2018

Internal Quality Assurance Cell

OPERATIONAL MANUAL

[**MAHARAJA INSTITUTE OF TECHNOLOGY MYSORE**]

Belawadi, Naguvanahalli (P), S.R,.Patna (Tq), Mandya - 571438

Operational manual

Internal Quality Assurance Cell

Maharaja institute of Technology Mysore

Belawadi, Srirangapatna Taluk, Mandya Dist – 571 438

Preface

Internal Quality Assurance Cell of Maharaja Institute of Technology Mysore is established as an auxiliary part of education the institute offers. The very objective of IQAC is to develop a system for practical and consistent action to improve and sustain the academic and administrative performance of the institution. IQAC shall also recommend measures for institutional functioning towards quality improvement through internalization of quality culture and institutionalization of best practices.

'To really understand something is to be liberated from it' is the core value of penning down this Operational manual. The manual touches upon all important functional modules of the IQAC, clear policy as to how the activities of IQAC are to proceed on this institutional journey. To be able to give direction in organizing and in managing the various tasks at hand, this manual will serve as a guide to the members.

Quality is never an accident; it is always the result of intelligent effort and hence this manual seeks to find intelligent ways in uplifting academic and administrative practices instituted in the institution.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

Dr. B G Naresh Kumar   **Prof. Shyam B R**

Chairman, IQAC   Member Secretary, IQAC

Principal, MITM   Associate Professor, MBA, MITM

Contents

1. Introduction

Quality assurance is a derivate 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 tools 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.

The 'Internal Quality Assurance' of an institute is instituted to uphold and enhance the overall performance. The said cell is Internal in the sense that in comprises of established pupil from within the organization that have proven over time to be the lead in prophesying the Quality. Quality, although perceivable differently, for the purpose of upholding the core values of the institute are defined as "A good effectiveness & efficiency; Effectiveness: performance/result, Efficiency: zero free error".

Quality as defined is a common parameter for all the practices that are in progress in the institute. It is therefore applicable to

1. Academic Practices

2. Administrative Practices.

1.1 Quality in Education

Education is human right & a public good. Government & other public authorities therefore profess a number of measures to ensure that a quality education service is available freely to all citizens from early childhood into adulthood.

1.2 MITM Quality Education

A good quality education in the field of both technical and management is one that provides all learners, organizations and communities with capabilities they require to become economically productive, develop sustainable livelihoods, contribute to peaceful, harmonious and empowered societies and enhance individual well being and equality.

1.3 MITM Quality Education Objectives

- IQAC is to develop a system for practical and consistent action to improve and sustain the academic and administrative performance of the institution.

- IQAC shall also recommend measures for institutional functioning towards quality improvement through internalization of quality culture and institutionalization of best practices.

2. Roles and Responsibilities of the Committee

2.1. Evolve Mechanisms and Procedures

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

- Ensure relevance and quality of academic and research programs.

- Integration and optimization of modern methods of teaching and learning.

- Setup credibility of evaluation procedure.

- Ensuring the adequacy, maintenance and functioning of the support structure and services.

2.2. Functions

Functions expected of the IQAC consist of:

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

- Dissemination of information on the various quality parameters of higher education.

- Organization of workshops, seminars on quality related themes.

- Documentation of the various programs/activities leading to quality improvement.

- Acting as a nodal agency of the institution for quality-related activities.

- Preparation of the Annual Quality Assurance Report (AQAR).

- Highlight level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture for Quality and Excellence in Higher Education.

- Enhancement and integration among the various activities of the institution and institutionalize of many good practices.

- Provide a sound basis for decision making to improve institutional functioning.

- Act as a change agent in the institution.

- For better internal communication.

3. INTERNAL QUALITY ASSURANCE COMMITTEE

The composition of the IQAC is as follows:

Name	Designation	Department	Position in IQAC
Dr. B G Naresh Kumar	Principal	-	Chairman
Dr. Deepu R	Professor and Head	CSE	Member
Dr. Mahesh Rao	Professor and Head	ECE	Member
Dr. Sharath Kumar Y H	Professor and Head	ISE	Member
Dr. C Ramakrishnegowda	Professor and Head	CE	Member
Dr. Mohamed Khaisar	Professor and Head	ME	Member
Dr. B Manju	Professor and Head	Chem	Member
Dr. Vijaylakshmi Dayal	Professor and Head	Phy	Member
Dr. A H Srinivas	Professor and Head	Maths	Member
Prof. Manjunath B	Associate Professor and Head	MCA	Member
Dr. Raju H K	Professor and Head	MBA	Member
Dr. Pushpa D	Associate Professor	ISE	Member
Prof. Chethan Y D	Associate Professor	ME	Member
Prof. Triveni M K	Assistant Professor	Chem	Member
Mr. Ashoka R	Librarian	Lib and Info Centre	Member
Mrs. Padmavathi	EPA to Principal	Administration	Member
Dr. G P Shivashankara	Professor	DSCE, Bengaluru	External Member
Prof. Shyam B R	Associate Professor	MBA	Coordinator / Member Secretary

Table 1: IQAC Composition of Members

3.1. Committee Hierarchy

Dr. B G Naresh Kumar, Chairman

Prof. Shyam B R, Member Secetary / Coordinator

Members

Dr. C Ramakrishnegowda

Dr. Mahesh Rao

Dr. Mohamed Khaisar

Dr. Deepu R

Dr. Sharath Kumar Y H

Dr. B Manju

Dr. Vijaylakshmi Dayal

Dr. A H Srinivas

Dr. Raju H K

Prof. Manjunath B

Dr. Pushpa D

Prof. Y D Chethan

Prof. Triveni M K

Mr. Ashoka R

Mrs. Padmavathi

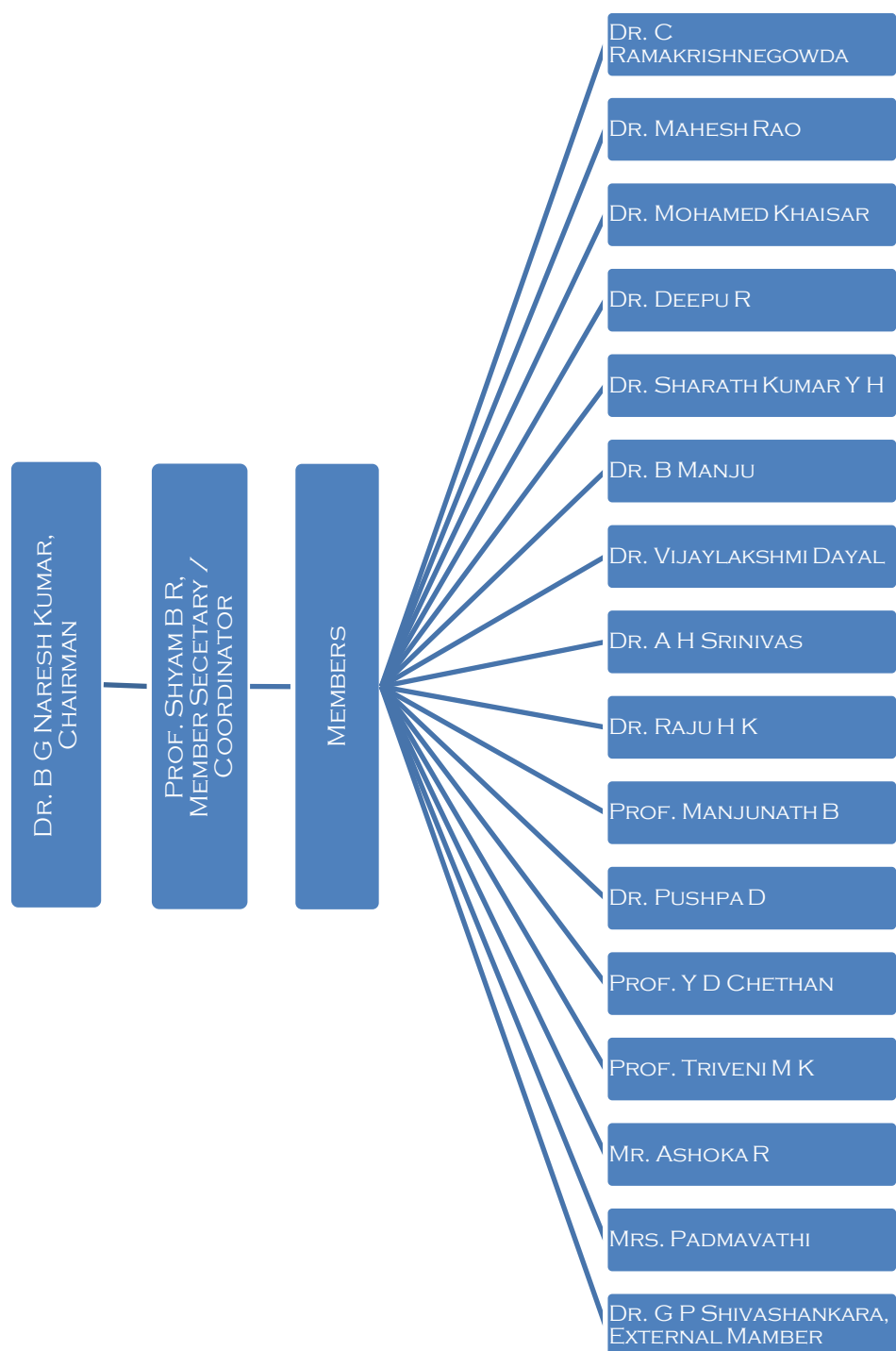Dr. G P Shivashankara, External Mamber

Figure 1: Organization Chart of IQAC

4. Procedure of IQAC

The Procedure and modalities to collect data and information on various aspects of institutional functioning is as follows.

I.   With concern of Chairman Meeting and agendas are scheduled from Member Secretary and passed through circulars in advance.

    a.   Agenda may include: Teams Formation, audit dates, schedules, descriptive analysis, and brain storming sessions for solutions, revision and implementation plan.

II.   Members are to escort the detailed report of the said agenda to the said meetings.

III.   Member secretary posts the meetings in front of Chairman and all Committee Members.

IV.   Chairman takes over agendas for discussion.

V.   Member secretary concludes each of the agendas in the form of minutes of meeting.

4.1. Agendas - Academic Aspect

- Designing and implementing effective teaching and learning processes
- Identifying curricular gaps and strategy to bridge the gaps
- Developing and using outcome based student assessment
- Implementing quality education in research, co-curricular and extracurricular activities, services to support program outcome

4.2. Agendas - Administrative Aspect

- Assuring transparency in flow of communication and information
- Implementing system policies, procedures and practices
- Ensuring workload distribution and delegation of jobs
- Follow and practicing protocols and hierarchy
- Managing database and supporting documents

4.3. Execution Plan of IQAC

4.3.1. IQAC Team Structure

- IQAC will have 3 teams.
- Each team comprises of 5 members that may or may not comprise of IQAC Chairman, Member Secretary and external member.
- One member in the team will be designated as coordinator.

4.3.2. Formation of teams

The teams shall be formed in IQAC central committee meeting by the chairman and documented in the proceedings.

4.3.3. Roles of teams

I. Collect the Audit appointment letter and audit formats from the member secretary.

II. Conduct Academic and Administrative Audit as per the allotment and as per the guidelines communicated in the IQAC meeting proceedings. During Auditing, the following must be upheld.

    a. Meticulous Checking of all relevant data

    b. Award marks unanimously

    c. Maintain confidentiality of the audit

    d. Keep from passing comments/suggestions/etc to the staff members of the department/ sections.

III. Submit Audit reports to IQAC Member Secretary in ceiled envelop.

    a. Any recommendations derived during the audit must duly be submitted.

    b. Report the best and below par practices of the department / sections.

4.3.4. Role of the Member Secretary

The Member Secretary shall, in consultation with the Chairman, execute the following.

I. Facilitate for conduction of IQAC meetings (Circulating the agendas and schedules, documenting of proceedings and maintaining the same)

II. Facilitate education to IQAC

III. Preparation of Annual Audit Schedules.

IV. Consolidation of the Audit reports.

V. Facilitate for submission of consolidated reports with necessary remarks to the chairman.

VI. Upon the declaration from the chairman, facilitate for disseminating the same to all the stake holders.

4.3.5. Role of the Chairman

All matters pertaining to IQAC shall be endorsed by the chairman. The matters may comprise of the following.

I. Constituting / dissolving of all necessary teams.

II. Declaration of ranks for all academic departments and administrative sections.

III. Facilitate for quality enhanced practices to be implemented.

Annexure I: quality assurance report – I
(THEORY COURSE FILE FOR 2017-18)

Name of the Faculty: Designation:

Department:

Points for Compliance: 0-5, NA= Not Applicable

Abbreviation: C – Compliance, Reasons – Reasons for Non Compliance

S/L	CONTENTS		COURSE 1		COURSE 2	
			NAME		NAME	
			CODE		CODE	
			C	REASONS	C	REASONS
I.	**Course File**					
1.	Approved Vision & Mission of the College					
2.	Approved Vision & Mission of the Department					
3.	Approved Program Educational Objectives (PEO)					
4.	Program Outcomes (PO)					
5.	Approved Program Specific Outcomes (PSO)					
6.	Course Syllabus with approved Overview, Objectives and Course Outcomes (CO)					
7.	Approved Course Outcomes mapping with PO & PSO					
8.	Approved Attainment Level					
9.	Approved Calendar of Events of the institute					
10.	**Academic Record**	Time Table				
11.		Lesson Plan				
12.		Attendance Record (Photo Copy)				
13.		IA Marks entry in attendance register (Photo Copy)				
14.	Notes/Handouts & PPTs					
15.	Internal Assessment Question Papers with Scheme & Solution with marks distribution as per CO					
16.	University Examination Question Papers of Previous Semesters					
17.	Co curricular Activities relevant to the subject (Remedial classes, Expert lectures, Industrial training, skill up gradation program, etc)					

II.	IA Books				
18.	Facing Sheet Details Entry and Signature				
19.	Marks awarding as per CO and Signature with date inside the book after each Test				
20.	Valued Assignment books in reference to CO				
	Total Marks per Course	**a)=**		**b)=**	

Note: Final points should be for out of 100.

In all such items that has "if Applicable" status; any suitable attempt in that regard is eligible for full compliance i.e, 5 marks

Max. Points: 100   Points Obtained (Average Marks of Courses) :(a+b)/2 =

AUDITED BY:

Team Number:		
Chairman	**Coordinator**	**Members**
Name : Signature:	Name : Signature:	1. Name : Signature: 2. Name : Signature: 3. Name : Signature:

Annexure II: quality assurance report – II
(lab course file for 2017-18)

Name of the Faculty: Designation:

Department:

Points for Compliance: 0-5, NA= Not Applicable

Abbreviation: C – Compliance, Reasons – Reasons for Non Compliance

S/L	Contents	Lab 1 Name		Lab 2 Name	
		Code		Code	
		C	Reasons	C	Reasons
1.	Approved Vision & Mission of the College				
2.	Approved Vision & Mission of the Department				
3.	Approved Program Educational Objectives (PEO)				
4.	Program Outcomes (PO)				
5.	Approved Program Specific Outcomes (PSO)				
6.	Lab Course Syllabus with Approved Overview, Objectives and Outcomes				
7.	Approved Lab Course Outcomes mapping with PO & PSO				
8.	Approved Attainment Level				
9.	Lab Layout				
10.	List of Experiments as per syllabus				
11.	Notes/Handouts/Manuals				
12.	Sample Viva Questions				
13.	Approved Calendar of Events of the Institute				
14.	Academic Record — Time Table				
15.	Lesson Plan				
16.	Attendance Record (Photocopy)				
17.	Facing Sheet Details Entry and Signature with date				
18.	Marks awarding as per CO and Signature with date inside the record/book after each experiment and test				
19.	Lab Internal Assessment Question Papers with				

	Scheme & Solution				
20.	Co curricular Activities relevant to the subject (Remedial classes, Expert lectures, Industrial training, skill up gradation program, etc)				
	Total Marks per Lab Course	**a)**		**b)**	

Note: Final points should be for out of 100.

In all such items that has "if Applicable" status; any suitable attempt in that regard is eligible for full compliance i.e, 5 marks

Max. Points: 100   Points Obtained (Average Marks of Courses) :(a+b)/2 =

AUDITED BY:

Team Number:		
Chairman	**Coordinator**	**Members**
Name : **Signature:**	**Name :** **Signature:**	**1. Name :** **Signature:** **2. Name :** **Signature:** **3. Name :** **Signature:**

Annexure III: quality assurance report – III
(LABORATORY FILE for 2017-18)

Name of the Laboratory:

Faculty In Charge of Laboratory:

Department:

Points for Compliance: 0-5, NA= Not Applicable

Abbreviation: C – Compliance, Reasons – Reasons for Non Compliance

S/L	CONTENTS		C	REASONS
1.	Display of	Lab Name & Layout		
2.		Teaching, Technical & Non-Teaching staff In-charge of Lab		
3.		Do's & Don'ts in the Lab		
4.		List of Equipment's / Instruments / software's available		
5.		Specifications of each Equipment's/ Instruments at proper location		
6.		List of Experiments		
7.	Lab Log Book with signature of Teaching & Technical Staff			
8.	Proof of calibration of Instruments periodically(by the external agency), if applicable			
9.	Record of regular preventive & periodic maintenance of Instruments / Equipment's			
	Total Points			

Note: Final points should be for out of 45.

In all such items that has "if Applicable" status; any suitable attempt in that regard is eligible for full compliance i.e, 5 marks

Max. Points: 45   Points Obtained (Ave

AUDITED BY:

Team Number:		
Chairman	**Coordinator**	**Members**
Name :	**Name :**	**1. Name :**
		Signature:
Signature:	**Signature:**	**2. Name :**
		Signature:
		3. Name :

		Signature:

Annexure IV: quality assurance report – IV
(personal file for 2017-18)

Name of the Faculty: Designation:

Department:

Points for Compliance: 0-5, NA= Not Applicable

Abbreviation: C – Compliance, Reasons – Reasons for Non Compliance

S/L.	Contents		C	Reasons
1.	Updated Bio-data			
2.	Appointment Order / Duty Report Letter			
3.	**Photocopy of**	SSLC Marks Card		
4.		Diploma Marks Cards of all Sem./Years, if applicable		
5.		Degree Marks Card of all Sem./Years and Degree Certificate		
6.		Master Degree Marks Card of all Sem./Years and Degree Certificate		
7.				
8.		M.Phil / NET / SLET / ETC Certificates		
9.				
10.		Doctoral Degree Certificate, if applicable		
11.		Professional Certificates, if any		
12.		Skill Up gradation Certificates (for Technical Staff Only)		
13.	Experience Certificates (Outside MITM, if any)			
14.	Membership in Professional Bodies, if applicable			
15.	Details of Events Organized /Conducted (Events: Workshops, Conferences, Industrial Visits, Technical Talks, etc.,)			
16.	Details of Workshops/Conferences Attended , Applicable to teaching Faculty			
17.	Personal Details (Photo Copies Adhar Card, Pan Card, Voters ID Card, Bank Pass book Facing Page, pass port, etc)			
18.	Papers Published Details (For last two years), Applicable to teaching Faculty			
19.	**Committees Membership**	Department Level		
20.		College Level		

21.	(Proof)	University Level, if applicable		
22.	Additional Duties & Responsibilities, if applicable			
23.	Social Service Activities, if any			
	Total Points			

Note: **In all such items that has "if Applicable" status; any suitable attempt in that regard is eligible for full compliance i.e, 5 marks**

Max. Points: 105   Points Obtained =

AUDITED BY:

Team Number:		
Chairman	**Coordinator**	**Members**
Name : **Signature:**	**Name :** **Signature:**	**1. Name :** **Signature:** **2. Name :** **Signature:** **3. Name :** **Signature:**

Annexure V: quality assurance report – v
(Department File 2017-18)

Name of the HOD: Designation:

Department:

Points for Compliance: 0-5, NA= Not Applicable

Abbreviation: C – Compliance, Reasons – Reasons for Non Compliance

S/L	Contents		C	Reasons
1.	Approved Vision & Mission of the College			
2.	Approved Vision & Mission of the Department			
3.	Approved Program Educational Objectives (PEO)			
4.	Program Outcomes (PO)			
5.	Approved Program Specific Outcomes (PSO)			
6.	Course Syllabus of all Courses with Overview, Objectives and Outcomes			
7.	Courses Outcomes mapping with PO			
8.	Courses Outcomes mapping with PSO			
9.	Approved Calendar of Events of the Institute			
10.	About Department (Description)			
11.	Sanctioned Intake and Students details for 2017-18			
12.	Achievements, if applicable			
13.	Staff Details (Teaching / Technical / Non Teaching)			
14.	Facilities Details			
15.	Alumni Details			
16.	Department Area Details	Department Layout		
		Total Built up Area in Sqm		
		Total Instructional Area in Sqm		
		Total Administrative Area in Sqm		
17.	Department Budget approved by Principal 2017-18			
18.	Statutory Committees (Proof)	Anti-Ragging Committee		
19.		Anti-Ragging Squad		
20.		Grievance Redressal Committee		
21.		Anti Sexual Harassment Committee		
22.	College Level Committees details			
23.	Advisory Board Members list with consent letter from members			
24.	Other Committees			

25.	Committee Membership Files (University / Institution / Dept / Etc)		
26.	Time Table, Mentors details		
27.	Workload details		
28.	Student List & Result Analysis		
29.	Grants Applied / Received till date		
30.	Paper Publication by Staff & Students		
31.	Workshops & FDP's conducted		
32.	Industry – Institute Interactions		
33.	Industry Visits details of (2017-18)		
34.	One day Workshop from Industry Persons		
35.	Invited Lectures of 2017-18		
36.	List of Student Projects carried out 2017-18		
37.	Department Meetings Minutes		
38.	Students Performance Analysis (SPA) Meeting Minutes		
39.	Dept. Association details		
40.	Dept. Library Details		
41.	Asset Movement Register		
42.	Asses Stock Register		
43.	Consumables Register		
44.	Unique number on all Equipment/Instrument / Furniture/etc		
45.	Stock Verification Committee Reports (if applicable)		
46.	Maintenance of First Aid Box (Check for minimum contents required & Expiry date)		
47.	Maintenance of Fire Extinguishers (Check for refilling date) (if applicable)		
48.	No. of department activities published in News papers (1 mark for 1-5 articles, 2marks for 6-10, 3marks for 11-15, 4marks for 16-20, 5marks for more than 21)		
49.	GEMS IA Marks Entry (Semester Wise)		
50.	GEMS Attendance Report (Semester Wise)		
Total Points			

Note: **In all such items that has "if Applicable" status; any suitable attempt in that regard is eligible for full compliance i.e, 5 marks**

Max. Points: 250   Points Obtained =

Audited By:

Team Number:		
Chairman	Coordinator	Members
Name : **Signature:**	**Name :** **Signature:**	**1. Name :** **Signature:** **2. Name :** **Signature:** **3. Name :** **Signature:**