

# Internal Quality Assurance Cell (IQAC)

OPERATIONAL MANUAL

*Version 2.0*



**Maharaja Institute of Technology Mysore**

Belawadi, Srirangapatna Taluk, Mandya Dist – 571 477

# OPERATIONAL MANUAL

*Version 2.0*



**Internal Quality Assurance Cell**  
**Maharaja Institute of Technology Mysore**  
Belawadi, Srirangapatna Taluk, Mandya Dist – 571 477

## PREFACE TO THE FIRST VERSION

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**

Chairman, IQAC

Principal, MITM

## CONTENTS

INDEX NUMBER	DESCRIPTION	PAGE NUMBER
	Preface to Version 2.0 of Operational Manual	1
1	Quality Assurance System in Education	2
2	The Institute	2-4
2.1	The Operational Idioms	3
2.2	The Approach	3-4
3	The Internal Quality Assurance Cell	4-6
3.1	Functions of IQAC	5-6
3.2	Operational features of IQAC	6
4	IQAC of the Institute	6-7
4.1	Quality in Education	7
4.2	MITM Quality Education	7
4.3	MITM Quality Education Objectives	7
4.4	Roles and Responsibilities of the Committee	7
5	Internal Quality Assurance committee and Modalities	8-9
5.1	Agendas- Academic Aspects	9
5.2	Agendas-Administrative Aspects	9
6	The Member Secretary	9
7	The Chairman	9

## Preface to Version 2.0 of operational manual

With the advent of Accreditation Status from the National Board of Accreditation for all the Undergraduate programs that are currently offered at the institute and ensuing preparation for attaining Accreditation Status for Master of Business Administration and Master of Computer Applications Post-graduate Programs in the current academic year, the rigor of functionality of the Internal Quality Assurance Cell of the Institute is now entering new scope and dimension.

The envisioned status of the institute is beyond the very demeanor of just an accredited Institute but to set and be accepted by all stakeholders as being "The Best" in terms of Quality of Educational Services offered to all that seek it in apt persona of qualification.

The intellectual mandate, *a challenge that underlies in ably adopting to the ever bettering technological universe*, is itself a benchmark that is to be set and inculcated by all facilitators at the institute in complying with the global decorum. The very need of the hour is to be able to observe, understand, and analyze the existing and to adopt changes that is demanded from generation to generation of pupil that seek quality education.

Also, with the aspiration of the Institute for attaining Accreditation Status by National Assessment and Accreditation Council (NAAC) and furtherance of qualitative growth of the Institute, this version 2.0 of the IQAC Operational Manual is intended to incorporate ways, means, and SOPs for all academic and administrative aspects in effect at the institute, device methods of standardization of the same and in-turn deploy the right manner of doing things in right time and in right utilization of resources, capable of delivering right outcome that bears reputational growth of the Institute.

Dr. Y D Chethan

Dr. Nareshkumar B G

Member Secretary- IQAC

Principal

## 1. Quality Assurance System in Education

Quality assurance (QA) is a process management activity that focusses on ensuring that the processes used in facilitating education is systematically reviewed to maintain its quality, equity and efficiency. Self-evaluation, external evaluation, the evaluation of faculty and the institution itself and evaluation of the students are all that encompasses QA in education.



Figure 1: Typical Quality assurance system.

The Institute garners greater importance to the fundamental aspects of the QA system such as data tools and human resources, assessment policies and procedures, and analysis and assessment planning. As stated earlier, with the advent of accreditation status in to the institution, there are many a processes that have proven admirable results, but the spectrum of continuous improvement is such, that these processes and the others have miles to go to be accepted as ever improving benchmark.

## 2. The Institute

Maharaja Institute of technology Mysore, established in the year 2007, has been accepted by the stakeholders as one that strives on fostering quality education and wholesome development of personnel at the institute. The transformation

process, a process that addresses the various dimensions of the whole person, i.e., physical, emotional, intellectual and spiritual personalities of the individual, is the core mission and value of the institute. In that, holistic education values and encourages learning inside and outside the classroom, development of confidence, and facilitating well-rounded graduates.

## 2.1. The Operational Idioms

### Vision

To be recognized as a premier technical and management institution promoting extensive education fostering research, innovation and entrepreneurial attitude

### Mission

- To empower students with indispensable knowledge through dedicated teaching and collaborative learning.
- To advance extensive research in science, engineering and management disciplines.
- To facilitate entrepreneurial skills through effective institute-industry collaboration and interaction with alumni.
- To instill the need to uphold ethics in every aspect.
- To mould holistic individuals capable of contributing to the advancement of the society.

### Core Values

- Encourage learning and leadership
- Discipline, Diligence, and Perseverance
- Integrity with Accountability and ethics
- Social Responsibility for the furtherance of society
- Cultural Affinity.

## 2.2. The Approach

The all-encompassing dimensions that pave the roots of the Institution are the adherence of discipline in offering the education in the most diligent manner.

Since its inception the institute has stressed upon and upheld to the decorum of quality in class room interaction and facilitating wholesome development of the personnel at the institute. As a result the alumni of the institute have garnered greater success in their chosen profession. Their inputs back to the institute have also been acknowledged as being one those that confound apt alignment of the practices at the institute to industry requirement.

The ongoing efforts are coined under the terminology of High-Leverage practices; some of them are as follows.

- Counseling and guidance for improving performance
- Placement - Comprehensive training and exposure to students with placement guarantees
- Special lectures by seasoned experts from the corporate world and leading academic circles
- Student advisory services, club, and associations
- Alumni network
- International Collaborations and Industry Institute Interface
- Rich Library Resources
- Enriching Internships and Projects

### 3. The Internal Quality Assurance Cell

The 'Internal Quality Assurance' of the institute is formulated to uphold and enhance the overall performance. The cell is Internal in the sense that it comprises of established personnel 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 error".

The primary aim of the IQAC is

- To evolve schemes and devices to infuse professional accountability in academic and administrative deliverables at the institution.

- To promote system sustenance in quality culture through internalization and institutionalization of practices and standardization of the same via declaration of the Best Practices.

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.
- Sharing of research findings and networking with other institutions in India and abroad.

### 3.1. Functions of IQAC

- Refining the established academic and administrative practices for furtherance of quality.
- Adopt and facilitate to meet the quality enhancement learner –centric requirements to create conducive and participatory teaching-learning processes that develop apt professionals.
- Improve the institutional processes in terms of quality and efficacy by weighing in opinions and feedback from stakeholders.
- Facilitate education of quality parameters at offer at the institute to all stakeholders.
- Promote and organize events and workshops on quality-related themes, organizational efficacy and the like for various stakeholders.
- Apt showcasing of documentary evidences for all programs and activities leading to quality improvement.

- Evolve practices that is to be benchmarked in academic, administrative and support systems domains at the institute; coordinate an apt deployment of these at the institute.
- Facilitate development and maintenance of institutional database.
- Formulate Quality Audit Reports, conduct academic and administrative quality audits and deploy follow up activities.
- Preparation and submission of Annual Quality Assurance Report (AQAR) as per the guidelines of governing institutions of accreditation.

### 3.2. Operational Features of the IQAC

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. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The IQAC ensures that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC first establishes procedures and modalities to collect data and information on the various aspects of the functioning of the institution.

### 4. IQAC of the Institute

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 it 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 the institute. It is therefore applicable to

1. Academic Practices.
2. Administrative Practices.

#### 4.1. 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.

#### 4.2. 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.

#### 4.3. 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.

#### 4.4. Roles and Responsibilities of the Committee

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.

## 5. Internal Quality Assurance Committee and Modalities

The composition of the IQAC is as follows:

Table 1: IQAC Composition of Members

Name	Designation	Role
Dr. Nareshkumar B G	Principal	Chairman
Dr. Shivamurthy R C	Professor and Head, Dept. of CSE.	Member
Dr. C Ramakrishnegowda	Professor and Head, Dept. of CE.	Member
Dr. Ravichandra	Associate Professor and Head, Dept. of ECE.	Member
Dr. Sharath Kumar Y H	Professor and Head, Dept. of ISE.	Member
Dr. Mohamed Khaisar	Professor and Head, Dept. of ME.	Member
Dr. B Manju	Professor and Head, Dept. of Chemistry.	Member
Dr. Vijaylakshmi Dayal	Professor and Head, Dept. of Physics.	Member
Dr. A H Srinivasa	Professor and Head, Dept. of Mathematics.	Member
Dr. Shyam B R	Associate Professor and Head, Dept. of MBA.	Member
Prof. Manjunath B	Assistant Professor and Head, Dept. of MCA.	Member
Dr. Pushpa D	Associate Professor, Dept. of ISE.	Member
Dr. Santhy Ajish	Associate Professor, Dept. of ECE.	Member
Dr. Yaswanth M K	Associate Professor, Dept. of CE.	Member
Mr. Ashoka R	Librarian, LIC.	Member
Mrs. Padmavathi	EPA, Ministerial Section.	Member
Prof. Godfrey Devaputra	Assistant Professor, ME.	Member
Dr. T Nagaraju	Professor.	External Member
Dr. Chethan Y D	Associate Professor, Dept. of ME.	Member Secretary

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

- I. With consent of Chairman, Meeting and agendas are scheduled from Member Secretary and passed through circulars in advance. Agendas are enlisted but not limited to;

- a. Teams Formation, audit dates, schedules, descriptive analysis, and brain storming sessions for solutions, revision and implementation plan.
  - b. Frequency of meetings, conduction of workshops on IPR, administrative trainings, chintana-mantana, etc.
- II. Member secretary posts the meetings in front of Chairman and all Committee Members.
  - III. Chairman takes over agendas for discussion.
  - IV. Member secretary concludes each of the agendas in the form of minutes of meeting.

#### 5.1. 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

#### 5.2. 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

### 6. The Member Secretary

The Member Secretary shall, in consultation with the Chairman, shall be responsible to ensure all objectives and the expected functions of IQAC are stringently adhered to by the Institute. The Roles are in line with version 1.0 of the Operational manual of IQAC.

### 7. The Chairman

All matters pertaining to IQAC shall be endorsed by the chairman.