

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)** **GURU JAMBHESHWAR UNIVERSITY OF SCIENCE AND** **TECHNOLOGY, HISAR 125001 (HARYANA)**

**Introduction:** One of the emerging challenges faced by any higher educational institution is the development, application and maintenance of quality benchmarks in all its key performance areas. To institutionalize the process of quality sustenance and enhancement, the Internal Quality Assurance Cell (IQAC) has been established in the University. The IQAC in the university came into existence on 03-01-2004 vide Endst. No. 04/NAAC/37-56. Further, it was recently reconstituted for a period of two years, as per the guidelines of UGC, on 02.01.2013 vide Endst. No. NAAC/IQAC/2013/165-239 dated 02-01-2013. The IQAC is a nodal agency of the University for ushering in the era of total quality management by working out intervention strategies to enhance overall quality in the institution.

The Cell has been established in pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality up gradation of institutions of higher education, the NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing 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 performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

**Basic purpose of the IQAC:** The IQAC works for ensuring continuous improvement in the entire operations of the institution, and assuring all the stakeholders connected with higher education - namely students, parents, teachers, staff, funding agencies and society in general. The NAAC advocates establishment of IQAC by every institution to make quality

enhancement an integral part of institutional functioning. IQAC is utilized to generate good academic ideas and practices. It seeks to work for planning, implementing, and measuring the outcome of academic and administrative performance of the institution.

**Goals and Objectives:** The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution. It aims at fulfillment of the mission and the vision of the university in the light of its quality policy.

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

- 1) Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution
- 2) Dissemination of information on various quality parameters of higher education
- 3) Organization of workshops, seminars on quality related themes and promotion of quality circles
- 4) Documentation of the various programmes / activities leading to quality improvement
- 5) Acting as a nodal agency of the institution for quality-related activities
- 6) Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

**Composition:** The IQAC may be constituted in every institution under the chairmanship of head of the institution with heads of important academic and administrative units, a few teachers and a few distinguished educationists/representatives of local committee. The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution (Vice-chancellor)
2. A few senior administrative officers
3. Three to eight internal teachers

4. One or two members from the Management
5. One/two nominees from local society
6. One of the teachers as the Director/Coordinator of the IQAC.

Further, the UGC has also notified its guidelines vide Letter F.No.20-1/2009 (IUC) dated 23-07-2009 and suggested the following composition for IQAC:

**The IQAC Structure by UGC:** The IQAC shall be constituted under the chairmanship of the head of the HEI. He/She may be assisted by a Director (in case of a university) or a Coordinator (in case of a college) who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director/Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

**Composition of the IQAC by UGC:** The IQAC shall have the following composition:

- a) Head of the HEI – Chairperson
- b) Five (in case of a College) or eight (in case of a University) senior teachers and one senior administrative official - Members
- c) Two (in case of a College) or three (in case of a University) external experts on Quality Management /Industry / Community – Members
- d) Director / Coordinator of IQAC – Member Secretary

The members at b) and c) of the above shall be nominated by the Head of the HEI in consultation with the academic body of the HEI (Academic Council of a University or Academic Committee of a College). The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a 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.

**Internal Quality Advisory Cell (IQAC) at GJUS&T, Hisar:** The Internal Quality Advisory Cell at GJUS&T, Hisar has been established under the chairmanship of the Vice-Chancellor. The Council is a facilitating and monitoring body to advise on the roles and functions of the IQAC, which is

constituted in every institution under the chairmanship of head of the institution with heads of important academic and administrative units and some teachers. In pursuance of the NACC/UGC guidelines, presently, the Internal Quality Assurance Cell (IQAC) is reconstituted as follows:

<b>INTERNAL QUALITY ASSURANCE CELL (IQAC) FOR 2013-2015</b>			
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*Note: Deputy Registrar (Academic) shall act as an Administrative Officer of IQAC*

Though NAAC suggests the composition, the institutions can customize it to suit their size and complexity. IQACs would facilitate better planning, coordinator and monitoring of various functions within an institution. It would also give the stakeholders an opportunity to participate in a cross-sectional functioning of the institution to promote quality enhancement initiatives and activities.

**Cycles of NAA-Accreditation and Role of IQAC:** When an institution undergoes the accreditation process for the first time it is referred to as Cycle 1 and the consecutive five year periods as Cycles 2, 3, etc.

**For Cycle 1, the Accreditation process is given below:** NAAC's process of assessment is towards holistic, systematic, objective, data-based, transparent and shared experience for institutional improvement. The process for assessment and accreditation broadly consists of:

1. On-line submission of the Letter of Intent (LOI)
2. On-line submission of Institutional Eligibility for Quality Assessment (IEQA) for applicable institutions.
3. Preparation of Self-study Report (SSR), it's uploading on the institution website and submission to NAAC.
4. Peer team visit to the institution.
5. Final decision by NAAC.

**For Cycles 2, 3, etc the following are essential for Accreditation process:**

1. Internal Quality Assurance Cell (IQAC) to be functional.
2. Timely submission of Annual Quality Assurance Reports (AQARs) annually.
3. Institutions to submit Letter of Intent, six months before the expiry of the accreditation status.
4. Submission of Self Study Report within six months of acceptance of Letter of Intent by NAAC, failing which the University will lose its accreditation at the end of the fifth year.
5. Other steps remain the same as in case of first cycle of accreditation process mentioned above.

**Actions Proposed by the IQAC:** In the current academic session, IQAC proposed intensive efforts to ensure sustainable and qualitative improvement in the following areas:

1. *Arrangement to discuss department level quality issues.*
2. *Complete arrangement of class for Faculty on leave.*
3. *Implementation of guidelines of communication system.*
4. *Initiatives for Academic and Administrative Audit of the University.*
5. *Initiatives taken for obtaining SAP status.*
6. *Measures taken for creating Guidance and Placement facilities.*
7. *Measures to promote quality enhancement among faculty and students.*
8. *Pedagogy Improvement initiatives by various departments*
9. *Proper Arrangement of Tutorial classes.*
10. *Steps taken to encourage faculty to prepare research proposals to funding agencies.*
11. *Students' feedback report and action taken on feedback.*
12. *The SWOT analysis by the departments and teachers.*

**Role of IQAC in New UGC-Pay Scales Implementation and Teachers Promotion:** Regarding adoption of various recommendations of the UGC & MHRD with regard to minimum qualifications for appointment of teachers and other academic staff in the Universities and

measures for the maintenance of the standards of Technical Education March 2012. Among other provisions on the subject cited above, the clause 7.7 says:

***The Internal Quality Assurance Cell (IQAC) shall be established in all Universities/Colleges as per the UGC/ National Assessment Accreditation Council (NAAC) guidelines with the Vice Chancellor, as Chairperson (in the case of universities), and Principal, as Chairperson (in case of colleges). The IQAC shall act as the documentation and record-keeping Cell for the institution including assistance in the development of the API criteria based PBAS Proforma laid down in this notification. The IQAC may also introduce, wherever feasible, the student feedback system as per the NAAC guidelines on institutional parameters without incorporating the component of students' assessment of individual teachers.***

**Prof. Karam Pal Narwal**

**Director-IQAC**

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