



JAYA ENGINEERING COLLEGE

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INTERNAL QUALITY ASSURANCE CELL

POLICY

1. Purpose and Objectives

- **Enhancement of Quality:** The primary objective of the IQAC is to foster a culture of quality and continuous improvement in teaching, learning, and administrative processes.
- **Sustainability of Standards:** To ensure that the institution adheres to predefined quality standards and seeks avenues for improvement.
- **Accreditation and Recognition:** To facilitate the accreditation processes by bodies like NAAC, NBA, etc., and comply with regulatory and statutory requirements.

2. Roles and Responsibilities of IQAC

- **Strategic Planning and Implementation:** Formulating and implementing quality enhancement strategies for academic and administrative processes.
- **Monitoring and Evaluation:** Regular monitoring and evaluation of institutional activities to measure performance and suggest improvements.
- **Feedback Mechanism:** Instituting effective systems for collecting and analyzing feedback from students, faculty, and other stakeholders for quality improvement.
- **Training and Capacity Building:** Providing regular workshops and seminars to promote quality awareness among faculty, staff, and students.
- **Report Preparation:** Preparing reports for internal and external purposes, including accreditation bodies, outlining the outcomes of quality assurance activities.

3. IQAC Functions

- **Academic Quality Enhancement:** Reviewing curricula, pedagogy, and teaching methods to ensure academic excellence.
- **Administrative Improvement:** Ensuring that the administrative processes are efficient, transparent, and aligned with best practices.
- **Curricular and Pedagogical Innovation:** Encouraging the adoption of modern teaching methodologies, use of technology in education, and curriculum improvements.

- **Institutional Collaboration:** Promoting collaboration with industry, alumni, and other academic institutions to enhance educational quality.
- **Stakeholder Engagement:** Engaging stakeholders such as students, parents, faculty, and employers in decision-making and feedback collection.

4. Structure of IQAC

- **Composition:** The IQAC is generally headed by a senior academic leader, often the Principal or Vice-Principal, and consists of:
 - 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
- **Leadership and Coordination:** The IQAC is coordinated by a director or a coordinator who oversees its day-to-day activities.

5. Quality Standards and Benchmarking

- **Benchmark Setting:** Establishing clear benchmarks and performance indicators to measure the institution's achievements against best practices and national/international standards.
- **Evaluation Mechanism:** Instituting a structured evaluation process, including self-assessment, peer reviews, and external audits.
- **Continuous Improvement:** Monitoring the outcomes of quality improvement initiatives and making necessary adjustments for further improvement.

6. Process of Quality Assurance

- **Planning and Development:** IQAC plans for short-term and long-term quality goals and identifies mechanisms for achieving them.
- **Action Plans:** Specific action plans are created for various departments and processes to ensure quality standards are met.
- **Regular Review:** IQAC regularly reviews the institution's quality enhancement efforts and reports the outcomes to the management and other stakeholders.
- **Innovation and Research:** Encourage faculty and students to innovate in teaching methodologies, research practices, and community engagement to enhance quality.

7. Collaboration and Networking

- **External Collaboration:** Collaborating with national and international bodies for quality improvement and benchmarking.

- **Institutional Networking:** Establishing connections with similar institutions to exchange ideas and best practices.
- **Internal Communication:** Promoting transparent communication among faculty, students, and administration regarding the institution's quality initiatives.

8. Documentation and Reporting

- **Documentation of Processes:** Keeping detailed records of all quality-related activities, meetings, and assessments.
- **Annual Reports:** Publishing an annual quality report that includes progress, outcomes, and future plans.
- **Feedback Reports:** Collecting and reporting feedback from stakeholders for continual monitoring and improvements.

9. Review and Evaluation of Policy

- **Policy Review:** The IQAC policy itself should undergo a periodic review to assess its effectiveness and relevance, adapting to emerging challenges and opportunities.
- **Outcome Evaluation:** Assessing the results of the quality assurance activities and their impact on institutional performance.
- **Policy Amendments:** Making necessary amendments to the policy based on the evolving academic, regulatory, and quality requirements.

10. Commitment to Continuous Improvement

- The institution's commitment to quality enhancement is ongoing and the IQAC is tasked with ensuring that there is a continuous process of self-improvement.
- Through regular assessments, feedback, and innovations, the IQAC aims to raise the standards of academic and administrative functions of the institution.