

Internal Quality Assurance Cell

Roles & Responsibilities

Introduction

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC). The IQAC is the central quality- monitoring body of the institution. It functions under the Chairmanship of the Principal and comprises senior faculty members, few administrative officers, Management, Stakeholders, representative from the local community and a student representative. The vision of IQAC in Bhojia Dental College and Hospital, Baddi, is to ensure high operational standards in all its academic and administrative activities.

Objectives

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to create, maintain and enhance quality in all spheres
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

Functions:

Some of the Functions expected of the IQAC are:

- ✓ 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
- ✓ Organisation of workshops, seminars on quality related themes and promotion of quality circles
- ✓ Documentation of the various programmes/activities leading to quality improvement
- ✓ Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on these quality parameters.
- ✓ 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
- ✓ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- ✓ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- ✓ Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality
- ✓ Development of Quality Culture in the institution;

Strategies:

IQAC shall evolve mechanisms and procedures as following:

- ✓ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- ✓ Optimization and integration of modern methods of teaching, learning and evaluation
- ✓ Ensuring the adequacy, maintenance and functioning of the support structure.

Benefits:

IQAC will facilitate/contribute:

- ✓ To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture
- ✓ To the enhancement and integration among the various activities of the institution and institutionalise many good practices
- ✓ To provide a sound basis for decision- making to improve institutional functioning
- ✓ To act as a change agent in the institution
- ✓ For better internal communication

ACTION POINTS FOR Internal Quality Assurance Cell

1. Designing and implementing Annual Plans for institution-level activities for quality enhancement
2. Arrange for feedback responses from students for quality related institutional processes.
3. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution

4. Retrieval of information on various quality parameters of higher education and best practices followed by other institutions
5. Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution-wide dissemination of the proceedings of such activities
6. Development and application of innovative practices various programmes/activities leading to quality enhancement
7. Participation in the creation of a learner-centric environment conducive for quality education
8. Work for the development of internalization and institutionalization of quality enhancement policies and practices
9. Act as a nodal unit of the institution for augmenting quality related activities
10. Prepare focused Annual Quality Assurance Reports (AQARs)

Conclusion

The IQAC functions with the belief that excellence and quality are not one-time goals but continuous processes. 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 it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. To this end, the IQAC meets on a regular basis to discuss about new programs, up gradation of infrastructure and increasing the effective functioning of all systems of the institution.