

Internal Quality Assurance Cell Policy

1. Introduction

The Internal Quality Assurance Cell is designated for planning, guiding and regular monitoring of Internal Quality Assurance Cell and Quality Enhancement activities of the internal quality cell. This cell insures the quality through regular and systematic efforts and estimates of an institution towards to archive academic excellence.

This document provides Internal Quality Assurance Cell Policy statements and this document will provide the rules and regulations for the faculties working in this institution. This policy comes to the effect from this academic year and the faculty members are requested to strictly follow rules and regulations given in this document. The management committee reserves all the rights to make any change on the policy documents based on the requirements

Sl. No.	Table of Content	Page No.
1.	Introduction	1
2.	Vision-Institution Level	2
3.	Mission-Institution Level	2
4.	Vision	2
5.	Mission	2
6.	Quality Policy	2
7.	Objectives	3
8.	The Role of IQAC	3
9.	Contributions of IQAC	4
10.	Role of the Coordinator	4
11.	Benefits of IQAC	5
12.	Operational Features of IQAC	6
13.	Strategies of IQAC	6
14.	Functions of IQAC	7
15.	Composition of IQAC	7

2. Vision-Institution Level

- To transform our institution into quality technical education centre imparting updated technical knowledge with character building.

3. Mission-Institution Level

- To create an excellent teaching and learning environment for our staff and students to realize their full potential thus enabling them to contribute positively to the community.
- To significantly enhance the self-confidence level for developing creative skills of staff and students

4. Vision

- To ensure the continuous improvements in quality of internal components of an institution through promoting the internal quality and institutionalization of best practices

5. Mission

- To develop a quality oriented system to improve the academic and administrative performance of the institute through cognizant, consistent and administrative activities

6. Quality Policy

- The institution is responsible for taking positive and proactive steps to ensure the quality in academic, research and outreach services relevant to the needs of institution and the society

7. Objectives

1. To develop and apply the quality parameters for various academic and administrative related activities of the institution
2. To develop facilities for creating an environment based on learner centric method to ensure the quality in education and faculty improvement by acquiring the required knowledge and technical support for achieving the high quality in teaching and learning process
3. To collect the stack holders feedback and responses for achieving the quality related institutional level activities
4. To prepare an institution level Annual Quality Assurance Report based on the quality parameters and assessment criteria.
5. To focus on the quality improvement based on the information for different parameters of higher education

8. The Role of IQAC

1. This will ensure the adequacy, maintenance and proper allocation of service and support structure
2. The IQAC has the responsibility to keep the track of quality assessment in a regular interval
3. This cell will collect and maintain enough information from the various aspects
4. This process will facilitate the needs for an improvement in the existing system or methods

9. Contributions of IQAC

1. The Internal Quality Assurance Cell (IQAC) is framework to ensure the quality assurance by integrating the important elements in academic and administrative operations.
2. This cell closely associates with every academic activities for monitoring that all the operations are structured and operated in a well-defined way
3. This quality assurance process improves the existing working flow for achieving the sustainable quality in all the areas in the institution

Role of the Coordinator

The role of IQAC Coordinator is defined with basic requirements given by the UGC. The role of IQAC coordinator is

1. To coordinate the distribution of information with several quality parameters defined for the higher education
2. To coordinate and maintain documentation about the various programmes / activities primary to quality improvement
3. To make coordination with other faculty members to perform the quality-related activities inside the institution
4. To give a fullest cooperation for the preparation of the Annual Quality Assurance Report (AQAR) as consolidated document
5. To coordinate with the IQAC committees for taking decision on time in an efficient way to improve the quality of academic activities

Benefits of IQAC

The following benefits of Internal Quality Assurance Cell,

1. The IQAC shows a clear view about the current work processes and gives an open forum to discuss about the current work process
2. To create an International quality standard in the work process to achieve the high quality in Higher Educations
3. The IQAC improves the communication between the departments and this eradicates the communication gap.
4. Through transparency and assessment, the Higher Education Institutes can able to take a better decisions and this improves the overall functionalities of the institution
5. The IQAC ensures that reports are prepared properly based on the authentic documents and make it available for the future use
6. The IQAC makes a clear attention for the improvement of individuals through self-improvements
7. The IQAC documents are more transparent with all the levels to ensure the quality as an important concern
8. The IQAC team encourages the faculties to organize the various levels of programs and lecture series with the connection of professional experts
9. The IQAC provides a globalized platform to the students to compete with the global challenges

Operational Features of IQAC

- a. Development and application of quality benchmarks for various academic and non-academic activities of the institution

- b. Create a learner centric environment for achieving the quality learning
- c. Arrangements for collecting the feedback from the students, parents and other stockholders for making the institution level improvement
- d. To communicate the various information related to quality parameters in higher education
- e. To organize the inter and intra level workshops, seminars on quality related themes
- f. The IQAC will act as a nodal agency of the Institution for ensuring the quality related activities
- g. Through Management Information System, institution develops and maintain a database for the purpose of improving the institutional quality
- h. Development of quality culture as a regular practise

Strategies of IQAC

1. To achieve higher performance in academic, administrative and financial tasks
2. To achieve quality in academic and research programmes
3. Integration and optimization of modern technologies in teaching and learning process
4. The adequacy, maintenance and proper allocation of resources and services to all the levels in the institution
5. Maintain an efficient plan for resource sharing and networking with other institution as a collaborative node institutes in national and international level

Functions of IQAC

- To implement the quality benchmarks for the institution
- To set the attributes to fulfil the needs of academic and non-academic learning
- To create a teaching learning environment based on the student centric
- To encourage the faculty members to use ICT tools in the teaching learning process and make an innovation in the education
- Collect the feedback from various stockholders, like students, faculty and staff members
- To prepare a fully accurate report for NAAC process
- To prepare and submit Annual Quality Assurance Report based on the guidelines given by the UGC

Composition of IQAC

The IQAC may be constructed under the control of chairperson as a head of the institution with the other heads and faculties from various departments. The composition of IQAC may be as follows,

1. Chairperson Head of the Institution
2. Faculty representative from all the departments
3. Management representative
4. Few senior administrative officers
5. Nominees from local societies, students and alumni groups
6. Nominees from Employers, Industrial partners and stockholders
7. A senior faculty may take the role of Coordinator or director for the IQAC