

Annexure I

Role and Responsibilities of Members:

Since quality enhancement is a continuous process, the IQAC members will become a part of institution's system and work towards realizing the goals of quality enhancement and sustenance.

The prime task of the IQAC members will be to develop a system for conscious, consistent and catalytic improvement in the performance of institutions.

The IQAC members will make a significant and meaningful contribution in the pre and post accreditation phases of institutions.

During the post-accreditation period, the members will help IQAC to channelize the efforts and measures of the institution towards attainment of Institute's objective.

The IQAC as a cell would keep continuous check towards fulfillment of both the programs objective based on "Outcome Based Learning"

Annexure II

Objective

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

The IQAC shall have the following functions

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institute
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities of the Institute, leading to quality improvement
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in the Institute
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of the accrediting body.

Follow up

1. The AQAR shall be approved by the statutory authority of institute for the follow up action for necessary quality enhancement measures.
2. The Institute shall submit the AQARs to the NAAC/other accreditation bodies.
3. Institute shall submit AQARs and follow up reports of AQARs.
4. The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR.