



STAREX UNIVERSITY, GURUGRAM

(Established by Haryana Private Universities (Second Amendment) Act No.20 of 2016)

(Recognized by UGC U/sec. 2(f) of the UGC Act, 1956)

(Empowered to Award degrees U/sec. 22 of the UGC Act, 1956)

INTERNAL QUALITY ASSURANCE POLICY



STAREX UNIVERSITY

Binola, Gurugram

NH-48, Village Binola, P.O. Bhorakalan, Gurugram, Haryana

122413 (India) 1800-1033-123

Website: www.starexuniversity.com



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About Internal Quality Assurance Cell (IQAC)

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, Starex University has established the Internal Quality Assurance cell (IQAC) on 15th July, 2021 as per the National Assessment and Accreditation Council (NAAC), Bengaluru. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

IQAC – Vision

Starex University has established by the state of Haryana with the vision of “Nunc Est Semper” (Now is Forever) as a dedicated, honest and transparent organization to the education. Keeping vision of the university in the mind, the vision of IQAC is to provide a quality skilled education with basic, advanced and applied knowledge **now**, which remains with the aspirants **forever**. The IQAC of Starex University is committed to promote the quality culture through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

IQAC – Mission

The mission of IQAC, Starex University to provide quality education, foster a conducive learning environment, and develop students into well-rounded individuals with strong communication skills and a commitment to contributing to society.



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OBJECTIVE

The **Internal Quality Assurance Cell (IQAC)** of Starex University is established in accordance with the guidelines of the National Assessment and Accreditation Council (NAAC). Its primary objectives are as follows:

1. To develop a system for conscious, consistent, and catalytic improvement in the overall performance of the University.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. To ensure continuous improvement in academic and administrative performance of the University.
4. To facilitate the integration of modern teaching-learning methodologies and research activities for improving the quality of higher education.
5. To provide a sound basis for decision-making aimed at improving institutional processes and outcomes.
6. To ensure timely, efficient, and progressive performance of academic, administrative, and financial tasks.
7. To strengthen internal communication and coordination among various departments and stakeholders for effective policy implementation.
8. To act as a nodal agency for planning, guiding, and monitoring quality assurance and quality sustenance activities of the University.
9. To prepare and submit the Annual Quality Assurance Report (AQAR) to NAAC in accordance with prescribed guidelines and parameters.

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QUALITY POLICY

The standard and excellence in teaching learning process is achieved by inoculating quality measures at each level of the system. Starex University has a policy for continuous improvement in the following areas:

1. Development and implementation of academic policies for all the schools of Starex University by academic council meetings.
2. Audit of all the academic and administrative departments of the Starex University.
3. Academic progress is evaluating at following measures-
 - I. Academic Daily Report
 - II. Faculty Daily Report
 - III. Self Appraisal Report
 - IV. Student Progress report
 - V. Faculty Feedback for Course curriculum, Administration, Academic etc.
 - VI. Students Feedback for Course curriculum, Administration, Academic etc.
4. A mentor-mentee system adopted to monitor the overall progress of individual student in each semester.
5. BOS meetings conducted to review and improvement of course curriculum.
6. An appreciation based encouragement Implemented for outstanding teaching and research as well.
7. On the basis of students and employees feedback the corrective measures are taken accordingly.

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8. Student's progress in class monitored through University ERP system.
9. Faculty development and advancement support system is adopted by availing FDP, conferences, seminars, workshops and training programs to them.
10. Students, Faculty and women grievance redressal cell is established and functioning properly.
11. A dedicated department established for counseling, guiding and psychological support to the students.
12. Extra- curricular and co-curricular activities are supported by Starex University.
13. Training and Placement Cell is established to develop relation between industries and university schools. This dedicated cell for students is also conducting programs for personality development.
14. A high standard ICT (Information, communication technology) enabled smart class rooms are developed to provide an interactive learning environment.

STRATEGIES:

IQAC shall evolve mechanism and procedures for:-

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Relevant and quality academic/ research programmes
- Equitable access to and affordability of academic programmes for various sections of society



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- Optimization and integration of modern methods of teaching and learning
- The credibility of assessment and evaluation process
- Ensuring the adequacy, maintenance and proper allocation of support structure and services
- Sharing of research findings and networking with other institutions in India and abroad

MECHANISM OF QUALITY ASSURANCE

- **Internal quality assurance mechanism:** Based on the prescribed guidelines, the university would develop its own internal quality assurance mechanism which shall be coherent with quality assurance framework set forth in this policy and approved by IQAC, to evaluate the quality of teaching programmes, teaching and learning experience, student assessment, internal moderation, support services, sources and facilities and research and programme review processes.
- **External quality assurance mechanism:** In order to ensure that high quality standard is maintained in the university, periodic assessment such as viva-voce, practical examinations, dissertation evaluation, thesis evaluation and other activities shall be made by the panel of external examiners from academic institutions, research organizations and industries etc.



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FUNCTIONS OF IQAC

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks
- Parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes / activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality



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- Periodical conduct of Academic and Administrative Audit and its follow-up
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

BENEFITS

IQAC facilitate / contribute to:

- Ensure clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organized methodology of documentation and internal communication



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OUTCOMES OF IQAC ACTIVITIES

- Accreditation – NAAC
- National Ranking – NIRF
- International Ranking/Rating – QS, THE, QS BRICS, QS STAR
- MHRD All India Survey for Higher Education
- Swachh Bharat Summer Internship Program
- Swachhta Ranking
- Feedback from stakeholders
- Fully Flexible Credit System
- Curriculum for Applied Learning
- Promoting Technology Enhanced Learning - MOOC
- Annual Quality Assurance Report

COMPOSITION OF THE IQAC:

The IQAC may be constituted under the chairmanship of head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists/ representatives of local committee. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC



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The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting these members, several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.



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- It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and in particular to education.

THE ROLE OF THE COORDINATOR

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with rich experiences and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management.



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OPERATIONAL FEATURES OF THE IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

The Institutions are requested to submit the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

IQAC POLICY

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