



RAMAIAH
College of Law

INTERNAL QUALITY ASSURANCE CELL HANDBOOK

APPROVED by the Gokula Education Foundation and affirmed by the Governing Council
in its meeting held on 16/03/2019 (amended 2023)

Ramaiah College of Law, Bengaluru

MSRIT Campus, MSR Nagar, MSRIT Post, Bengaluru 560 054.

Tel : 080- 23602926 / 65708015 / 23606909



Internal Quality Assurance Cell (IQAC)
Ramaiah College of Law, Bengaluru (affiliated to Karnataka State Law University)

Handbook (As per the Guidelines of NAAC)

About Ramaiah College of Law

The prestigious Ramaiah College of Law (formerly, M. S. Ramaiah College of Law), bears testimony to the sagacity and visionary zeal of our beloved founder Dr. Late Sri. M.S. Ramaiah was established in 1995 with the approval of the Bar Council of India. It added one more feather to the M.S.Ramaiah Group of Institutions cap. The Gokula Education Foundation (GEF) was established in the year 1962 by Hon'ble Founder Chairman Dr. M. S. Ramaiah, a visionary, philanthropist, and educationalist who pioneered a galaxy of institutions encompassing every field of Education with the sole objective of serving society. Today it runs several educational institutions with independent infrastructure, faculty of high caliber with effective and interactive teaching skills. In the year 1995, the Hon'ble Founder Chairman M.S. Ramaiah established a 'Centre of Excellence' in the area of legal studies with the noble mission of imparting quality legal education adopting a befitting approach in a healthy academic atmosphere which has gone a long way in molding the future of students to enable them to meet professional challenges with confidence and fortitude.

Vision

To evolve as an internationally acclaimed institution striving for excellence in interdisciplinary legal education while inculcating ethical values and promoting the advancement of justice.

Mission

- To impart legal education on par with the highest global standards, promoting research, enhancing employability, encouraging entrepreneurship, and contributing towards national development.



- To adopt unique, practical, and innovative teaching pedagogies focusing on socially relevant and intellectually stimulating arenas to ensure the scholars emerge as professionally competent to face the challenges of a competitive world.
- To imbibe a holistic approach towards legal education encompassing research, community outreach and service, and the commitment to values and socially responsible behavior in society.
- To provide an ambiance and infrastructure that is conducive to higher education, research, and learning.

About Internal Quality Assurance Cell (IQAC)

IQAC Vision

To ensure a quality culture for Ramaiah College of Law through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim is

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- IQAC shall evolve mechanisms and procedures for

Strategies

IQAC shall evolve mechanisms and procedures for

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

Functions

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, and seminars on quality-related themes and promotion of quality circles;
- Documentation of the various programs/activities leading to quality improvement;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS to maintain/enhance the institutional quality;
- 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 will 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.

Core Values

Integrity

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Ethically conduct all activities. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all levels of the community. Celebrate our National festivals, with zeal and enthusiasm as they bring the entire Ramaiah staff together and maintain the institution's integrity.

Respect

Day-to-day interactions with students, colleagues, parents, and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution to the institution. We intend to extend support to our employees and students in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebrations every year. We value and respect the efforts of the staff as they contribute to the well-being of the society.

Diversity

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge, and capabilities. We provide culturally inclusive and responsive services to all stakeholders. We believe in diversity and promote respect for all cultures. Programs related to all occasions as Onam, Dushhera, and Kannada Rajyotsava are celebrated to experience and respect Indian diversity. College Cultural Fest is a platform that encourages students to express the diversity we inhabit. People from various parts of the country are allowed to serve our institution and contribute in varied ways.

Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice are



one, which help us to surpass ordinary standards. Teachers take the initiative to drive the standards of excellence by using different techniques in the classrooms including ICT-enabled tools for effective teaching & learning processes. We relentlessly pursue excellence. Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community.

Quality

The institution maintains good and high standards in teaching & learning, and student-centric support, and ensures encouragement for the overall development of students and staff. We internalize, empower, and evolve. We gear up ourselves to the changing needs of society and ensure to determine how much and how well children learn and the extent to which their education translates into a range of personal, social, and developmental benefits. Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and responding accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to inquiries, requests, and concerns in an appropriate and timely manner. To ensure program quality based on strengthening the overall effectiveness of curriculum, instructional delivery, and operations. Regular feedback from the students to improve and provide quality education.

Composition of IQAC

1. Chairperson: Head of the Institution (Principal)
2. One of the senior teachers as the Coordinator/Director of the IQAC
3. Faculty to represent all criteria (3- 12)
4. One Member of the Management
5. Two Senior Administrative Officers
6. One Nominee each from local Society, Students, and Alumni



7. One Nominee each from Employers /Industrialists/Stakeholders

Composition of IQAC (2023-2024)

Patron- Chief Executive, G.E.F. (Engg. & G.S.)

Patron- Chief of Finance, G.E.F. (Engg. & G.S.)

Patron- Principal Advisor, Quality Assurance and Excellence Cell, G.E.F.

Chairperson- Prof. Umamahesh Sathyanarayan, Principal, RCL

Coordinator- Dr. Anita Patil

Dy. Coordinator- Dr. Vani K.G.

Asst. Coordinator- Mrs. Jayalakshmi

Asst. Coordinator- Ms. Deepali Nayak

Members

1. Dr. Om Prakash
2. Dr. Ashirbani Dutta
3. Mrs. Komala Rao (Admin, IQAC)
4. Mr. Rohan N.
5. Mr. Rajiv G.
6. Mr. Rishabh Bhandari
7. Ms. Indumathi (Administrative Staff)
8. Ms. Anurupa C. S.
9. Mrs. Gayatri S.
10. Ms. Barkha D.
11. Ms. Akhila Rani
12. Ms. Apoorva
13. Dr. Naveen Kumar (Chief Librarian)
14. Ms. Sujata N.
15. Mr. Rudragouda
16. Mrs. Punitha



17. Mrs. Archana
18. Mr. Surendra K.
19. Mr. Badal Chatterjee
20. Mr. Kumar Ankit
21. Ms. Uma Narayan

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 coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator has sound knowledge about the computer, data management, and its various functions such as usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them, and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. The IQAC has to ensure that whatever is done in the institution for 'education' is done efficiently and effectively with high standards. To do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning and keep amending as and when required every academic year.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above.

Mandatory Submission of AQAR by IQAC

The Annual Quality Assurance Report (AQAR) will be part of the Annual Report. The AQAR shall be approved by the Governing Council of RCL for the follow-up action for necessary quality enhancement measures. (As per the NAAC guidelines, the Institutions are requested to



submit the AQAR after one year from the 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 the 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.)

Preparation of the Self-Study Report:

IQAC is responsible for preparing the Self-Study Report (SSR), which forms the basis for external assessment by accreditation agencies. The SSR provides a comprehensive account of the institution's academic and administrative activities and helps to identify areas for improvement.

Faculty Development Initiatives

The Internal Quality Assurance Cell (IQAC) shall actively promote faculty and staff development through the organization of workshops and training programs. These programs address contemporary advancements in pedagogy, research methodologies, and relevant industry practices, equipping participants with the necessary knowledge and skills to excel in their respective roles.

Internal Quality Audits

The IQAC committee may undertake systematic internal quality reviews regularly. These reviews evaluate the institution's performance across a comprehensive range of areas, including curriculum design, research initiatives, student support services, infrastructure adequacy, and administrative efficiency. The findings from these reviews provide valuable insights and guide the committee in identifying areas for improvement within the institution.

Data-Driven Improvement Initiatives

To comprehensively assess institutional performance and identify areas for improvement, the IQAC shall employ a multifaceted approach. This includes:

- a. Stakeholder Feedback: The committee shall gather valuable insights by collecting feedback from diverse stakeholders, including students, faculty, alumni, and



employers. This feedback provides a holistic perspective on the college's strengths and weaknesses.

- b. **Data Analysis:** The IQAC shall undertake a rigorous analysis of various data points. This data encompasses student performance, faculty productivity, research output, and resource utilization. By analyzing trends and patterns within this data, the committee can pinpoint areas requiring improvement.
- c. **Action Plan Development:** Based on the aforementioned internal quality audits, stakeholder feedback, and data analysis, the IQAC committee may develop action plans to address identified areas for improvement. These action plans are characterized by specific and measurable goals, defined timelines, and assigned implementation responsibilities.

Frequency of the IQAC meeting

The IQAC will meet at least once a semester. The Coordinator would be responsible for the following:

1. Circulate the Agenda points to all members.
2. Intimate the date and venue of the meeting.
3. Maintain records of the minutes of the meeting.
4. Follow-up action on the points discussed during the meeting.
5. Maintain attendance record of the members during the meetings.

In conclusion, the Internal Quality Assurance Cell (IQAC) shall serve as a cornerstone for institutional improvement. Through a multifaceted approach that encompasses internal quality audits, stakeholder feedback collection, data analysis, action plan development, and progress monitoring, the IQAC acts as a catalyst for identifying areas for improvements and enhancements. This continuous quality improvement process empowers the college to elevate its academic standards and remain responsive to the evolving needs of its diverse stakeholders.

