Alva's Institute of Engineering & Technology, Moodbidri

POLICY ON INTERNAL QUALITY ASSURANCE CELL (IQAC)

Version 1.0

Jan 2016

Document Number: AIET/IQAC - 09

Change history:

Sl. No.	Date	Section No.	Change Description	Reason for Change	Section Revision No.	Current Document Version No.
1.	13 Jan 2016	-	-	-	1.0	1.0

Date of release by IQAC: 13 Jan 2016

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Date: 03 Dec 2015	Date: 14 Dec 2015	Date: 12 Jan 2016

POLICY ON INTERNAL QUALITY ASSURANCE CELL

1. PURPOSE

The policy provide the framework for the enhancement towards improvement in the quality of education and administration through conscious, consistent and catalytic of the institution. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

2. SCOPE

a. To raise quality awareness as well as develop ongoing quality assessment strategies through, outcome based education.

b. To design and organize Need-Based capacity building programmes for the students and teachers.

c. To promote good practices in the maintenance and enhancement of quality culture on campus.

d. To facilitate good quality research and publication among students and teachers.

e. To promote stakeholder involvement in the process of quality assurance.

f. To find a means of advocating for student participation to develop a quality culture within the institution.

3. COMPOSITION OF IQAC COMMITTEE

The IQAC committee is composed based on the NAAC guidelines:

Designation	Appointment
IQAC Chairman	Principal
IQAC Coordinator	Senior Professor
Members	Head of the Departments
	Senior Professors
	Librarian
	Physical Director
Administrative Staff	Administrative Officer
	Finance Officer

T&PC	Placement Officer
Students:	Final year students
Management Representative	Managing Trustee, AIET, Moodbidri
Alumni	Alumni Students
Community Representative Stakeholder:	Parents
Employers / Industrialist:	Employer from an Industry
Other External Experts:	Professors from other University/Institution

4. ROLE AND RESPONSIBILITY

The IQAC committee shall,

a. Scrutinizing and approving the Institutional Strategic Planning deployment strategy for the respective academic year.

b. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

c. 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;

d. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.

e. Dissemination of information on various quality parameters of higher education.

f. Provide guidelines for departments to conduct workshops, seminars on quality related themes and promotion of quality circles;

g. Documentation of the various programmes/activities leading to quality improvement;

h. Development of Quality Culture in the institution;

i. Coordinating quality-related activities, including adoption and dissemination of best practices;

j. Development and maintenance of an institutional database through ERP for the purpose of maintaining /enhancing the institutional quality;
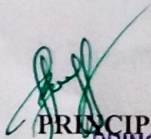
5. QUALITY POLICY

The College has a fully functional Internal Quality Assurance Cell (IQAC) to continuously improve quality as 'enhancement' and sustain the good work of the institution. IQAC will facilitate the process of internalization of the quality and play a catalytic role in performance improvement of the institution. The IQAC will submit annual quality assurance reports to NAAC as self-reviewed progress reports. IQAC will create internal awareness on quality issues and also establish credibility for the external quality evaluation.

The College has a written mission statement or set of objectives that respects the autonomy, identity and integrity of the stakeholders.

a. Policy and procedures for quality assurance: The College has a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. The College commits itself explicitly to the development of culture, which recognises the importance of quality, and quality assurance, in the work. To achieve this, the College develops and implements a strategy for the continuous enhancement of quality. The strategy, policy and procedures have a formal status and publicly available. The procedures include a role for students and other stakeholders.

b. Approval, monitoring and periodic review of programmes and awards: The College has formal mechanisms for the approval, periodic review and monitoring of their programmes and awards.

c. Assessment of students: Students are assessed using published criteria, regulations and procedures, which are applied consistently.

d. Quality assurance of teaching staff: The College assures that the teaching staff are qualified and competent to do so. They are available to those undertaking external reviews and commented upon in reports.

e. Learning resources and student support: College ensures that the resources available for the support of student learning are adequate and appropriate for each programme offered.

f. The College would assure the Training and development on 'quality' as well as other functional competencies of academic and non-academic staff which are crucial to continuous improvement and development of a 'culture of quality'

g. Information systems: College ensures that it collects, analyses and uses relevant information for the effective management of their programmes of study and other activities.

h. Public information: College regularly publishes up to date, impartial and objective information, both quantitative and qualitative, about the policies, procedures, programmes and awards they are offering

i. The IQAC carries out its evaluations in relation to the institution's own self-assessment and to external reference points. The College evinces independent, impartial, rigorous, thorough, fair and consistent decision-making. The College makes consistent decisions, even if the judgments are formed by different groups, panels, teams or committees.

j. The College has clear documentation concerning the self-evaluation and the external evaluation.

k. The documentation concerning the self-evaluation the purposes, procedures and expectations of content in connection with the self-evaluation process. The documentation will distinguish clearly between recommendations and requirements.

l. The documentation for external evaluation sets out the matters covered such as the standards used, the decision criteria, the assessment methods, the reporting format etc. If the external evaluation leads to accreditation, the accreditation framework and standards are public and the criteria for accreditation clearly formulated.

m. The College would take adequate and accessible resources, both human and financial, to be able to organise and run the process of external evaluation, in an effective and efficient manner in accordance with the mission statement.

n. External quality assurance is a major activity of the College, and that there exists a systematic approach to achieving the mission or objectives.

o. Periodic reviews: External quality assurance of the College and/or programmes would be undertaken on a cyclical basis. The length of the cycle and the review procedures to be used would be clearly defined and published in advance.

p. Follow-up procedures: Quality assurance processes which contain recommendations for action or which require a subsequent action plan, will have a predetermined follow-up procedure, which is implemented consistently.

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STANDARD OPERATING PROCEDURE ON EFFECTIVE GOVERNANCE

To ensure effective Governance in Institute through IQAC, following Standard Operating Procedure (SOP) is practiced as shown below,

a. IQAC shall initiate all policy related initiatives through circular.

b. IQAC members, HoDs, Staff members shall contribute towards Strategic Perspective Planning (SPP) deployment strategy in response to IQAC circular.

c. Governing Council (GC) shall approve the SPP deployment strategy along with budget during the meeting.

d. The Finance, Accounts and Purchase departments shall function based on GC approved SPP deployment strategy and budget.

e. All the Departments and HoDs shall execute GC approved SPP deployment activities.

f. Administrative Officer (AO) and staff shall support IQAC in execution of all the Institutional activities (viz., Admission, Hostel and Maintenance).

g. Training and Placement Cell shall implement the career development and placement related activities as per the direction of IQAC.

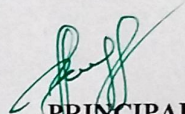h. All the Clubs, Forums and Committees shall function based on SPP deployment strategy and directions of IQAC.

STANDARD OPERATING PROCEDURE ON DEPLOYMENT OF STRATEGIC PERSPECTIVE PLAN

To ensure effective strategic perspective plan and deployment through IQAC, following Standard Operating Procedure (SOP) is practiced,

a. IQAC shall initiate all policy related initiatives through circular.

b. IQAC members, HoDs, Staff members shall contribute towards Strategic Perspective Planning (SPP) deployment strategy in response to IQAC circular.

c. Governing Council (GC) shall approve the SPP deployment strategy along with budget during the meeting.

d. The Finance, Accounts and Purchase departments shall function based on GC approved SPP deployment strategy and budget.

e. All the Departments and HoDs shall execute GC approved SPP deployment activities.

f. Training and Placement Cell shall implement the career development and placement related activities as planned in SPP deployment strategy on the direction of IQAC.

g. All the Clubs, Forums and Committees shall deploy the SPP deployment strategy on the directions of IQAC.

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