



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC and NBA



## IQAC – HAND BOOK NAAC



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### Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) of Poornima Institute of Engineering and Technology, Jaipur was established in 2018 to enhance teaching-learning quality and sustain the institution's performance. The IQAC focuses on fostering a culture of belongingness and stakeholder participation in all activities. The institute's vision emphasizes "Pursuit of Excellence in Education," followed by Research and Entrepreneurship. The institution practices outcome-based education, student-centric experimental learning, participative learning, and problem-solving methodologies to improve learning experiences. The IQAC monitors academic activities, channels efforts, and institutionalizes good practices towards academic excellence. The IQAC includes the head of the institution, senior faculty members, distinguished educationalists, industry experts, local management representatives, and stakeholders.

#### 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

- 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 proper allocation of support structure and services;
- Sharing of research findings and networking with other institutions in India and abroad.

#### Functions

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- 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;
- Arrangement for 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;



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- Documentation of the various programs/activities leading to quality improvement;
- Acting as a nodal agency of the Institution 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 institution;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

### Academic Administrative Auditing

#### Introduction:

The process of Academic Administrative Auditing intends to monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure qualified Engineers/Researchers passing out from our Institution, affiliated to the Rajasthan Technical University, Kota (RTU). For proper functioning of academics in our institution and to quantify the efforts dispensed by the faculty and students, some assessment components have been designed. These include the assessment of course delivery, as per the curriculum and syllabus of RTU, the co-curricular and extra-curricular activities of students, overall discipline and the academic functioning of the Institution, delivery of the duties and responsibilities of faculty members and monitoring of the class, progress of courses, internal assessment, student welfare and grievances.

This document is envisioned to elaborate the process of academic auditing, which can aid our institution/faculty/student for success in the Engineering/Management Education arena. It presents the objectives of academic auditing, the process of internal and external evaluation of courses, major/mini projects, seminars, delivery of courses, overall discipline and academic functioning of the institution, duties and responsibilities of faculty members, research and consultancy and class/course committees.

#### Objectives of Academic Auditing

- I. To ensure academic accountability.
- II. To define quality of each component of the functionalities and to ensure quality of technical and management education throughout the system.
- III. To safeguard functionalities of technical and management education.
- IV. To define and inculcate effectiveness in teaching – learning process and to devise methodology to confirm maximum output from faculty members as well as students.

#### Documents to Be Produced For Audit

Each department of the institution has to maintain the details of various academic activities in the form of documents given below. These documents shall be made available to and when required.

- Class Time Table & Faculty Time Table
- Academic Diary for all the courses including practical, seminar, project etc.
- Course File
- Tutorial Book
- Equipment Log register used in Laboratories
- Consolidated Attendance statement of students
- Consolidated statement of marks of Mid Term Examinations
- Seminar presentation details



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- Project (Mini project/Design project/Final semester project) progress review reports
- Register of internal evaluation marks
- Student Activities Details
- Details of covering the contents beyond syllabus
- Register of Remedial/Bridge/Language Lab classes
- Minutes of Discipline, Academic and Student Welfare Committees
- Consolidated semester grades of students
- Result Analysis
- Co-Curricular Activities and Extra Curricular Activities:

Encourage the extra-curricular and co-curricular activities of the students, participation in the activities of Department Associations, Professional bodies, Functions coordinated by the institution etc. Conduct programmes / lectures that are beneficial to the students for the development of Professionalism.

### **Discipline & Academic Ambience**

Discipline & academic ambience shall be maintained in the campus. Any complaints or grievances of the students shall be addressed and solved at the earliest.

Functioning of the following bodies in the institution are necessary for overall discipline and good academic ambience.

- College Discipline
- Academic Audit
- Students Council
- Career Guidance and Training & Placement Unit
- Industry – Institute – Interaction Cell
- Research & Consultancy Cell
- Student's Grievances redressal Committee
- Student's Welfare Committee
- Antiragging squad and Antiragging committee
- Hostel committee
- Bus/Transportation committee
- Sports committee
- Women's Grievances redressal Committee & Anti-Sexual Harassment Committee
- Staff Welfare Committee
- Canteen committee
- Alumni Association
- Research and Development Cell
- PBIC Cell
- IPR Cell
- Skill Development Cell

### **Benefits**

IQAC will facilitate / contribute

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;



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- 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.

### 1. Composition of the IQAC

IQAC has been constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC is as follows:

- Chairperson: The Principal - PIET
- Senior administrative officers: all HoDs
- Three to Five senior teachers
- One member from the Board of Management
- One/two nominees from local society, Students and Alumni
- One/two nominees from Employers /Industrialists/stakeholders
- One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities.

The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

- The IQAC should meet at least once in every quarter.
- The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.
- While selecting these members several precautions need to be taken. A few of them are listed below:
  - It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
  - It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
  - The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement.
  - The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

### 2. The role of Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.



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The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

