

	Anjuman-I-Islam's Kalsekar Technical Campus, New Panvel		No.	AIKTC/SOP/IQAC/01
			Rev.	00
	STANDARD OPERATING PROCEDURE FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)		Date	19/04/2023
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1. PURPOSE:

- To develop a mechanism to promote conscious, consistent, and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote Institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.
- To submit Annual Quality Assurance and Self Study Report to the NAAC as per the deadlines.

2. **SCOPE:** All the Schools, Departments, and Sections of Anjuman-I-Islam's Kalsekar Technical Campus.

3. **RESPONSIBILITY:** Internal Quality Assurance Cell comprising Deans, Heads and senior faculty members.

4. DEFINITION:

- Institutional Accreditation** is done by NAAC through an application process and submission of SSR subsequent to this a peer team visit in
- AQAR submission** is the submission of a yearly quality assurance report to NAAC.
- Quality Benchmarks** are the key points identified for the academic, administrative, and financial units of the institution to enhance its all activity for the benefit of its all stakeholders.
- Steering Committee** is the group of Deans, Heads and various centre controllers along with Director.

5. ABBREVIATIONS:

IQAC: Internal Quality Assurance Cell.

NAAC: National Assessment & Accreditation Council.

IIQA: Institutional Information for Quality Assessment.

AQAR: Annual Quality Assurance Report,

SSR: Self Study Report.

Centres: Institutional Committees at AIKTC.

Institution: AIKTC.

AIKTC: Anjuman-I-Islam's Kalsekar Technical Campus.

HoDs: Head of departments from schools of AIKTC.


Center Controller




Director

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6. PROCEDURE

6.1. Composition of the IQAC:

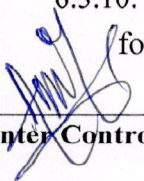
- 6.1.1. IQAC at the AIKTC shall be formed under the guidelines of NAAC.
- 6.1.2. IQAC shall take a review of quality initiatives carried out by the institute and plan for the next academic year.
- 6.1.3. IQAC team office order must reach each member of IQAC.

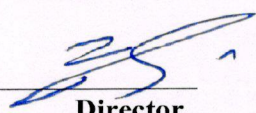
6.2. Operational Features of the IQAC

- 6.2.1. Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled.
- 6.2.2. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- 6.2.3. The IQAC may derive support from the already existing units and mechanisms that contribute to the functions listed below.

6.3. Functions:

- 6.3.1. Development and application of quality benchmarks.
- 6.3.2. Setting parameters for various academic and administrative activities of the institution;
- 6.3.3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- 6.3.4. Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- 6.3.5. Dissemination of information on various quality parameters to all the stakeholders;
- 6.3.6. Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- 6.3.7. Documentation of various programmes/activities leading to quality improvement;
- 6.3.8. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- 6.3.9. Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- 6.3.10. Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and


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6.3.11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

6.4. IQAC will facilitate/contribute to:

- 6.4.1. Ensuring clarity and focus in the institution's march towards quality enhancement;
- 6.4.2. Ensuring internalization of the quality culture;
- 6.4.3. Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- 6.4.4. Providing a sound basis for decision-making to improve institutional functioning;
- 6.4.5. Acting as a dynamic system for quality changes in HEIs; and
- 6.4.6. Building a sound methodology for documentation and internal communication.

6.5. IQAC Meetings & ATR

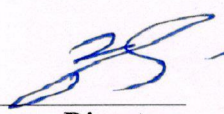
- 6.1.1. The core IQAC members shall be meeting at least once a week. The minutes of the meeting shall be recorded separately.
- 6.1.2. The IQAC shall meet at least once in every quarter. The quorum for the meeting should be at least two-thirds of the total number of members.
- 6.1.3. The IQAC core committee along with the steering committee shall brainstorm and identify the quality initiative at the beginning of the academic year.
- 6.1.4. The quality benchmarks and initiatives identified would be kept in the IQAC meeting as the agenda point.
- 6.1.5. The IQAC shall have a meeting with the school, department, sections, and centres on the preparation and submission of AQAR and SSR.
- 6.1.6. IQAC shall be maintaining minutes along with the action taken reports.

6.6 AQAR & SSR Data Collection Mechanism

- 6.6.1 AQAR submission being an annual process, IQAC shall be sending directives from time to time on data requirements to all Schools, departments, sections, and centres with the permission of the Director.
- 6.6.2 The school, departments, sections, and centres shall abide by the requirements of the NAAC process. They are expected to plan various activities falling under their scope for the generation of data. The same should be included in the respective calendars.
- 6.6.3 Each school and department shall have one NAAC coordinator or multiple coordinators for suggesting NAAC requirements to the respective school or department. They shall be collecting data, process it, and put it forward to the respective Dean/HoD.
- 6.6.4 Once the data is seen and approved by Dean and Heads the same should be uploaded on the drive shared by IQAC on or before deadlines set by the IQAC.
- 6.6.5 The data should be uploaded after verification by the concerned Dean/HoDs or Section Head.


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- 6.6.6 On receiving data IQAC shall analyse and process data for submission of AQAR and SSR.
- 6.6.7 The final data would be submitted to NAAC portal on approval of the Director of AIKTC.
- 6.6.8 Under the NAAC guidelines information on quality related process shall be disseminated to all stakeholders.

7. TARGET

- 7.1. Ensuring internalization of quality culture.
- 7.2. Improving on NAAC grade

8. REFERENCES:

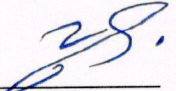
- 8.1. Guidelines for creation of IQAC and submission of AQAR.
- 8.2. SSR Manual (whichever is latest)

9. RECORDS

- 9.1. IQAC Minutes of Meeting
- 9.2. Office Orders
- 9.3. Inward and outwards registers
- 9.4. AQAR, SSR reports
- 9.5. Criteria wise file for NAAC Cycles
- 9.6. Allocation of metrics and sub-metrics to various centres of AIKTC


Center Controller




Director