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## DR. SUDHIR CHANDRA SUR INSTITUTE OF TECHNOLOGY AND SPORTS COMPLEX



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540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



# IQAC Policy (W.e.f 2021-22)

Revised and Approved by BOG  
Dated on 03/07/2021  
Agenda No. 3

Ref. No: <u>DSESITSC/POL1/2021-22/3</u>	Compiled & Checked By:  (IQAC Convener)	Approved By:  (Principal)
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Issue No- 5

Coordinator, IQAC  
Dr Sudhir Chandra Sur Institute  
of Technology and Sports Complex  
540, Dum Dum Road, Kolkata -700074

PRINCIPAL  
Dr. Sudhir Chandra Sur Institute  
of Technology & Sports Complex  
540, Dum Dum Rd. Kolkata-74



## IQAC Policy

### A. THE IQAC'S VISION

To achieve a quality standard for the institute's entire development by institutionalizing and globalizing all activities supported by internal and external resources.

### B. IQAC'S MISSION

- Serve as a central point for overseeing and promoting all administrative and scholarly endeavors.
- To improve students' value systems and to cultivate global competencies.
- To focus the institution's best practices and metrics on excellence by organizing and systematizing them.

### C. IQAC QUALITY POLICY:

The school is dedicated to taking proactive steps to guarantee that outreach, instruction, and learning are of the highest caliber and satisfy the needs of the community as well as the school.

### D. IQAC CORE VALUES:

Since its founding, the Dr. Sudhir Chandra Sur Institute of Technology and Sports Complex has prioritized quality in all its actions and dealings.

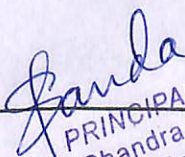
This is reflected in its motto, which is the IQAC of DSCSITSC shares the following core values:

- Accountability and service to all stakeholders.
- Integrity and fairness in all practices.
- Foster originality and inventiveness.
- Caring for the underprivileged and being inclusive.
- Sustainability and resilience.
- Aiming for perfection and quality in whatever you do.
- Astute supervision and attention to detail.

The main duty of the IQAC is to organize, coordinate, and oversee a range of initiatives aimed at improving the caliber of education provided in a college or institution.

### E. THE GOALS OF THE IQAC:

- Create a system of deliberate, regular, and catalyst action to enhance the institution's administrative and academic performance.
- To support actions that will improve institutional performance by internalizing a culture of excellence and institutionalizing best practices.
- By internalizing quality culture and institutionalizing best practices, actions that will increase institutional performance will be encouraged.
- To develop a quality system for deliberate, consistent, and catalytic scheduled

  
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action to better the institution's administrative and academic performance.

- Some of the key tenets of the institution's quality policy include a holistic approach, benchmarking, accountability methodologies, self-assessment, student evaluation, continuous efforts to improve the caliber of academics, administrative, and supporting staff, optimal resource utilization, and ongoing improvement efforts.

#### **F. THE IQAC COMMITTEE:**

The Committee will oversee the implementation of the quality policy and program. Under the direction of the principal, IQAC was formed with department heads, support personnel, seasoned educators, a small number of distinguished educationalists, and interested parties. The membership of such nominated members shall be for a period of two years.

The IQAC should meet no less frequently than once every three months. The agenda, minutes, and reports on actions taken are recorded on a regular basis. The following list of key stakeholders' roles and responsibilities, which include those of students, faculty, alumni, and college administration, is indicative in nature:

#### **Student's roles:**

- Maintaining norms of discipline, punctuality, and regularity, students are required to abide by the rules and guidelines.
- They need to meet the requirements to maintain a high level of attendance, get the intended outcomes, and develop the essential presenting skills.
- To close any gaps in the course material and the teaching-learning process, students should provide feedback.

#### **Alumni's roles:**

- Alumni's contribution is crucial to preserving the institution's reputation. It also contributes significantly to the academic brilliance of the institute by sharing with stakeholder's market insights, technical breakthroughs, and career opportunities.


#### **Faculty's roles:**

- The role of faculty is to ensure that instruction and learning follow the institution's policies and procedures in an efficient manner.

#### **Management's roles:**

The management's role is to incorporate quality as a fundamental component of the institution's mission and vision.

- Create the required, empowered committees to ensure the best possible infrastructure, infrastructure quality, and instruction.
- Offer faculty members financial, human, and infrastructural support so they can attend national and international conferences and workshops to stay current on their knowledge and abilities.

  
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**IQAC Coordinator's Role:**

- The IQAC Coordinator is the "captain of the ship"!
- He or she would strive toward obtaining NAAC accreditation in addition to having years of expertise, being employed full-time by the organization, and taking responsibility for the work procedures. These are just a few of the reasons.
- The IQAC co-coordinator holds the most significant job out of all the committee members, to put it briefly.

**G. IQAC RESPONSIBILITIES:**

- Ensuring prompt, effective, and systematic completion of financial, administrative, and academic assignments.
- The value and caliber of research and academic initiatives.
- Reasonable costs and fair access to educational opportunities for all societal groups.
- Integration and optimization of contemporary teaching and learning techniques.
- The validity of the assessment methods.
- Ensuring that the necessary resources and services are allocated and maintained appropriately.
- Networking and exchanging research results with other Indian and international organizations.
- To monitor the departments that have earned NBA accreditation and make sure they uphold the NBA's standards.
- Completing the NBA-pre qualifier annually for departments that have not received NBA accreditation and informing the principal and CDC of any department that meets the requirements for accreditation.

**H. IQAC FUNCTIONS:**

- Creating and implementing quality standards and guidelines for the institution's numerous administrative and academic endeavors.
- Helping to establish a learner-centered environment that supports high-quality instruction and the development of faculty members who can use technology and the necessary expertise to engage students in the teaching and learning process.
- Setting up a system for parents, students, and other stakeholders to provide input on institutional procedures linked to quality.
- Information sharing about several higher education quality metrics.
- Putting on seminars on quality-related topics, organizing workshops between and within institutions, and encouraging quality circles.
- Record keeping of the numerous initiatives and tasks aimed at raising standards.
- Serving as the Institution's nodal organization for organizing initiatives linked to quality, such as the adoption and sharing of best practices.





- Using MIS to create and maintain an institutional database with the aim of preserving or improving the quality of the institution.
- The establishment of an institution-wide culture of quality.
- Compiling the Annual Quality Assurance Report (AQAR), which must be submitted to NAAC, in accordance with the rules and specifications set forth by NAAC.

#### **I. IQAC BENEFITS:**

IQAC will help to:

- Ensure a higher degree of clarity and concentration on institutional operations with the goal of improving quality.
- Assure that the quality culture is internalized.
- Ensure that all good practices are institutionalized, and that the institution's many operations are enhanced and coordinated.
- Offer a solid foundation for decision-making to enhance the efficiency of institutional operations.
- Serve as a flexible framework for HEI quality adjustments.
- Establish a structured internal communication and documentation process.

#### **J. THE QUALITY ASSURANCE (QA) MECHANISM:**

- Ensuring the timely, efficient, and progressive completion of financial, administrative, and academic tasks.
- A strong curriculum for study and research.
- Access to academic programs that is equal and affordable for all members of society.
- The enhancement and application of modern methods for teaching and learning.
- The reliability of the assessment and evaluation procedures.
- Ensuring the appropriate allocation, maintenance, and adequacy of the support system and services.
- Developing relationships and exchanging research findings with other Indian and international institutes.

The policy will be adhered to by all faculty members, departments, administrative staff, and support personnel of the institution through the application of the following internal quality assurance measures.

- To guarantee that the Quality Policy is followed, frequent internal audits will be carried out.

#### **K. AMENDMENTS/REVIEW:**

This policy will be regularly reviewed and modified to ensure that it remains relevant today.

- Any staff member of the institution, including students, is welcome to offer recommendations to the IQAC for improving this policy.

\*The IQAC will evaluate the proposed adjustments and, if necessary, forward them to higher authorities for review.

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PRINCIPAL  
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540, Dum Dum Rd. Kolkata-74 4 of 4





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**IQAC Policy  
(W.e.f 2020-21)**

Approved by BOG  
Dated on 04/07/2020  
Under Agenda No. 3

Ref. No: <u>DSCSITSC/ POLI/2020 21/3</u>	Compiled & Checked By:  (IQAC Convener)	Approved By:  PRINCIPAL Dr. Sudhir Chandra Sur Institute of Technology & Sports Complex 540, Dum Dum Rd. Kolkata-74
Issue No- <u>3</u>		



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- By internalizing quality culture and institutionalizing best practices, actions that will increase institutional performance will be encouraged.
- To develop a quality system for deliberate, consistent, and catalytic scheduled action to better the institution's administrative and academic performance.
- Some of the key tenets of the institution's quality policy include a holistic approach, benchmarking, accountability methodologies, self-assessment, student evaluation, continuous efforts to improve the caliber of academics, administrative, and supporting staff, optimal resource utilization, and ongoing improvement efforts.

### D. THE IQAC COMMITTEE:

The Committee will oversee the implementation of the quality policy and program. Under the direction of the principal, IQAC was formed with department heads, support personnel, seasoned educators, a small number of distinguished educationalists, and interested parties. The membership of such nominated members shall be for a period of two years.

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540 Dum Dum Rd Kolkata-74



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The policy will be adhered to by all faculty members, departments, administrative staff, and support personnel of the institution through the application of the following internal quality assurance measures.

- To guarantee that the Quality Policy is followed, frequent internal audits will

  
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be carried out.

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## DR. SUDHIR CHANDRA SUR DEGREE ENGINEERING COLLEGE



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540, Dum Dum Road, Suremath, Kolkata- 700074, West Bengal



# IQAC Policy (W.e.f 2018-19)

Approved by BOG  
Dated on 03/07/2018  
Under Agenda No. 3

Ref. No: DSDEC/POLI/2018-19/3	Compiled & Checked By:  (IQAC Convener)	Approved By:  Principal Dr. Sudhir Chandra Sur Degree Engineering College (Principal)
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Issue No- 3

Coordinator IQAC  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Kolkata -700074

Principal  
Dr. Sudhir Chandra Sur Degree  
Engineering College  
540, Dum Dum Road, Suremath  
Kolkata - 74





# IQAC Policy

## **A. INTRODUCTION:**

The Internal Quality Assurance Cell, or IQAC, as its name suggests, is a structure designed to assist educational institutions in streamlining their operations and achieving their goals for learning. But IQAC is more than just a committee. It is a "participative" and "facilitative" unit that will collaborate closely with the teachers to design the most effective plans!

## **B. THE GOALS OF THE IQAC:**

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