thapliyal Dr. Preeti Saxena	Associate Professor Assistant Professor Associate Professor Associate Professor Associate Professor Associate Professor
6.	One/two nominees from local society, Students and Alumni		3	Ms. Vaishnavi Mr. Suresh Kumar Mr. Pramod Kumar	Student Alumni NGO, Krishivan

				Research Centre for Agripreneurship Development and EPS, Dehradun
7	One/two nominees from Employers/Industrialists/stakeholders	3	Mr. Ganesh Tripathi Mr. Govind Kumar Mr. Deepak Kumar	Swift Care Pvt. Ltd., Dehradun Nisroch Pvt. Ltd. Parent

QUALITY ASSURANCE PROCESSES



1. Planning Phase

- Define Quality Objectives

- Identify Stakeholders
- Develop Quality Assurance Plan

2. Implementation Phase

- Training and Development
- Resource Allocation
- Process Execution

3. Monitoring Phase

- Data Collection
- Performance Metrics
- Regular Audits and Inspections

4. Evaluation Phase

- Data Analysis
- Comparison Against Standards
- Identify Non-Conformities

5. Improvement Phase

- Root Cause Analysis
- Corrective Actions
- Process Refinement

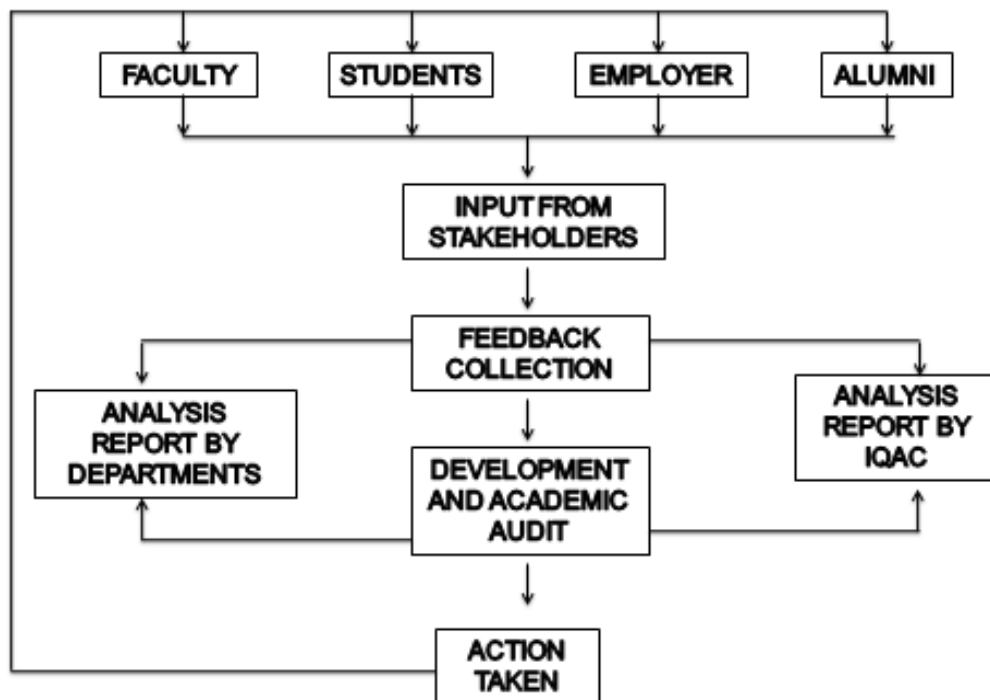
6. Feedback Loop

- Stakeholder Review
- Continuous Improvement

FEEDBACK MECHANISM

The feedback collection process aims to continuously improve the academic and administrative facilities of the university. This ensures that the students have an enriching experience. Internal Quality Assurance cell (IQAC), since 2021 implemented the feedback system in the institute, to ensure the quality of the curriculum, course content delivery, outcome-based education, teaching, learning, and evaluation, as well as campus facilities (library, canteen, infrastructure, and IT services, among other things). The feedback gathered from various

stakeholders (students, faculty, alumni, employers, and Teachers) in order to continuously improve the courses taught and facilities provided.



The distribution, collection, analysis, and action taken of completed feedback forms are done through online mode once in the year.

The institute holds an orientation programme for students (first-year) to share the system's working model. Various rules and regulations, code of conduct and other important administrative and academic information.

Structured forms are used to collect feedback from all the stakeholders. Feedback from students is also obtained internally by the departments during each semester via interaction with the students with HOD's/Teachers which also provides anonymity, allowing students to express themselves.

The institute has a registered body of alumni and holds alumni meetings once a year to share their experiences, the progress of the alumni, and to discuss how the alumni can associate with the institute to empower and motivate their juniors. There is also an online alumni network.

Alumni feedback during is taken on the yearly meeting and whenever they visit the campus. Alumni are regularly invited in the institute to deliver lectures /to share their life experiences.

Time to time Interaction with industry experts via placement, their involvement the various committees allows for an understanding of the industry perspective and their continuous feedback. Feedback from stakeholders is incorporated in the following processes:

- a. The process of developing a vision, mission, and Educational
- b. Course Outcomes, Programme Outcomes, Programme specific Outcomes.
- c. Identification of curriculum gaps and activities that support the outcomes continuous improvement.
- d. Membership in various academic and administrative committees such as the Governing Body, Academic Council, IQAC, Alumni etc
- e. Stakeholders are invited to participate in admissions, induction programmes, student awareness workshops, student induction programmes, and other intra-departmental meetings.

Feedback from various stakeholders is obtained on a regular basis, which helps alleviate academic concerns and motivates students and faculty to improve their performance. The department heads and the principal consider feedback and implement corrective measures/improvements. These are forwarded to management for further action if necessary. Feedback from various sources has significantly improved academic activities, effective use of teaching-learning resources, and professional career advancements for teachers & students.

FEEDBACK ON COURSE CONTENT DELIVERY AND OUTCOME-BASED EDUCATION

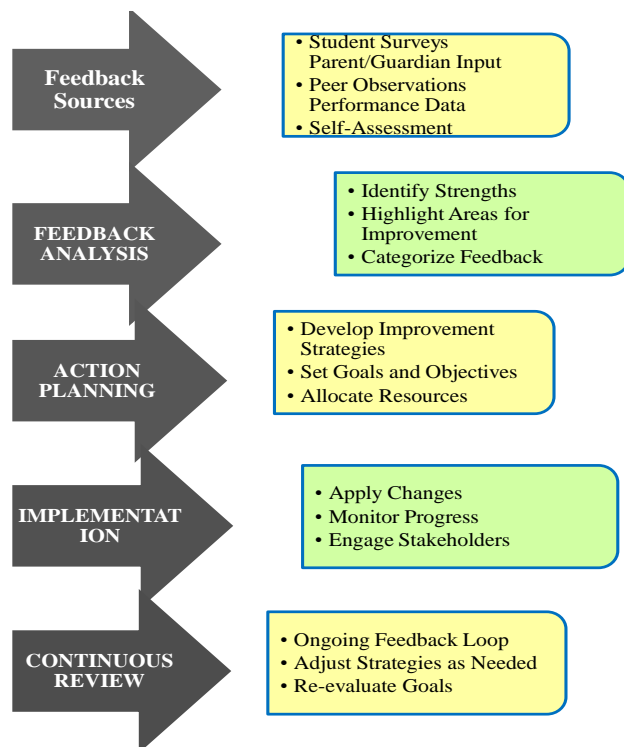
Every year, course feedback is generated from theory and laboratory courses by the institute. Feedback is gathered in two ways: immediate feedback through meetings, reviews, and surveys, which occur as frequently as twice a semester, and annual feedback through questionnaires and forms. Aside from that, we have regular academic and administrative audits, which give us the opportunity to improve in areas where we fall short. Based on the feedback

collected from the students, the feedback is analysed and corrective measures are taken by the head of the department/ principal.

FEEDBACK ON TEACHING AND LEARNING

The feedback form includes all aspects of the teaching-learning process, including lesson plans, student interactions, clarification of doubts, communication, pace of coverage, subject knowledge, punctuality, and so on. Students must complete an online feedback form. The heads of departments analyse the feedback and communicate the findings to the faculty for improvement. This feedback enables the institute to take counteractive action as needed. It also aids faculty in improving their teaching methods.

The diagram below provides an overview of two approaches to gathering student feedback.



SUPPORT IN QUALITY SUSTENANCE & ENHANCEMENT

The IQAC acts as a catalyst for Quality Sustenance & Enhancement. The ten activities which are coming under the ambit of IQAC are:

1.Preparation for ISO Certification for ISO 9001: 2008: Audit of the constituent units and administrative units so as to renew the ISO certification every year, is conducted by the Incharge (IQAC).

2. Self-Appraisal Report from faculty members: Self-appraisal report is to be filled by the faculty members on year basis. The Performance Based Appraisal System (PBAS) deals with the analysis of the self-appraisal submitted by the faculty members. The same is analyzed and relative scores are drawn. Areas of improvement are identified and discussed with the concerned faculty member.

3. Students' feedback of the courses and the evaluation of teachers: The feedback forms are circulated to the respective departments once in a year.

4. Academic & Administrative Audit(AAA): AAA of the departments is conducted every year. The departments are assessed based on different parameters. IQAC helps in the conduct of AAA. It is conducted by a team comprising of both internal and external members and headed by the Principal as chairman.

5. Department presentations: IQAC takes the lead in organizing department presentations at the end of the academic year as per the seven criteria prescribed by NAAC.

6. Institutional Best practices: IQAC collects the best practices followed by each department at the beginning the academic year.

7. Preparation of Academic Calendar of events (UG & PG): Calendar of events for that academic year which is circulated to the students at the beginning of the academic session. IQAC monitors the preparation of the academic calendar.

8. Facilitating process of documentation: The overall documentation is effectively maintained by IQAC as per NAAC SOP which helps in sharing of the information as and when required by the regulatory authorities.

QUALITY PERFORMANCE ASSESSMENT

IQAC plays a key role in the performance assessment by:

- + Annual Internal Audit:** The assessment of internal audit is done every year and the scores are communicated to the Directors of the institute. The areas of concerns are also communicated by the auditors. The audit is done as per the seven criteria laid down by National Assessment and Accreditation Council.
- + Analysis of the feedback received from the stake holders:** The feedback of the stake holders are analyzed by the Director of the institute and final analysis is done by the Incharge IQAC.
- + Result Analysis:** The departments are required to carry out the analysis of the examination results announced at the end of each semester and submit the same to IQAC for needful action and documentation.

REGULAR MEETINGS TO DISCUSS QUALITY ACTIVITIES

Meetings of IQAC are conducted once in each semester and special meetings are arranged on need basis.

SAMPLE FORMATS

TEACHERS FEEDBACK ON ACADEMIC AMBIENCE

TEACHERS FEEDBACK ON ACADEMIC AMBIENCE

meghapanwar7777@gmail.com [Switch account](#)



Not shared

* Indicates required question

NAME *

Your answer

DESIGNATION *

Your answer

DEPARTMENT *

Your answer

*

Teachers are facilitated with ICT Tools like Laptops, LCD Projectors, SmartBoards, Wireless Internet etc.

- EXCELLENT
- GOOD
- SATISFACTORY
- POOR

STUDENTS FEEDBACK ON ACADEMIC AMBIENCE

STUDENTS FEEDBACK ON ACADEMIC AMBIENCE

meghapanwar7777@gmail.com [Switch account](#)



Not shared

* Indicates required question

NAME *

Your answer

ROLL NUMBER *

Your answer

DEPARTMENT *

Your answer

Laboratory experiments enable effective learning and understanding of concepts and experiments. *

- EXCELLENT
- GOOD
- SATISFACTORY
- POOR

EMPLOYERS FEEDBACK ON ACADEMIC AMBIENCE

EMPLOYERS FEEDBACK ON ACADEMIC AMBIENCE

meghapanwar7777@gmail.com [Switch account](#)



Not shared

* Indicates required question

NAME OF THE ORGANISATION

Your answer

Our Graduates employees have good technical skills and domain expertise.

- EXCELLENT
- GOOD
- SATISFACTORY
- POOR

Our Graduates employees have good communication and interpersonal skills.

- EXCELLENT
- GOOD
- SATISFACTORY
- POOR

ALUMNI FEEDBACK ON ACADEMIC AMBIENCE

ALUMNI FEEDBACK ON ACADEMIC AMBIENCE

meghapanwar7777@gmail.com [Switch account](#)



Not shared

* Indicates required question

NAME *

Your answer

YEAR OF PASSING *

Your answer

DEPARTMENT *

Your answer

Teachers and their mentorships helped in good academic performance and in excelling in co and extra- curricular activities. *

- EXCELLENT
- GOOD
- SATISFACTORY
- POOR