Criterion VI- Governance, Leadership and Management
6.1 - Institutional Vision and Leadership

6.1.2 - Effective leadership is reflected in various institutional practices such as decentralization and participative management

A Case study of Internal Quality Assurance Cell and its Process

Objective: Systematically work together to attain the quality in education.

Method: 1) Prepare a strategic Plan Of Action on core quality areas

2) Student Orientation/ Capacity building- Guest talks/ seminars/ webinars / workshops

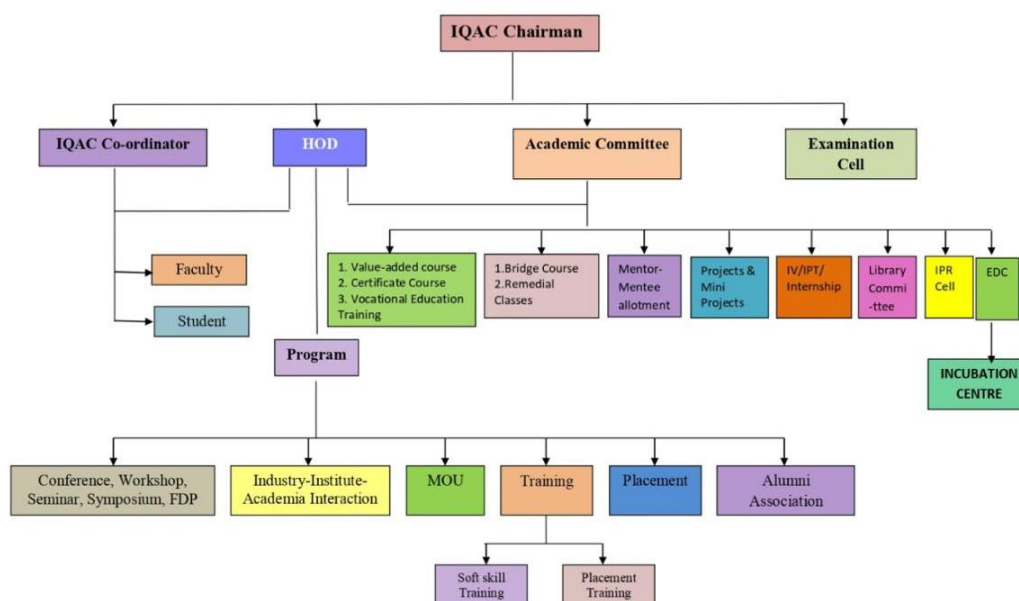**3)** Faculty Empowerment activities **-** Guest talks/ seminars/ webinars / workshops/ trainings

The Internal Quality Assurance Cell (IQAC) plays a critical role in maintaining and improving the quality of education in the institution. Its roles and functions are directed toward the development of a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.

Composition of IQAC is as per the NAAC Guidelines

Website link:
http://www.siesascs.edu.in/admin/uploads/0c6ebec7f3055b3b39baa850b78b107bIQAC_committee_2022-23.pdf

IQAC Work-chart

Roles of IQAC

1. **Quality Enhancement**:

• To ensure quality culture in all aspects of the institution's academic and administrative activities are conducted.

• Develop strategies to ensure continuous improvement and enhancement of educational and institutional standards.

2. **Institutionalization of Best Practices**:

• Ensure the adoption and dissemination of best practices within the institution.

• Encourage innovative practices in teaching, learning, and evaluation.

3. **Coordination of Quality-Related Activities**:

• Coordinate various activities related to quality assurance across different departments and associations/committees of the institution.

• Act as a point of contact for coordinating quality-related initiatives and facilitate communication among stakeholders.

4. **Facilitating Stakeholder Involvement**:

• Ensure that all stakeholders, including faculty, students, management, and the community, are involved in the quality assurance process.

• Foster an environment where stakeholder feedback is valued and integrated into improvement efforts.

5. **Support for Accreditation and External Audits**:

• Support and guide the institution to prepare for accreditation and external quality assessments. Also, in fulfilling the requirements for national and international accreditation and ranking bodies.

Functions of IQAC

1. **Development and Implementation of Quality Parameters**:

• Formulate policies and guidelines for effective functioning and continuous improvement in teaching, research, and administration.

2. **Facilitating Learner-Centric Environment**:

• Foster a learner-centric environment conducive to quality education and the development of relevant skills.

• Encourage the use of innovative teaching and learning methodologies, including technology-enhanced learning.

3. **Collection and Analysis of Feedback**:

- Google Form and Microsoft Form mechanisms used for collecting feedback from students, faculty, staff, and other stakeholders on various institutional processes.

- Analyze feedback and use it for improving programs, infrastructure, and administrative processes.

4. **Organizing Quality-Related Events**:

- Organize workshops, seminars, and conferences on quality-related themes for faculty, staff, and students.

- Promote awareness of quality issues through special programs and capacity-building initiatives.

5. **Documentation of Institutional Processes**:

- Customised Management Information System (MIS) to maintain and document all quality-related activities, programs, and processes within the institution. Through MIS create an institutional database for quality-related data, serving as a reference for internal and external quality audits.

6. **Monitoring and Evaluation of Academic and Administrative Activities**:

- Monitor the performance of academic and administrative units through regular internal audits and reviews.

- Ensure that academic programs and administrative processes align with the institution's goals and quality objectives.

7. **Promoting Research and Innovation**:

- Encourage a research culture within the institution by providing guidance and support to faculty and students in their research endeavours.

- Facilitate collaboration with other research institutions and industries.

8. **Facilitating Internal and External Communication**:

- Serve as the point of contact for internal communication on quality-related matters between departments and administrative units.

- Ensure effective communication between the institution and external agencies, such as accreditation bodies and government authorities.

9. **Preparation of the Annual Quality Assurance Report (AQAR)**:

- Prepare and submit the Annual Quality Assurance Report (AQAR) to the accreditation body (e.g., NAAC) as per the required guidelines.

- The AQAR serves as a comprehensive report on the institution's quality-related initiatives and achievements over the year.

10.   **Ensuring Compliance with Accreditation Standards**:

•   Ensure that the institution meets and maintains the standards required for accreditation and other quality certifications.

•   Provide continuous support and guidance in preparation for accreditation cycles.

11.   **Internal Audits and Continuous Improvement**:

•   Conduct periodic academic and administrative audits to evaluate the institution's performance.

•   Identify areas of improvement and ensure that corrective measures are implemented effectively.

The IQAC ensures a systematic approach to quality assurance and fosters a culture of excellence within the institution. By continuously assessing and improving academic and administrative processes, it helps in achieving high standards of education and service to stakeholders

Dr. Uma Shankar
Principal