Potti Sriramulu Chalavadi Mallikarjuna Rao College of Engineering & Technology

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MANUAL

Prepared by:

Internal Quality Assurance Cell

Internal Quality Assurance Cell (IQAC)

Vision

Develop a system for conscious, consistent and catalytic action in the educational practices, processes and methods to improve the academic and administrative performance of the institution.

Mission

- Promote quality culture among staff and students.
- Set benchmarks for periodic evaluation for improvements, significant growth and achievements.
- Facilitating periodic assessment through the conduct of Academic Administrative Audit.
- Assess the annual progress of departments and the Institution through timely reporting.

Quality Policy

Committed to the academic excellence in the field of Engineering, Technology and Management Studies to meet the expectations of the Parents, Industries and Society with continual improvement through dedicated teamwork.

Purpose of Constituting IQAC

The institutions for their survival and growth have to impart education that will meet the ever-increasing demand of employers, coupled with the attitude of lifelong learning in students. An academic and administrative reviews the processes and procedures used by Departments to enhance the quality of their Programs in terms of program objectives and ensure graduate attributes as program outcomes as defined by each Department are achieved against the stipulated targets for which standard practices and processes need to be put in place. A detailed audit process is laid down including the guidelines to auditors and post audit counseling to faculty. The audit is designed to capture the five important dimensions of a teacher, namely- subject knowledge, preparation, communication, class control and concern for students and opportunity to interact.

Policy and procedures for Quality Assurance:

The Institution has a policy and associated procedures for the assurance of the quality and standards of their programmes and awards. The Institution commits itself explicitly to the development of culture, which recognises the importance of quality, and quality assurance, in the work. To achieve this, the Institution 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 roles and responsibilities of the stakeholders.

Objectives of IQAC

Academic quality work embedded in the Academic and Administrative Audit systematizes an institution's approach to quality by focusing on the following body of content.

This body of content is the focal areas of quality work:

1) Learning Objectives
2) Curriculum
3) Teaching and Learning methods
4) Student Learning Assessments and
5) Quality Assurance

The main objectives of IQAC are:

1. To set quality performance indicators in domains of education, research and administration pertaining to departments/programs and other units of the Institution.
2. To develop benchmarks for quality performance indicators
3. To develop strategies to evaluate quality performance indicators

   - To evolve and implement self-evaluation proforma for faculty members and executives
   - To evolve and implement stakeholders' feedback assessment
   - To facilitate periodic academic and administrative audit

4. To develop strategies to improve quality
5. Defining intended Course and Program Outcomes
6. Identifying curricular gaps and strategy to bridge the gaps
7. Designing effective teaching and learning processes
8. Developing and using outcome-based student assessment
9. Assuring implementation of quality education - significant activities such as research and services, co- curricular and extracurricular activities to support program outcome

Functions

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
3. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on the various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles IQAC initiated several workshops and seminars
6. Documentation of the various programs/activities of the Institute, leading to quality improvement

7. Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices
8. Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
9. Development of Quality Culture in Institute
10. Preparation of the Annual Quality Assurance Report (AQAR) of the Institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format

Responsibilities of IQAC Cell

1. The Internal Quality Assurance Cell (IQAC) is to be headed by IQAC Coordinator reporting directly to Principal.
2. Review of quality standards and the quality of teaching and learning in each subject area.
3. Define clear and explicit standards as points of reference to the reviews to be carried out.
4. Develop program specifications. These are standard set of information clarifying what knowledge, understanding, skills and other attributes a student will have developed on successfully completing a specific program.
5. Develop quality assurance processes and methods of evaluation to affirm that the quality of provision and the standard to foster curriculum, subject and staff development, together with research and other scholarly activities.

Plan of Action

1. Conduct the meeting at the beginning of each semester (Twice in a semester)
2. Review academic policies for the effective implementation
3. Develop a monitoring system for quality assurance practices
4. Coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department
5. Prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/University.
6. Organize Academic Activities as per the guidelines given by Governing Body, College Development Council (CDC) of the college
7. Identifying the list of faculty coordinators/conveners for various committees and cells and plan the activities for the academic year
8. Conduct the meeting with HoDs on various academic tasks and discuss the plan of action for their department
9. Meeting with mentor and at the department level and verifying proctor diaries on attendance, student performance etc.
10. Verify the slots for seminars, sports, skill-based programs and Value added programs of the respective Department for inclusion in their timetable
11. Collect and analyse teaching outcome feedback (course assessment) from students at the end of the semester

12. Organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of HoDs/GB/CDC/DAC for further action
13. Collection and compilation of self appraisal forms from faculty members at the end of academic year
14. Prepare/modify various formats as and when required at least once in a year
15. Prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various committees/cells
16. Coordinate with the website coordinator regarding the flow of information to the website administrator from various committees/Departments before and after the activities/achievements
17. Help Administrative Officer (AO) in the preparation of schedule of stock verification of various laboratories/Library at the end of the year

Methodology

The institution has established Internal Quality Assurance cell in order to conduct academic audit for the year 2016-17 and onwards. The internal **academic and administrative audit** of the institution shall be conducted half-yearly in every academic year.

IQAC has put in place an institute-wide academic quality management framework to gather evidence-based information on the quality of its programmes and graduates and to encourage a culture of continuous self-improvement through self-reflection of processes and best practices of various programmes through Academic Audits.
The establishment of IQAC in August 2016, the first phase of its Evaluation Cycle is implemented which involved results of passed out students and surveys relating to the passing out graduates-2016 (exit-survey), parents of graduated students (2016) and other stakeholders (including Alumni survey).

The CO, PO and PSO attainments computed are the quality indicators used in the academic audit of the institution.

The IQAC will decide the main guidelines of academic and administrative audit indicating special reference to investigation to be made about the various practices being followed by the departments. The emphasis would remain on teaching, research and services. All attempts will be made to ensure that continuous growth of all major parameters related to quality of education is achieved. The achievement with specific reference to the plan of action related to PEOs and POs/PSOs will be monitored.

The IQAC will authorize to conduct the audit and collect information through various records that may include the following:

- Department action plan and targets
- Minutes of Departmental meetings of various committees
- Record of content delivery through lectures, practical etc. and
- Result analysis semester/annual of courses in relation to set targets.
- Results and interpretation of indirect assessment
- Corrective action envisaged

- Recommendations of Department Advisory Board
- Any other evidential material

Academic and Administrative Audit

Principles of Academic Audit

The primary unit of academic and administrative audit is the Department. The audit primarily focuses on improving teaching and learning which is an institutional priority. The audit also facilitates active discussion and cooperation within academic units on means for improving teaching and learning and at the department level and institutional level.

Objectives of Academic Audit

1. To understand the existing system and assess the strengths and weaknesses of the Departments and Administrative Units and to suggest the methods for improvement and for overcoming the weaknesses.
2. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
3. To evaluate the optimum utilization of financial and other resources.
4. To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NBA, NAAC and other bodies.
5. Designing effective teaching and learning processes
6. Evaluation of Course and Program Outcomes
7. Developing student assessment
8. Assuring quality education by implementation of co- curricular and extracurricular activities.

Assessment Procedure

1. The IQAC Coordinator initiates the Academic every semester though the Principal.
2. The Principal forms a team of internal auditors comprising of 2-3 senior faculty members in consultation with the IQAC Coordinator.
3. The IQAC plans and schedules the internal audit in coordination with HoD of the concerned department.
4. The audit team conducts the assessment, submits a report and presents its findings in an exit meeting that shall be attended by the IQAC, Principal, HOD, and faculty members of the departments.
5. The IQAC shall submit an executive summary on the audit finding to the Principal.
6. The Department shall prepare and submit an implementation plan to IQAC based on the audit findings. The plan must include audit findings and the corrective actions to be taken, assignment of responsibility and a time frame for such actions.

7. The IQAC shall follow up on the implementation plan to ensure departments are adhering to the implementation plan.
8. The academic department shall inform the IQAC each time a corrective action is implemented.
9. IQAC shall review the implementation plan once a semester to assess the progress of implementation.

Reporting

The purpose of academic audit is not judgmental but to cause development to happen. The IQAC will produce a report that describes the strengths and weaknesses of the each department's efforts to improve academic quality of their programs and identify plans for improvements. The main components of the report will be:

- Recognition of Good practice
- Recognition of well performing departments
- Recommendations for improvement

The audit report is presented to the Principal and Management and made available to the departments who will be required to respond to the issues raised in the report. The response of the departments will be part of the final audit report.

The audit report shall be presented to Principal and Management and thereafter displayed on Department/institutional website.

Roles and responsibilities of Internal Auditors

Internal Auditors are selected on the basis of their experience in higher education and are expected to draw on this experience in arriving at judgments about the management of quality and academic standards by institutions. The IQAC arranges preparation sessions for Audit Team members to ensure that they are familiar with the expectations of the audit methodology and have a good understanding of the context of higher education developments in India.

The principal expectations of team members include:

- Experience of the management of quality and academic standards in higher education.
- A clear understanding of the governance and management of higher education institutions.
- An ability to read, analyse and synthesise a substantial amount of documentary material.
- An ability to engage in discussion and debate with institutional representatives to identify and comment on key issues relating to quality.
- An ability to produce written commentary on the outcomes of audit activity and to assist in the drafting of the report.
- A willingness to work as a member of a team and share responsibility for collective judgments.