IQAC OPERATIONAL MANUAL

Internal Quality Assurance Cell- IQAC

Philosophy

The Internal Quality Assurance Cell (IQAC) was established at QIS college of Engineering and Technology on 02nd June, 2014. The IQAC has been constituted as per the recommendations of the National Assessment and Accreditation Council (NAAC) and a motive to engrain quality culture in the Institution. The IQAC ensures the effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all academic and administrative endeavours of the institution. The primary objective of IQAC is quality enhancement through internalization of quality culture and institutionalization of best practices. Major role of the IQAC is to develop mechanisms and procedures required for improvement in academic performance as well as administrative and financial tasks. IQAC is responsible to undertake various initiatives towards the development and application of quality benchmarks/parameters for various academic and administrative activities. The diverse tasks of IQAC involves dissemination of information on various quality parameters, organization of workshops & seminars on quality related themes, documentation of the various activities and processes, conducting annual internal quality audit and to connect with the stakeholders for the sustenance cum enhancement in the overall quality culture. The cell conducts the audits to monitor the activities undertaken, and it is the nodal contact point for NAAC, NIRF, NBA and ISO.

Policy

To establish and effectively implement a robust quality system at QIS College of Engineering and Technology encircling teaching learning, research, consultancy and also focus on core and support functions to ensure accountability to stake holders through continuous improvement.

Vision

Periodic evaluation of curricular, co-curricular, research, administrative activities and set goals for further augmentation and to identify the challenges and formulate proper remedial measures with internal and external expertise.

Mission

To assess and upgrade the quality of academics, administration and ambience for ensuring high quality of teaching, learning and research in the institution.

Objectives

- ✓ 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.

Functions and Responsibilities:

- ✓ It takes the responsibility of generating and promoting awareness in the institution regarding multi – level quality sustenance activities and implementing quality ways for attaining excellence.

- ✓ Development and implementation of quality benchmarks/parameters for various academic and administrative activities of the institution
- ✓ Creating of a learner – centric environment conducive to quality education and to adopt the participatory teaching and learning process
- ✓ Getting feedback response from students, parents and other stakeholders on quality – related institutional processes
- ✓ Dissemination of information on 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 leading to quality improvement
- ✓ Acting as a center of excellence for coordinating quality – related activities and dissemination of best practices
- ✓ Development and maintenance of institutional database through ECAP for the purpose of maintaining/enhancing the institutional quality
- ✓ Development of Quality Culture in the institution
- ✓ Preparation of the Annual Quality Assurance Report (AQAR) of the institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format

Strategies:

IQAC shall evolve mechanisms and procedures for:

- ✓ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- ✓ The relevance and quality of academic and research programmes
- ✓ Equitable access to and affordability of academic programmes for various sections of society
- ✓ Optimization and integration of modern methods of teaching and learning
- ✓ The credibility of evaluation procedures
- ✓ Ensuring the adequacy, maintenance and functioning of the support structure and services
- ✓ Research sharing and networking with other institutions in India and abroad

Benefits:

IQAC will facilitate/contribute:

- ✓ Ensure heightened 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 basis for decision-making to improve institutional functioning
- ✓ Act as a dynamic system for quality changes in HEIs
- ✓ Build an organized methodology of documentation and internal communication

Plan of Action:

- ✓ To conduct the meeting at the beginning of each semester (Twice in a semester)

- ✓ Agenda of the meeting would be to review academic policies for the effective implementation
- ✓ To develop a monitoring system for quality assurance practices
- ✓ To coordinate the process of online feedback from students about Teaching – Learning process in respective classes and communicate the assessment of the same to respective faculty members and department
- ✓ To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Council/ University
- ✓ To organize academic activities as per the guidelines given by Governing Council and Academic Council of the college
- ✓ Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year
- ✓ To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
- ✓ Preparation of mentor and mentee list at the department level and distribution of mentoring registers along with guidelines to follow based on attendance, performance etc.
- ✓ Preparation of common slots for seminars, sports, skill based program and Value added programs and communicate the same to the respective department for inclusion in their time table
- ✓ Collection of teaching outcome feedback (course assessment) from students at the end of the semester
- ✓ To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of GC/AC/CAC/DAC for further guidelines
- ✓ Collection and compilation of self appraisal forms from faculty members at the end of academic year
- ✓ To prepare/modify various application/information formats at least once in a year
- ✓ To prepare the activity calendar of the Institute based on the individual plans submitted by departments/various forums
- ✓ To coordinate the flow of information to the website administrator from various forums/departments before and after the activities/achievements
- ✓ To coordinate the process of preparation and submission of activity record files by various forums after the activity

Planning — A detail or a process of thinking and organising step by step to achieve a desired goal

Evaluate — To determine or estimate the significance, quality or value of assessment

Improve — To make something better in a particular way

Analyze — To study or examine something in detail for an explanation

Internal Quality Assurance Cell
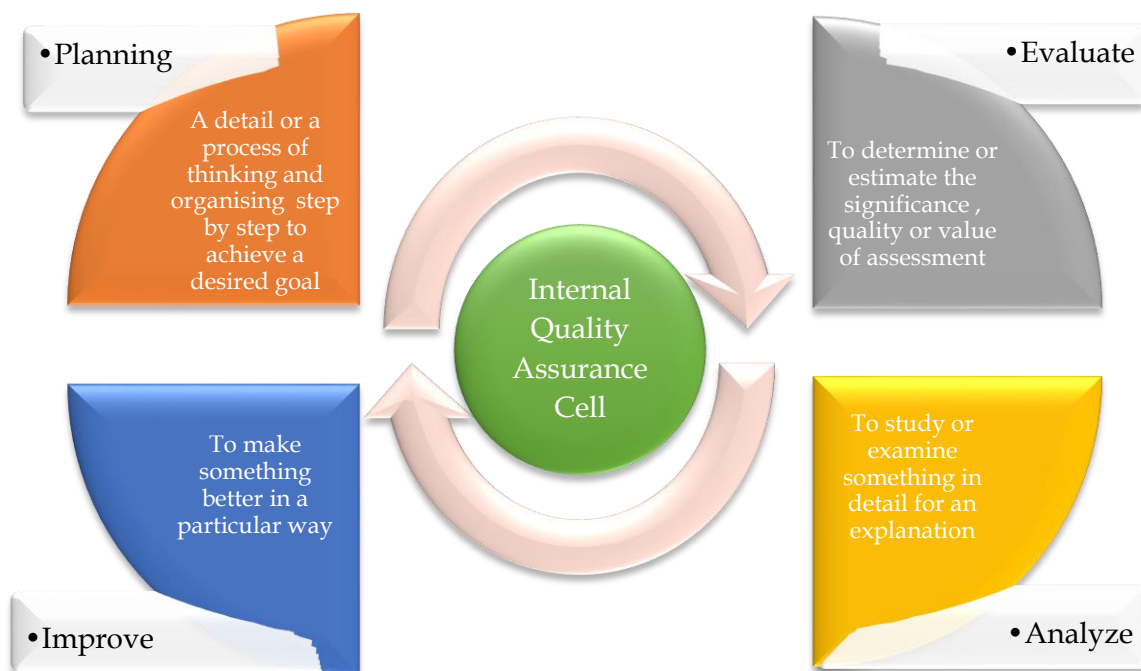
SCOPE OF IQAC WORK

Scope of work related to IQAC:
- ✓ To establish well-functioning QA system.
- ✓ To improve capacity to assess and evaluate study programs.
- ✓ To create greater transparency and accountability in academic management.
- ✓ To improve readiness for accreditation of study programs, image building and acceptability of academic exchange.
- ✓ To enhance competitiveness to attract talented students.
- ✓ To facilitate in getting the improved capacity to address new educational demands and competitive challenges.
- ✓ To improve ability for producing qualified graduates for the job market at home and abroad.

Scope of work related to academic staff:
- ✓ To develop professional skills and knowledge to provide better teaching learning.
- ✓ To understand and meet the demands of the students and employers.
- ✓ To modernize curriculum in response to the changing market demands.
- ✓ To establish collaborative research opportunities with national and foreign institutions.
- ✓ To improve capacity and effectiveness of professionals engaged in QA.

Scope of work related to student:
- ✓ To improve teaching learning opportunities to attain program educational objectives.
- ✓ To enhance competitiveness and competencies to meet the job market requirements.
- ✓ To facilitate employability with improved quality and image of the university.
- ✓ To earn acceptability in reputed universities for further higher studies.

Scope of work related to other stakeholders:
- ✓ To create better opportunities for the employers to recruit competent graduates.
- ✓ To improve image and acceptability to different organizations and business firms.

- ✓ To work towards improving the image of the country.
- ✓ To improve competitiveness of the country with innovative and creative human capital.
- ✓ To promote living standard with ethical practices in social life.
- ✓ To ensure parents/students get better return on their investment.
- ✓ To foster public confidence in higher education.

CORE VALUES

1. Integrity

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our Independence Day with zeal and enthusiasm as it brings the entire staff together and maintains institution's integrity.

2. Respect

Day to day interactions with students, colleagues, parents and other stakeholders are conducted honourably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

3. Diversity

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Sankranthi, Dushhera and etc.., are celebrated to experience and respect Indian diversity. College Cultural fest is a platform that encourages students to express the diversity. We inhibit People from various parts of the country are given opportunity to serve our institution and contribute in varied ways.

4. Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, "Practice makes man perfect". To ensure we achieve this maxim, subject related seminars are conducted. Students are the primary reason we exist as an institution and thus the teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPTs, and Videos. We relentlessly pursue excellence. Two Internal MID term examinations in a semester are conducted to evaluate the performance of the students and prepare them for the external exams. We continuously evaluate and

improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

5. Quality

Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. We internalize, empower and evolve. We gear up ourselves to the changing needs of the society.

Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behaviour, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery and operations. Regular feedbacks from the students to improve and provide quality education. Alumni day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society.

4th COMPOSITION OF IQAC (For the Period of 01.04.2023 to 31.03.2025)

S. No.	Name of the person	Designation	IQAC Designation	Contact Number	Email Id
1	Dr. Y. V. Hanumantha Rao	Principal	Chair Person	9246419542	principal@qiscet.edu.in
2	Dr. G. Venkata Ramanjaneyulu	HoD - CE	Member-Teacher	9100425790	cehod@qiscet.edu.in
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	Dr. Srinivas Nalluri	Head, Library & Information Centre	Member-SAO	9290303372	libraryqis@qiscet.edu.in
	Dr. M. Venu Gopal Rao	Controller of Examinations	Member-SAO	9490728858	ce@qiscet.edu.in
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	N. Venkateswarlu	Parent	Member-Stakeholder	6304167664	neppali.venkateswarlu1978@gmail.com
7	Dr. S. Kondala Rao	Coordinator, IQAC	Coordinator, IQAC	7093258205	kondalarao.s@qiscet.edu.in
8	Dr. B. Venkata Prasanth	Dean Quality & Accreditations and Ranking	Dean - IQAC	7396440669	deanqc@qiscet.edu.in

IQAC Process Flow Chart

Driving Quality Parameters

Development Activities

Audits

1 Governance, Management and Administration

- ✓ Vision, Mission and Quality Policy
- ✓ Welfare Schemes
- ✓ Support Staff Training
- ✓ Finance, Academic & Administrative Audits
- ✓ Exam Section Reforms
- ✓ Alumni Association Meets
- ✓ Faculty Appraisals
- ✓ Service Rules
- ✓ Manuals
- ✓ HR Policy
- ✓ Health Centre
- ✓ Safety Measures

2 Resource

Physical Resources:
- ✓ Master Plan of Campus
- ✓ Adequacy of Resources
- ✓ Library
- ✓ Internet / Wi – Fi Zone
- ✓ Maintenance

Financial Resources:
- ✓ Budget Allocation
- ✓ Internal / External Audits

Learning Resources:
- ✓ Laboratories / Virtual Labs
- ✓ Library / Digital Library
- ✓ LCD Projectors
- ✓ Computers
- ✓ Audio / Video Visuals

ICT Resources:
- ✓ ICT Tools
- ✓ Networking
- ✓ Media Centre

Human Resources:
- ✓ Faculty, Staff & Students
- ✓ Student Faculty Ratio
- ✓ Faculty Cadre Ratio
- ✓ Faculty with Ph.D.
- ✓ Faculty Vacancy Positions
- ✓ Visiting / Guest / Adjunct Faculty
- ✓ Details of Admin Staff

3 Teaching - Learning, Evaluation and Best Practices

Academics:
- ✓ Academic Programs
- ✓ Schedules of Technical and Non Technical
- ✓ Introduce of new Departments / Sections / Courses
- ✓ Academic Calendars - Institute, Department and Class
- ✓ Time Tables
- ✓ Preparation of SARs / BARs

Curricular Aspects:
- ✓ Preparation of Syllabus framing as per Statutory norms
- ✓ Curriculum Gaps Identification
- ✓ Content Beyond the Syllabi

Teaching Learning:
- ✓ Innovative Teaching Learning Methods
- ✓ Student Centric Methods
- ✓ COs, POs and PSOs Attainments with Action Taken Reports and Corrective Measures
- ✓ Outcome Based Education
- ✓ NPTEL (Swayam) or MOOCs Certification
- ✓ Value Added / Skill Oriented Programs
- ✓ Various Certification Courses
- ✓ Out reach Programs
- ✓ Faculty Participations - FDPs/SSTPs, Workshops, Webinars and etc.,

Evaluation:
- ✓ Student Feedback on Faculty with Action Taken Reports and Corrective Measures
- ✓ CIE, Internal Evaluation
- ✓ SEE, External Evaluation
- ✓ Result Analysis with Action Taken Reports and Corrective Measures
- ✓ Stakeholders Feedback on Vision, Mission, PEOs, POS and PSOs
- ✓ Stakeholders Feedback on Curriculum
- ✓ Stakeholders Feedback on Facilities of the Institution

Best Practices:
- ✓ Mentoring System
- ✓ Student Support System
- ✓ Recruitment Training
- ✓ Training and Placement
- ✓ Institution Innovation Council
- ✓ Internships, Industrial and Field Visits
- ✓ Conference Organized

4 Research Development Activities and Consultancy

Research Ares:
- ✓ Initiatives towards Promoting Research Culture
- ✓ Research Projects
- ✓ Develop Products
- ✓ Star Ups
- ✓ Patents & Copy Rights

Funded Projects:
- ✓ Major and Minor Projects in various Government Agencies
- ✓ Major and Minor Projects in various Non Government Agencies
- ✓ Industry Sponsored Projects
- ✓ Collaborative Projects
- ✓ Inter Disciplinary Projects
- ✓ Student Research Projects

MoUs:
- ✓ Consultancy with National Level Institutions
- ✓ Consultancy with National Level Industries
- ✓ Consultancy with International Level Institutions
- ✓ Consultancy with International Level Industries

Publications:
- ✓ Peer Review National and International Journals / Conferences
- ✓ Monographs, book Chapters and Books

5 Teaching - Learning, Evaluation and Best Practices

Admissions:
- ✓ Open & Closed Ranks
- ✓ Distinguish the Gender
- ✓ SC, ST and other Categories
- ✓ Scholarships & Financial Support

Academic Progress:
- ✓ Fortnight reports of Attendance and Syllabus Coverage Reports
- ✓ Remedial Classes
- ✓ Result Analysis
- ✓ Skill Based learning Practical Training / Internships / Field / Industrial Visits
- ✓ Financial Support to Poor Students
- ✓ Orientation Programs on Higher Education, GATE, GRE and Etc...
- ✓ Awareness on Career Development
- ✓ Awards or Rewards to the Students

Training & Placements:
- ✓ Campus Recruitment Trainings
- ✓ Special Trainings with MoUs
- ✓ Campus Placements

Co - Curricular Activities:
- ✓ Professional Bodies Chapters
- ✓ Student Initiatives
- ✓ Summer Fellowship Internships
- ✓ Participation in Symposiums Technical Events & Project Expos

Extra - Curricular Activities:
- ✓ Sports
- ✓ Student Clubs
- ✓ Technical & Cultural Fests
- ✓ Freshers, Farewells, Department Association Day and Annual Day
- ✓ NSS / NCC Activities

Counselling / Support:
- ✓ Student Counselling - Career Guidance on Higher Education
- ✓ Student Counselling - Career Guidance on Entrepreneur
- ✓ Gender Sensitization
- ✓ Ethics and Morals
- ✓ Student Grievance & Redressal
- ✓ Anti Sexual Harassment

6 Society Sensitivity and Impact

- ✓ Eco - Friendly Campus
- ✓ NSS / NCC Participation
- ✓ Social Initiatives by Students
- ✓ Environmental Awareness & Protections
- ✓ Institutional Social Responsibilities
- ✓ Contribution to National Development

7 Training to Teaching and Technical Staff

- ✓ Arrange Seminars, Guest Lectures, Workshops, FDPs, STTPs and etc.,
- ✓ Quality Aspects
- ✓ Promoting Programs on Internal Quality
- ✓ Promoting Programs on Research climate

8 Academic Audits

Circulars, Rules and Regulations:
- ✓ Academic Examinations
- ✓ Staff List - Academic Year wise
- ✓ Student Rolls - Semester wise
- ✓ Section wise and Faculty wise Time Tables
- ✓ Schedules of Internal & External Examinations
- ✓ Fortnight Reports on Student Attendance and Syllabus Coverage
- ✓ Class Monitoring Committee - MoM, Action Taken and Corrective Measures
- ✓ Faculty Course Files on Theory and Laboratories
- ✓ CIE, SEE and Result Analysis
- ✓ Feedback Reports on Various Stakeholders with Action Taken Reports an Corrective Measures

9 Administrative Audits

Adequacy of Physical Infrastructure:
- ✓ Total Rooms
- ✓ Class Rooms
- ✓ Academic / Research / Product Laboratories
- ✓ Seminar Halls
- ✓ Library
- ✓ Office Admin Area
- ✓ Utility Area
- ✓ Repairs, Services and Maintenance
- ✓ Transport Facility
- ✓ RO Water Plant
- ✓ Green campus Maintenance
- ✓ Electrical Maintenance
- ✓ Laboratory Maintenance
- ✓ Fire Extinguish

Computerization & Automation:
- ✓ Common Computer Facilities
- ✓ BCAP
- ✓ Exam Section Software

Up-gradation of e - Learning Resources:
- ✓ Upload Semester Wise Faculty e - Content
- ✓ Upload Faculty Profiles

- Documents, Forms & Formats
- Program Assessment Committee (PAC) of each Department
- Academic Audit Committee (AAC)
- *Suggestion & Actions ?* — NO / YES
- College Academic Committee (CAC)
- IQAC
- Generate the Report
- Principal/ Management