INTERNAL QUALITY ASSURANCE CELL (IQAC)

POLICY DOCUMENT
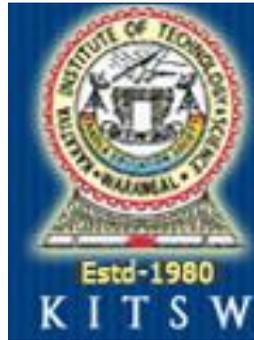
INTERNAL QUALITY ASSURANCE CELL (IQAC)

Internal Quality Assurance Cell (IQAC) established in the institute as per guidelines of NAAC. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. IQAC works towards realization of the goals of quality enhancement and sustenance at the institute. IQAC will be a facilitative and participative voluntary system in the institute to ensure internalization of the quality culture. It acts as a dynamic system for quality changes in the institute.

In view of above, the **Internal Quality Assurance Cell was established in the Institute on 03.09.2014**. The objectives of the IQAC are to usher in the new era of total quality management by working out intervention strategies to enhance overall quality in the institution.

1. OBJECTIVES:

Internal Quality Assurance Cell (IQAC) established in the institute as per guidelines of NAAC.

The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

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2. VISION:

To promote a system towards quality enhancement through internalization of quality culture and best practices in the institute

3. MISSION:

- To arrange for periodic assessment and accreditation of institution for academic programmes

- To stimulate the academic environment for promotion of quality of teaching-learning and research in the institute

- To encourage self-evaluation, accountability, autonomy and innovations in the institute.

4. STRATEGIES:

Evolve mechanisms 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

- 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

5. MECHANISM OF QUALITY ASSURANCE

- **Internal quality assurance mechanism:** Based on the prescribed guidelines, the Institute 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 Institute, periodic assessment shall be made by Academic & Administrative Audit and annual IQAC meetings to take inputs from stakeholders and external members.

6. 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, 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

- 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.

7. 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

8. OUTCOMES OF IQAC ACTIVITIES

- Accreditation – NAAC

- National Ranking – NIRF

- MHRD All India Survey for Higher Education

- Feedback from stakeholders

- Implementation of outcome based education

- Curriculum for Additional Learning

- Promoting Self-learning through MOOCs

- Annual Quality Assurance Report

9. 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/two nominees each from local society, Students and Alumni

6. One/two nominees each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the colleges in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose from various backgrounds who have earned respect for 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.

9.1 The Role of Coordinator/Member Secretary: The coordinator of the IQAC plays a pre- eminent role in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise 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 preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

10. 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. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

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. 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.

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