

IQAC INITIATIVES

QUALITY INITIATIVE ROLES & RESPONSIBILITIES OF IQAC

- **Management Information System (MIS):** The MIS to be designed to provide inputs to the Management on key parameters on a real time basis. The information provided will help in monitoring and decision making by the management. The MIS collects data with regard to curriculum, academic programs, research activities etc from the department and units, which is analyzed, and presented through statistical tools. The information generated can be shared with the management, IQAC and the concerned units.
- **Student Quality Circle (SQC):** The SQC to be established with the objective of involving students, the primary stakeholders in Quality sustenance and enhancement of the Institution. The SQC comprises of students from various programs. The SQC meetings to be held every fortnight. And wide range of issues to be discussed and acted upon. The meetings generated ideas for enhancing Quality culture such as promoting ethical values, learning innovations, establishing clubs for tapping talent, promoting reading habits, eco-consciousness, etc.
- **Comprehensive Feedback Mechanism:** The Feedback mechanism to be designed to be comprehensive in terms of its coverage of various areas of assessment and also the stakeholders. Feedback is collected from students, parents, alumni, industry/Institutions, Academic peers and Faculty. Feedback from students to be collected on various areas such as Teaching quality, functioning of various academic and administrative units of the college, Infrastructural and physical facilities, Curriculum, Student support etc. The tools adopted for collection of feedback to include but not limited to, structured formats from students, Online Feedback, Suggestion Boxes, SQC meetings etc.
- **Internal Academic Audit:** An Internal Academic Audit to be conducted once in a year. The Committee to comprise of two external members, who are academicians of repute and two internal members. The Committee evaluates the academic processes in the college and submits its report. Action is taken on the report by the management.
- **Research Advisory Committee (RAC):** IQAC to establish the Research Advisory Committee (RAC), with the objective of promoting, guiding and monitoring the research activities of the staff in the college. The RAC to be instrumental in the framing of guidelines for grant of financial assistance for research. The planned and concerted actions of RAC to result in UGC, Minor Research Projects, Fundings, etc.

- **Conduct of FDPs:** The IQAC to conduct faculty development programs to enhance quality in many areas. Some of the programs are as follows:
 - ‘Innovations in Teaching Methodology ‘,
 - ‘Communication skills for Professional Excellence’,
 - ‘ Journals and Publications’,
 - Selecting Project ideas’
 - “Team Skills’
 - “Effective Mentoring”
 - “Outcome Based Education”.
 - ‘Teaching-Learning Methods for Outcome based Education‘.
 - “Innovation Eco-System”.
 - “Ideation to Incubation” and “Establishing Startups”.
 - “Blooms Taxonomy for Quality Enhancement in Teaching-Learning and Evaluation”.
- **Organizing seminars / Workshops:** The IQAC to organize seminars such as ‘Implementation of NEP-Prospects and challenges ‘; ‘Round Table Meet on Autonomous Status’;’ Students Participation in Quality enhancement‘, etc.
- **Standardization:** The IQAC to standardize various processing such as reporting formats, BoS minutes, Evaluation of research proposals submitted to RAC, Feedback forms, Assessment of Learning Levels at the Entry Level, Teaching Plans, Evaluation of POs, PSOs, COs, etc., bringing about uniformity which is a prerequisite for monitoring quality and thereby enhancing it.
- **Teaching Plans:** The IQAC to design the Teaching plans with focus on Teaching inputs and teaching methodologies especially Student Centric Methodologies adopted, with an objective to monitor and enhance the teaching learning process.
- **Lab Manuals:** To ensure a structured methodology for students, the IQAC to ensure the preparation of Lab Manuals by the Departments.
- **Teaching Innovations:** To encourage Innovations in Teaching, steps to be undertaken are, to conduct of faculty development programs on the topic, organizing brainstorming sessions with the HoDs and faculty on the innovative teaching – learning methods, including ICT methods.
- **Entry Level Assessment of learning levels of students:** The IQAC to plan and implement a standardized method of Assessment of differential learning levels of students in the entry level through an Aptitude cum ability test. The test is designed and conducted

by the respective Departments and a report to be submitted to the IQAC.

- **Evaluation of PO's, PSOs, and COs:** A method for evaluating the attainment of POs, PSOs and COs to be designed and implemented. The method to ensure the evaluation of the COs vis-à-vis the PSOs at the faculty level, evaluation of PSOs at the HoDs level and the POs at the Principal level. These will help in assessment of the effectiveness of teaching – learning process.
- **Weekly reports on Teaching:** The IQAC to introduce weekly reporting by HoDs on monitoring teaching quality with a focus on the teaching methods employed. A structured format to be designed for the purpose.
- **Establishment of Centres:** The IQAC to establish various centres and cells:
 - Entrepreneurship Development Cell (EDC) to create awareness and motivate students towards self-employment
 - 'SAHITA'-Psychological Counselling Centre to be established to protect and promote the psychological well being of the students to enable them to tap and develop their innate potential to emerge into able citizens of the nation and the world.
 - The following centres to be planned and established through the IQAC, effectively implemented and managed by the Departments:
 - Centre for Digital Literacy
 - Centre for Financial Literacy
 - Centre for Health and Nutrition
- **Reports from Laboratories:** Monitoring the laboratory equipment and maintenance through Submission of Reports by the Head of the respective Department
- **Lab Manuals:** The Departments to prepare the Lab Manuals for effective conduct of practical sessions.
- **News letter:** A newsletter to disseminate information to students to be prepared and released by a committee.
- **Library Practices:** The IQAC to promote few healthy practices in the Libraries. A compendium of Faculty publications to be prepared, and stored in the D-Space, to be accessible to all the faculty and students.
- **Research and Statistical Databases:** The databases collected and compiled by the IQAC made available in the library and on the website to promote research based assignments, projects, case studies, etc.,.
- **Green Practices including Green Audit:** To Plan and organize the Green Audit in

conjunction with the cooperation of various Departments.

- **Establishment of Media Centre:** The Media Centre acts as the nodal point for collecting from and disseminating news and events of the Institution to the stakeholders.
- **Meetings with HoDs and Faculty:** Regular meetings with the HoDs and faculty are held to discuss various aspects and measures towards quality enhancement.
- **Meetings and Reports from Committees, Centres, Cells:** The IQAC monitors the functioning of the committees, Cells and centers through conducting meetings and monitoring the reports they submit.