

GURU NANAK INSTITUTE OF TECHNOLOGY



Internal Quality Assurance Cell (IQAC) Policy

Guru Nanak Institute of Technology  
157/F, Nilgunj Road, Panihati  
Kolkata-700114

|   |   |  |
|---|---|--|
| REF NO.<br><i>GNIT/IQAC/PRIN/2018/121</i> | Compiled and checked<br>By: HOD, ECE Department<br>Signature: <i>Sunilpa Ray</i><br>Date: <i>08-03-2018</i> | Approved By:<br>Principal, GNIT<br>Signature: <i>[Signature]</i><br>Date: <i>07/3/18</i> |
|---|---|--|

Internal Quality Assurance Cell (IQAC)  
Guru Nanak Institute of Technology  
157/F, Nilgunj Road, Panihati, Sodepur  
Kolkata-700114

Principal  
Gurunanak Institute of Technology



# Guru Nanak Institute of Technology

157/F, Nilgunj Road, Panihati, Kolkata-700 114  
Phone: +91 33 2563 7929 / 2523 3900, Telefax: +91 33 2563 7957  
Website : [www.gnit.ac.in](http://www.gnit.ac.in), Email : [info.gnit@jisgroup.org](mailto:info.gnit@jisgroup.org)

---

**Guru Nanak Institute of Technology**  
**(Autonomous Institution)**

**Internal Quality Assurance Cell (IQAC) Policy**

## CONTENT

| S.No | Descriptions                        | Page.No |
|------|-------------------------------------|---------|
| A    | Vision of IQAC                      | 2       |
| B    | Mission of IQAC                     | 2       |
| C    | IQAC Quality Policy                 | 2       |
| D    | Objectives                          | 2       |
| E    | IQAC Committee                      | 2       |
|      | I. Role of Students                 | 2       |
|      | II. Role of Alumni                  | 3       |
|      | III. Role of Faculty                | 3       |
|      | IV. Role of Management              | 3       |
| F    | Mechanism of Quality Assurance (QA) | 3       |
| G    | Amendments/ Review                  | 4       |

## Guru Nanak Institute of Technology

### INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

#### A. VISION OF IQAC

To institutionalize and internationalize all initiatives undertaken with support from both internal and external resources for attaining quality benchmark for the overall development of the institute .

#### B. MISSION OF IQAC

- Cater as a nodal hub to promote and supervise all the academic and administrative initiatives.
- To foster Global Competencies and to enhance value system among students.
- To channelize and systematize the best practices and measures of the institution toward excellence.

#### C. IQAC Quality Policy

- The institution is committed to taking proactive measures to ensure that outreach, teaching, and learning are of a high caliber and meet the requirements of both the institution and the community.

#### D.Objectives:

- To create a quality system for conscious, consistent, and catalytic scheduled action to raise the institution's administrative and academic performance.
- To encourage actions that will improve institutional performance by internalizing a quality culture and institutionalizing best practices.
- Holistic approach, benchmarking, accountability methodologies, self-assessment, student evaluation, ongoing efforts to improve the quality of academic, administrative, and supporting staff, optimum resource utilization, and ongoing improvement efforts are some of the fundamental principles of the institution's quality policy.

## E. IQAC Committee:

The IQAC Committee shall be responsible for carrying out the quality policy and program. IQAC has been established with department heads, administrative staff, seasoned academics, a select group of eminent educationalists, and stakeholders under the chairmanship of the principal. Such nominated members' membership shall be for a term of two years. The IQAC ought to convene at least once every three months. Periodically, the agenda, minutes, and action taken reports are documented.

The roles/ duties of main stakeholders such as students, Alumni, Faculty and college management are indicative in nature as given below:

### **I. Role of Students**

- Discipline, punctuality, and regularity standards, rules, and guidelines must be followed by students.
- They must achieve the standards in order to keep up good attendance, get the desired results, and hone the necessary presentation abilities.
- Students should offer their input so that any gaps in the course material and teaching-learning process can be filled.

### **II. Role of Alumni**

- Alumni play a vital role for maintaining the institution's brand. It also shares the market insights, technological advancements, and employment prospects with all stakeholders and taking a vital role towards the academic excellence of the institute.

### **III. Role of Faculty**

Faculty should guarantee the effective teaching and learning procedures in accordance with the Policies and procedures of the institution.

### **IV. Role of Management**

- Integrate the quality as a crucial part of the institution's vision and mission.
- Establish the necessary, empowered committees for maintaining/assuring the highest levels of teaching quality, infrastructure, etc.
- Provide support in terms of infrastructure, manpower, and financial support for faculty to attend national and international conferences and workshops to update their knowledge and skills.

## F. Mechanism of Quality Assurance (QA):

- Ensuring that academic, administrative, and financial activities are completed in a timely, effective, and progressive manner.
- A solid academic and research program.
- Affordability and equitable access to academic programs for all societal groups.
- The improvement and incorporation of contemporary teaching and learning techniques.
- The validity of the evaluation and assessment processes.
- Ensuring that the support system and services are adequate, maintained, and allocated properly.
- Networking with other institutions in India and overseas and sharing research findings.

The following internal quality assurance mechanisms will be used to ensure that the policy is followed by all of the institution's faculties, departments, administrative employees, and support staff. Regular internal audits will be conducted to ensure that the Quality Policy is implemented.

## G. Amendments/ Review:

To maintain its current relevance, this policy will be frequently reviewed and updated. Any institution employee, including students, is free to provide suggestions to the IQAC for ways to make this policy better. The IQAC shall assess the suggested amendments and, if appropriate, shall send such changes to the higher authorities for consideration.