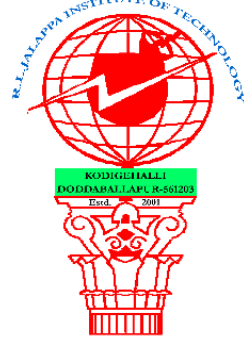


IQAC Policy



(IQAC Policy- 2023)

(Revised Version of IQAC Policy -2021)

Ref. No. RLJIT /NAAC/2022-23/Policies/020

Approved by Institute Council Meeting on 30/01/2023

Sri Devaraj Urs Educational Trust (R.)

R. L. Jalappa Institute of Technology

(Approved by AICTE, New Delhi & Affiliated to VTU,
Belagavi)

**Kodigehalli, Doddaballapura, Bengaluru Rural
Karnataka, Pin-561 203**

Mobile: 9019726800 website: www.rljit.in

email: iqac@rljit.in

PRINCIPAL

**R.L. JALAPPA INSTITUTE OF TECHNOLOGY
Kodigehalli, Doddaballapur-561203.Karnataka.**

Sri Devaraj Urs Educational Trust (R.)
R. L. Jalappa Institute of Technology
(Approved by AICTE, New Delhi & Affiliated to VTU,
Belagavi)
Kodigehalli, Doddaballapura, Bengaluru Rural
Karnataka, Pin-561 203
Mobile: 9019726800 website: www.rljit.in
email: iqac@rljit.in

Recommendations of the Institution Council for the revision of approval IQAC Policy.

History of changes in IQAC Policy

Sl. No.	Newly Added/Revised	IQAC Policy 2021	IQAC Policy 2023
No Changes			



R. L. JALAPPA INSTITUTE OF TECHNOLOGY

DODDABALLAPUR – 561 203

Bengaluru (Rural), Karnataka, India

Approved by AICTE, New Delhi | Affiliated to VTU, Belagavi

website : <https://rljit.in> | email : principal@rljit.in | Fax:080-27625380

Office of the Principal,

RLJIT

Email : principal@rljit.in

Ph:080-27625381 Extn :202

Ref. No. RLJIT /NAAC/2022-23/Policies/020

Policy statement

“Imparting quality in technical education, professional training and research” being the main vision of RLJIT, IQAC works in the same direction to ensure quality to all stakeholders.

Scope of the Policy:

IQAC policy and guidelines encompass the entire students and staff of RLJIT, Doddaballapur, Karnataka with effect from 2021-22.

Objectives of the policy:

- To develop a learner-centric system for continuous improvement of the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards outcome-based education system through best practices of academics, career training research and extension activities.
- Adopt a 360⁰ approach by making every stakeholder a part of the teaching learning process.
- Adopt an evaluation system to demonstrate unceasing effort towards improving students' performance.

Policy implementation:

The IQAC committee is responsible for implementation and monitoring of the policy.

IQAC shall be responsible for preparation of Perspective plan of the institution which consists of long-term plans and short-term plans. These plans shall support the head of the institution in improving the brand image of the institution.

IQAC shall envisage the importance of NIRF ranking and lift the college to appear in NIRF rank list.

IQAC shall also work towards accreditation of the institution and individual programs by national accreditation bodies like NAAC and NBA.

Meanwhile, the chairperson should ensure that the core members of the institution meet at least once in a week to monitor the progress of the institution in every aspect.

Functions of IQAC:

1. Setting up of Quality Benchmarks

All central committees are responsible for setting up of benchmarks at the beginning of each year under the following key performance indicators for the overall development of the institution.

Key Performance Indicators (KPI) as per the guidelines of NBA shall be framed as benchmarks to be achieved.

KPI shall be in the field of:

- a. Governance
- b. Facilities creation
- c. Outcome based Teaching Learning process
- d. Student success rate
- e. Training and placement
- f. Research and development
- g. All round development of students
- h. Extension activities
- i. Best practices

2. Rolling out appropriate actions for successful attainment of the set benchmarks.

Suggested actions in KPIs are:

1. Outcome based Teaching learning process

- Preparation of the academic schedule as per the university calendar.
- Appropriate implementation of the scheme of study prescribed by the University.
- Identification of the curriculum gaps.
- Preparation of the curriculum to plug the gap.
- Implementation of the OBE in the regular academic schedule with minimum of one course beyond the curriculum in every program of UG per semester.
- Covering 100% syllabus in all courses.
- Development of rubrics for CIE with evaluation procedure in line with the University guidelines. .
- Completion of MOOC platform programs such as NPTEL/Coursera/SimplyLearn by minimum 25% students every year. .
- Development and implementation of academic audit process. .
- Maintaining of SFR of 1:15 or less.

2. Student success rate

- Data entry of student examination results to institutional Management System (IMS).
- Calculation of the success rate of students in each semester.
- Analysis of the success rate and in comparison, with previous results.
- Attainment of 8 out of 10 in all POs and PSOs.

3. Research and Development.

- Creation of an appropriate ecosystem for research and development activity.
- Encouraging faculties for research and quality publications and ensuring minimum of 50% of faculties publish a minimum of one quality publication every year listed in UGC-Care.
- Signing MoUs with industries/institutions/Universities for making students get in line with the latest technological developments via internships and projects. .
- Collaborating with industries and getting minimum of 10 industrial projects every year. .
- Applying for minimum of 10 government/private funding every year.
- Conduction of a minimum of one Faculty Development Program for every branch. .

- Dedicated facilities for entrepreneurship and incubation.

4. Training and placement.

- All students of the institution shall be trained in soft skills, life skills and technical skills as per the industry requirements.
- The placement department shall contact as many companies as possible to organize on campus drives. .
- The placement department shall also maintain cordial relationship with neighboring institutions of repute to support students for off campus opportunities to students. .
- Placement cell will ensure placement of minimum of 75% of the registered students via various placement drives with improvement of median CTC by 10% every year.
- Placement department should support additional training to such students who find it difficult to get recruited during campus placement drives.

5. Facilities creation.

- The institution should create the state of the art facilities for smooth teaching and learning process.
- All classrooms, laboratories and seminar halls should be fitted with Projectors, and necessary ICT facilities. .
- The computer student ratio should be maintained at less than 2.

6. Governance

- Finance department shall prepare the final annual budgets for the entire institution.
- Appointment of new staff shall be done via transparent mechanism without any bias.
- The purchase of equipment/software shall follow a transparent process.
- E-governance shall be introduced for all sections of the institution.
- Financial records shall be maintained transparently and get audited by an external Chartered Accountant every year.
- Conducting minimum one GC meeting every year.
- All programmes/activities conducted shall be documented in institutional Management System (IMS).
- Administrative audit shall happen once in a year.

7. All round development of students.

- All eligible students will be supported for both Government and private scholarships.
- All grievances shall be handled on time without any bias.
- All eligible students shall be sponsored for sports and cultural events participating outside the institution.
- Student council shall be formed every year to encourage student for more participation.
- Students shall be involved to inculcate the sense of nationalism by organizing national festivals.
- Zero tolerance on issues of indiscipline, sexual harassment and ragging cases.
- Shall ensure maximum involvement of alumni for timely support to their juniors.
- Performance of students shall be monitored via Local-Guardian (LG) cell of each department.
- Institution shall ensure the dissemination of the information on performance of students to parents on a regular basis.
- Provision for grievance raising shall be made available both online and offline. .
- Grievance redressal shall be done on a timely manner.

8. Extension activities.

- All students shall be encouraged to demonstrate their commitment towards society by involving in Social Outreach Programs.
- Each student should participate in minimum two such activities identified by the institution every year.
- Faculties should encourage and support them to participate in such activities by being role models.

9. Green initiatives.

- Institution shall thrive towards increasing the green belt in the campus continuously.
- The number of trees shall increase at the rate of 10% per year.
- Maintaining student to tree ratio as 1:1.
- Rainwater harvesting systems shall be installed to conserve water.
- Alternate sources of energy shall be installed to reduce the dependence on fossil fuels.
- Commitment towards plastic recycling shall be demonstrated.
- Commitment to appropriate management of Degradable and non-degradable wastes. .
- Conducting green and energy audits regularly.

3. Evaluation of the attainment using a feedback system.

The institution shall give utmost importance for collecting feedback from the stakeholders.

The feedback is collected from:

- a. Students –
 - a. Exit feedback on facilities at the end of their graduation,
 - b. Feedback on courses at the end of each semester.
 - c. Feedback on performance of teachers at the end of each semester.
- b. Parents - during graduation day on facilities.
- c. Teachers - regularly during department level meeting on different aspects of the institution.
- d. Alumni - during alumni meet as well as their visit to the institution.
 - a. On curriculum
 - b. On facilities
- e. Employers -
 - a. During annual IQAC meeting on quality improvement aspects
 - b. During recruitment drives on quality of students and facilities

Performance appraisal system:

Performance appraisal is an important process in the evaluation of the various actions initiated during the academic year. Performance appraisal of both teaching and non-teaching staff shall be conducted once in a year to assess their performance during previous year. The process shall enable the staff to understand their role and contribution towards the quality improvement.

It should help to realize their potential better and give their best for the development of the institution.

IV. Gap analysis and acting on the shortfalls if any to improve continuously.

- All departments and central committees shall prepare the annual closing report by comparing the target and achieved results.
- IQAC shall prepare and submit the AQAR based on the reports from committees.
- Accomplishment of the set goals shall be verified during annual IQAC meeting.
- If the targets are not met, then the target is not revised. Causes for not achieving shall be critically analyzed and corrective actions are initiated for accomplishment next year.
- If the targets are met, then the new targets are set for the coming year.
- Recommendations during exit meeting of the accreditation visit shall be taken up for discussion during annual IQAC meeting. .
- Feedback collected from stake holders shall be analyzed and improvement in curriculum and facilities are initiated as necessary.

This policy is subject to periodic review for continuous improvement of quality. IQAC shall review the existing system and recommend the necessary changes.

Policy Preparation and Verification Team

Prepared by	Dr. Manjunatha B N IQAC Coordinator	 IQAC Coordinator R. L. Jalappa Institute of Technology Doddaballapur-561 203.
Reviewed by	Dr. M. Sreenivasa Reddy Director Quality in Academics and R&D	
Compiled by	Dr. Shivaprasad K M Vice- Principal & NAAC Coordinator	 Dr. Shivaprasad K.M. VICE PRINCIPAL R. L. Jalappa Institute of Technology Kodigehalli, Doddaballapur-561 203
Approved by	Dr. P. Vijayakarthish Principal	 PRINCIPAL R.L. JALAPPA INSTITUTE OF TECHNOLOGY Kodigehalli, Doddaballapur-561203,Karnataka.