

# St. Anthony's College Quality Assurance Policy



St. Anthony's College

Quality Assurance Policy



**IQAC, St. Anthony's College, Shillong**

## ***Preamble***

*Whereas St. Anthony's College is a Salesian Institution of the Don Bosco Society established to provide higher education within the reach of all and;*

*Whereas the College is inspired and driven by the pedagogical philosophy and system of Don Bosco to educate the whole person,*

*Cognizant of the College's ambition to become a centre of academic excellence imparting quality education through its various departments, programmes, courses and activities,*

*Cautious of the University Grants Commission's, Affiliating University's other Tertiary Institutions' demands and expectations from such institution offering higher education to ensure its standards conform to their standards, Aware of society's expectation for excellence in education and all related activities,*

*Aware also of the fact that the College of its accord and standing requires it to evolve, transform and upgrade itself constantly to meet growing needs of people for the best in education and training, and that it must compete with other institutions and maintain its lead in this venture,*

*Now, do hereby, through this policy instrument take constructive, positive and proactive steps towards ensuring quality in teaching, learning, research, outreach, consultancy and other extension services that falls within its fold and purview.*

## ***St. Anthony's College Quality Assurance Policy***

### ***Name, Purpose and Outline***

The ***St. Anthony's College Quality Assurance Policy***, henceforth the ***SACQAP***, will define the direction in which the College will take in order to meet the needs of the youths of the society for quality education, the faculty and staff for the best possible environment in which to work in and the society for honest citizens and people of right beliefs and convictions.

The ***SACQAP*** will provide a ***framework*** within which appropriate ***structures, goals and objectives*** will be set in order to achieve the vision and mission of the College. These structures, goals and objectives will be implemented in the College spearheaded by the ***Management*** through different ***academic*** and ***non-academic units/bodies/committees***. These units/bodies/committees so formed will have their respective constitutions that will be guide their policymaking and subsequent execution of policies through their duly selected/appointed/co-opted members to be chosen from amongst the teaching/non-teaching/student body as is appropriate and required.

The ***SACQAP*** in all its aspects must reflect the ***pedagogical philosophy formulated by Don Bosco*** and implemented by him and his successors in educating the young throughout the world.

The ***SACQAP*** will ensure that both the standard and quality of different facets of the College falling under the following two broad areas are maintained and, as opportunities present themselves, are further enhanced:

The quality assurance policy is defined under two broad categories:

1. Areas of Internal Quality Assurance
2. Areas of External Quality Assurance

## *Areas of Internal Quality Assurance*

### **Article I. Quality of Programmes and Courses**

- 1.1 The College shall ensure that it runs programmes and courses that are relevant to the need of the stakeholders and are as per the requirement of the academic and professional domains.
- 1.2 The College shall offer Bachelor's and Master's degrees and other Postgraduate Certificates and Diplomas with NEHU as its central degree awarding body. Teaching is to be delivered primarily within the Faculties of Humanities, Social Sciences, Management, Science, and Technology, and in line with the Indian Educational Policy, the UGC, including the NEHU and keeping in mind international standards of education.
- 1.3 At the postgraduate and undergraduate level, Council of Heads is to bear the responsibility of maintaining academic standards and overall quality of the educational experience delivered department wise. The Council is to develop the Departmental strategy of maintaining the standard of the College guided by the vision and mission of the College, as per the rules of the IQAC, and conforming to the UGC mandate and NEHU norms and that of the national sector educational policies and international standards of education.
- 1.4 The College shall place prioritise the continuous enhancement of the quality of teaching and the student learning experience. Methods and mechanisms are to be explored and implemented in order to achieve this goal.

## **Article II. Quality of Admission and Enrolment of students**

- 2.1. The College shall constitute an Admission Committee to oversee the process of advertising, processing and granting admissions into its various departments, programmes and courses. The Admission Committee shall streamline the entire process and ensure that it is transparent and impartial and that it reflects the spirit and attitude of the College throughout.
- 2.2. The Offices (Support Staff) of the College are to assist and to provide the Admission Committee with all the details, information and facilities that will be required to complete the admission process smoothly and efficiently.
- 2.3. The Principal will oversee that Admission Committee and ensure that the members of the Committee and the Offices are coordinating and performing their assigned roles without prejudice or malice and that there is transparency and impartiality all through the various stages of the process.
- 2.4. Concerning the granting of admissions to candidates applying for a seat in any department of the College against donations, capitation fee, favours and gifts, the College shall forthrightly reject such offer and deny any such parties admission and refuse to comply with such dishonest activities.

## **Article III. Quality of Academic Staff**

- 3.1 The College shall ensure that those who will be appointed as faculty to a department and to teach various programmes and courses at the institution are well-qualified people. They must be those who have been tested and interviewed to ascertain their capability and to verify that they have the required norms and qualification, as per the Affiliating

University/Tertiary Institutions/University Grants Commission/State Government provision, to be appointed as faculty to the concern department.

- 3.2 The College shall, from time to time as circumstances permit and situation allow, encourage and permit its faculty to attend training programmes, orientation programmes, and refresher courses; to enrol in doctoral and post-doctoral studies, and; to participate in any skills development courses or programmes. This is to ensure that the faculty and staff continue to remain relevant and current for their personal benefits, the benefit of the student community and for the growth and progress of the institution as a whole.
- 3.3 The College shall ensure that its Academic Staff attend and participate in relevant programmes and activities organised internally by the College and its various cells and committees and externally by other colleges, universities and academic institutions on subjects and themes, which bear relevance with and connection to the syllabus that they are teaching, area of their expertise and research.
- 3.4. The College shall form a standing committee or a committee as per the need of the situation to evaluate and assess the performance of its Academic Staff on a yearly basis to ensure that the faculty fulfil the Academic Performance Index norms as per the UGC provisions. This process is to be carried out under the guidance of the Internal Quality Assurance Cell before the final submission of the report to the concern authority.
- 3.5 The Principal is to monitor the method of promotion and the recording of the same in the faculty handbook. Confidentiality is to be maintained in the annual evaluation method to safeguard the interests of the concerned staff.
- 3.6 The College shall ensure that the Academic Staffs engage in research projects, doctoral and post-doctoral studies, take interest in publications at various levels, and upgrade themselves and their area of expertise regularly.

## **Article IV. Quality of Support Staff**

- 4.1 The College shall ensure that those who will be appointed as Support Staff or Laboratory Assistant at the institution are well-qualified people. They must be those who have been tested and interviewed to ascertain their capability and to verify that they have the required norms and qualification, as per the College/Affiliating University/Tertiary Institutions/University Grants Commission/State Government provision, whichever applicable, to be appointed as staff in the College.
- 4.2 The College shall, from time to time as circumstances permit and situation allow, encourage and permit its staff to attend training programmes and to participate in any skills development courses or programmes. This is to ensure that the staffs continue to remain relevant and current for their personal benefits, the benefit of the student community and for the growth and progress of the institution as a whole.

## **Article V. Quality of Teaching and Learning Experience**

- 5.1 The College must orient all new faculty towards the Salesian Way of Education and provide opportunities for them to become familiar with the educational and relational methods of Don Bosco. It must constantly reiterate the need to incorporate the Salesian Way of Education so that the vision and mission of the College is met collectively by its faculty and staff.
- 5.2 The College shall affirm the use of well established methods and techniques of teaching in the classroom and also encourage the discovery and incorporation of new techniques that will enable the students to understand and to learn the course content better.
- 5.3 The College through its Council of Heads shall evaluate and assess the teaching quality of its Academic Staff and provide opportunities for enhancement of skills in this area.

- 5.4 The Internal Quality Assurance Cell shall play an important advisory and supportive role in this matter and find ways and means to improve the capacity of the Academic Staff of the College through courses, programmes and policies.
- 5.5 The College shall provide each department with the essential technology and equipments to aid in the preparation and presentation of lectures. It shall also make available any software, application or programme that is available and relevant to supplement classroom lectures and interactions. Besides technology and equipments, the College shall also make available any teaching aid or tools required by specific departments to supplement their lectures.
- 5.6 In order to provide students with opportunities to learn new skills/subjects or master an old one, the College shall run short term certificate or add-on courses either through its many departments or through a specially set up committee or cell for the benefit of the student community.
- 5.7 The College shall ensure that each department runs bridge courses or remedial courses to enable its students to grasp key aspects of the subject concern so that they are able to follow lectures and/or to improve their comprehension of the subject.

## **Article VI. Quality in Student Assessment: Internal Examinations**

- 6.1 The College and Departments of the College shall hold periodic and final assessments and evaluations to determine the quality of students' comprehension and performance at various levels and in different aspects of the subjects they have chosen as their honours or electives. The tools and mechanisms so developed to assess and evaluate the students must be relevant to the external system of evaluation by which the students will be examined at the end of the academic session.



- 6.2 In maintaining the quality and standard of performance of the students, the Heads of Departments along with the other members of the staff at the departmental level, shall conduct a monthly assessment to evaluate the students' attendance and performance.
- 6.3 Corrective measures are to be taken where needed and remedial classes and extra library hours are to be encouraged and made mandatory to enable such students to catch up with the high learners in the said courses.
- 6.4 The College shall conduct an annual review of the performance of the students before granting permission to students to appear in the external university examinations.

## **Article VII. Quality in Student Support Services**

- 7.1 The College shall form a committee manned by qualified faculty and staff to provide students with the professional support that they require in order to prepare for a successful career after graduation. Such professional support may include the proffering of guidance on improving performances in academics, career counselling, information on institutions of repute where students can apply after graduation and updates on job vacancies.
- 7.2 The Committee shall also run courses and workshops to help equip students with communication skills and interpersonal skills to enable them to express themselves well and to build and maintain healthy business as well as social relationships.
- 7.3 The Committee shall lend further support to the students of the College by holding campus recruitment drives, camps, sessions for placements in various reputed companies, institutions and agencies in the country.
- 7.4 The Committee shall run coaching classes to orient students with the various entrance test patterns and to prepare them for appearing in such tests for gaining admission into

reputed academic institutions or employment in reputed companies, institutions and agencies.

- 7.5 The Committee so created must form its own frameworks, constitutions, aims and objectives for the conduct of its duties and activities and submit the same to the Internal Quality Assurance Cell.
- 7.6 The College shall cater to the need of outstation students and those coming from remote regions of the state and country for residences to stay in during the length of their studies. The facilities to be provided to such students should be secure and sufficient enough to enable them to live comfortably until they graduate from the institution.
- 7.7 In order to further equip students who study at the institution, the College and concerned Departments and Committees shall explore ways and means to invest in and launch quality skills development and enhancement programmes that will provide them with an edge in the job market.

## **Article VIII. Quality in Student All-round Personality Development**

- 8.1 The College shall appoint a full time counsellor or create a cell that will cater to the emotional, psychological and personal care of the students and provide them with a support system that will enable them to endure, deal with and overcome stressful situations and events in their lives.
- 8.2 The Counsellor appointed or the Cell so created must form frameworks for the conduct of their duties and activities and submit the same to the Internal Quality Assurance Cell.

## **Article IX. Quality of Resources and Facilities**

- 9.1 The College shall establish a Central Library and encourage all departments to set up their own departmental libraries to service as repositories of books and resources that will be useful to the students and the faculty as well.
- 9.2 The College shall endeavour to increase the number of titles and copies of books at the Central Library. It shall also, at regular intervals, upgrade the system of cataloguing and issuing of books to ensure efficiency in the discharge of all library related activities.
- 9.3 All the departments are to follow suit in ensuring that their libraries have the latest and the most relevant texts and resources for use by their faculty in preparing lectures and presentation.
- 9.4 The Central Library shall explore the possibilities of subscribing to various internet journals and e-magazine and other resources to supplement the available reading material and to provide access to critical and quality resources from across the globe.

## **Article X. Quality of Research and Consultancy**

- 10.1 A Research Committee or Cell shall be formed to oversee the research activities and exercises of the faculty and students at the College. The Research Committee shall hold talks and lectures, organise workshops, seminars and conferences, and collaborate with departments of the College or other external academic institutions in holding or organising events that will encourage, guide, sustain and nurture research activities and projects amongst the teaching fraternity leading to publications, applications and implementations of the outcome of such research in relevant fields.

- 10.2 The Academic Staff of the College possessing certain expertise and skills in their respective areas should be encouraged to offer their services to academic and related agencies, institutions and companies so as to expand their own knowledge and capability in the area, to contribute to society, and to establish professional relationships that are mutually beneficial.

## **Article XI. Quality of Engagement with the Environment**

- 11.1 The College shall undertake to protect the environment in and around the Campus of the College and to engage in activities that are environmentally friendly. It shall adopt measures to ensure that there is no pollution of the natural resources bestowed to it by nature. It shall seek to contribute to the creation of a safe natural environment for all its staff and students.
- 11.2 The College shall adopt effective and concrete measures to deal with the different varieties of waste that are produced daily by departments and persons of the College. It shall take care to dispose of all the waste products in manners that are both environment and people friendly.
- 11.3 The College shall ensure that natural light is provided in every lecture hall and laboratory for the larger part of the day so as to minimise the use of artificial energy. In cases where natural light is not readily available, the College shall ensure that artificial energy such as those produced by electricity and generators is used judiciously by the staff and students and that these sources of artificial energy are turned off after completion of the tasks or activities for which they have been utilised.
- 11.4 The College shall take steps to create awareness on the above discussed issues amongst its staff and students so that they are able to contribute to its efforts in ensuring a clean and green campus for all its stakeholders and employees.

## Article XII. Quality of Engagement with Society

- 12.1 The College shall encourage its departments to create opportunities and to involve their staffs and students in extension activities that are academically and professionally rewarding. These activities can also result in students offering their knowledge or skills for the benefit of other students or institutions in the process. In any case, such turn of events should be encouraged so that students are able to benefit as much as possible from the activities.
- 12.2 The College shall form or create and also encourage its departments to create or form student bodies, units, clubs, and associations through which students and staffs are given the opportunity to contribute to the betterment of the underprivileged people in society, the weak and poor students in and around the city, the less developed schools, the differently-abled children in various care homes and societies, the orphanages and many other similar people and institutions in and around the Shillong city. Besides these activities, the student bodies can also contribute to the general public through awareness programmes, locality development activities and other similar exercises.
- 12.3 The College shall extend the use of its infrastructure and the services of its staff to governmental agencies, departments and units and any other organisation, deemed worthy by it, as and when they are required to establish relationships and to contribute to the society indirectly through such usage and services.
- 13.4 To inculcate a spirit and an attitude of mutual acceptance and interaction amongst students of diverse religious persuasions and cultural traditions, the College shall form a cell or a committee that will address the religious and cultural issues of the day and provide solutions, guidelines and platforms for meaningful engagement and dialogues and to bridge the divide that exists amongst them in a manner that engenders peace, appreciation and cooperation. The Cell or Committee shall also address relevant issues or

themes that emerge from time to time in one form or the other and ensure that the students are guided in their responses and reactions to such issues or themes.

### **Article XIII. Quality of Welfare and Assistance**

- 13.1 The College shall take special care to address the needs of the under-privileged and differently-abled students who join the institution. The infrastructure should be made in such a manner that the mobility of differently-abled students are not restricted in any way. The environment of the College must be made to affirm the presence of such students and to inspire them to succeed in spite of their challenges. Proper facilities and resources are to be made available to such students to assist them in the teaching-learning process as well as in their personal needs while at the campus.
- 13.2 The College shall consider genuine cases of claims of poverty worthy of financial assistance to enable the affected students to continue their education. The College can decide to either allow the student in question to pay his/her fees in instalments or to have his or her fees waived off entirely depending on the findings and decision of the College or fact finding Committee formed by the College to study the case.
- 13.3 The College shall oversee the students' applications for scholarships and the disbursing of the scholarships sanctioned against the students and ensure that there is no lapse or discrepancy in the matter. The College shall consider instituting scholarships from its own funds in order to provide a needy student with financial assistance should it feel that such an action is required or applicable to the situation.
- 13.4 The College, through proper channels, shall provide for a reliable health care system for the benefit of the staff and the students. The health care so provided should meet the need of the staff and the students and ensure that they receive the best medical treatment the College can afford.

- 13.5 The Academic Staff of the College with the permission and assistance of the Management of the College shall form a committee or society which will cater to the wellbeing of its members.

#### **Article XIV. Quality of Publication, Documentation and Archives**

- 14.1 In order to ensure that all the College related affairs are properly documented and archived, the College shall form a committee or cell that will take care of recording, filing, documenting and archiving all such affairs and present a yearly report of the same at the end of the academic session.
- 14.2 The College shall provide a platform for staff and students to engage in literary and creative exercise through a magazine, journal or newsletter that will publish their work. In order to achieve this objective the College can form or create a cell or committee to oversee the publication of magazine, journal or newsletter.
- 14.3 The College shall provide a platform for faculty and other interested academicians, scholars, professionals and experts to publish their works through an independently refereed journal to be published by the College through special committees or cells set up for the purpose.

#### **Article XV. Quality of Gender Issues and Grievances**

- 15.1 The College shall constitute a grievance redressal mechanism that will be responsible to address the complaints, appeals, offences and other such grievances that may be voiced out by students and staff from time to time and develop mechanisms for arriving at

resolutions for the same. The cell shall work closely with the aggrieved parties to resolve issues raised and any action taken is to be communicated back to the concerned parties.

- 15.2 The College shall take effective measures to address gender issues, harassments, empowerment, growth and development of women in the College either through a cell or a committee specially constituted by it.
- 15.3 To ensure that there are no incidents of ragging or harassment of new students who join the College, the College shall form a committee or cell to enforce the anti-ragging rule of the College and to monitor the students' relationships and interactions with each other.
- 15.4 The College shall, in accordance with the RTI Bill passed by the Parliament, form a dedicated RTI Cell to address any issues that may be raised by internal or external parties with regards to any matters relating to the College.

## **Article XVI. Quality of Human Resource Development**

- 16.1 All newly appointed staff members inducted into the College are to be briefed on the College's academic structure, its expectations of staff, the policy of maintaining quality assurance among the staff, the working structure and methodologies of the IQAC, Governing Body and Management and familiarized with the Vision and Mission of the College and with Don Bosco's philosophy of education.
- 16.2 All staff members of the College are to undergo in service training and periodic orientation programs to assist them in reviewing their style of work, methodology of teaching and to further enhance and reinforce quality assurance in their style of work or teaching methodologies.



- 16.3 The College shall pay due attention to the professional development of the staff. Hence, the faculty members/ teaching staff are to be encouraged to enhance their knowledge and skill set to provide quality teaching to students by being involved in Research, Consultancy, and other Out-Reach and Extension programmes. The College must encourage each of its faculty to attend faculty development programmes and to participate in exchange programs with national and international institutions.
- 16.4 The advertising of vacancies, recruitment, orientation and management of the staff whether the support staff or the teaching faculty, the management of the college are to be assisted by the Human Resources Management Cell to be formed especially for this purpose.

### **Article XVII. Quality Programme Review Process**

- 17.1 The College shall be managed by a team of well-qualified persons recognised by the Governing Body. This team shall be known as the Management and will oversee the affairs, activities, wellbeing of the staff and students and act on behalf of the Governing Body and provide regular information, updates and feedback to it on the progress of the College and the performance of the staff and students.
- 17.2 While the management along with the governing body oversees the administration, governance, regulation and development of the quality and standards of the college, the matter of quality assurance shall be undertaken by the Internal Quality Assurance Cell (IQAC) to be constituted by the College. The IQAC shall be the Nodal Body and shall oversee all academic activities and affairs of the College. It shall ensure the smooth implementation and assist in developing enforcement mechanisms to maintain quality assurance. The annual plan for delivery, evaluation and modifications of such enforcement mechanisms shall be prepared in consultation with the faculty members,

support Staff, parents, students, alumni and other stake holders associated with the college.

- 17.3 The IQAC shall conduct reviews through a qualitative and quantitative process and provide feedback and suggest corrective measures related to academics and other related matters to concerned departments, cells, committees, management and governing body on an annual basis.

## *Areas of External Quality Assurance*

### **Article XVIII. External Academic Review**

- 18.1 The *Quality of Educational Programmes* offered by the College and all connected and relevant activities shall be assured through the External Academic Review to be performed by External Accreditation Agencies, External Governmental Agencies, and External Accounts Audit, National Assessment and Accreditation Council, Bangalore, Governing Body of the College, Alumni Association of the College and St. Anthony's College Alumni Association.
- 18.2 The College shall subject itself and all its processes, departments, committees, offices, units, associations and clubs to external assessment and evaluation by the above external and internal bodies for the purpose of improving, upgrading, rectifying and refining its infrastructure, personnel and processes so that it is able to achieve its vision and mission adequately and to ensure that it achieve the standards set by the external and internal bodies.

