

ABBS

Internal Quality Assurance Cell (IQAC)

Introduction

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.

IQAC – Vision

To ensure quality culture as the prime concern for the Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

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

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.

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
- e) Build an organised methodology of documentation and internal communication.

Composition of the IQAC

The composition of the IQAC:

1. Chairperson: Head of the Institution
2. Teachers to represent all level
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The membership of such nominated members shall be for a period of two years. The IQAC meet once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.



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INTERNAL QUALITY ASSURANCE CELL

MEETING REF NO: 53

MINUTES OF THE MEETING OF THE IQAC MEMBERS HELD ON: 16.05.2020 @ 2.30 PM

VENUE: IQAC ROOM

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|-----------------------|----------------------|
| 1. DR D M MAHISHI | PRINCIPAL |
| 2. DR H R VENKATESHA | DIRECTOR-MBA |
| 3. MRS POORNIMA REDDY | MANAGING DIRECTOR |
| 4. MR AJITESH BASANI | EXECUTIVE DIRECTOR |
| 3. DR VIJAYA BHASKAR | ACADEMIC COORDINATOR |
| 4. DR JAYANTHI | SR .FACULTY |
| 5. MR BHAVAN | ADMINISTRATION |
| 6. DR RAJESH | SR. FACULTY |
| 7. MR SENGATTUVELU | SR. FACULTY |

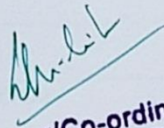
The following agenda was discussed and suggestions/decisions were recorded for action

| SL.NO. | AGENDA | SUGGESTIONS |
|--------|--|--|
| 1 | Online delivery of lectures in view of Covid 19 pandemic situation | Members suggested use the alternative software's to schedule for online sessions for all the semesters. Suggestion was to use Microsoft teams to deliver the sessions and to arrange the training preparing step uo by step guide lines for the usage to deliver the session The practical classes are to be video recorded and sent to the students |



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| | <p>learning Pedagogy</p> <ul style="list-style-type: none">• FDP and conferences through online mode• Student centric activities through online mode | <p>TEACHING.</p> <p>IQAC GAVE GUIDELINE TO FACULTY TO ATTEND FDP and other conferences to organize as webinars and also to organize guest lectures and virtual industry visit through online mode and activities were initiated to conduct through online mode</p> | <p>Faculty started attending to the FDP's and organized Guest Lectures and activities related to skill development , study centres, were conducted</p> |
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Director/Co-ordinator
INTERNAL QUALITY ASSURANCE CELL
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ACTION TAKEN REPORT

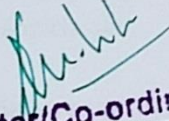
| SL. NO | AGENDA | SUGGESTIONS/ DECISIONS | ACTION INITIATED |
|--------|--|---|--|
| 1 | Online delivery of lectures in view of Covid 19 pandemic situation | <p>Members suggested use the alternative software's to schedule for online sessions for all the semesters.</p> <p>Suggestion was to use Microsoft teams to deliver the sessions and to arrange the training preparing step uo by step guide lines for the usage to deliver the session</p> <p>The practical classes are to be video recorded and sent to the students</p> | <p>Dr Vijaya Bhaskar – Academic Coordinator, Dr-Rajesh & Mr Ravi Aditya , Dr Jayanthi- Sr faculty were given the task of organizing online classes.</p> <p>A daily report to be sent to Bangalore University</p> |
| 2 | Training to faculty members and students the master soft teams for the online sessions | <p>System Administrator was instructed to give the training for usage of the new software to students and assist them for attending the sessions and scheduling the classes</p> | <p>Mr Vinay -system administrator prepared the manual and training was given to faculty and students and Academic Coordinator & HOD'S coordinated for preparation of time table and handling the classes and conducting the online internal tests, assignments and tests through MCQS were made and feedback was collected from the students regarding online sessions</p> |
| 3 | <ul style="list-style-type: none">• Implementation of online teaching-• Preparation of e- | <p>Members suggested to prepare the new course file for conducting the sessions through ONLINE</p> | <p>Faculty members prepared the course for online delivery and lecture notes were prepared</p> |

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| 3 | <ul style="list-style-type: none">• Implementation of online teaching-• Preparation of e-learning Pedagogy• FDP and conferences through online mode• Student centric activities through online mode | <p>Members suggested to prepare the new course file for conducting the ONLINE TEACHING.</p> <p>IQAC gave guideline to faculty to attend FDP and other conferences to organize as webinars and also to organize guest lectures and virtual industry visit through online mode and activities were initiated to conduct through online mode</p> |


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