

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) in Accredited Institutions

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective

The primary aim of IQAC 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.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) 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;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;

- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees 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 institutions 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.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every 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.

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 persons 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.

- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

The role of 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 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 sound knowledge about the computer, its various functions and 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. 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 and the secretary 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.

COLLEGE OF ENGINEERING, VADAKARA



MINUTES AND ACTION TAKEN REPORT OF IQAC (Nov'2017 – Dec 2018)

Meeting of Members of IQAC, C E Vadakara

Date : 20. 11. 2017

Venue : conference Hall

Agenda

- Discussion on feedback of NAAC team visit
- Student Feedback analysis
- Student programs during next semester.
- TEQIP programs
- Result analysis of s2 s4 , s6 & s8
- Academic audit by KTU
- Subject allocation and preparation of academic calendar and New time table
- AQIS Proposal
- PMKY Program
- Other matters

The following members were present:

1. Dr. N K Narayanan. (Sd)
2. V R Krishnan (Sd)
3. Shejina V. (Sd)
4. Smitha C K (Sd)
5. Dr. Sreekanth N (Sd)
6. Govindan T (Sd)
7. Akhil S Karanavar (Sd)

The minutes of last meeting is confirmed after discussing the action taken.

1. NAAC peer team pointed the following weakness

a)Lack of Add on courses,b)Placement cell needs improvement c) lack corrective measures as per feed back d)Lack of senior faculty and e) lacking in research guidance

The points are discussed thoroughly and found all except d) can be corrected from te institution itself. IQAC suggested Principal to take measures to reduce thesew draw backs and to strengthen the insttuion

2. Student feed backs are discussed in details and HoDS are entrusted to communicate that to faculty

3. Resolved to conduct technical Festival (Quaso Liberum) and sports meet during this semester as per students request..

4. HoDs are directed to increase the participation of faculty and staffs in FDPs conducted by the premier institutes like IITs and NITs and take more care in the effective utilisation of TEQIP funds.

5. Result of s2,S4 & S6 are analysed and HoDs are entrusted to take remedial action to improve the current result by conducting remedial classes for weak students.

6. Decided to take corrective measurs by conducting internal audit before Academic audit by KTU

7. HoDs are entrusted to allocate subjects to faculty as per their choice and a committee is formed to prepare academic calendar and timetable one week before the commencement of next semester.

8. Decided to submit FDP proposal and RPS proposal from each department.

9. Committee congratulate the HoD of ECE and faculty incharge who submitted proposal for PMKY Program.



Dr. Sreekanth C.

Co ordinator



Principal

Actions taken :

1. Centralised placement cell is formed and conducted pool drives for placements.
2. Student programs Technical fest is conducted on 22nd 23rd and 24th of Feb 18.
- 3.. The series result analysis is used to conduct remedial classes. Model exam is conducted centrally after the completion of class.
4. All the events are conducted as per the academic calender.
5. Classes For CCTV (PMKY) course is started in Feb 18



Dr. Sreekanth C .
Co ordinator



Principal

Meeting of Members of IQAC, C E Vadakara

Date : 19. 7. 2018

Venue : conference Hall

Agenda

- Appointment of Adhoc Faculty
- Subject allocation and preparation of academic calendar and New time table.
- Change of IQAC co-ordinator
- ISO Audit.
- Increase Online exam Other matters
- Starting of new Professional bodies and improve the programs under existing professional body
- Other matters

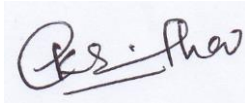
The following members were present:

1. Dr. N K Narayanan. (Sd)
2. Smitha C K (Sd)
3. V R Krishnan (Absent)
4. Shejina V. (Sd)
5. Pradeep T V (Sd)
6. Govindan T (Sd)

The minutes of last meeting is confirmed after discussing the action taken.

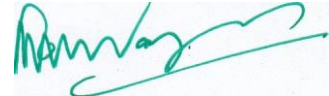
1. Decided to retain the old faculty showing good performance during last academic year and HoDs are entrusted to appoint new faculty if any needed as per direction from head office .
2. HoDs are entrusted to allocate subjects to faculty as per their choice and a committee is formed to prepare academic calendar and timetable one week before the commencement of next semester.
3. As IQAC co ordinator Dr. Sreekant C is transferred, Smitha C K senior faculty is assigned as the new co ordinator.
4. Vishnu Mohan. In charge of ISO is entrusted to follow up the audit for extension of ISO certification.
5. Discussed the shortcomings on increasing the number of nodes for online exam, A batch of computer purchased under TEQIP is not working properly, hence it is decided to repair the computer using repair & maintenance fund.

6. To increase the technical activities, it is decided to start CSI chapter, IETE and IE local chapter and enhance the programs under IEEE and ISTE chapter.
7. Decided to necessary steps to get ASAP skill development center in the college.
8. Placement is increased to 28 during this semester, IQAC congratulated the faculty in charge of placement.



Smitha C K.

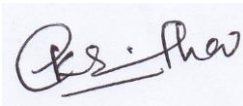
Co ordinator



Principal

Actions taken :

1. Audit for ISO certification is conducted on 23/3/2018 .
2. 25 computers were repaired using TEQIP mainantance fund .
3. CSI chapter is inaugurated with 75 students and arranges a talk on Engineering perspective for Cyber crime Investigation. And conducted a project exhibition.
4. All the events are conducted as per the academic calender.



Dr. Smitha C K.

Co ordinator



Principal

Meeting of Members of IQAC, C E Vadakara

Date : 21. 12. 2018

Venue : conference Hall

Agenda

- Result analysis of s2 s4 s6 & s8
- Student programs during next semester.
- Subject allocation and preparation of academic calendar and New time table
- NAAC AQAR Submission.
- Aluminae General Body.
- Other matters

The following members were present:

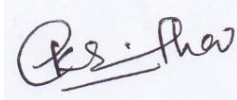
1. Dr. N K Narayanan. (Sd)
2. Ramesan Paleri (Absent)
3. Dr. Smitha C K (Sd)
4. Shejina V. (Sd)
5. Pradeep T V (Sd)
6. Govindan T (Sd)
7. Minnu (Sd)

The minutes of last meeting is confirmed after discussing the action taken.

1. Result of s2,S4 , S6 and s8 are analysed.
- 2.Resolved to conduct technical Festival (Quaso Liberum) and sports meet during this semester as per students request. Decided to conduct programs to increase the intake in connection with Technical festival.
3. HoDs are entrusted to allocate subjects to faculty as per their choice and a committee is formed to prepare academic calendar and timetable one week before the commencement of next semester
4. Particulars of AQAR is discussed and decided to submit the same before 30th Dec 2018
5. Aluminae association is not registered and dedced to entrust the staff in charge for completing the registration work within one month.

6. Decided to increase the enrolment of faculty and students for online courses. Decided to implement at least one NPTEL course certification in final year.

7. HoDs are directed to increase the programs under Association activities to increase technical skill of the students.



Dr. Smitha C K

Co ordinator



Principal