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**SAVITRIBAI PHULE
PUNE UNIVERSITY**

Academic Quality Assurance policy

Purpose

The purpose of this policy is to ensure accountability and to maintain a self-regulatory system for continuous improvement of academic programs, holistic development of academic excellency of students as well as teachers of MIE-SPPU Institute of Higher Education, Doha, Qatar.

Policy Description

MIE-SPPU Institute of Higher Education Doha Qatar, is committed to achieve its targeted role in three facets, namely expansion, inclusion and excellence. Expansion means to cater to the growing needs of the students and academia whereas inclusion refers to equity for providing access to local and international students. Lastly the excellence is aimed through a holistic approach. In this context, this policy ascertains the effectiveness of methods and resources of teaching and learning, which includes assessment of academic support system and learning opportunities. Implementation and execution of the policy will safeguard the interest of all the stakeholders including students, faculty members, parents and peer bodies of educators who are in governance.

Policy Statements

Assessment of academic quality is an integral part of our education system. The policy for Academic Quality Assurance provides an analytical benchmark to measure institution's success. MIE-SPPU considers self-appraisal for quality assurance as a major 'driver' of the teaching-learning process, and this is administered and executed through an Internal and External Assurance System as outlined below:



Internal and External Quality System

a) **Internal component of Quality Assurance:**

MIE-SPPU Institute of Higher Education has established an Internal Quality Assurance Cell (IQAC-MIE-SPPU) (See Annexure-I of this policy Document) monitored by a committee. The IQAC-MIE-SPPU committee is chaired by the President, MIE-SPPU and composition of the committee includes Vice-President of MIE-SPPU, Director, Head Administration, three members of the management nominated by the President MIE-SPPU and 3 senior faculty members nominated by the Director of the Institute. One of the senior Faculty Director of the Institute nominate one of the senior faculty members as the Coordinator of the IQAC cell of MIE-SPPU. The responsibilities of the Coordinator and the IQAC committee are highlighted in Annexure-I of this document.

b) **External component of Quality Assurance:**

The IQAC-MIE-SPPU is subordinate to the IQAC of the parent University, SPPU. The Quality Assurance Cell of SPPU is the umbrella body and the executioner for undertaking the Academic and Administrative Audit (AAA) of the quality assessment of MIE-SPPU Institute of Higher Education, Doha campus. The governance of the SPPU-IQAC is in accordance with the guidelines issued, time to time, by the National Assessment and Accreditation Council (NAAC), India. SPPU-IQAC is chaired by the Vice Chancellor, SPPU and the committee comprise of senior administrative officers (Pro-Vice Chancellor, Registrar, Finance & Accounts officer, Law officer), Senior teachers of Professor/Associate Professor ranks nominated by the Vice Chancellor, member from the Management Council of SPPU, nominees from society, students and alumni, nominees from Employers/Industrialist/Stakeholders and Director of the IQAC in the SPPU, Pune, India. Since MIE is partnered with SPPU, the MIE-SPPU-IQAC works under the umbrella of SPPU-IQAC. MIE-SPPU-IQAC reports to IQAC of SPPU on yearly basis based on the parameters of assurance highlighted in Annexure-I of this document.



Assessment Procedures and Criteria of Quality Assurance

The major criteria for assessment comprise both documentation of key-indicators which are also evaluated using qualitative as well as quantitative matrices:

A. Yearly self-assessment of quality assurance:

MIE-SPPU will carry out self-assessment of each academic program (viz. B.Sc., B.A., B.Com., B.B.A.) and the process of critical review of quality of performance using following parameters:

- Feedback of students regarding syllabus, teachers and teaching methodologies, teaching aids etc.
- Feedback of teachers regarding facilities provided to perform teaching and evaluation and extension activities.
- Compliance to academic calendar (commencement of academic term, teaching and examination) and deviation (if any) with justification
- Yearly comparative data (not applicable for the first year of inception) of student enrollment (nationality, gender) for each course.

B. Analytical data for following criteria:

- Outcome of evaluation/examination (% pass, % fail, % students under different grades)
- Attendance and participation of students (Examination: Internal and External)
- Innovative and extension activities by teachers and students
- Outreach programs (events, exhibition, seminars, webinars, Panel discussion) organized by the institute.
- Student-centric facilities in the institute premise
- Number of value-added courses offered during the assessment year
- Number of courses focusing on employability/ entrepreneurship, skill development

C. Yearly assessment of governance and management:

Assessment comprises measures undertaken for students, faculty and non-academic supporting staff including grievance redressal)

D. Yearly index of infrastructure developed:

Assessment comprises maintenance and status of premises, classrooms, laboratories, library and books/magazines, canteen, recreational facilities etc.)

E. Yearly self-appraisal for institutional values and best practices adopted



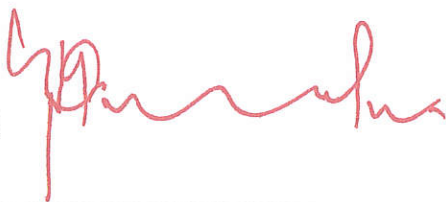


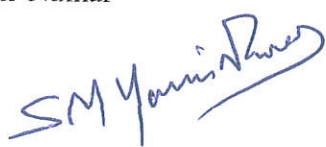
F. Yearly self-appraisal of the institution for the following key-factors and measures adopted:

- Strength
- Weakness
- Opportunities
- Challenges

G. Statement document highlighting planning for the next year.

The profile of the Academic Quality Assurance Polity formulated by MIE-SPPU Institution of Higher Education delineate the values and desired outcomes of educational programs and it projects transparency to the stakeholders. This policy also provides a basis for evaluating the extent to which assessments reflect sound professional practice. It provides guidance for future curriculum development, instruction and assessment.

Policy approved by:

<p><u>Position:</u> Vice Chancellor Savitribai Phule Pune University, Pune, India</p> <p><u>Name:</u> Dr. Prof. Nitin Karmalkar</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Hassan A.K. Chougule</p> <p><u>Signature:</u> </p>
<p><u>Position:</u> Director MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Dr. Prof. Bimalendu B. Nath</p> <p><u>Signature:</u> </p>	<p><u>Position:</u> Vice President MIE-SPPU Institute of Higher Education, Doha, Qatar</p> <p><u>Name:</u> Yasir Nainar</p> <p><u>Signature:</u> </p>





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APPENEDIX-I

Internal Quality Assurance Cell at MIE-SPPU IoHE Doha Qatar

Institutional Activities for quality assurance

Quality enhancement is an integral part of institutional functioning. MIE-SPPU Institute of Higher Education has established an Internal Quality Assurance Cell (IQAC-MIE-SPPU) (See Annexure-I of this policy Document) monitored by a committee. The IQAC-MIE-SPPU committee is chaired by the President, MIE-SPPU and composition of the committee includes Vice-President of MIE-SPPU, Director, Head Administration, three members of the management nominated by the President MIE-SPPU and 3 senior faculty members nominated by the Director of the Institute. One of the senior Faculty Director of the Institute nominate one of the senior faculty members as the Coordinator of the IQAC cell of MIE-SPPU.

MIE-SPPU-IQAC is the pivotal point in implementation of the quality policy of the Institute and its mandate is to safeguard quality enhancement and sustenance. The monitoring body is the assures of the quality and should follow the manual of the SPPU-IQAC which, in turn follows the guidelines issued, time to time, by the National Assessment and Accreditation Council (NAAC), India. The manual of NAAC, India provides the benchmarks and the processes to assure the quality of academics and administration of the institute.

The internal quality assessment begins with the quality and quantitative indices of yearly progress and performance reports prepared by the following committees of faculty members, Chaired by Director of MIE-SPPU Institute of Higher Education, Doha, Qatar:

- Academic Planning and Teaching monitoring committee (APTMC)
- Examination Coordination Committee (ECC)



- Extra-Curricular and Cultural Committee (ECCC)
- Library and e-Resources Committee (LERC)
- Seminar/Webinar Outreach Committee (SWOC)
- Media and Communication Cell (MCC)
- Student Welfare & Grievance Committee (SWGK)

MIE-SPPU-IQAC monitors codes of good practices and procedures to be implemented by the various committees of the faculty mentioned above. The Internal Cell of IQAC evaluates overall teaching and learning experiences and environment, support services, resources, and facilities. MIE-SPPU-IQAC should maintain all records of the statistical data obtained through internal Academic and Administrative Audit (AAA) and submit to SPPU-IQAC on yearly basis.

MIE-SPPU-IQAC reports to SPPU-IQAC and work in equivalence, maintaining the academic autonomy of MIE-SPPU Institute of Higher Education and remain under the surveillance of the Ministry of Education and Higher Education (MoEHE), Qatar as well as upholding the parameters of accreditation and quality assurances outlined by MoEHE, Qatar.

The quality sustenance and improvement are the prime objectives of the IQAC of MIE-SPPU IoHE. It functions to sustain the momentum of quality consciousness among the stake holder of the campus. IQAC is an essential component aiming to make progress in every aspect of institutional functioning.



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