INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC INITIATIVES

INDEX SHEET

SRI RANGANATHAR
INSTITUTE OF ENGINEERING AND TECHNOLOGY
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ROLE OF IQAC

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ROLE OF IQAC

The **U**niversity **G**rants **C**ommission (UGC), India has made a policy decision to direct all **H**igher **E**ducational **I**nstitutions (HEIs) to establish **I**nternal **Q**uality **A**ssurance **C**ell (IQAC) and to provide seed financial assistance for the same. It has also issued Guidelines for the establishment and monitoring of IQACs. Maintaining the momentum of quality consciousness is crucial in HEIs. IQAC, an internal quality assurance mechanism of the institution, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every HEI should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The IQAC is meant for planning, guiding and monitoring **Q**uality **A**ssurance (QA) and **Q**uality **E**nhancement (QE) activities of the HEIs. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

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STRUCTURE AND COMPOSITION OF IQAC

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STRUCTURE AND COMPOSITION OF IQAC

According to the UGC Guidelines, the IQAC shall be constituted under the chairmanship of the head of the HEI. He/She may be assisted by a Coordinator who shall be a senior faculty member. The IQAC shall have the following composition:

- Head of the HEI - Chairperson
- Five senior teachers
- Two external experts on Quality Management/Industry/Local Community – Members
- Director/Coordinator of IQAC - Member Secretary.

The senior teachers and administrative official shall be nominated by the Head of the HEI in consultation with the academic body of the HEI Academic Committee of a College. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

IQAC OBJECTIVES

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OBJECTIVES - IQAC WILL FACILITATE / CONTRIBUTE

➢ To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture

➢ To the enhancement and integration among the various activities of the institution and institutionalize many good practices

➢ To Provide a sound basis for decision making to improve institutional functioning

➢ To better internal communication

To assure all the stakeholders the accountability of the institution for its own quality

IQAC STRATEGIES

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STRATEGIES-IQAC SHALL EVOLVE MECHANISMS AND PROCEDURES

> ➢ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
>
> ➢ The relevance and quality of academic and research programmes.
>
> ➢ Optimization and integration of modern methods of teaching and learning.
>
> ➢ The credibility of evaluation procedures.
>
> ➢ Ensuring the adequacy, maintenance and functioning of the support structure and services Research sharing and networking with other Institutions.

IQAC FUNCTIONS

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FUNCTIONS OF IQAC

➢ Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution

➢ Dissemination of information on various quality parameters of higher education

➢ Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;

➢ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

➢ Documentation of the various activities leading to quality improvement.

➢ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

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QUALITY INITIATIVES OF IQAC

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QUALITY INITIATIVES OF IQAC

- **Management Information System (MIS):** The MIS is designed to provide inputs to the Management on key parameters on areal time basis. The information provided will help in monitoring and decision making by the management.

  The MIS collects data with regard to curriculum, academic programs, research activities etc from the department and units, which is analysed, and presented through statistical tools .The information generated can be shared with the management, IQAC and the concerned units

- **Student Quality Circle (SQC):** The SQC has been established with the objective of involving students, the primary stakeholders in Quality sustenance and enhancement of the Institution. The SQC comprises of students from various programs.

  The SQC meetings are held every fortnight. And wide range of issues were discussed and acted upon. The meetings generated ideas for enhancing Quality culture such as promoting ethical values, learning innovations, establishing clubs for tapping talent, promoting reading habits, eco-consciousness, etc

- **Comprehensive Feedback Mechanism:** The Feedback mechanism has been designed to be comprehensive in terms of its coverage of various areas of assessment and also the stakeholders. Feedback is collected from students, parents, alumni, industry/Institutions, Academic peers and Faculty.

  Feedback from students is collected on various areas such as Teaching quality, functioning of various academic and administrative units of the college, Infrastructural and physical facilities, Curriculum, Student support etc

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The tools adopted for collection of feedback include, structured formats from students, Online Feedback, Suggestion Boxes , SQC meetings etc .

- **Internal Academic Audit:** An Internal Academic Audit is conducted once in two years. The Committee comprises of two external members, who are academicians of repute and two internal members.

  The Committee evaluates the academic processes in the college and it's a report. Action is taken on the report by the management.

- **Conduct of FDPs:** The IQAC has conducted faculty development programs to enhance quality in many areas.

- **Organizing Seminars/Workshops:** The IQAC organized seminars such as 'Implementation of CBCS-Prospects and challenges'.

- **Standardization:** The IQAC has standardized various processing such as reporting formats, BoS minutes, Evaluation of research proposals, Feedback forms, Assessment of Learning Levels at the Entry Level, Teaching Plans ,Evaluation of POs, PSOs,COs, etc., bringing about uniformity which is a prerequisite for monitoring quality and thereby enhancing it .

- **Teaching Plans**: The IQAC designed the Teaching plans with focus on teaching inputs and teaching methodologies especially Student Centric Methodologies adopted, with an objective to monitor and enhance the teaching learning process.

- **Lab Manuals**: To ensure a structured methodology for students, the IQAC ensured the preparation of Lab Manuals for all the Departments.
- **Teaching Innovations**: To encourage Innovations in Teaching the various steps undertaken were, conduct of faculty development programs on the topic, organizing brainstorming sessions with the HoDs and faculty on the innovative teaching –learning methods, including ICT methods.

- **Entry Level Assessment of learning levels of students**: The IQAC has planned and implemented a standardized method of Assessment of differential learning levels of students in the entry level through an Aptitude

cum ability test. The test is designed and conducted by the respective Departments and a report is submitted to the IQAC.

- **Evaluation of PO's, PSOs, and COs**: A method for evaluating the attainment of POs, PSOs and Cos has been designed and implemented. The method ensures the evaluation of the Cos concerning the PSOs at the faculty level, evaluation of PSOs at the HoDs level and the POs at the Principal level. These help in assessment of the effectiveness of teaching – learning process.

- **Weekly reports on Teaching:** The IQAC introduced weekly reporting by HoDs on monitoring teaching quality with a focus on the teaching methods employed. A structured format has been designed for the purpose.

- **Reports from Laboratories:** Monitoring the laboratory equipment and maintenance through Submission of Reports by the Head of the respective Department.

- **News Letter:** A newsletter to disseminate information to students is prepared and released by a committee.

- **Library Practices:** The IQAC promoted few healthy practices in the Libraries. It was suggested that a compendium of Faculty publications be prepared, and stored in the library, to be accessible to all the faculty and students.

- **Research and Statistical Databases:** The databases collected and compiled by the IQAC made available in the library and on the website to promote research based assignments, projects, case studies etc

- **Green Practices including Green Audit:** Planned and organized the Green Audit in conjunction with the Department of Civil Engineering.

- **Meetings with HoDs and Faculty:** Regular meetings with the HoDs and faculty are held to discuss various aspects and measures towards quality enhancement.