

INTERNAL QUALITY ASSURANCE CELL (IQAC) GUIDELINES

2023

J S MURARKA MULTIPLE CAMPUS LAHAN, SIRAHA

Estd 2044

ACCREDITED BY UGC, NEPAL

Email; jsmmc2012@gmail.com

Contact; 033-563252

Approved by


Campus chief



Approved by


CMC Chairperson
Campus Chief

IQAC Guidelines 2023

J S Murarka Multiple Campus Lahan, Siraha

Background

J S Murarka Multiple Campus Lahan, Siraha (JSMCMC in short) is a community-based campus of Madhesh Province located in the picturesque and peaceful surroundings at the heart of Lahan Municipality, Siraha, Nepal. The campus established in 2044 BS with the collaborative efforts has been practically educating the youngsters around this area contributing for comprehensive reforms in higher education in the country particularly by enhancing quality and relevant academic activities. The campus started its services among the public with the faculty of humanities from proficiency certificate level in the affiliation with Tribhuvan University, and currently it has practically been providing different programs from Bachelor (Humanities (BA), Education (BEd & BEd Science), Management (BBS), Science (BSc), & One year BEd) to post graduate level in Education (English, EPM, Health), Humanities (Sociology), and Management (MBS). The campus is situated at Lahan Municipality - 10 near Gramin Chowk, 2.5 km far from the national highway. Lahan Municipality has provided a land plot of 15-16-01 *Bigha* as its main property. Thousands of the graduates have been graduated successfully from different streams and contributing nationally and internationally. Similarly, along with the QAA certification, it has added more flavor for producing the highly skilled manpowers by creating good environment of qualitative education in Madhesh province in particular and in the nation in general. Moreover, the administration has been very active and it has been more onwards after its accreditation. The campus has managed the physical infrastructures and other supporting equipments/aids for the purposes of facilitating the teaching learning activities. Some of the physical developments are: separated teaching blocks, administrative building, Well Equipped Seminar Hall, Well managed classrooms, library, science lab, Computer lab, Secretarial building, Silver jubilee monument park, Primary health center building, Generator building, Generator/solar power, Cycle stand, Bus stand, Joint desk-benches, Attendance machine, etc.

The institution has well defined teaching policy which includes all implementable teaching procedures for better learning and skill transfer to students. The teaching policy emphasis various approaches for better learning. Some adopted approaches are: class assignment, case

presentation, educational field tour, report preparation, project work/research and so on. Educational tour is one of the best ways for students have an opportunity to familiarize themselves with real business practice, history, culture, geography and real challenges of the local people.

The need for quality assurance in the higher education system has gained prominence globally and can motivate institutions to strive for excellence in the field. Towards this direction, universities and institutions of higher education in Nepal are looking up to the University Grants Commission (UGC) guidelines. In fact, the UGC has been working to continually implement policies that will help raise the standard of higher education. The Commission awards the accreditation to the campuses after successfully completing the Quality Assurance and Accreditation (QAA) process. This process encompasses the detailed evaluation of the campus against the eight different criteria, benchmarks of policy and procedures, curricular aspects, teaching-learning and evaluation, research, consultancy and extension, infrastructure and learning resources, student support and guidance, information system, and public information.

Following UGC Guidelines (Directives for Internal Quality Assurance of Higher Education Institutions, 2020, aka IQAC Directives, 2020), this **IQAC Guidelines** has been developed at J S Murarka Multiple Campus Lahan. The guidelines also align with the campus Strategic Plan 2022-2027, its academic calendar and other guidelines towards maintaining the academic standards of the courses, programs, and services offered here. The IQAC of this Institution aims to strengthen the academic cum administrative quality audit processes , maintaining its programs' quality and rigor and internalizing quality culture and best practices.

Formation of the Committee

The IQAC Directives, 2020 (Article 2.1.1) assists each institute of higher learning to enhance the overall quality of higher education. By establishing a credible system, adopting quality standards as a culture, and institutionalizing best practices, each university can establish an internal quality assurance committee to maintain the required quality standards of the university's educational/intellectual, research, and administrative functions. The Directive has set IQAC as a central mechanism of quality management. Following this, the IQAC of this

Institution will be formed having 11 members from different bodies as follows:

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|-------------------------------|--------------|
| 1. Campus Chief | Co-ordinator |
| 2. Assistant Campus Chief | Members |
| 3. HoDs | Member |
| 4. CMC Representative | 2 Members |
| 5. Faculty representative | 3 Member |
| 6. Staff representative | Member |
| 7. Student Circle Coordinator | Member |
| 8. Parents Representative | Member |

Secretariat

There will be a Secretariat of the Committee at the Institution premises. It will serve as the office of the Committee. The secretariat will be equipped with physical infrastructure and have necessary operational budgets. The IQAC will have its separate webpage under the Institution main page.

Term of Office

The term of its members will be of three years. The membership will be valid if the member remains in the same profile while nominated. If their status is changed, their membership will automatically be terminated.

Meetings and Procedures

The Committee convenes regular meetings and other related procedures at least once a month. The Co-ordinator of the Committee will chair the meeting. In the Head's absence, the senior-most member in the Head's approval will chair the meeting.

Minutes

The Member Secretary will maintain the meeting minutes, which will be verified by the joint signature of the Chair and the Member Secretary.

Allowance

The allowance and facilities of the IQAC members will be as per the institutional rules.

Invitees in Meetings

The Co-ordinator of IQAC may invite any expert, professor, staff, student representative or

any other person based on the need and relevance in the IQAC meetings.

Duties and Responsibilities of the Committee

As outlined in the Directive, the major functions, duties, rights, and responsibilities of the IQAC will be as follows:

1. Assure the quality - educational/ academic, research, and administrative in reference to the criteria, benchmarks, and indicators set by UGC, and adopt best practices of Academia abroad,
2. Implement the provision of regular internal academic audits and periodic external academic audits [coordinate with 'Academic Audit' and 'SAT' teams]. Also, encourage affiliated programs to conduct academic audits - internal (regularly) and university as well as external (periodically). Also, monitor the quality measures of the affiliated programs.
3. Take full responsibility for the process of UGC QAA, including formation of the required teams/committees, preparation, submission, and response to the LoI, SSR, and PRT as appropriate,
4. Conduct 'Quality Gap Analysis' regularly and based on it, plan and implement activities for further improvement. For this, develop guidelines for academic audit and facilitate to conduct internal and external academic audit of the Institution periodically.
5. Activate and monitor different quality management cells, agencies, or units.
6. Prepare and submit the annual report comprising the progress of the quality improvement action plan and best practices to the UGC/HEQAAC within three months of the close of the fiscal year.
7. Conduct orientation/ sensitization programs (to faculty/staff) regularly to make each program, department, and official aware of the overall QAA process and requirements to complete in each defined stage.
8. Establish and develop networking with the international agencies related to

academic auditand QAA.

9. Prepare and facilitate to implement professional ethics and code of conduct for the stakeholders.
10. Take other necessary and emergent actions, especially complying with the directives of the HEQAAC under UGC Nepal.