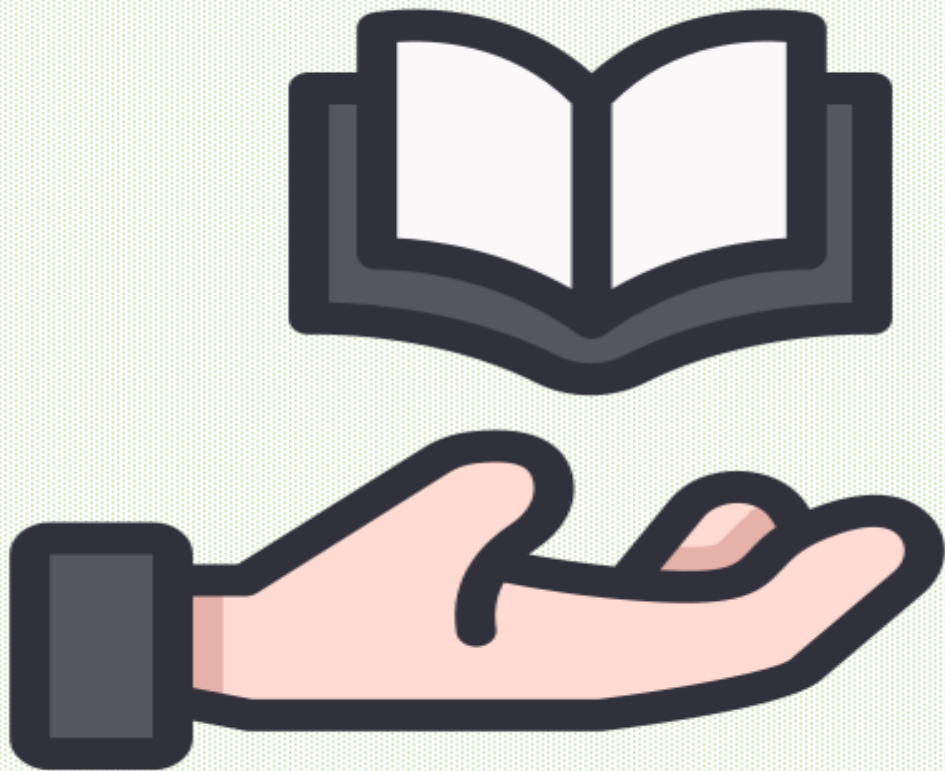




NIZAM COLLEGE
Autonomous
Re-accredited by NAAC with B++
A Constituent College of Osmania University



IQAC HANDBOOK



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A. Vision and Mission

The Internal Quality Assurance Cell (IQAC) plays a vital role in upholding and enhancing the quality of education in academic institutions. Its vision and mission are centred on fostering continuous improvement in all aspects of educational delivery and institutional performance.



Vision:

To be a driving force in transforming Nizam College into a centre of academic excellence by promoting a culture of quality, innovation, and continuous improvement, ensuring globally benchmarked educational standards and holistic institutional development.

Mission:

To ensure continuous quality enhancement in education, research, and governance by implementing effective quality assurance practices, fostering innovation, and aligning institutional processes with national and international standards.

Value Framework

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence

Internal Quality Assurance Cell (IQAC)



B. Introduction to IQAC:

Introduction in pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited institution establish an Internal Quality Assurance Cell (IQAC). Internal Quality Assurance Cell of Nizam College was established on 25th June, 2011. Since quality enhancement is a continuous process, the IQAC is a part of the institution's system and works towards realizing 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 performance of institutions. The IQAC works to make a significant and meaningful contribution in the accreditation process of the college.

C. Objectives of IQAC

1. **Promote Continuous Quality Improvement** in teaching, learning, and administrative processes through effective quality assurance mechanisms.
2. **Enhance Curriculum and Pedagogy** by integrating innovative teaching methods and aligning with national and international standards.
3. **Foster Research and Innovation** by encouraging faculty and students to engage in impactful research and academic development.
4. **Conduct self-assessments and evaluations** to identify strengths and areas for enhancement across all aspects of the institution.
5. **Ensure Institutional Transparency and Accountability** in governance, decision-making, and quality management processes.
6. **Encourage Stakeholder Involvement** by engaging students, faculty, alumni, and industry partners in the quality enhancement initiatives.

D. Functions of IQAC

1. In addition to the vision and mission, IQAC is responsible for various initiatives that lead to institutional improvement. Some of these include:
2. **Setting quality benchmarks:** Establishing and updating quality standards for teaching, learning, administration, research, and infrastructure.
3. **Self-assessment and reviews:** Encouraging and overseeing the institution's self-assessment process to identify areas of strength and areas for improvement.
4. **Audits:** Conducting periodic quality audits and performance assessments to ensure compliance with established standards.
5. **Promoting faculty development:** Organizing workshops, seminars, and training sessions for faculty and staff to improve their teaching skills, research output, and overall professional competence.
6. **Feedback mechanism:** Establishing systems for regular feedback collection from students, parents, and other stakeholders to assess satisfaction and pinpoint areas for improvement.

7. **Documentation and reporting:** Encouraging departments to organize quality enhancement programs, maintaining comprehensive records of quality assurance activities, preparing reports for accreditation bodies (such as NAAC, NIRF)
8. **Encouraging research and innovation:** Supporting the development of research culture, encouraging interdisciplinary collaborations, and aligning academic programs with emerging industry trends.
9. **Promoting student-centric approach:** Implementing innovative teaching-learning methodologies, encouraging student participation in decision-making, and focusing on holistic student development.

Some of the IQAC Activities:

- **Academic audits:** Conduct regular assessments of curricula, teaching methods, and student performance to ensure alignment with institutional and accreditation standards.
- **Student support systems:** Strengthen counselling services, skill development programs, and career guidance workshops for student success.
- **Sustainability initiatives:** Promote environmental sustainability and green campus initiatives.
- **Technological integration:** Incorporating modern technology and e-learning tools into teaching and administration.

E. Strategies of IQAC

Nizam College continues to envision and relentlessly make efforts to revamp and revise the existing system, as well as set new goals and targets to thrive and excel. In the changing global scenario, we have set the following goals and objectives

Academic Excellence and Research Innovation

- Enhance the curriculum to align with emerging trends in various fields, particularly in science, technology, engineering, arts, and mathematics (STEAM).
- Strengthen a robust research culture across disciplines.

- Strengthen partnerships with industries, academia, and government agencies to enhance practical learning and research.
- The IQAC facilitates the appointment of **Professors of Practice** to strengthen industry-academia collaboration and enhance practical learning.

Student Development and Success

- Enhance student support services including counselling, career guidance, and mentoring programs.
- Provide students with the skills necessary for the future workforce.
- Promote extra-curricular and co-curricular activities to encourage leadership, social responsibility, and teamwork.

Infrastructure and Campus Development

- Modernize facilities and expand campus infrastructure to meet the needs of a growing student body.
- Implement smart campus technologies to support digital learning and sustainable practices

Community Engagement and Social Responsibility

- Enhance the college's role in community development through outreach programs.
- Adopt local schools /slum areas under Nizam Care Initiative
- Engage in more collaborative activities through MoUs, Alumni and develop partnerships with industries, NGOs, and government bodies to address regional challenges

Financial Sustainability and Growth

- Nizam College can enhance financial growth by partnering with tech companies and research organizations for funded projects, internships, and collaborative research initiatives.
- Nizam College can expand its offerings by providing specialized certifications and online courses designed for professionals and remote learners.
- Nizam College can leverage its alumni network to secure donations and establish endowment funds to support scholarships and infrastructure development.
- Nizam College can generate additional revenue by renting out campus facilities for events and leasing underutilized spaces.

F. IQAC Committee:

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with heads of the departments, administrative members, experienced faculty, few distinguished educationalist and Stakeholders. The membership of such nominated members shall be for a period of two years. The agenda, minutes and Action Taken Reports are documented periodically.

IQAC Committee is hereby constituted in Nizam College (O.U.) with the following members for Academic year **2024-2025** and the Committee would commence with immediate effect (21-11-2024).

1.	Prof. A. V. Rajashekhar Principal	:	Chairman
2	Dr. S. Renuka Vice - Principal	:	Member
3	Dr. G. Upender Reddy CEO	:	Member
4	Dr. M. Radhika Dept. of Chemistry	:	Member
5	Dr. Ch. Kishore Kumar Dept of Mathematic	:	Member
6	Dr. B. Madhavi Dept. of Business Management	:	Member
7	Ms. A. Lakshmi Dept. of Business Management	:	Member
8	Ms. B. Shirley Grace Dept. of English	:	Member
9	Mr. Subramanyam Deputy Registrar	:	Member
10	Mr. Mote Sreenu Faculty, GNIT	:	Alumni
11	Mr. Y. Prithvi Raj Sr. Devops Engineer	:	Alumni
12	Mr. D. Srikanth Manager, HR	:	Oracle
13	Mr. G. Vinay Kumar Goud (M.Ch.Cs.)	:	Student
14	Ms. Shaik Nadiya BBA(RO)	:	Student
15	Ms. D. Mahija Dept. of Physics	:	Assistant Coordinator
16	Dr. Melissa Helen Dept. of English	:	Coordinator

G. Role and Responsibilities of the Coordinator:

To ensure efficient functioning of IQAC, coordinator of the IQAC shall interact with various functionaries for effective implementation of IQAC and apprise chairperson of IQAC from time to time for the progress. IQAC will meet periodically twice in a year with all external members and record its deliberation and suggest improvements required if any in academic / administrative functions

The **IQAC Coordinator** plays a crucial role in planning, implementing, and monitoring quality enhancement initiatives within an institution. Their responsibilities include:

1. Planning & Implementation

- Develop and execute quality enhancement strategies in line with institutional goals.
- Ensure smooth functioning of the IQAC by coordinating with faculty, staff, and administration.
- Align institutional processes with accreditation and assessment frameworks (e.g., NAAC, NIRF).

2. Quality Assurance & Monitoring

- Conduct internal and external audits to assess academic and administrative quality.
- Monitor teaching-learning processes and suggest improvements based on feedback.
- Implement best practices for academic excellence and administrative efficiency.

3. Data Management & Reporting

- Maintain records of institutional performance, achievements, and initiatives.
- Prepare and submit Annual Quality Assurance Reports (AQAR) and Self-Study Reports (SSR) for accreditation.
- Analyze feedback from stakeholders (students, faculty, alumni, employers) and implement necessary improvements.

4. Research & Development Support

- Encourage faculty and students to engage in research, innovation, and publications.
- Facilitate collaborations with industries, research organizations, and funding agencies.

5. Faculty & Student Development

- Organize workshops, seminars, and training programs for faculty and students.
- Support professional development initiatives, FDPs, and skill-based training programs.

6. Institutional Collaborations & Outreach

- Foster partnerships with academic institutions, industries, and social organizations.
- Encourage community engagement, extension activities, and programs focused on social responsibility.

7. Governance & Compliance

- Ensure adherence to policies and guidelines set by regulatory bodies.
- Strengthen transparency, accountability, and governance within the institution.

H. Role of IQAC in Audits



The **Internal Quality Assurance Cell (IQAC)** plays a crucial role in ensuring and enhancing the quality of education, administration, and overall institutional functioning through regular **audits**. Here's how IQAC contributes to different types of audits:

1. Academic and Administrative Audit

- Monitors teaching-learning processes by collecting feedback from students and faculty.
- Ensures curriculum implementation as per guidelines.
- Evaluates faculty performance through PBAS.
- Recommends innovative teaching methodologies and capacity-building programs.
- Evaluates institutional policies, governance, and the efficiency of decision-making processes.
- Checks compliance with regulations set by accreditation bodies (NAAC, NIRF).
- Ensures efficient documentation and record management.

2. Green Audit

- Promotes environmental sustainability initiatives within the institution.
- Assesses energy and resource conservation measures.
- Ensures compliance with waste management and eco-friendly practices.

3. Energy Audit

- IQAC leads the energy audit process, ensuring systematic data collection.
- Facilitates collaboration between management, faculty, and external audit teams for efficient energy evaluation.
- Organizes workshops and awareness programs to encourage energy conservation practices among staff and students.
- Reviews audit findings and ensures the implementation of energy-efficient measures, such as using energy-saving appliances and renewable energy sources.

4. Gender Audit

- IQAC leads the planning and execution of the gender audit, ensuring alignment with institutional goals and policies related to gender equality.
- Ensures systematic collection of gender-disaggregated data, such as student enrolment, faculty representation, and resource allocation, to assess gender parity.
- Collaborates with faculty, students, and external gender experts to conduct a thorough audit and ensure diverse perspectives.
- Reviews audit findings and suggests actionable policies or initiatives to address gender imbalances and promote an inclusive environment.

5. Financial Audit

- Ensures proper utilization of funds and transparency in financial transactions.
- Conducts periodic reviews of budget allocation and expenditure.

Coordinates internal and external financial audits.

6. Library Audit

- Examines the accessibility, availability, and utilization of library resources.
- Ensures digital resources are up-to-date and adequate.
- Conducts regular reviews of library resources, infrastructure, and services to ensure they meet the evolving needs of students and faculty.

I. BEST PRACTICES



Practice 1:

1. Title: Interface between Academia and Research Institutes through Projects, Internships etc.

2. Objective: To promote a spirit of research through hands on experience.

The primary intention is to prepare students empower students in manifold ways. Faculty and students are encouraged in critical thinking, applied research, problem solving skills and entrepreneurship. Some Departments collaborate with each other and also have MoUs with industries, academic bodies and other recognized institutes for research and development. Most Departments arrange for interaction, exposure to experts so that their domain knowledge is strengthened and skills are developed. A few examples:

- Department of English students attend the Hyderabad Literary Festival
- Department of Chemistry take their students to CSIR.
- Students from the Department of Botany and Zoology go on field visits.
- Students of the Microbiology Department are encouraged to do research and develop patents.

- Students from the Department of Commerce and Business Management are encouraged to go for internships and entrepreneurship.

Practice 2:

1. Title: Nizamians Care Initiative.

2. Objective: To make students more socially responsible and produce future leaders.

In the present scenario where age old values of fraternity and philanthropy are getting lost in cut throat competitive and consumerist spirit, Nizam College is consistently keeping up its tempo of inculcating the spirit of philanthropy. In the current society where the basic unit of families is being threatened, society at large is destroyed by preferring finance over fraternity; human beings are living in a never-ending age of the need for self-gratification. But Nizam College has been successful in impressing upon the students the values of being concerned about human welfare and the world at large.

Nizam College students are very active in various social services. The village Pratapa Singaram is adopted by our students. They have established a library apart from helping in developing the village with cleanliness drives, donation of food, stationery, blankets, etc. The NSS units organize several activities such as Medical Camps, Blood Donation drive, Swatch Bharat programs, visiting slums, Orphanages, Old Age Homes, Conducting Educational Camps government schools, Offering Career Program etc. Even during Covid 19, our students went as volunteers to distribute grocery and food etc. Apart from NSS units, our students also tie up with NGOs like Friends Being Helping Hands and Oyster to carry out these works.

J. Future Plans:



- Introduce new programs and value-added courses to build students' skills and enhance employability.
- Expand extension activities and community outreach programs.
- To organize Quality Assurance Workshops and Seminars
- Sharing and exchanging IQAC best practices with other colleges to foster collaboration and continuous improvement across institutions.
- Maintaining regular interaction with industry partners for the revision and enhancement of syllabi to align with current trends and demands.
- Encourage faculty to apply for and obtain projects and patents.
- Promote startup ventures and entrepreneurial training for students.
- Provide reliable services, including academic and social counselling.
- Offer remedial courses and special attention to Divyangjan students.
- Establish a sustainable campus focusing on energy usage, water conservation.
- Strengthen organizational culture and leadership at all levels.
- Tap into the extensive and influential alumni network.
- Introduce Certificate and Diploma Programs in Yoga and IK

I. Amendments/Review:

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.