

BEST PRACTICE 2

Year 2019-20

Dry Run Inspection–Annual Internal Quality Audit.

Goal: To monitor the College's continuous progress, the annual internal quality audit was carried out by the IQAC. The inspection objectives are described below:

- Enable the faculty to work towards developments in the field of higher education.
- Motivate teachers to continually concentrate on tasks of quality and sustenance.
- Helping people in all departments to use new approaches in their teaching and learning process in the classroom.
- Encourage educators to increase their professional ratings.
- Create a culture of science at the grass root level.
- Examine the functioning of departments, associations and various clubs.
- Evaluate the success of individual teachers

The Context: The organization initiated the Annual Internal Quality Audit Program:

- To strengthen the college's safe activities with effective frameworks to recognize and reform
- To see if the goals and objectives have been successfully implemented.

The members of the faculty were directed into the quality culture by the IQAC and educated. A few senior staff members who attended workshops and conferences shared their experiences to inspire college teachers into a culture of excellence, including at the international level. In the initial stages, the inspection requirements were established based on the probes provided by the NAAC. Some of the problems found were student's performance, creative teaching approaches, substantial academic growth, staff academic improvement etc.

In order to master any set of skills or expertise, students graduating from this institution are prepared. They are trained to maintain a high standard with their counterparts the college has planned a variety of personality development programs.

The Practice:

To ensure well-defined standards of quality in the functioning of the institution, the Dry Run Inspection plays a catalytic role. This inspection enhances the outcomes of academic and organizational operations. Teachers establish a framework for diligent review of themselves and often make progress and modifications on their own. It is a deliberate effort to review and analyze the success of all the institution's departments, services, organizations and facilities consistently and regularly.

The IQAC draws up the schedule well in advance and tells all the team members. Based on the format established for inspection, a self-study report in duplicate must be kept ready. It has two parts: one being the department's self-study report and the other, the profile of the individual teacher. All involved is made aware of the directions and goals of the inspection. The Peer Team is made up of all IQAC members, an alumni member and an external member who is a well-known educator selected from local society. The inspection is done at two levels:

- Interaction with staff members of the department.
- Inspection and review for documentary evidence.

Evidence of Success: The visit is accompanied by a 2-day annual performance review program whereby the IQAC draws up the SWOT report of the department visit. Improvement recommendations are given in writing to all departments. The entire exercise is performed by the IQAC systematically. It collects and compiles the data collected. Participative management in all potential circumstances is commonly practiced. This exercise's success rate can be summarized as follows:

- The format for the departmental profile is in line with Naas's AQAR reports. At the start of each academic year, it is handed over to the departments and the same is used for the annual internal audit. If and when the need arises, the format is checked and modifications implemented.
- It provides guidance and keeps the departments, along with evidence and documents, focused on planning and execution of operations. It gives guidance and retains the units, along with facts and documents, based on the preparation and execution of activities.
- The annual audit is performed by the IQAC and all these things are reviewed and the strengths/weaknesses of each department are objectively assessed.
- The format also gives each department space to define their best practices.

- This will be now made an annual feature that seeks a place in the event calendar and will acts as an in-built technique that makes reporting a periodic feature.

Problems encountered and Resources required: It was not possible for some teachers in the department to collect the data and complete the AQAR survey. The teachers did not get enough time; along with their university exam and teaching schedule, they had to do it. There was no available clerical assistance. To get their job done, the teachers had to use computers. The following kind of resources were required

Human Resources – to collect information to process and collate.

Financial – for stationary and other miscellaneous items for preparing reports.

Technological – Use of computers and other modes of data processing.

Material Resources – Paper and stationary items for preparation of inspection.

Notes: The IQAC develops criteria for the college's different administrative and academic roles. It also advises and educates current and potential entrants on different topics and developments in higher education. At all stages of the organizational system, the IQAC works in different roles and help different departments to works in a team.

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