MATA GUJRI COLLEGE

FATEHGARH SAHIB–140 406 (Pb)
An Autonomous College
Reaccredited with 'A' Grade by NAAC
Covered under 'Star College Scheme' of DBT, GOI
Approved by AICTE New Delhi for MBA & MCA Courses
Affiliated to Punjabi University, Patiala
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MGC/2022-23/760

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Quality Policy

The mission statement of the college is to provide the rural youth educational opportunities at par with their urban counterparts and pursue the objective of imparting skills and knowledge to them to prepare them for life. To fulfil this mission a set of quality guidelines known as 'Quality Policy' are in place so that continuous improvement in the quality of education and educational services offered is ensured. The College seeks to achieve this mission by introducing the latest courses, providing the latest facilities, equipment, and following the latest curricula, equipping the students with job skills to enhance their employability, arming the students with management skills and making available services that foster personal growth and leadership qualities. The promise of quality service is reflected in the objectives of the college too where a systematic review of classroom facilities, equipment, curriculum, faculty and staff is committed.

Internal Quality Assurance Cell (IQAC) of the college is an instrument for achieving its mission and directing the quality towards north and maintaining a culture where interests of all stakeholders are taken care of. The IQAC works for continual progress of the system. The IQAC works in cohesion with all the teaching departments of the college and carries out functions to increase the quality of overall teaching-learning experience. The management of the college lends its full support to fulfil the commitment of the institute for realising its vision, mission and objectives.

Objectives of Quality Policy

- Maintaining a culture which is aligned with the mission and vision of the college for their achievement.

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- Strict adherence to the regulatory requirements of AICTE, UGC& Govt. of Punjab.

- To sustain a quality management system for ensuring compliance with relevant regulations and standards.

- Enriching the teaching learning experience by incorporation of new teaching methods, aids and equipment.

- Keeping the faculty abreast with the new developments in the field by creating an environment of upgrading the academic qualification, interaction with industry and through seminars, educational tours, visits, etc.

- To map the outcomes of education through an elaborate OBE policy.

- Providing incentives for research guided by research policy.

- To close the loops through a robust feedback mechanism and critical self-evaluation.

- To establish an integrated planning and quality assurance cycle which is effectively communicated throughout the organisation to ensure execution as per plans and provide guidance to all college operations.

Statement of Quality Policy

The quality policy of Mata Gujri College (MGC) is a statement reflecting its eternal commitment to achieve its vision and mission through continual improvement in the services provided and improvement in the standards of performance by generating and enabling a quality culture across the entire college involving all its stakeholders and management with the help of a dynamic approach for change for betterment in all spheres and hence delivering the best to our students and prepare the young generation for nation building.

MGC will assure the quality of its internal service providers through recruitment following the UGC guidelines to meet the academic standard and external suppliers/service providers by their ISO certification wherever possible. The quality assurance commitment includes all processes and practices as well as resources and services relating to teaching, learning and research; assessment and evaluation; academic support and student progression; interactions with stakeholders and the community; governance and leadership and the adoption of innovations.

The quality of academic and administrative segments will be ensured through monitoring, reviewing mechanisms and then continual improvement leading to achievement of college objectives. Being an autonomous college MGC can update its programmes vis-à-vis course contents, curricular aspects.

Quality Policy Implementation

Internal Quality Assurance Cell (IQAC) has been established in the college to act as a catalyst for achieving excellence through continual improvement in quality in accordance with UGC guidelines to help achieve the commitments made in the quality assurance policy statement and implementing its mandate.

IQAC has been set up with the following composition

1. Principal – Chairperson
2. Coordinator – Member Secretary
3. Management Member
4. Nominee from Local Society
5. Nominee from Alumni
6. Nominee from Employer/Industrialist/Stakeholder
7. Ten senior teachers – Members
8. One System Administrator-Member
9. One senior administrative official – Member

IQAC may be expanded with the inclusion of more members as necessary. IQAC may also set up and promote quality circles for facilitating improvements in specific areas or functions. The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college. It will be a facilitative and participative organ, which becomes a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary organisational culture.

The core responsibilities of IQAC will include the following:

1. It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. It will channelise and systematise the efforts and measures of the college towards academic excellence.

3. It will work towards standardisation of activities and processes and strive for continuous improvements in standards and their achievement.

4. It will promote measures for institutional functioning towards continuous quality enhancement through internalisation of quality culture and institutionalisation of best practices.

5. Its goal will be to ensure that whatever is done in the college for "education" is done efficiently and effectively with high standards.

6. It will focus on improving quality and productivity and decreasing the costs constantly.

7. It will help develop a sound basis for decisions required for improving institutional functioning and the building of an organised methodology of documentation and internal communication

8. It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making

9. It will evolve mechanisms and procedures for ensuring
   i) Timely, efficient and progressive performance of academic, administrative and financial tasks;
   ii) The relevance and quality of academic and research programmes;
   iii) Optimization and integration of modern methods of teaching and learning;
   iv) The credibility of evaluation procedures;
   v) Adequacy, maintenance and proper allocation of support structure and services;
   vi) Sharing of research findings and networking with other institutions in India and abroad.

10. It will seek to achieve quality improvement by developing leadership and by focusing on human resource development through education and training including on the job training, which will help people do their job better.

11. It will place special emphasis on enabling everyone to do their jobs to the best of their abilities through self-improvement programmes and to ensure that all available talent within the college is fully utilised for improving quality and achieving excellence.

12. It will also develop appropriate communication strategies not only for keeping all the stakeholders but also for motivating them to support and contribute to the success of quality improvement initiatives

13. It will promote enhanced interaction between students and faculty as the core requirement of the quality system by directly focusing on improving the learning experience of students.

14. It will enhance quality awareness within the institution and establish the credibility for external accreditation.

15. Its activities will be focused on helping the process of internalisation of quality and play a catalytic role in bringing about performance improvements by facilitating the development and adoption of standards and their periodic review and revision as necessary

16. It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement and for the internalisation of the quality culture.

17. It will bring about greater coordination among various departments and activities of the institution and institutionalisation of all good practices so as to give the quest for quality the benefits of collective synergy.

18. It will act as key driver of continuous improvement in quality by adopting continuous cycles of planning, live testing, checking and studying their effects through proper analysis of test results, implementing the plan in full and then take up corrective measures for the next cycle of improvements

IQAC will coordinate the creation of an exclusive window on the college website to regularly inform the students and other stakeholders about all its initiatives and shall make available all the relevant reports, documents, templates and data. It will also collect and publish objective and unbiased data relating to quality related performance parameters and their achievements.

Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.

The following are some of the specific functions focused on internal stakeholders: -

1. IQAC will facilitate the development and application of quality benchmarks/parameters/templates for the various academic and

administrative activities of the College and compile these into a quality manual, which is easily accessible to everyone.

2. IQAC will facilitate the creation of a learner-centric environment conducive for quality education and faculty maturing to adopt the required knowledge and technology for participatory teaching and learning process;

3. IQAC will promote the setting up of Quality Circles with the participation of students wherever feasible for identifying, studying, experimenting and recommending quality improvement measures in any specific area or for any specific purpose.

4. IQAC will coordinate the organization of workshops, seminars on quality related themes;

5. IQAC will coordinate the arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;

6. IQAC will disseminate information on the various quality parameters of higher education, which are applicable to the college;

7. IQAC will coordinate the proper documentation of the various programmes/activities of the College, leading to quality improvement;

8. IQAC will act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;

9. IQAC will coordinate development and maintenance of a management information database for the purpose of maintaining/enhancing the institutional quality;

10. IQAC will prepare and submit all those reports (AQAR, SSR etc) to external monitoring and regulatory bodies as and when they fall due.

In addition to above sited functions of IQAC, it is bound to initiate, nurture and monitor all those major and minor factors which can lead to quality enhancement and development of quality culture across the institution for a sustainable growth in years to come.

Principal   09.06.2022
Mata Gujri College,
Fatehgarh Sahib (Pb.)