

IQAC Guidelines

STRATEGIES:

IQAC was evolved with the below 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
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.
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.
Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes	Collect and analyse feedback

Dissemination of information on various quality parameters of higher education	Organise training programs on NAAC
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 basis across schools
Documentation of the various programmes/activities leading to quality improvement	Weekly collection
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/VC
Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality	Daily check
Development of Quality Culture in the institution	Overall activities
Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC	Monthly maintenance

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:

IQAC Coordinators: -

S.No.	IQAC Faculty in-charge Name	School / Department
1	Ms Abira Banerjee	Asst Registrar (Exams and Quality) – Bridge
2	Dr. M. Sashi Sekhar	School of Technology
3	Dr Sadhna	School of Arts and Design
4	Prof. S. Ravikumar	School of Architecture and Planning
5	Dr. Siriman Naveen	School of Liberal Arts and Humanities
6	Mr. Yatish Pachauri Sharma	School of Law
7	Dr. Asif Khan	School of Business
8	Dr. Boya Venkatesu	School of Business
9	Dr. Shyjo Johnson	Accreditations Manager

IQAC Committee member: -

Committee member	Designation
Dr. Raul V. Rodriguez	Vice President
Mr. Siva Ram Prasad V	Registrar
Prof. Debdutta Choudhury	Associate Professor, School of Business
Dr. Piniseti Swami Sairam	Assistant Professor, School of Business
Dr. Kakoli Sen	Dean School of Business
Dr. Adity Saxena	Dean School of Arts & Design
Prof. Abhijit Shirodkar	Dean School of Architecture & Planning
Prof. Ajay Simha Kommu	Associate Professor, School of Architecture & Planning
Dr. Kiran Kumar Ravulakollu	Dean School of Technology
Mr. Abhishek Vaidya	Senior Administrative member
Ms. Pavana Kiranmai	Administrative member

Feedback collection	Criteria and objective of the feedback	Pre-defined template byNAAC	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	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	IQAC	Every 6 months
5) Parents	Infrastructure, academics, progression, development observed, satisfaction	NA	IQAC	Once a year