IQAC MANUAL

7th K.M. on Roorkee (NH-58), Rehmadpur Vardhmanpuram, Haridwar Rd, Roorkee, Uttarakhand 247667

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PREFACE

The Internal Quality Assurance Cell (IQAC) manual offers a set of guidelines and the processes to facilitate the functioning of the IQAC. It aims to improve quality of teaching, learning and research in institutions. It covers almost every aspect of operations of the quality assurance process within the institute and defines a comprehensive set of policy instruments and concepts to introduce an effective internal QA system. This also includes various useful QA guidelines for faculties and administrators.

Dr Mridula
Coordinator-IQAC

Approved by:

Pro-VC (Engineering): _____

Group Director:_____

Hon'ble Chancellor Sir:_____

TABLE OF CONTENTS

1. ABOUT IQAC

The Internal Quality Assurance Cell (IQAC) of COER University has been established in August 2021 as per the guidelines of the University Grant Commission (UGC) and National Assessment and Accreditation Council (NAAC). The IQAC ensures effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all academic and administrative endeavors of the institute. Since quality enhancement is a continuous process, the IQAC is an integral part of the institute system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of university.

The work of the IQAC is the first step, towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation by all the constituents of the university. It will not be yet another hierarchical structure or a record-keeping exercise in the university. It will be a facilitative and participative organ of the university. It has the potential to become a vehicle for ushering in quality enhancement by working out planned dominant strategies by IQAC to remove deficiencies and enhance quality of the university functions.

2. IQAC VISION AND MISSION

Vision

To develop systematic quality processes in the University for evolving, enhancing and sustaining excellence in its academic and administrative practices and to set benchmarks for its periodic evaluation.

Mission

- To be the driving force for removing deficiencies and enhancing quality

- To encourage schools/departments to establish student centric learning environment, to use ICT tools for teaching and learning process and to inculcate value–based education system.

- To encourage schools/departments to organize Seminars, Workshops, Orientation and Faculty Development Programs.

- To assess the annual progress of schools/departments and the University through timely internal and external audit

- To ensure an effective and transparent operations to achieve excellence in Academic, Administrative and Financial activities

- To develop an Institutional data base and documentation of the various activities leading to quality improvement

- To ensure the adequacy, timely maintenance and smooth functioning of the support structure

- To build association with stakeholders and stimulate Social Responsibility

3. STRATEGIES OF IQAC

IQAC shall evolve mechanisms and procedures for
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/ research programmes.
- Equitable access to affordability of academic programmes for various sections of society.
- Optimization and integration of modern pedagogy of teaching and learning.
- The credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other universities in India and abroad.

4. FUNCTIONS OF IQAC

Functions expected of the IQAC are:

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. 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.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organizing the inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programs/activities leading to quality improvement.
7. Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices.
8. Development and maintenance of University database through MIS for the purpose of maintaining/enhancing the institutional quality.
9. Development of Quality Culture in the institution.
10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC after

first cycle of Accreditation.

5. CORE TEAM OF IQAC

Name	Responsibility
Dr S P Pandey	Approving Authority
Dr Mridula	Coordinating all criteria of NAAC and NBA All Ranking frameworks, Curriculum development
Mr Prashant , Dr Rohit Kanauzia	Drafting Manuals, Policies, Brochures, Event Organization
Mr Kamal Kumar Gola , Dr Nitesh Dutt	Research, Course Outcomes Attainments
Dr Summiya Parveen	Accounts and Finance Related Matters
Dr Sumit Kumar, Dr Gesu Thakur	Course files and course outcomes, Mapping CO-PO, Policy Regarding Curriculum
Mr Nitin Chand	Innovation Council and ARIIA
Mr Ankit Kumar Singhal and Dr Gesu Thakur	SPOC (NPTEL), Online Certification Courses.
Mr B D Patel. Dr Aruna Bhatt	Startups and Entrepreneurship
Mr Gajendra (Staff, Department of Civil Engineering) Ms Pooja (Staff, IQAC)	Record Maintenance

6. COMPOSITION OF IQAC

The composition of the IQAC is as follows:

IQAC Nomenclature	Name	Designation	Role
Chairperson	Dr S P Gupta	Vice Chancellor	Chairperson
One of the senior teachers as the Director of the IQAC	Dr S P Pandey	Pro Vice Chancellor (Engg)	IQAC Director
One of the senior teachers as the coordinator of the IQAC	Dr Mridula	Head- Ranking and Accreditation framework	IQAC Head
A few senior administrative officers	Dr B M Singh	Group Director	Member
	Dr V K Singh	Dean SW	Member
	Dr Devendra Kumar	Director Admission	Member
	Dr Himanshu Chauhan	Controller of Examination	Member
	Dr Maneesh Mathur	Registrar	Member
	Dr Aditya Chauhan	Scholarship Cell	Member
	Dr Kamal Kapoor	Dean Academics	Member
	Dr Archana Kamble	Principal, COER Medical	Member
	Ms Divya Mishra	Training and Placement Cell	Member
	Dr Muneesh Sethi	Dean Research	Member
	Mr Hemant Kumar	Chief Librarian	Member
	Mr Amit Kumar	HR (Admin)	Member
	Dr Rajesh Upadhaya	Dean Management	Member
	Dr Rohit Kanauzia	HOD	Member
	Dr Sumit Kumar	HOD	Member
	Dr Veera Lakshmi	HOD	Member
	Dr Gunjan Agarwal	HOD	Member
	Ms Anuradha	HOD	Member
	Dr Prabhat	HOD	Member
	Dr Manisha Phaugat	HOD	Member
	Dr Kamal Kant	HOD	Member
	Dr Jyoti Saxena	HOD	Member
Three to Eight teachers	Dr Aruna Bhatt	Associate professor	Member
	Dr Nitesh Dutt	Associate professor	Member
	Mr Prashant Kumar	Assistant Professor	Member
	Mr Kamal Kumar Gola	Assistant Professor	Member
	Dr Summiya Parveen	Assistant Professor	Member
	Dr Anuj	Associate Professor	Member
	Dr Ankit Garg	Associate Professor	Member
	Ms Nidhi	Assistant Professor	Member
One member from the Management	Dr B M Singh	Group Director	Member
One/two nominees from local society	Dr Rajat Agarwal	President Rotary Club	Member
One/two nominees from Students	Ms Kritika Km Sneha Saxena	Student Final Year	Member
One/two nominees from Industrialists	Mr Shriyansh Jain	Director, Texplas Group of Industries	Member

7. ROLE OF THE COORDINATOR

Internal quality assurance system is composed of the arrangements within the University to provide assurance of learning with confidence. Everybody working in a University must be responsible and accountable to develop the quality culture. The implementation of internal QA mechanisms would create a sense of responsibility and a new awareness of process approach throughout the institution (Colin, 2006).

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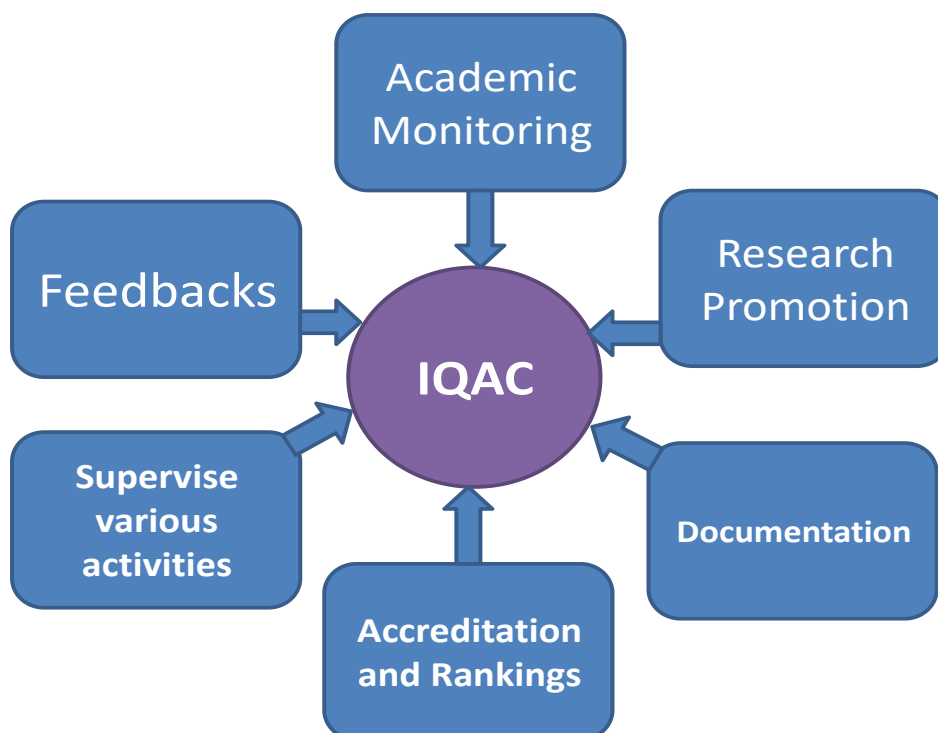- To coordinate the timely and efficient execution of the decisions of IQAC committee

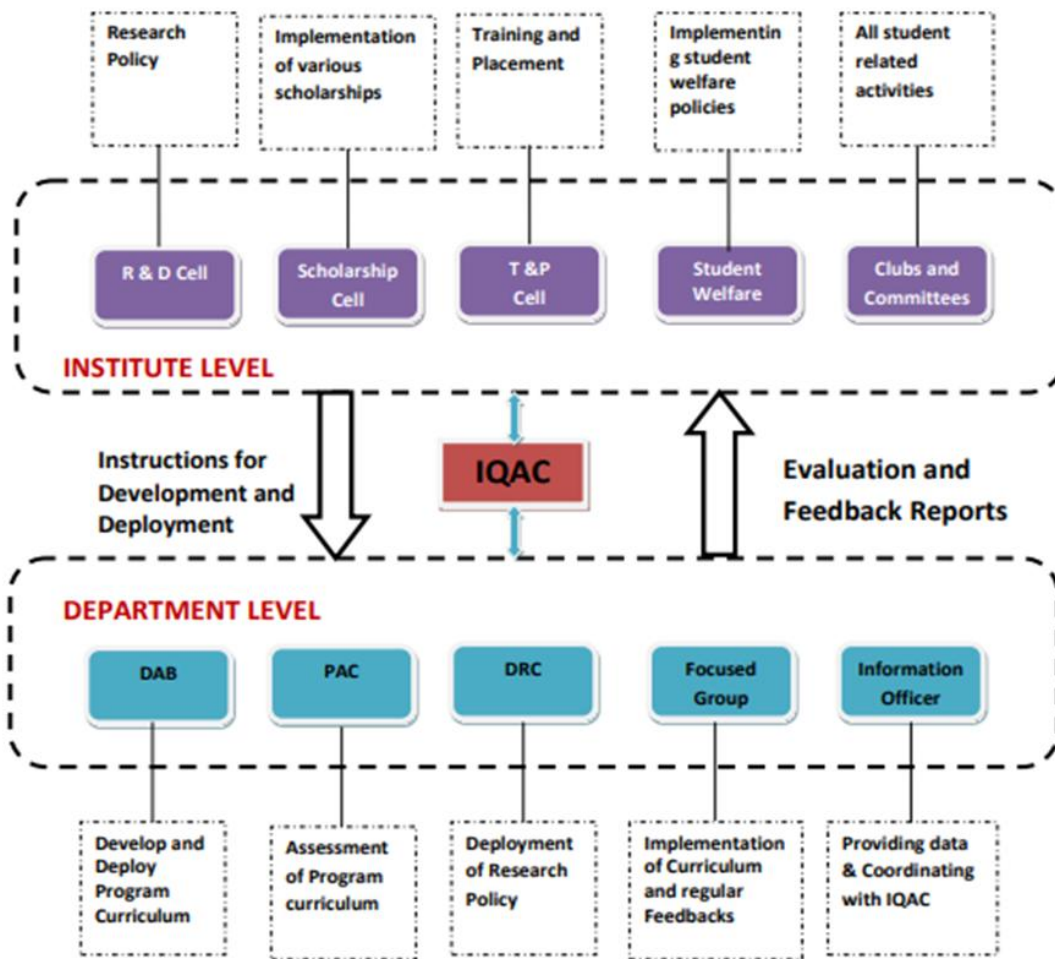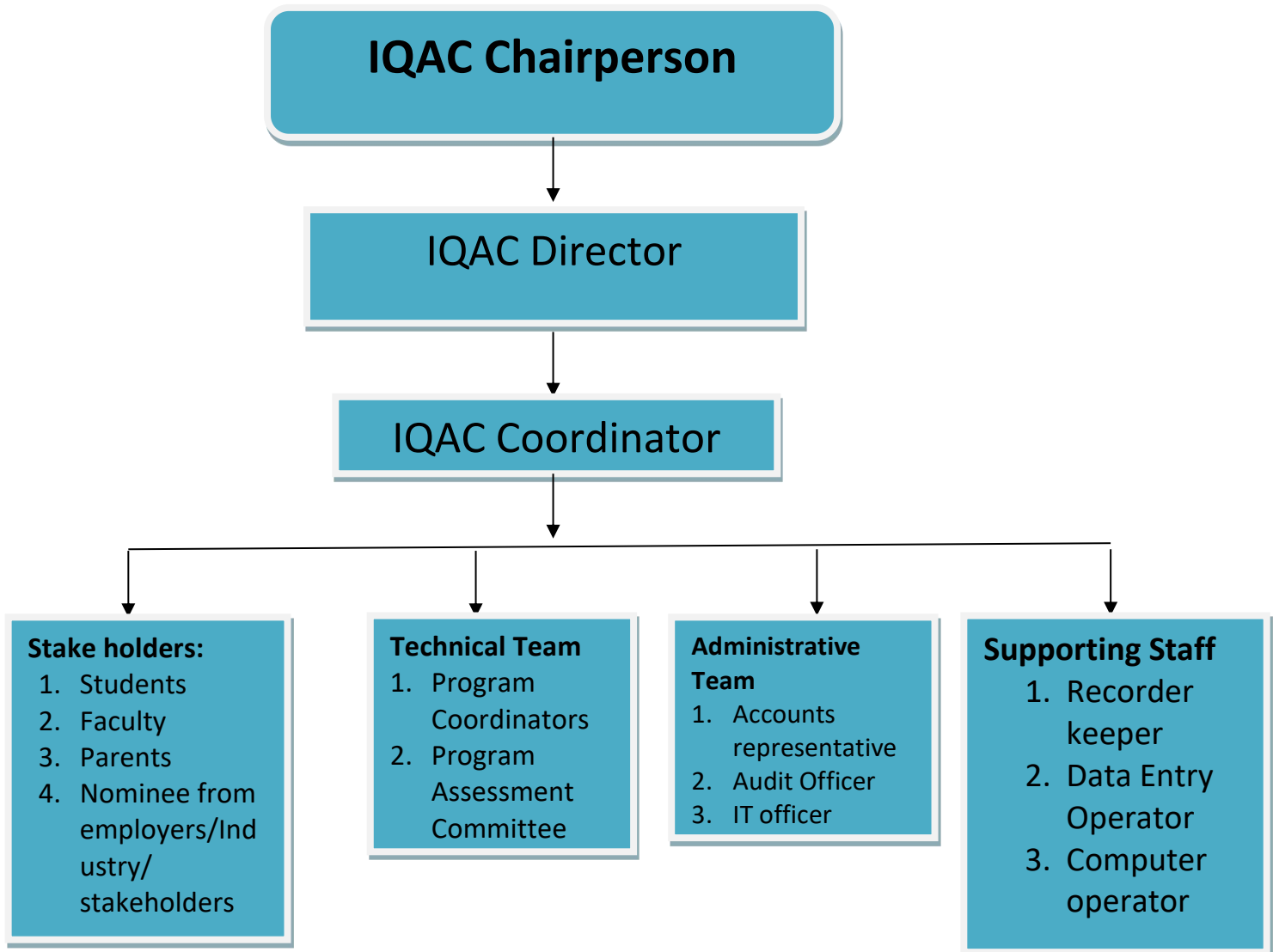Figure 1: Roles and responsibilities of IQAC

Figure 2: Function of IQAC for bridging University and Schools/Departmental tasks

8. ORGANIZATIONAL STRUCTURE

IQAC Chairperson

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IQAC Director

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IQAC Coordinator

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Stake holders:
1. Students
2. Faculty
3. Parents
4. Nominee from employers/Industry/ stakeholders

Technical Team
1. Program Coordinators
2. Program Assessment Committee

Administrative Team
1. Accounts representative
2. Audit Officer
3. IT officer

Supporting Staff
1. Recorder keeper
2. Data Entry Operator
3. Computer operator

9. IQAC ACADEMIC CALENDER

An academic calendar is drafted, which is to be followed during academic session starting from July 1st week to June 1st week of the next year. Compliance to this academic calendar is responsibility of the IQAC.

	Period	Plan of Action
1.	July 1st week-July 2nd week, 2023	Hand book & Calendar of Events book for the academic session to be printed and distributed to students
2.	July 3rd week, 2023	Performance appraisal for session January – June
3.	June 4th week, 2023	Result Analysis of Even semester
4.	August 1st week, 2023	Faculty Feedback
5.	August 2nd week, 2023	Best practices for the academic session to be printed
6.	August 4th week, 2023	Internal Audit of the departments
7.	September 1st week, 2023	Faculty Development program/ Awareness program on code of ethics
8.	September 3rd week, 2023	Professional Development Program for non-teaching staff
9.	October 1st week, 2023	Documentation of the activities of the odd semester
10.	November 1st week, 2023	Internal Audit of Administration
11.	December 1st week, 2023	Academic & Administrative Audit
12.	January 1st week, 2024	Faculty Development program/ Awareness program on code of ethics
13.	January 2nd week, 2024	ISO Audit
14.	January 3rd week, 2024	Result Analysis of Odd semester
15.	January 4th week, 2024	Performance appraisal for session June- December
16.	February 1st week, 2024	Faculty Feedback
17.	February 2nd week, 2024	Professional Development Program for non-teaching staff
18.	February 3rd week, 2024	Documentation of the activities of the even semester
19.	March 1st - 2nd week, 2024	Collection of Student Exit Questionnaire
20.	April 2nd week, 2024	Departmental presentations
21.	May 1st week, 2024	Preparation of Budget/ Calendar of Events/ Hand book for the next academic session
22.	June 1st week, 2024	Submission of Annual report by the departments

10. IQAC ACTIVITY CALENDER

S.No.	Month	Activities
1.	January , April, July, October & December	IQAC Meetings
2.	Every 15 Days	Progress report reporting- Research Progress report- Academic Activities
3.	One per Month (January to December)	Workshop on Outcome Based Education (OBE), Bloom's Taxonomy
4.	February, April, June, September	Sensitization program on Indexing databases (Web of Science, PUBMED, ICI, UGC Care) and Guidelines for selection of journal for publication
5.	January last week	Academic & Administrative Audit (AAA) of the departments: Dissemination of AAA format to School's by IQAC
6.	February	Faculty Development Program on IPR (IPR Cell) Google Scholar, Research Gate, ORCID Training Program
7.	January, April ,July, October	Faculty development programs (4 in a year)
8.	January, May, August, October	Evaluation of departmental activities and action plans through internal audits (every quarter through the Office of IQAC)
9.	One per Month (January to December)	Criteria Committee meetings
10.	Quarterly	Sensitization program on Indexing databases (Web of Science, PUBMED, ICI, UGC Care) and Guidelines for selection of journal for publication
11.	June	Student Awareness program on • World Anti abuse Day (Student Council) • Yoga Day (Yoga Unit) • Workshop on Teaching, Learning & Evaluation • Book Exhibition (Central Library) • Environmental Day Celebration • Research Day Celebration
12.	January, March, May, August, July	Workshop on Research Grant writing
13.	March and August	Foundation Course (UG) Sensitization program on importance of MoUs, Collaborations & External funding
14.	September	Gender Sensitization Program (Women Empowerment Cell)
15.	October	Workshop on research quality indicators-citations, i-10, h-Index, Impact Factor
16.	March and August	Faculty Development Program on Leadership Development Qualities
17.	March, November	Workshop on Research Methodology
18.	February, June, September & December	Training & Orientation programs Quality audits and their performances (For faculty, Technicians, Staff, Nurses etc)