



Manakula Vinayagar Institute of Technology

Kalitheerthal kuppam, Puducherry – 605 107

**(Approved by AICTE, New Delhi, and affiliated to
Pondicherry University)**

**INTERNAL QUALITY
ASSURANCE CELL (IQAC)**

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PREFACE

University Grants Commission has given the XII plan guidelines for establishment and monitoring of the Internal Quality Assurance Cells (IQACs) In Colleges (2012–2017). National Academic Accreditation Council (NAAC) instills the necessity of an internal mechanism within a Higher Education Institution for sustenance, assurance and enhancement of the quality culture of education imparted, by it. By following the guidelines released by UGC the Institute has established its Internal Quality Assurance Cell (IQAC) on July 2015 during the Academic year 2015–16. Moreover, such institutional internal quality system has been made mandatory by UGC and NAAC for ensuring quality enhancement and continual improvement. This in turn would make the Institute eligible for undertaking funded educational and Infrastructural developments, for the benefit of the Teaching and learning community.

NEED OF IQAC

- Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture in the institute
- The Institute should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the
- The internal quality assurance mechanism of the institution may be called “Internal Quality Assurance Cell (IQAC)”.
- The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the college

GUIDELINES FOR THE FUNCTIONING OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. The IQAC Structure

The IQAC shall be constituted with the following members

Chairman
Coordinator
Management Representative
Heads of Departments
Academic Peers
Industry Peers
Alumni members
Student representatives (One from each department)

2. Fundamental Duties of IQAC

- The IQAC may channelize and systematize the efforts and measures of an institution towards academic excel
- It should have responsibilities above any hierarchical structure or record-keeping exercise in the institution
- It would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality
- The Key duties of IQAC also include the following:
 - Effective Leadership
 - Practice Decentralization and Participate Management
 - Perspective/Strategic Plan
 - Organizational Structure
 - Administrative Setup and E-governance

- Effectiveness of various bodies/Cells/Committees
- Financial Support
- Professional Development
- Co-curricular and Extra-curricular Activities
- Academic Administrative Audit (AAA)
- Participation in various Accreditation and Rankings

3. Goals:

The IQAC shall be constituted with the following members:

- To develop a quality system for consistently improving the academic and administrative performance of the College
- To promote measures for institutional functioning towards quality enhancement through benchmarking its quality culture and best practices

4. Functions of IQAC:

The IQAC shall have the following functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College
- Facilitating the creation of a learner-centric environment conducive for quality education and enabling faculty to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback responses from students, parents and other stakeholders on quality- related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

- Documentation of the various programmes /activities of the College, leading to quality improvement
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format

5. Benefits of IQAC

The IQAC functioning in the Institute ensures the following benefit to all its stakeholders:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and integration among the various activities of the college and good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in the Colleges
- Build an organized methodology of documentation and internal communication

6. IQAC Meetings

The IQAC meeting would be convened by taking the following parameters into consideration:

- Academic Activities
- Student development Activities and achievements
- Placement and Training Activities
- Faculty Development Activities

- Research Activities
- Societal Activities

The IQAC convenes meetings with its internal member twice or thrice in each semester

Similarly it convenes meeting with its External members for at least once in each semester, two meeting in a year.

During the meetings the IQAC chair and the Coordinator review the suggestions given for continuous improvement by the IQAC members.

The Action taken or implemented upon each suggestion would be verified and confirmed by the IQAC Chair and the Coordinator.

The internal reviews made on existing academic, curricular, co-curricular, research and extension activities, through HoDs meetings and various functional committee meetings would be deliberated before the IQAC members and the suggestions for future implementation would be invited.

Similarly the action taken/Corrective measures initiated against the previous IQAC members' suggestions would be highlighted during the meeting for checking its appropriateness and effectiveness.



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