



BALAJI INSTITUTE OF PHARMACEUTICAL SCIENCES

(Approved by AICTE & PCI, Under Section 12, New Delhi and Affiliated to kakathiya University, Wgl)

Laknepally (V) Narsampet (M) Warangal Rural (Dist) Telangana State 506331

Contact : +91 9866050044 (Office), +91 9866652412 (Principal), +91 8718-230521 (Fax)

6.5.1 Internal Quality Assurance cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and process

(2023-24)



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6.5.1. Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC, which plans and monitors academic excellence was started in 2020 and has been functioning to foster several of activities to make everyone aware of quality assurance strategies and processes.

For every course, comprehensive plan comprising module wise planning of lectures and practicals / tutorials, list of books and assignments, beyond syllabus activities, study materials etc. is prepared by faculty. As per the suggestions by IQAC, the plan is further streamlined and strengthened every year with incremental improvements by incorporating required components.

The initiatives which have contributed significantly for quality improvements in the institution are furnished below:

- The institution envisages progressive development.
- The institution intends to be a learning organization
- The institution through its IQAC makes rigorous and continuous efforts to study, analyze and improvise every strategy, activity, process and procedure in all the domains of the institutional activity with a view to achieve, sustain and enhance quality with a aim to achieve excellence.
- Continuous feedback, Academic Audit, Feedback from alumni, industry, parents, students, experts and the community helps it to establish quality culture.
- The quality is maintained at every stage be it academics, administration, infrastructure etc.



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IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society. Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Sharing of research findings and networking with other institutions.

Functions:

- Development and application of quality parameters for various academic and administrative activities of the institution.
- Facilitating a learner-centric environment conducive to quality education and enabling faculty get maturity to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through college website for the purpose of maintaining and enhancing the institutional quality.
- Development of Quality Culture in the institution.



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MENTORING SYSTEM The College has established Mentoring System. Each faculty will be the mentor for a group of 15 to 20 students. Department faculty will continue to be mentors for the same group of students till completion of the course.

Responsibilities of Mentors:

1. To meet the group of students at least once in a Week.
2. To continuously monitor, counsel, guide and motivate the students
3. To advise students regarding choice of internship, project, summer training and placements.
4. To contact parents/guardians if situation demands e.g. academic irregularities, negative behavior and interpersonal relations, detrimental activities etc.
5. To provide professional guidance to students in their career development.
6. To keep contact with the students even after their graduation.
7. To intimate HOD and suggest if any administrative action is called for.
8. To maintain a detail progressive record of the student.
9. To maintain a brief but clear record of all discussions with students.

Type of Mentoring:

- Professional Guidance - regarding professional goals, selection of career, higher education.
- Career advancement - regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.
- Course specific - regarding attendance and performance in present semester and overall performance in the previous semester.
- Lab guidelines - regarding Do's and Don'ts to be implemented in the lab

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ACADEMIC AUDITING

The Academic Audit is a faculty-driven model of ongoing self-reflection, collaboration, teamwork and feedback. It is based on structured conversations among faculty, stakeholders and peer reviewers focusing on a common goal: to improve quality processes in teaching and learning and thus enhance student success.

IQAC shall evolve the mechanisms and procedures for:

- ▶ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
 - ▶ The relevance and quality of academic and research programmes
 - ▶ Equitable access to and affordability of academic programmes for various sections of society ▶ Optimization and integration of modern methods of teaching and learning
 - ▶ The credibility of evaluation procedures
 - ▶ Ensuring the adequacy, maintenance and functioning of the support structure and services
 - ▶ Research sharing and networking with other institutions in India
- The academic audit aims to monitor and improve the quality of technical education through appropriate guidance for both faculty and students.

OBJECTIVES OF ACADEMIC AUDITING

1. To ensure academic accountability.
2. To determine the quality of each component of the posts and ensure the quality of pharmaceutical education throughout the system.
3. To protect the functions of pharmaceutical education.
4. To determine the effectiveness of the teaching and learning process and develop a methodology to confirm maximum production of faculty as well as students.



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S.No	Audit Parameter	Frequency	Documents to be verified	Expected outcome
1	Syllabus copy	Three times per semester	Phase I Phase II Phase III	Phase I – Gaps to be identified Phase II- remedial and make up classes for weak students Phase III- analysis of question paper qualities
2	Syllabus monitoring	Monthly once	As per instruction plan in course file	Up to date
3	Faculty development programees	Yearly once	Participation certificates	Every faculty should participate
4	Guest lecturers & workshops	Yearly once	As per the year planner	To be conducted

DOCUMENTS TO BE PRODUCED FOR AUDITING:

The details of various academic activities held in the institute are documented. The following documents shall be made available to the auditor as and when required.

1. Class Time Table & Faculty Time Table
2. Students Roll List
3. Students Batch List (for practical courses, projects)
4. Syllabus copy for all the theory courses including lab courses
5. Log register used in Laboratory
6. Consolidated Attendance statement of students
7. Consolidated statement of marks of internal tests
8. Project (Mini project/Design project/Final semester project) progress review reports



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9. Register of internal evaluation marks

10. Result Analysis

Introduction of objectives paper per course

1. The IQAC focuses on the continuous improvement systems for the students.
2. There is a centralized examination cell to conduct the sessional examinations..
3. The examination cell has been functioning effectively and the staff handling the subject prepares one question paper for each subject and hand over the same to the examination cell. Examination cell allots the invigilators from different departments.

A syllabus copy is maintained by each staff of the department for each course handled by the faculty

S.No	Item	Description
1	Syllabus copy	Preferably the university provided document
2	Course outcomes (CO)	5 outcomes covering entire syllabus, easily explainable by the faculty
3	Lesson plan	Topic wise, with references, teaching aid/methodology matching with Time Table Also, reflect tutorials, topic beyond syllabus in planning.
4	Self learning resources	,Online certifications,
5	Lecture notes	Module wise, hand written/ soft copies and easily traceable topic wise
6	Result analysis	After completing the semester exams



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Methods to improve results

S.NO	Item
1	University question papers
2	Internal Question papers with key
3	Assignment Question papers
4	Tutorial evidence
5	Result Analysis to identify weak and advanced learners

Evaluation of student performance

S.NO	Item
1	Result Analysis to identify weak and advanced learners
2	Result analysis at the end of the course
3	Course assessment
4	Guest talks, field visits, Trainings, Certifications etc.
5	Attendance register
6	Syllabus copy



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