	MALLA REDDY COLLEGE OF ENGINEERING
	(Approved by AICTE, Permanently Affiliated to JNTUH)
	Recognised under Section 2(f) & 12(B) of the UGC Act 1956, An ISO 9001:2015 Certified Institution.
	Maisammaguda, Dhulapally, post via Kompally, Secunderabad - 500100

POLICY FRAMEWORK OF IQAC

❖ PREAMBLE

The National Assessment and Accreditation Council advocated the establishment of an Internal Quality assurance Cell (IQAC) by all the accredited institutions. Malla Reddy College of Engineering, Secunderabad was established in the year 2005. Internal Quality Assurance Cell (IQAC) of the College was established in the year 2018. The IQAC plans, guides and monitors Quality Assurance and Quality Enhancement activities of the college. IQAC will create internal awareness on quality issues and also establish credibility for the external quality evaluation.

"To pursue global standards of excellence in all our endeavours encompassing teaching, research, consultancy, and continuing education and to remain focused in our core and support functions and in that direction to hold ourselves accountable to our stakeholders, through embedded processes of self-evaluation and continuous improvement"

❖ Vision of IQAC

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

❖ Mission of IQAC

- To channelize and systematize the efforts and measures of an institution towards academic excellence.
- To be the driving force in enhancing quality to remove deficiencies.

❖ Objectives of IQAC

a) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

b) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

❖ Functions of IQAC

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;

e) Dissemination of information on various quality parameters to all stakeholders;

f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

g) Documentation of the various programmes/activities leading to quality improvement;

h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;

j) Periodical conduct of Academic and Administrative Audit and its follow-up

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

❖ Features of IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them, and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The coordinators of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

❖ Quality Initiatives

- ➤ It collects data with regard to administration, curriculum, academic programs, research activities, faculty activities, student activities, departmental activities etc., from the department and other central facilities, which is analysed, and presented through statistical tools .The information generated can be shared with the management, IQAC and the concerned units.
- ➤ Involving Students in Various Institutional Committees.
- ➤ Monitoring student progress & mentoring system.
- ➤ Motivate Faculty Members in Publication of Journals of International standards & as per the guidelines of UGC.
- ➤ Comprehensive Feedback Mechanism.
- ➤ Academic and Administrative Audits.
- ➤ Conduct of FDPs, Skill development programs, Workshops, VACs and Seminars to enhance Quality
- ➤ Standardizing various processing such as reporting formats, BoS minutes, Evaluation of research proposals, Feedback forms and Teaching Plans.
- ➤ Innovations in Teaching methodologies
- ➤ Monitoring the functioning of the committees, Cells and centres through conducting meetings and monitoring the reports they submit.
- ➤ Green Practices including Green Audit.
- ➤ Newsletter is prepared to disseminate information to students.
- ➤ Establishment of EDC, Centre of Excellence, R&D Cells, etc.,
- ➤ Monitoring the laboratory equipment and maintenance through submission of reports.
- ➤ Food Quality committee in canteen and Hostel.
- ➤ Food safety Certificates.
- ➤ Induction and Orientation programme

- Peer teaching for advanced learners.
- Calibration of laboratory equipment.
- Policies and SOPs for Quality assurance
- Facilitation of department e-contents and YouTube lecture videos.
- Content beyond syllabus.
- Faculty members were encouraged to publish articles with students as Co-Authors.
- Meetings with Deans, HoDs : Regular meetings with the deans, HoDs are held to discuss various aspects and measures towards quality enhancement.

Role of IQAC Committee in Design and Implementation of quality policy and plans

The tenure of Office of the Members of IQAC shall be for two Years and may be extended by the Chairperson. The head of the institution will be the Chairperson of the Committee. The head of the institution has the sole right to select the coordinator of IQAC depending on the fulfilment of parameters.

I.   Role of Management

In order to fulfil Vision and Mission of the institution, Management plan Long term and Short-term goals related to physical infrastructure, academic infrastructure, student facility and financial planning.After planning this long-term plan, IQAC will take initiatives to implement the plan phase wise. Amongst the large number of proposals management were able to introduce and sustain some best practices in our institution.

As per the directions received from management, IQAC usually prepare Annual Plan of Action and try to implement these. Action plan gives the direction to the whole system of education.

II.   Role of Head of the Institution

- To organize an interactive session with faculty members following the guidelines given by Governing Body
- Preparation and release of guidelines regarding all Academic activities before the commencement of Semester.
- Uploading of Academic plans prepared by respective faculty members on the college portal for easy access to the students.

- Preparation of list of faculty coordinators at Department level for various academic activities and compilation of the same.

- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities

- Preparation of mentoring guidelines to be followed

- To conduct interactive session with all faculty mentors regarding mentoring of students

- To help the Departments in monitoring the mentoring process

- 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.

III.   Role of Coordinator

The role of the coordinator of the IQAC is also crucial in ensuring the effective functioning of all the members. The following are the roles and responsibilities carried by coordinator.

- To coordinate the dissemination of information on various quality parameters of higher education

- To coordinate the documentation of the various programmes / activities leading to quality improvement

- To organize the regular meetings of the Committee and to ensure the participation of the members and to make certain about the efficient execution of the decisions of the IQAC members.

- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

- To coordinate the timely and efficient execution of the decisions of IQAC committee.

IV.   <u>Role of IQAC Departmental Coordinator</u>

Every Department will have one coordinator to coordinate all events of the Department to IQAC. The IQAC coordinator in consultation with the HOD of the respective department will nominate the departmental coordinator.

In case of any discrepancy found, the coordinator in consultation with the Head of the institution can remove the Departmental coordinator.

V.   <u>Role of Faculty</u>

Faculty play important role in implementing IQAC policy of the Institution.

- Faculty should follow all the guidelines given by IQAC Cell.
- Faculty should maintain discipline according to the institution's rules and guidelines.
- Faculty should ensure quality teaching and learning processes.

Ensuring Interaction with the Stakeholders

A.   <u>Role of Alumni</u>

- The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- They will maintain goodwill of the college.

B.   <u>Role of Students</u>

- Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.

- Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.

COMPOSITION OF IQAC

Guidelines:

http://www.naac.gov.in/images/docs/Guidelines/IQACAQAR_Guideline_Affiliatedcollege-3-10-2019.pdf

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

- Chairperson: Head of the Institution
- Teachers to represent all level (Three to eight)
- One member from the Management
- Few senior administrative officers
- One nominee each from local society, Students and Alumni
- One nominee each from Employers /Industrialists / stakeholders
- One of the senior teachers as the Co-ordinator / Director of the IQAC

IQAC Meeting

- All the meetings of IQAC shall always be chaired by the head of the institution and his / her absence, by any one of the nominees of the head of the institution.

- IQAC shall meet at least once every quarteron dates, times and places decided by the Chairperson / head of the institution and notified by the IQAC coordinator.

- The Agenda for IQAC meetings shall be prepared by IQAC coordinator and Associate coordinators, under the instructions of and with prior approval of the head of the institution.

- An accurate recording of proceedings (minutes) of each meeting shall be prepared and shall be maintained by the office of the Director, IQAC.

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IQAC Committee- AY 2023-24

Sl. No.	Role	Designation	Name
1.	Chairman	Head of the Institute	**Dr.M.Ashok, Principal, MRCE**
2.	Member	Members from Management	**Ms.N S Reddy** Director MRCE
3.	Members	Administrative officer	Mr.D.Rajesh
4.	Members	Teachers to represent all levels	**Dr. T.Sunil** **Dean Academics**
			Dr.V.Narasimhareddy Dean EDC/IIIC
			Dr.G.Radhadevi HoD/CSE
			Dr.P.Sampathkumar HoD/ECE
			Dr.Gladson Maria Britto HoD/CSE DS
			Dr.M.Jawahar HoD/CSE AIML
			Dr.K.Vijayakumar HoD/Mech
			Dr.Vishnu Mishra HoD/IT
			Dr.G.Sneha Joshi HoD/H&S
			Mr. M Ramakrishna In-charge Examination Branch
			Mr.B.Kumaraswamy Training and Placement officer

			Mr.Amitkumar Assistant Professor/CSE
5	Nominee from	Local Society	GramaPanchayat, Sarpanch, Gundlapochampally.
		Students	1.Ms,Harshita IV B. Tech. (CSE DS) 2.Mr.Sanyam IV B.Tech (CSE)
		Alumni	Ms.Rithika SAP Consultant Accenture, Hyderabad.
6	Nominee from	Employers	G.Babji Broadridge India Hyderabad. babji.gadavilli@broadridge.com
		Industrialists / Stakeholders	Mr.V.Bhasker Rao Director, Design labs and AUTODESK pvt.Ltd designlabshyd@gmail.com
7.	Member Secretary	Dean IQAC	Dr. N. Rajeswaran, Professor/EEE