

Assimilation - Faculty Orientation on IQAC

Dr Hema Divya, HOD, MBA, Addresses the faculty regarding IQAC

On 26.12.2022 / 10.00 am – 11:30 am

Welcome to the faculty orientation on IQAC (Internal Quality Assurance Cell). IQAC is an important component of quality assurance in higher education institutions, and as faculty members, it's essential for you to be familiar with its purpose, functions, and responsibilities. Let's begin with an overview of IQAC.

What is IQAC?

IQAC stands for Internal Quality Assurance Cell. It is an internal mechanism or a quality assurance cell within higher education institutions, such as colleges and universities, that is responsible for monitoring, evaluating, and ensuring the quality of education and other institutional processes. IQAC acts as a facilitative and participatory body that works towards continuous improvement and enhancement of quality in various aspects of an institution.

Purpose of IQAC

The primary purpose of IQAC is to develop and maintain a quality culture in the institution. It aims to promote a systematic and coordinated approach towards quality enhancement and sustenance. IQAC works towards improving the overall academic and administrative performance of the institution by setting up quality benchmarks, establishing feedback mechanisms, and implementing quality improvement initiatives.

Functions of IQAC

The functions of IQAC typically include:

1. **Development and implementation of quality policies and procedures:** IQAC formulates and implements quality policies and procedures that align with the overall vision and mission of the institution. It establishes guidelines and frameworks for academic and administrative processes, curriculum development, assessment and evaluation, research and publications, infrastructure and facilities, and student support services, among others.
2. **Monitoring and evaluation:** IQAC monitors and evaluates the performance of the institution against the set quality benchmarks and parameters. It conducts internal audits, reviews, and assessments to identify areas of improvement and provide feedback to various stakeholders, including faculty, students, and administrative staff.
3. **Planning and coordination of quality improvement initiatives:** IQAC plans and coordinates various quality improvement initiatives in collaboration with

different departments and stakeholders. It organizes workshops, seminars, and training programs for faculty and staff to enhance their competencies, and facilitates research and innovation activities to promote academic excellence.

4. Documentation and reporting: IQAC maintains records and documentation related to quality assurance processes, including self-assessment reports, minutes of meetings, feedback received, and action plans. It prepares reports and submits them to external quality assurance agencies for accreditation and recognition purposes.

Responsibilities of Faculty in IQAC

As faculty members, you have an important role to play in IQAC. Some of your key responsibilities may include:

1. Active participation: Faculty members are expected to actively participate in IQAC meetings, workshops, and training programs. You are encouraged to provide feedback, suggestions, and inputs on various quality enhancement initiatives, and actively engage in discussions and decision-making processes.
2. Compliance with quality policies and procedures: Faculty members should adhere to the quality policies and procedures formulated by IQAC. This includes following the curriculum, assessment, and evaluation guidelines, maintaining academic integrity, and adhering to research and publication ethics.
3. Contribution to quality improvement initiatives: Faculty members are expected to contribute to quality improvement initiatives by sharing best practices, innovative teaching methods, and research findings. You can actively participate in curriculum development, student feedback processes, and academic audits, and suggest measures for improving the quality of education and other institutional processes.
4. Documentation and reporting: Faculty members may be required to provide inputs and data for documentation and reporting purposes. This includes preparing self-assessment reports, providing feedback on institutional processes, and maintaining records of academic and research activities.

Conclusion

IQAC plays a crucial role in ensuring and enhancing the quality of higher education institutions. As faculty members, your active participation and contribution to IQAC initiatives are essential for maintaining and improving the quality culture in your institution. By complying with quality policies and procedures, actively engaging in

quality improvement initiatives, and providing feedback and inputs, you can contribute to the overall success of IQ

During addressing faculty, the HoD emphasized that:

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1. Course Coordinators (CC) and Course Instructors (CI) are hereby informed to take up SRP phase I, II & III for the courses allocated in 2022-2023 Even Semester.
2. SRP Phase I is an individual phase where each faculty is assigned a topic/module/CO by the Course Coordinator. The faculty then individually works on those topics and create a repository of various components related to course delivery and active learning methods (ALM's).
1. SAll faculty belonging to a course team must be at a uniform knowledge and delivery level. Appropriate short term FDPs may be planned as per the requirement in coordination with Academic Staff College.
3. Approved (Second level vetting) Course Handout in ERP.
Approved (Second level vetting) Question Papers for Sem-In Exam 1(3-Sets), Sem-In Exam 2(3-Sets) and Sem-End Exam(4-Sets) in ERP.
4. Course teams must discuss and frnalize the course material prepared by the individual faculty.
5. Course teams must consolidate and finalize ALMs, Quizzes & Assignments for all topics (Benchmarking).

