IQAC Policy



RAGHU ENGINEERING COLLEGE

(Autonomous)

(Approved by AICTE, New Delhi, Permanently Affiliated to JNTU-GV Vizianagaram), Accredited by NBA & NAAC by A Grade)

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1. Preamble

The National Assessment and Accreditation Council advocated the establishment of Internal Quality assurance Cell (IQAC) by all the institutions. To address the guidelines, Raghu Engineering College (REC), Visakhapatnam which was established in the year 2001 with the motto of promoting quality education. Internal Quality assurance Cell (IQAC) of REC was established on 1st September 2016.

The IQAC plans, guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities in REC. The main task of IQAC is to define, implement, maintain, measure REC's academic excellence through various processes and robust internal governance systems. Acting as a dynamic method for quality development, IQAC is the central nervous system of the institution.

2. Objectives

The management is committed to the following quality objectives and ensures institutionalization and implementation of all these policies at all levels of the institute:

- To develop and promote academic and administrative quality through education, training, counselling and motivation to all the employees
- To upgrade teaching facilities through addition of teaching aids and equipment
- To upgrade faculty through enhancement, of their knowledge by upgrading the academic qualification, interaction with industry, through seminars & conferences etc.
- To encourage research related activities for faculty and students
- To promote interdisciplinary and collaborative research culture
- To invite resource persons for various training programs conducted for faculty and staff
- To measure stakeholder's satisfaction level periodically through parent's feedback, student feedback reports, student placements through campus interview and overall success in yearend examinations
- To monitor quality management system; and ensure earliest corrective action in the event of any non-conformity
- To review the established processes and procedures at periodic intervals and ensure corrective measures are implemented towards continuous improvement
- To maintain necessary documentation for audits
- To facilitate implementation of MoUs
- To update the contents of website as and when required

Goals of IQAC

- Improve pedagogy through educational research and input from the business scenario
- · Review institutional processes by involvement of faculties, students and staff
- Plan and Prepare Self Study report for NAAC
- Ensure timely, efficient and progressive performance of academic and administrative task
- Optimize and Integrate information technology's support for teaching and learning

4. Functions

- Develop Quality Culture in the institution
- Prepare and apply quality benchmarks / parameters for various academic and administrative activities of the institution
- Facilitate the creation of a learner-centric environment conducive to quality education and maturity of faculty to adopt the required knowledge and technology for participatory teaching and learning process
- Collect and analyse feedback on quality parameters from all stakeholders and implement learnings
- Recommend the guidelines for various academic and administrative activities of the institution
- Recommend about the incentives for faculty members who excel in research activities to Management
- Disseminate information on various quality parameters to all stakeholders
- Organize inter and intra institutional workshops, seminars on quality related themes and promotion of quality parameters
- Conduct and document various Programmes / activities leading to quality improvement
- Act as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Develop and maintain institutional database through MIS for the purpose of maintaining / enhancing the institutional quality
- Conduct periodic Academic and Administrative Audit (AAA) and follow-up on implementation of corrective actions
- Prepare the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

5. Quality Assurance Activities

- Ensure utmost level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound decision making process to improve institutional functioning
- Act as a dynamic system for quality changes in Higher Educational Institutes
- Build an organized methodology of documentation and internal communication
- Participate actively in NIRF, NAAC & NBA Accreditation activities
- Conduct Academic and Administrative Audit [AAA]
- Promote use of e-resources for teaching and Learning Management System (LMS)
- Monitor student progress & mentoring system
- Promote pedagogical innovation; encourage innovative teaching practices among the faculty and their development
- Organize relevant Seminars, Workshops, Industrial and Educational visits for all students

- Strengthen Career Guidance and Placement Cell
- Encourage students to excel in various sports events
- Motivate faculty members to publish their work in Journals of International standards & as per the guidelines of UGC
- Conduct and implement feedback on Faculty, Curriculum, Institutional Performance, Library and Hostel facilities
- Collect feedback from Parents, Alumni & Employers and implement the same
- Promote entrepreneurial drive and create initiatives among students in collaboration with the institution
- Develop linkages and facilitate collaborations with state and national Institutions / Industry and Research Institutions to expedite research
- Facilitate expansion of revenue sources through consultancy
- Motivate and facilitate faculty to apply for different state and central funding agencies for their research projects

6. About - IQAC Committee

- a. Composition of IQAC
 - ▶ IQAC Committee needs to be established under the Chairmanship of the Head of the Institution. Effective representation shall be given to all the heads of different academic & administrative units; some senior faculty; few distinguished educationists; representatives of local management as stakeholders.
 - The tenure of the members of IQAC shall be for two Years and may be extended by the Chairperson. The Principal will be the Chairperson of the Committee.
 - The composition of the IQAC may be as follows:
 - i. Chairperson: Principal
 - ii. Faculty to represent all levels (From all departments -Three to eight)
 - iii. One member from the Management
 - iv. Few Senior Executives of the Institution as department members
 - v. One nominee each from local society, students and alumni
 - vi. One nominee each from employers/industrialists/stakeholders
 - vii. One of the Senior Professors as the Coordinator / Director of the IQAC

b. Functions of Coordinator:

- To coordinate dissemination of information on various quality parameters of higher education
- To synchronize and document various activities related to quality enhancement
- To organize regular meetings; ensure participation of Committee members and implement efficient execution of decisions taken by IQAC members
- > To coordinate, prepare and submit AQAR at regular intervals

c. Functions of IQAC Departmental Coordinator

Every Department shall have one coordinator to coordinate all IQAC activities and events with in their department. The IQAC Coordinator in consultation with respective HODs nominates the departmental coordinator. In case of an issue / discrepancy (if any), the IQAC Coordinator in consultation with the Chairperson can change the departmental coordinator.

d. Other responsibilities

- All the meetings of IQAC shall always be chaired by Principal or the person delegated by him/her
- > IQAC shall meet at least four times in an academic year. The schedule and venue shall be communicated by Coordinator in consultation with the Chairperson
- The agenda for IQAC meetings shall be prepared by Coordinator under the with prior approval of the Chairperson
- An accurate recording of proceedings (minutes) of each meeting shall be prepared and maintained by the coordinator
- The IQAC Committee shall have regular meetings to ensure that there is a consistent improvement of quality within the institution



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