

IITM/IP/IQAC/06

INTERNAL QUALITY ASSURANCE CELL (IQAC)-POLICY

Introduction

The Internal Quality Assurance Cell (IQAC) of the Institute of Information Technology & Management (IITM) is established to ensure continuous improvement in the quality of education imparted, research conducted, and overall organizational performance. The IQAC functions as per the guidelines and frameworks provided by the National Assessment and Accreditation Council (NAAC) and the National Board of Accreditation (NBA), aiming to achieve and sustain excellence in all facets of institutional functioning.

IQAC – Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objectives

1. To develop a quality culture and enhance institutional functioning.
2. To promote measures for continual improvement in academic and administrative performance.
3. To encourage innovations in teaching-learning, research, and extension activities.
4. To ensure timely, efficient, and progressive performance of academic, administrative, and financial tasks.
5. To ensure the optimal utilization of resources and their maintenance.
6. To promote transparency and accountability in all activities.
7. To coordinate quality-related activities and interactions with external quality assessment bodies.



Functions

1. Development and Application of Quality Benchmarks:

- Develop and apply quality benchmarks/parameters for various academic and administrative activities.
- Facilitate the creation of a conducive environment for quality teaching and research.

2. Facilitating the Creation of a Learner-Centric Environment:

- Ensure learner-centric practices in teaching-learning processes.
- Promote effective student support services for holistic development.

3. Dissemination of Information:

- Document and disseminate information on various quality parameters.
- Organize workshops, seminars, and training programs for faculty and staff on quality-related themes.

4. Organizing Feedback Mechanisms:

- Develop feedback mechanisms for various academic and administrative activities.
- Analyze and utilize feedback for continuous improvement.

5. Ensuring Integrity and Ethical Practices:

- Promote the values of academic integrity and ethical practices.
- Monitor adherence to norms and regulations in all functional areas.

6. Continuous Monitoring & Departmental Audits

- Monitor the departmental strengths & weakness through effective processes

7. Development and Maintenance of Institutional Database:

- Develop and maintain an institutional database for management and analysis of data related to quality parameters.

8. Preparation of Annual Quality Assurance Reports (AQAR):

- Prepare AQAR as per the guidelines and parameters provided by NAAC.
- Ensure submission of AQAR to NAAC within the stipulated time.

9. Coordination with Internal and External Quality Assurance Cells:

- Coordinate all quality-related activities including accreditation processes.
- Liaise with external quality assurance bodies like NAAC and NBA for accreditation and assessment processes.



10. Promoting Best Practices:

- Identify and promote best practices in teaching, learning, and assessment methods.
- Encourage research activities that contribute to quality enhancement.

Composition of the IQAC

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:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Role of IQAC Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

