Internal Quality Assurance Cell (IQAC)

About IQAC Cell

Internal Quality Assurance Cell (IQAC) was established at , 2019 after starting various quality sustenance measure. Since quality enhancement is a continuous process, the IQAC should be a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance.

The IQAC has to make a signi2cant and meaningful contribution in the post-accreditation phase through channelizing the efforts and measures of an institution towards academic excellence.

Objective:

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the Institute To promote measures for institutional functioning towards
- quality enhancement through internalization of quality culture and institutionalization of best practices.

Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activiti of the Institute
- 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
- 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 Institute, leading to quality improvement
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality Development of Quality Culture in Institute
- 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
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of Institute based on the AQAR

The IQAC has evolved mechanisms and procedures for ensuring the following:

- Timely. effcient and progressive performance of academic, administrative and 2nancial tasks. The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for students Optimization and integration of modern methods of teaching and learning. The credibility of evaluation procedures.
- The adequacy, maintenance and proper allocation of support structure and services. Research sharing and

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 institution and institutionalize good practices

Provide a sound basis for decision-making to improve institutional functioning

Act as a dynamic system for quality changes in the Institute

Build an organized methodology of documentation and internal communication.

Composition:

S.No	Name	Desigination
	Prof. Rohan Barela-Chief Proctor	Chairperson
	Dr. Pratap Singh-Principal	Convener
	Mr. Shubham Kashyap-HOD	Co-Convener
	Ms. Chandni Tiwari-Faculty CS	Member
	Ms. Akanksha Tiwari-Faculty Comm.	Expert
	Mr Kuldeep-Faculty CE	Expert
	Mr. Sachin-Faculty FD	Member
	Mr. R.B. Patel-Faculty ME	Member
	Mr. Ravi Kumar- Faculty EE	Member
	Mr. Jitender Kumar-Registrar	Member
	Mr. Vivek Varshney, VP UST Global	Member Industry
	Mr. C. Kumar, ED Techno Udyog	Member Industry
	Sachin-CE 2nd Yr	Member
	Shristi Daksh	Member

Plan of Action: .

To conduct the meeting at the beginning of each semester (Twice in a year)

Prime agenda of the meeting would be review based planning of academic policies for the sustainable growth of the Institute

To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of he academic year and submit the same Governing Body/University.

Academic Activities

To organize an interactive session with faculty members following the guidelines given by Governing Body, College Academic Council (CAC) and Departmental Advisory Committee (DAC) to strengthen the Teaching Learning process.

Preparation and release of guidelines regarding all Academic activities before the commencement of Semester

Distribution of CMF to the Departments before the commencement of semester

Uploading of Academic plans prepared by respective faculty members on E-CAP portal for easy access to the student

Continuous monitoring of maintenance of CMF

Preparation of attendance registers by Academic section and distribution of the same to respective Departments

Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same

To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities

Preparation of list of faculty mentors at Department level and distribution of mentoring registers along with guidelines to follow

To conduct interactive session with all faculty mentors regarding mentoring of students based on three parameters- Attendance, Performance and Attitude

Preparation of common slots for AV classes, seminars, sports, Incubation Centers and Value added programs (VAP) and communicate the same to the respective Department for inclusion in their timetable

Collection and compilation of attendance at the end of every month through E-CAP and to send the list of students

To help the Departments in monitoring following activities

Tutorials
Assignments
Seminars
Add on content-Theory & Lab
Remedial classes
Make up tests

Collection of CMF with all required data and documents at the end of the semester
Collection of teaching outcome feedback (course assessment) from students at
the end of the semester Collection of exit feedback from 2nal year students at
the end of the academic year

To help the Departments/professional bodies in collection and analysis of feedback from:

Parents
Industry Experts/Academicians who are visiting the college
Executives of professional bodies.
Alumni

respective DAC at the beginning of each semester to chalk out the policy for that semester.

To suggest various value added programs to T&P cell and to coordinate the execution of the same

To suggest various ways to the Departments to strengthen their Incubation centres/centre of excellence and to enhance the technical skills of the students

To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting for further guidelines

Collection and compilation of self appraisal forms from faculty members at the end of academic year

To consolidate the information about funding agencies, their norms and passing the same to R&D centre and respective Departments.

Administrative Activities

To help the Principal Offce in the preparation of schedule of following meetings:

Governing Body (once in a semester)
College Academic Council (Once in a week/two weeks)

To help the principal Offce (PO) in constituting following central committees for decentralization of work and effective functioning of the Institute:

Discipline and Antiragging
Central facilities
Grivience redressal
Student Activity Centre
Training and Placement, career guidance and entrepreneurship development
Purchase

To help the P.O. in the preparation of guidelines and schedule of periodic meetings of these Committees
To help the P.O. in the process of record maintenance and documentation (nomenclature of Departmental and central 2les D 1 -27 and P 1-28 To coordinate the activity of budget allocation based on the requirement of the Departments
To coordinate the activity of printing of various stationary items based on the requirements of Department and Laboratories To prepare/modify various application/information formats at least once in a year
To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
To coordinate the 2ow of information to the website administrator from various forums/Departments before and after the activities/achievements To coordinate the process of preparation and submission of Activity Record 2les by various forums after the activity
To coordinate the process of audio-visual recording of all the major activities and submission of the CD at the central library To help the P.O. in periodic review of policy book of the Institute
To collect all the 2les/documents from all the Departments/P.O. at the end of the academic year To give periodic inputs to website incharge/administrator regarding updating of information
To discuss innovative concepts and ways of execution with coordinators of various forums
To help the P.O.in the preparation of schedule of stock veri2cation of various laboratories/Library at the end of the year.