

# **G. Pulla Reddy Engineering College (Autonomous)**

**Kurnool – 518007**



**Process Manual for**

## **Internal Quality Assurance Cell (IQAC)**

**(Stepping towards Assessment & Accreditation)**

**Affiliated to Jawaharlal Nehru Technological University Anantapur  
Ananthapuramu**

**Accredited by NBA of AICTE & NAAC of UGC**

# **Internal Quality Assurance Cell (IQAC)**

## **1. Introduction:**

In 20<sup>th</sup> century, the quality control was used in manufacturing industries only. But, from the starting of 21<sup>st</sup> century quality approach like quality inspection and quality assurance evolved in the field of higher education sector. The quality control plays an important role in higher education institutes (HEIs) to shape the next generation citizens of the country. Hence, for performance evaluation and quality upgradation of HEIs, the National Assessment and Accreditation Council (NAAC) proposes that every accredited HEI should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. With the help of IQAC, the HEIs need to channelize their efforts towards promoting holistic academic excellence.

## **2. Objectives:**

The primary aim of Internal Quality Assurance Cell (IQAC) is

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

## **3. Strategies:**

The strategies of IQAC are

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
2. Implementation of significant and quality academic and research programmes.
3. Ensuring equitable access to and affordability of academic programmes for different sectors of the society.
4. Optimization and integration of modern methods of teaching and learning
5. Ensuring trustworthy assessment and evaluation methods
6. Ensuring the proper allocation, sufficiency and maintenance of support structure and services

7. Sharing of research findings and networking with other institutions across the world.

#### **4. Functions:**

The functions of the IQAC are:

- a. Development and application of quality benchmarks / Parameters for various academic and administrative activities of the institution.
- b. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- c. Collection and analysis of faculty evaluation by students and feedback from all stakeholders on quality-related institutional processes.
- d. Dissemination of information on various quality parameters to all stakeholders.
- e. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- f. Documentation of the various programmes/activities leading to quality improvement.
- g. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- h. Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality;
- i. Periodical conduct of Academic and Administrative Audit and its follow-up
- j. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

#### **5. Benefits:**

- a. Ensuring precision and focus in the institutional functioning towards quality enhancement.
- b. Ensuring internalization of quality culture
- c. Ensuring the improvement and coordination in all activities of the institution and institutionalizing all best practices.

- d. Providing a sound basis for decision making to enhance the institutional functioning
- e. Acting as a vibrant system for quality changes in HEIs
- f. Building an organized methodology for documentation and internal communication.

## **6. Composition of the IQAC:**

The IQAC shall be constituted 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 the local management and stakeholders as members.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Three to Eight Teachers to represent all levels
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

### **6.1 Term:**

The membership of such nominated members shall be for a period of two years.

### **6.2 Meetings:**

The IQAC shall meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The agenda, minutes and action taken reports are to be documented and maintained electronically in a retrievable format.

## **7. Operational Features of the IQAC:**

The quality assurance is by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them. Hence, commitment and dedication to improvement is the basis for ensuring quality. The IQAC has to ensure that whatever is done for education is done efficiently and effectively. In order to

do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

## **8. Annual Quality Assurance Report (AQAR) of the IQAC:**

The accredited institutions are requested to submit the AQAR every year as per the format designed by (National Assessment and Accreditation Council) through online. Submission of AQAR on time and a well-designed IQAC are the minimum requirements for further accreditation. The preparation of the AQAR would facilitate the HEI's SSR preparation of upcoming NAAC accreditation. The AQAR report of the preceding academic year should be submitted to NAAC before 31<sup>st</sup> December of every year.

### **8.1 Prerequisites:**

- The HEI should have a functional IQAC
- The minutes of IQAC meetings and compliance to the decision taken should be uploaded on institutional website.
- The HEI should have uploaded the AQAR on its website for access to all its stakeholders.

## **9. Academic and Administrative Audit (AAA):**

### **9.1 Introduction:**

The functioning of the audits is as follows:

**Academic Audit:** Academic audit is a scientific and systematic method of reviewing the quality of academic process in the institution. It is related with the quality assurance and enhancing the quality of academics activities in the Institution.

**Administrative Audit:** It is a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments control of the overall administrative system etc.

### **9.2 Objectives:**

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 overcoming the weaknesses.

1. To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
2. To evaluate the optimum utilization of financial and other resources.
3. To suggest the methods for continuous improvement of quality, keeping in mind, the criteria and reports by NAAC, NBA, AICTE and other bodies.

### **9.3 Methodology:**

Strict and continuous Audit of Academic and Administrative process shall be adopted for maintaining high standards of the institution. AAA is done both Internally and Externally. Internally it is done by the concerned departments as per the instructions of the IQAC of the institution, while externally it is done by the external academicians nominated by the Principal of the institution. Since peer review is the backbone of AAA, it is important to select good experts as peers for AAA and it is vital that peers shall have certain credentials such as academic and administrative distinctions, experience as reviews, experts in various boards / committees. The Institution has framed certain guidelines and methodologies by learning from good practices are adopted to suit specific context and requirement of the institution on various aspects.

IQAC of the institution considers the Annual Quality Assurance Report (AQAR) and follows the NAAC criteria as it compliments periodic assessment and accreditation by NAAC. The Internal Audit is done by considering the AQAR of the departments and the External Audit is done considering the Institute level AQAR submitted to NAAC. The AAA exercise is undertaken on annual basis. The outcome of the Audits shall be placed before the IQAC of the institution. The Plan of action shall be prepared to implement the suggestions accepted by IQAC for Continuous Quality Improvement.