

**Plan to Strengthen the IQAC and Strategies for Regular Implementation,
Monitoring, and Evaluation of Institutional Performance 2082/083**



Prepared By
Internal Quality Assurance Committee (IQAC)
Durgalaxmi Multiple Campus
Attariya, Kailali
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1. Introduction

The Internal Quality Assurance Committee (IQAC) plays a vital role in ensuring institutional effectiveness, accountability, quality enhancement, and continuous improvement in higher education institutions. In the context of Durgalaxmi Multiple Campus, Attariya, Kailali, the IQAC is expected to facilitate quality teaching-learning practices, strengthen institutional governance, monitor academic and administrative performance, and promote a culture of evidence-based decision making.

This plan has been prepared to strengthen the role of the IQAC and to establish effective mechanisms for the regular implementation, monitoring, and evaluation of the campus's overall academic and administrative performance during the academic year 2082/083 B.S.

2. Vision of IQAC

To develop Durgalaxmi Multiple Campus as a quality-oriented, accountable, innovative, and learner-centered higher education institution through continuous quality enhancement and institutional improvement.

3. Mission of IQAC

- To institutionalize quality assurance and quality enhancement practices.
- To monitor and improve academic and administrative performance.
- To strengthen learner-centered teaching-learning practices.
- To establish a culture of regular assessment, feedback, and evidence-based planning.
- To ensure transparency, accountability, and stakeholder participation.

4. Major Objectives

1. Strengthen the institutional role and operational effectiveness of IQAC.
2. Develop systematic implementation and monitoring mechanisms.
3. Improve teaching-learning quality and academic performance.
4. Strengthen research, innovation, and professional development activities.
5. Enhance student support services and stakeholder satisfaction.
6. Improve institutional governance, documentation, and accountability.
7. Establish regular evaluation and feedback systems.
8. Prepare the institution for continuous accreditation and quality enhancement.

5. IQAC Structure and Functional Responsibilities



Position/Committee	Major Responsibilities
Campus Chief/ IQAC Coordinator	Overall leadership, policy approval, resource mobilization Coordination of IQAC activities, reporting, implementation monitoring
Assistant Campus Chief	Coordination of IQAC activities, reporting, Academic supervision
Subject Committees	Academic supervision, curriculum implementation
Research Management Committee	Promotion of research, seminars, publications
Self- Assessment Team	Data collection, Reporting, institutional review
FSU/Student Quality Circle	Student support, counseling, extracurricular activities
Administrative Section	Documentation, record keeping, communication

6. Strategic Areas for Strengthening IQAC

6.1 Institutional Strengthening of IQAC

- Revise and update IQAC policies, guidelines, and operational procedures.
- Conduct orientation programs for faculty and staff on quality assurance.
- Develop annual quality assurance calendar.
- Allocate a separate budget for IQAC activities.
- Establish systematic documentation and digital record management.
- Conduct quarterly IQAC review meetings.

6.2 Strengthening Teaching-Learning Quality

- Ensure preparation and implementation of annual teaching plans.
- Conduct regular classroom monitoring and supervision.
- Encourage learner-centered and ICT-integrated teaching methods.
- Organize teacher professional development programs, workshops, and training.
- Conduct student feedback surveys each semester.
- Monitor course completion and attendance regularly.
- Promote use of library and digital learning resources.

6.3 Academic Monitoring and Evaluation

- Develop monthly academic monitoring schedule.
- Monitor class regularity, punctuality, and course progress.



- Review internal examinations and result analysis.
- Conduct semester-wise academic audits.
- Maintain departmental performance records.
- Monitor implementation of action plans.

6.4 Research and Innovation Enhancement

- Organize research methodology workshops.
- Encourage faculty research publications and presentations.
- Conduct seminars, conferences, and academic discussions.
- Publish campus journal and newsletters.
- Encourage action research and classroom-based research.
- Facilitate collaboration with universities and institutions.

6.5 Student Support and Development

- Conduct student orientation and counseling programs.
- Establish grievance handling mechanism.
- Organize career counseling and skill development programs.
- Conduct extracurricular and co-curricular activities.
- Provide support for disadvantaged and needy students.
- Conduct student satisfaction surveys.

6.6 Administrative and Governance Improvement

- Improve transparency in administrative processes.
- Digitize institutional records and documentation.
- Strengthen communication systems.
- Conduct staff performance appraisal.
- Develop service standards and office procedures.
- Ensure timely reporting and documentation.

7. Implementation Plan for Academic Year 2082/083

S.N.	Major Activities	Responsible Unit	Timeline	Monitoring Indicators
1	Preparation of annual IQAC action plan	IQAC	Shrawan	Approved action plan
2	Orientation on quality assurance	IQAC & Administration	Shrawan-Bhadra	Number of participants



3	Preparation of teaching plans	Subject Committees	Bhadra	Submission of plans
4	Classroom monitoring	Monitoring Committee	Monthly	Monitoring reports
5	Student feedback collection	IQAC	Each semester	Feedback reports
6	Teacher training/workshops	IQAC & Academic Committee	Quarterly	Number of programs conducted
7	Internal academic audit	Academic Committee	Mid-year	Audit report
8	Research seminar/conference	Research Committee	Once per semester	Number of presentations
9	Student counseling programs	Student Welfare Committee	Quarterly	Participation records
10	Staff performance appraisal	Administration & IQAC	Annual	Appraisal reports
11	Result analysis and review	Examination Committee	After examinations	Result analysis report
12	Annual institutional review	IQAC	End of academic year	Annual review report

8. Monitoring Mechanism

8.1 Monthly Monitoring

The IQAC shall conduct monthly monitoring activities focusing on:

- Class regularity and attendance
- Teaching plan implementation
- Course progress
- Administrative performance
- Student support services
- Documentation and reporting

Monitoring Tools



- Observation checklists
- Attendance records
- Progress reports
- Feedback forms
- Departmental reports

8.2 Quarterly Review Meetings

Quarterly meetings shall be organized to:

- Review progress of action plans
- Identify strengths and challenges
- Discuss corrective measures
- Ensure inter-departmental coordination
- Review academic and administrative performance indicators

8.3 Semester-wise Evaluation

Semester-wise evaluation shall include:

- Student achievement analysis
- Teacher performance review
- Student satisfaction survey
- Academic audit
- Financial and administrative review

9. Institutional Performance Evaluation Framework

Evaluation Area	Indicators	Evaluation Methods
Teaching-Learning	Course completion, teaching quality, student engagement	Observation, feedback, reports
Student Performance	Pass rate, attendance, participation	Result analysis
Research Activities	Publications, seminars, research participation	Research records
Governance	Timely decisions, transparency, coordination	Administrative review
Student Services	Counseling, support services, extracurricular activities	Surveys and reports
Infrastructure	Classroom facilities, ICT use, library services	Observation and inventory



Faculty Development	Training participation, professional growth	Training records
Community Engagement	Outreach activities and partnerships	Activity reports

10. Documentation and Reporting System

The IQAC shall maintain systematic documentation including:

- Annual plans and reports
- Meeting minutes
- Monitoring reports
- Academic audit reports
- Feedback reports
- Teacher appraisal records
- Research activity records
- Student support activity reports

Digital documentation and data management systems shall be encouraged for effective record keeping and institutional transparency.

11. Quality Enhancement Strategies

Academic Quality Enhancement

- Promote outcome-based and learner-centered teaching.
- Increase ICT integration in teaching-learning.
- Encourage collaborative and participatory learning.
- Strengthen continuous assessment practices.

Institutional Quality Enhancement

- Ensure evidence-based planning and decision making.
- Develop strong coordination among committees.
- Strengthen institutional accountability.
- Encourage stakeholder participation.

Research and Innovation Enhancement

- Promote faculty and student research.
- Establish research culture through regular academic events.
- Encourage publication and dissemination of research findings.



12. Risk Management and Corrective Measures

Possible Challenges	Corrective Measures
Limited financial resources	Prioritize essential activities and mobilize external support
Resistance to change	Conduct orientation and awareness programs
Weak documentation practices	Establish clear reporting and documentation procedures
Irregular monitoring	Develop fixed monitoring schedules
Limited ICT skills	Organize ICT training programs
Low stakeholder participation	Increase communication and participatory decision making

13. Expected Outcomes

By the end of the academic year 2082/083, the following outcomes are expected:

- Strengthened operational effectiveness of IQAC.
- Improved quality of teaching-learning activities.
- Increased institutional accountability and transparency.
- Effective monitoring and evaluation system.
- Enhanced research and professional development culture.
- Improved student satisfaction and academic performance.
- Better documentation and evidence-based institutional practices.
- Stronger preparation for accreditation and quality assurance processes.

