

IQAC Guidelines

STRATEGIES

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and 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 evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

FUNCTIONS

Responsibility	Task	Regularity
Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution	Verify all bodies of the university are aligned to NAAC guidelines. A review meeting shall be conducted every Thursday.	Weekly, Thursday
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	Verify feedbacks and cross-check class recordings for Quality purposes.	Weekly, Monday
Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes	Collect and analyse feedback	Every January, May and September
Dissemination of information on various quality parameters of higher education	Organise training programs on NAAC	Second Tuesday of the month
Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles	Verify that workshops and seminars are happening on	Weekly, Monday

	weekly basis across schools	
Documentation of the various programmes/activities leading to quality improvement	Weekly collection	Weekly, Tuesday
Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices	Monthly, coordination meeting with CIR/CMR/ProVC	Second Thursday of the month
Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality	Daily check	Daily, 10 am report to be sent
Development of Quality Culture in the institution	Overall activities	NA
Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC	Monthly maintenance	Upload the documents for the purpose of NAAC

BENEFITS

IQAC will facilitate/contribute:

- Ensure heightened level of 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 organised methodology of documentation and internal communication

COMPOSITION

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:

- Chairperson: Pro-Vice Chancellor
- Registrar
- School of Business – Dr. Sairam/Prof. Debdutta
- School Of Arts & Design – Dr. Adity

School Of Technology – Dr. Kiran
 School Of Architecture & Planning – Prof. Ajay

- Abhishek Vaidya
- One/two nominees from local society, Students and Alumni (TBD)
- One/two nominees from Employers /Industrialists/stakeholders (TBD)
- One of the senior teachers as the coordinator/Director of the IQAC (Registrar)

Feedback collection framework

Feedback collection	Criteria and objective of the feedback	Pre-defined template by NAAC	In-charge	Regularity
1) Students	Infrastructure, academics, progression	NA	IQAC	Monthly for modules After the completion of the term/semester Once a year
2) Teachers	Work culture, treatment, infrastructure, facilities, institutional support	NA	IQAC/Pro-VC	After the completion of the term/semester
3) Employers	Students' performance, growth and progression, core skills	NA	Corporate Relations	Every 6 months

4) Alumni	Progression post degree, growth, further development, alignment with alma mater	NA	Pro-VC	Every 6 months
5) Parents	Infrastructure, academics, progression, development observed, satisfaction	NA	IQAC/Pro-VC	Once a year