

JECRC University, Jaipur - 303905

Creation and Constitution of Internal Quality Assurance Cell (IQAC) - 17. 04. 2017

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the University. It will not be yet another hierarchical structure or a record-keeping exercise in the University. It will be a facilitative and participative voluntary system/unit/organ of the University. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Vision: To develop quality systems with conscious, reliable and transparent act for attaining best results for the academic and administrative performance of the University and to build and ensure a quality culture aimed at all round excellence through institutionalizing and internalizing all the initiatives taken with internal and external support.

Mission:

1. To work towards realization of the goals of quality enhancement and sustenance by developing a system for conscious, consistent and catalytic improvement in the overall performance of University.
 2. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
 3. To provide student centric learning environment and to establish platform for inclusive research leading to the development of creative thought process amongst research scholars keeping in mind societal needs.
 4. Nurturing innovative ideas shaping into products facilitating the spinoff and creating awareness to protect academic integrity.
 5. To adopt a perennial process for bringing in excellence in teaching pedagogy by providing ICT based state-of-the-art infrastructural facilitation.
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Strategies: *IQAC shall evolve mechanisms and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) Relevant and quality academic/ research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of assessment and evaluation process;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions: *Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks
 - b) Parameters for various academic and administrative activities of the institution;
 - c) 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;
 - d) Collection and analysis of 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 through MIS 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.
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Benefits: *IQAC will facilitate/ contribute to*

- a) Ensure clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC :

S.N	Composition of IQAC	Member(s)	Designation
1	Chairperson: Head of the Institution	Prof. D.P.Mishra	President
2	Senior Administrative Officer	Dr. Amit Srivastava	Deputy Registrar
		Prof. M.C.Koolwal	Dean, School of Law
		Prof. R.K.Bansal	HoD, Dept. of Agricultural
		Prof. M.M.S Sodhi	HoD, Dept. of ME
		Prof. Aalok Pandya	Professor, Dept. of Physics
		Prof. Naveen Hemrajani	HoD, Dept. of CSE
		Prof. K.M.Singh	Professor, Dept. of ECE and Controller of Examination
4	One member from the Management	Sh. S.L.Agarwal	Trustee
5	One nominees from local society	Mr. Rishi Sharma	Member - Education Society
6	One nominees from Students	Ms. Anukriti Athaiya	B.Tech CSE (2014-2018)
7	One nominees from Alumni	Mr. Kartik Saini	B.Sc (2012-15), MBA (2015-17)
		Dr. Ram Rattan	Dean, Faculty of Engineering
		Prof. R.N.Prasad	Dean, Faculty of Sciences
9	One/two nominees from Industrialists/stakeholders	Dr. P.K.Santra	Director, TheraChem Medilabs
10	Director of IQAC	Neeraj Singh	Addl. Director (Admissions)

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

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. 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.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year positively. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

Sd/-
Neeraj Singh
Director, IQAC
17.04.2017
