International Institute of Information Technology

P- 14, Rajiv Gandhi Infotech Park, MIDC – Phase I, Hinjawadi, Pune – 411 057,

Internal Quality Assurance Cell (IQAC)

Quality Manual

Version No.:	**1.0**
Issue Date:	**30/10/2015**

Quality Manual

Introduction:

Quality Sustenance and Quality Enhancement are the two key words reverberating in most institutions of higher learning today. NAAC and NBA is the organization that assesses and accredits institutions for quality in education. These bodies advocate establishing Internal Quality Assurance Cell (IQAC).

Also International Institute of information Technology (I²IT) confirms to the requirements of students, and society at large by focusing efforts in teaching. I²IT is committed to continual improvement of services, processes and resources for effective conformance to the requirements of all the stakeholders. To achieve such commitment Internal Quality Assurance Cell (IQAC) was formulated on 12th October 2015 to design, monitor and assess the quality parameters in academic functions of Institute.

IQAC is established to review and develop a system of conscious, regular and catalytic action to improve the teaching learning process, the evaluation procedure and the quality improvement of students and faculty. Internal auditing of the Institute, faculty and staff members is regularly done by the IQAC for continuous improvement.

Quality Policy:

To emphasize and inculcate a quality culture with responsive, reliable and transparent efforts through a combination of self and external quality evaluation

Quality Objective:

- ❑ To fulfil the vision and mission of the institute in the light of its quality policy.
- ❑ To develop a system for conscious, consistent and catalytic action to improve the academic performance of institution.
- ❑ To promote quality culture and implementation of best practices.
- ❑ To implement sustainable Quality Management System to enhance quality in education

Composition of IQAC:

Head of Institute			
1	Dr. Vijay Patil	Principal	Chairperson
Member from the Management			
2	Mr. Vijay Ranbhise	Management Representative	Member
Teachers to represent all level (Three to eight)			
3	Prof. Ravindra Joshi	Associate Professor	Member
4	Prof. Sandeep Patil	Associate Professor	Member
5	Prof. Darshana Shimpi	Assistant Professor	Member
6	Prof. Dipak Raut	Assistant Professor	Member
Few Senior administrative officers			
7	Ms. Namita Shende	Senior Administrative Staff	Member
One nominee each from local society /Community			
8	Dr. Dhanjay Talange	Professor, COE Pune	Member
One nominee each from Employers /Industry			
9	Mr. Nitin Bhide	Sr. Software Engineer, Geomatic Pune	Member
One of the senior teachers as the coordinator			
10	Prof. Rahul Mapari	Senior Teacher	Coordinator

IQAC may be expanded with the inclusion of more members as necessary.

Role of Coordinator:

The following are the roles and responsibilities carried by coordinator IQAC:

- ❑ 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 coordinate the quality-related activities of the institution
- ❑ To coordinate in preparation of the Report to be submitted to accreditation body based on the quality parameters.
- ❑ To coordinate the timely and efficient execution of the decisions of IQAC committee.

Core functions and responsibilities of IQAC:

The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. It will be a facilitative and participative organ, which becomes a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary organizational culture.

The core responsibilities of IQAC will include the following:

- ❑ IQAC will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.
- ❑ It will promote measures for institutional functioning towards continuous quality enhancement through quality culture and establishment of best practices.
- ❑ It will help to develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation
- ❑ It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
- ❑ It will seek to achieve quality improvement by focusing on human resource development through education and training, which will help people do their job better.
- ❑ It will enhance quality awareness within the institution and establish the credibility for external accreditation.
- ❑ It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement
- ❑ It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices
- ❑ IQAC will coordinate the creation of an exclusive window on the college website to regularly inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data.

Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.

The following are some of the specific functions focused on internal stakeholders:-

- ❑ IQAC will facilitate the development and application of quality benchmarks/parameters/templates for the various academic activities of the institute and compile these in to a quality manual, which is easily accessible to everyone
- ❑ IQAC will facilitate the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- ❑ IQAC will coordinate the organization of workshops, seminars on quality related themes;
- ❑ IQAC will coordinate the arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- ❑ IQAC will coordinate the proper documentation of the various programmes/activities of the College, leading to quality improvement;
- ❑ IQAC will act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- ❑ IQAC will conduct Periodical Academic Audit and its follow-up

❑ IQAC will coordinate development and maintenance of a management information database for the purpose of maintaining / enhancing the institutional quality;

The following are some of the specific functions focused on external stakeholders:-

❑ IQAC will prepare the Quality Assurance Report covering all the quality parameters/assessment criteria prescribed any accreditation body and submit these to all the concerned supervisory bodies after due approval by the Governing Body .

List of Documents / Formats by IQAC

1. List of File to be maintained by Department
2. Quality Objective Status Format
3. Academic Calendar Format
4. Master Time Table Format
5. Timetable – Classroom & Laboratory
6. Load Distribution Format
7. Teaching (Theory & Practical) Plan
8. Missing Lecturer Record
9. Counseling and Mentor Report
10. Schedule of Activities for Slow Learner Students
11. Monthly Student Attendance record
12. Course monitoring Record
13. Equipment History Record
14. Summary of Training /workshop By faculty
15. Report of External Training
16. Extracurricular Activities by student /Faculty
17. Industrial Visit Format
    ➢ College permission letter
    ➢ Hostel Permission letter
    ➢ Industrial visit report by faculty and student
18. Audit Report Format