BAREILLY INTERNATIONAL UNIVERSITY

(Established Under Govt. of U.P. act 26 of 2016)
Rohilkhand Medical College Campus, Pilibhit Bypass Road, Bareilly-243006 (U.P.) INDIA
Phone : 0581-2526011-12, Fax : 0581-2303345
Email : info@rmcbareilly.com, info@biu.edu.in Website : www.biu.edu.in

DATE: 30-06-2020

Ref. BIU/REG/IQAC/01

OFFICE-ORDER

As per the guidelines of the UGC for establishment and monitoring of Internal Quality Assurance cell (IQAC) Activities in the University, the Internal Quality Assurance Cell /Committee for Bareilly International University is constituted as under.

	Dr. Lata Agrawal	**Chairperson**
Senior Administrative Officers:		
1.	Dr. Hari Om Agarwal	Member
2.	Dr. Bhushan Kumar	Member
3.	Dr. Faiz Shamshi	Member
Teachers:		
1.	Dr. T. Somashekarappa	Member
2.	Dr. Abhinav Srivastava	Member
3.	Dr. Sathyajith Naik	Member
4.	Dr. Madhusudan Astekar	Member
5.	Dr. Pankaj Mishra	Member
6.	Ms. Deeksha Sahai	Member
7.	Mrs. Manika Bishnoi	Member
8.	Dr. Priyanka A Masih	Member
9.	Dr. Abnish Chauhan	Member
Management Representative (Committee):		
1.	Dr. H.K. Premi	
Trust Nominee:		
1.	Dr. Kiran Agrawal	Member
Stakeholders:		
1.	Dr. Ashok Agarwal	Member
Alumni/Student Representative:		
1.	Mr. Amit Gangwar	Member
2.	Mr. Satyendra	Member
	Dr. Pushpendra Kanojia	**Director / Coordinator**

Registrar

Copy to:

1. All Concerned.
2. Hon'ble Vice Chancellor (For info.)
3. Office Copy/Guard File

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INTERNAL QUALITY ASSURANCE MECHANISM POLICY

1. Purpose

This policy establishes a streamlined Internal Quality Assurance Mechanism (IQAM) to continuously monitor, assess, and improve the academic, administrative, and operational quality of the university. The purpose is to institutionalize quality practices and create a culture of excellence in all spheres of the university.

2. Scope

This policy applies to all academic programs, administrative units, and support services across the university. It outlines the roles, responsibilities, and processes for ensuring consistent quality assurance and improvement.

3. Objectives

- To develop and implement robust systems for quality assurance in teaching, learning, research, and administration.
- To foster a culture of continuous quality improvement and innovation.
- To ensure compliance with statutory and regulatory guidelines for quality in higher education.
- To enhance stakeholder satisfaction, including students, faculty, staff, and external partners.
- To monitor and benchmark institutional performance against national and international standards.

4. Governance and Structure of Internal Quality Assurance

4.1 Internal Quality Assurance Cell (IQAC):

- **Establishment:** The university will establish an Internal Quality Assurance Cell (IQAC) to oversee the quality assurance mechanism.
- **Composition:**
    - Chairperson: Vice-Chancellor/President.
    - Coordinator: Senior faculty member with experience in quality assurance.
    - Members: Representatives from academic departments, administrative units, industry, alumni, and student body.
    - External Expert: A quality assurance specialist from another academic institution or industry.
- **Tenure:** The term of the IQAC members will typically be three years, subject to review.

4.2 Roles and Responsibilities of IQAC:

- Develop quality benchmarks and parameters for various academic and administrative activities.
- Facilitate the development of a learner-centric environment for quality education and skill development.
- Organize workshops, seminars, and training sessions on quality-related themes.
- Conduct periodic academic and administrative audits.

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- Collect and analyze feedback from stakeholders to identify improvement areas.
- Prepare and submit the Annual Quality Assurance Report (AQAR) to relevant regulatory bodies.
- Promote innovation, best practices, and initiatives that enhance quality in teaching, research, and operations.

5. Processes and Mechanisms for Quality Assurance

5.1 Teaching and Learning:

- Develop structured policies for curriculum design, delivery, and evaluation in line with regulatory standards.
- Implement a feedback system to assess teaching quality and student learning outcomes.
- Integrate innovative and technology-driven teaching-learning methods, such as blended learning and e-learning platforms.
- Monitor the performance of students through continuous internal assessments, projects, and examinations.

5.2 Research and Development:

- Establish guidelines for research ethics, integrity, and quality.
- Encourage interdisciplinary and industry-focused research.
- Monitor research output, including publications, patents, and funded projects.
- Provide training in research methodologies and promote collaborations with national and international institutions.

5.3 Administrative Operations:

- Standardize administrative processes to improve efficiency and service delivery.
- Conduct internal audits for operational and administrative quality.
- Establish mechanisms for grievance redressal, ensuring timely and effective resolution.

5.4 Feedback Mechanisms:

- Regularly collect feedback from students, alumni, parents, employers, and faculty through structured surveys.
- Use feedback data for quality improvement in academic programs, infrastructure, and services.

5.5 Academic and Administrative Audits:

- Conduct periodic audits to evaluate the performance of academic and administrative units.
- Identify gaps in processes and implement corrective actions to enhance quality.

5.6 Technology Integration:

- Leverage technology for monitoring and reporting quality metrics.
- Use Learning Management Systems (LMS) and Enterprise Resource Planning (ERP) tools to streamline academic and administrative processes.

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6. Reporting and Compliance

6.1 Annual Quality Assurance Report (AQAR):

- The IQAC will prepare and submit an AQAR based on predefined metrics and standards to the relevant statutory bodies, such as the University Grants Commission (UGC), National Assessment and Accreditation Council (NAAC), or other applicable agencies.

6.2 Compliance with Accreditation Standards:

- The institution will align its quality assurance practices with the standards set by national and international accrediting bodies.

6.3 Periodic Reviews and Self-Assessment:

- The IQAC will conduct annual reviews of institutional performance against established quality benchmarks.
- Self-assessment reports will be generated to highlight achievements, identify areas for improvement, and outline strategic priorities for the future.

7. Stakeholder Engagement and Capacity Building

7.1 Awareness Programs:

- Regular awareness and capacity-building programs will be organized for faculty, staff, and students to understand the importance of quality assurance.

7.2 Stakeholder Involvement:

- The institution will actively involve stakeholders in the quality assurance process through consultations, surveys, and focus groups.

7.3 Collaborations and Partnerships:

- Collaborate with national and international institutions and quality assurance agencies to adopt best practices and innovative solutions.

8. Monitoring and Review Mechanism

8.1 Monitoring Mechanism:

- The IQAC will monitor the implementation of quality assurance initiatives and provide progress updates to the institutional leadership.
- Key performance indicators (KPIs) will be used to assess the effectiveness of quality assurance measures.

8.2 Policy Review:

- This policy will be reviewed every three years, or as required, to incorporate changes in regulatory requirements, accreditation guidelines, and institutional priorities.
- Recommendations for updates to the policy will be made by the IQAC and approved by the university's leadership and governing body.

9. Accountability and Transparency

9.1 Accountability:

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- All university departments and units will be accountable for adhering to the quality assurance processes outlined in this policy.
- The IQAC will ensure compliance and report any deviations to the governing body.

9.2 Transparency:

- The institution will maintain transparency in all quality assurance activities, making relevant reports and metrics available to stakeholders.

10. Conclusion

This policy provides a robust framework for quality assurance, fostering continuous improvement and excellence in academic, research, and administrative domains. The institution's commitment to quality is central to achieving its vision and mission.

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MINUTES OF THE MEETING

Date: 30/12/2024
Time: 2pm
Venue: NSS Room

A meeting of Department Quality Assurance Cell (D.Q.A.C) was held on 30/12/2024 at Room, Rohilkhand College of Nursing, Bareilly.

Minutes of the meeting are as under:

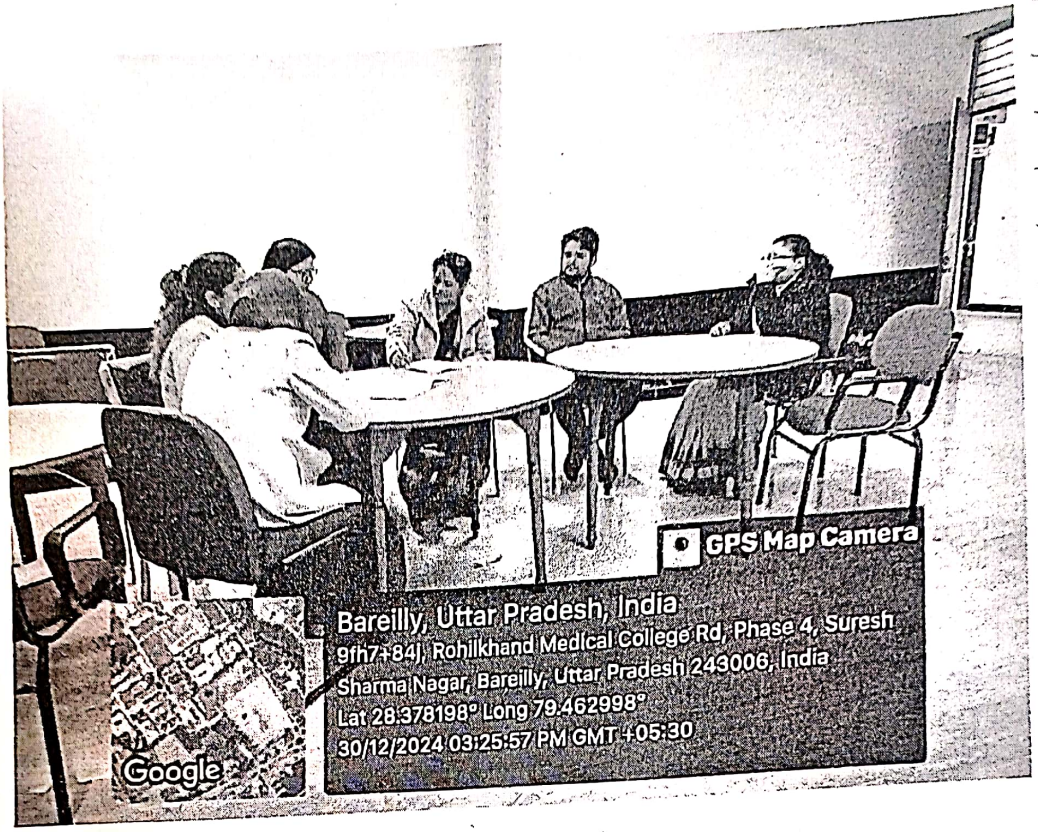
1. Meeting was presided by Principal, Rohilkhand College of Nursing, Bareilly.
2. Discussed about the Accademic activities of the year.
3. Discussed about the Result of the exams and about the counselling of the weak students.
4. Discussed about the lab infrastructures and its utilization.

Following members were present

1.	Dr. Priyanka A Masih	
2.	Dr. Anitha P	L
3.	Dr. S. Linthoingambi	
4.	Mr. Mukesh Singh	
5.	Mrs. Preeti Bahuguna	L
6.	Mrs. Vatela Gautam	L
7.	Dr. Meher Khanam	
8.	Mrs. Renuka	
9.	Ms. Y Sonia Devi	

Co-ordinator
Incharge.

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MINUTES OF THE MEETING.

Date : 22/10/2022

Time : 2pm

Venue : LT-5 Rohilkhand College of Nursing.

A meeting of Departmental Quality Assurance Cell (D.Q.A.C) was held on 22/10/2022 at LT-5 Rohilkhand College of Nursing, Bareilly.

Following Members were Present.

1.	Mrs. Priyanka A Marik	
2.	Dr. Smitha P.	
3.	Ms. Vilvadurai Narayanan	
4.	Mrs. Sanatan Singh	
5.	Mrs. S. Lakshmigandhi Devi	
6.	Mr. Mukesh	
7.	Mrs. Ruchi Bahuguna	
8.	Ms. Geetika (M.Sc Nursing)	
9.	Ms. Farwesh B.Sc.(N) V Sem	Farwesh
10.	Ms. Shanvi B.Sc.(N) V Sem.	Shanvi
11.	Ms. Rakshita	Rakshita
12.	Ms. Priya Saxena	Priya saxena
13.	Ms. Priyanka Maurya	Priyanka Maurya
14.	Ms. Priya Yadav	Priya
15.	Mr. Shubham Patel	Shubham Patel
16.	Ms. Sushma	Sushma
17.	Ms. Neetu yadav	Neetu yadav

Minutes of the Meeting :-

1. Agenda Point 1 : Discussed the role and Responsibilities of Cell Members and distributed to all the members of D.Q.A.C.

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DEPARTMENT QUALITY ASSURANCE CELL (D.Q.A.C) MEETING

DATE: - -24/01/2022 **TIME:** - 10:00 AM

VENUE: - MEETING ROOM, ROHILKHAND COLLEGE OF NURSING, BAREILLY

ATTENDANCE SHEET

S. No.	Name of Member	Designation/Role of D.Q.A.C	Signature
1	Mrs. Priyanka A Masih	Chairperson	
2	Dr. Hariom Agrawal	Management Representative	
3	Mr. Tasleem Khan	Senior Administrative officer	
4	Dr. Pushpendra Kannojia	External Member	
5	Mr. Sachin	Coordinator	
6	Mr. Velladurai Naryanan	Member	
7	Mrs. Anitha P	Member	
8	Mrs. Birjeni Devi	Member	
9	Mrs. Linthoi Devi	Member	
10	Mr. Manoj Kumar	Member	
11	Mr. Devesh	Non-Teaching Member	
12	Mr. Abhishek	Alumni	
13	Mr. Anand Saxena	Student Representative	

It is certify that all the above members of **D.Q.A.C** were notified on 24/01/2022 along with meeting agenda.

Meeting held today and 13 members were present.

Coordinator

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Rohilkhand Medical College Campus Pilibhit by Pass Road, Bareilly. (U.P) 243006 INDIA
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MINUTES OF THE MEETING

Date:- 24/01/2022

Time:- 10:00 am

Venue:- Meeting Room, Rohilkhand College of Nursing, Bareilly

A meeting of Department Quality Assurance Cell (D.Q.A.C) was held on 24/01/2022 at Meeting Room, Rohilkhand College of Nursing, Bareilly.

Following Members were Present:

1	Mrs. Priyanka A Masih
2	Dr. Hariom Agrawal
3	Mr. Tasleem Khan
4	Dr. Pushpendra Kannojia
5	Mr. Sachin
6	Mr. Velladurai Naryanan
7	Mrs. Anitha P
8	Mrs. Birjeni Devi
9	Mrs. Linthoi Devi
10	Mr. Manoj Kumar
11	Mr. Devesh
12	Mr. Abhishek
13	Mr. Anand Saxena

Minutes of the meeting are as under:

1. Meeting was presided by Chairperson, Rohilkhand College of Nursing, Bareilly.
2. All the points listed in the agenda were taken up in the meeting.
3. **Agenda Point- 1:** Review of the D.Q.A.C audit report and discussed regarding the action plan and its progress for the Discrepancies.
4. **Agenda point – 2:** Discussed with the university I.Q.A.C for further recommendations for up lifting the quality indicators of the institution.

Sachin

Coordinator

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Ref. No.: NUR/125-B /2022

Date: 17/01/2022

As per the revised guidelines of February 2020 for the monitoring and creation of Department Quality Assurance Cell (D.Q.A.C) in the Institution, issued by the UGC, The Department Quality Assurance Cell of Rohilkhand College of Nursing, Bareilly, and is hereby constituted in super session of the earlier office order to this effect as below:

Constituted Department Quality Assurance Cell (D.Q.A.C)

S. No.	Name of Member	Designation/Role of D.Q.A.C
1	Mrs. Priyanka A Masih	Chairperson
2	Dr. Hariom Agrawal	Management Representative
3	Mr. Tasleem Khan	Senior Administrative officer
4	Dr. Pushpendra Kannojia	External Member
5	Mr. Sachin	Coordinator
6	Mr. Velladurai Naryanan	Member
7	Mrs. Anitha P	Member
8	Mrs. Birjeni Devi	Member
9	Mrs. Linthoi Devi	Member
10	Mr. Manoj Kumar	Member
11	Mr. Devesh	Non-Teaching Member
12	Mr. Abhishek	Alumni
13	Mr. Anand Saxena	Student Representative

Principal

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DEPARTMENT QUALITY ASSURANCE CELL (D.Q.A.C)

For smooth and effective functioning of the IQAC in Bareilly International University, a step towards decentralization was taken up and Department Quality Assurance Cell (D.Q.A.C) in Rohilkhand College of Nursing was constituted for the purpose. The Head of the Department (Principal) will be the Chairperson with one member as coordinator from the concerned department to constitute D.Q.A.C. They meet twice in a year to look after the quality parameters of the Department.

FUNCTIONS/ GUIDELINES OF THE D.Q.A.C:

- To Coordinate with IQAC for the submission of required data and information to prepare **Annual Quality Assurance Report** (AQAR).
- To improve the quality in all the aspects of the department.
- To meet yearly at least twice and discuss the activities and review the activities of the Academic Year.
- To check out yearly plans at the beginning of the academic year and to assure the implementation of activities planned.
- To conduct discussions on the various topics on Quality parameters periodically within the department.
- To create awareness on Quality parameters of NAAC to all the other colleagues of the department.
- To assist the colleagues of the department in filling of the prescribed formats and preparing for the Academic Audit.

PRINCIPAL

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DEPARTMENT QUALITY ASSURANCE CELL (D.Q.A.C) MEETING

TIME: - 10:00 AM

DATE: - -28/06/2021

VENUE: - MEETING ROOM, ROHILKHAND COLLEGE OF NURSING, BAREILLY

ATTENDANCE SHEET

S. No.	Name of Member	Designation/Role of D.Q.A.C	Signature
1	Mrs. Priyanka A Masih	Chairperson	
2	Dr. Hariom Agrawal	Management Representative	
3	Mr. Tasleem Khan	Senior Administrative officer	
4	Dr. Pushpendra Kannojia	External Member	
5	Mr. Sachin	Coordinator	Sachin
6	Mr. Velladurai Naryanan	Member	
7	Mrs. Anitha P	Member	
8	Mrs. Birjeni Devi	Member	
9	Mrs. Linthoi Devi	Member	
10	Mr. Manoj Kumar	Member	
11	Mr. Devesh	Non-Teaching Member	
12	Mr. Abhishek	Alumni	
13	Mr. Anand Saxena	Student Representative	

It is certify that all the above members of **D.Q.A.C** were notified on 28/06/2021 along with meeting agenda.

Meeting held today and 13 members were present.

Sachin
Coordinator

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MINUTES OF THE MEETING

Date:- 28/06/2021
Time:- 10:00 am
Venue:- Meeting Room, Rohilkhand College of Nursing, Bareilly

A meeting of Department Quality Assurance Cell (D.Q.A.C) was held on 28/06/2021 at Meeting Room, Rohilkhand College of Nursing, Bareilly.

Following Members were Present:

1	Mrs. Priyanka A Masih
2	Dr. Hariom Agrawal
3	Mr. Tasleem Khan
4	Dr. Pushpendra Kannojia
5	Mr. Sachin
6	Mr. Velladurai Naryanan
7	Mrs. Anitha P
8	Mrs. Birjeni Devi
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10	Mr. Manoj Kumar
11	Mr. Devesh
12	Mr. Abhishek
13	Mr. Anand Saxena

Minutes of the meeting are as under:

1. Meeting was presided by Chairperson, Rohilkhand College of Nursing, Bareilly.
2. All the points listed in the agenda were taken up in the meeting.
3. **Agenda Point- 1:** Discussed the role and responsibilities of cell Members and distributed to all the members of D.Q.A.C.
4. **Agenda point – 2:** Discussed about the yearly Internal Institutional Audit and instructed to the cell members that they have to conduct yearly audit of the institution along with discuss the action plan of the discrepancies and send the report to the University I.Q.A.C.
5. **Agenda point – 3:** Prepared a Blue print for the assessment of quality indicators for the institution and discussed each criteria's with the cell members.

Coordinator

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Ref. No.: NUR/[illegible]/2021

Date: 23/06/2021

As per the revised guidelines of February 2020 for the monitoring and creation of Department Quality Assurance Cell (D.Q.A.C) in the Institution, issued by the UGC, The Department Quality Assurance Cell of Rohilkhand College of Nursing, Bareilly, and is hereby constituted in super session of the earlier office order to this effect as below:

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9	Mrs. Linthoi Devi	Member
10	Mr. Manoj Kumar	Member
11	Mr. Devesh	Non-Teaching Member
12	Mr. Abhishek	Alumni
13	Mr. Anand Saxena	Student Representative

Principal
23/06/21

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DEPARTMENT QUALITY ASSURANCE CELL (D.Q.A.C)

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- To check out yearly plans at the beginning of the academic year and to assure the implementation of activities planned.
- To conduct discussions on the various topics on Quality parameters periodically within the department.
- To create awareness on Quality parameters of NAAC to all the other colleagues of the department.
- To assist the colleagues of the department in filling of the prescribed formats and preparing for the Academic Audit.

23/06/20

PRINCIPAL

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