

Internal Quality Assurance Cell
SCIM Government Degree College
 Tanuku – W.G.Dt., (A.P)-534211
 Reaccredited by NAAC @ B

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Composition of IQAC

Chairperson: Dr. M Sreenivasa Prasad
 Principal
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Coordinator : Sri P. S. N. Raju
 Lecturer in Physics
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Category	Name and Designation
Management	Honourable RJDCE., Rajahmundry
Teaching Faculty	J.S. Rama Prasad, Academic Coordinator
	Sri M. Syam Bab, Vice Principal
	A. Rajanikanth, DRC Coordinator
	Smt V.K.J. Prasuna, Lecturer in charge, Dept. of Commerce
	Sri R.K. Phanidhar, Lecturer in charge, Dept. of Mathematics
	Kum D. Lavanya, Lecturer in charge, Dept. of Economics
	Sri Ch. Edukondalu, Lecturer in Physics
Senior Administrative Officers	Sri V. Sambasiva Rao, Superintendent
	Sri T.P.Vidya Sagar, Librarian
	Smt. T. Kalyani, Physical Director
Alumni	Dr. R.S.Venkateswara Rao, Principal, GDC – Kothapeta
	Sri G.Rama Gopal, Rtd. Lecturer, Kurnool.
External Experts	Dr. K. Ramachandra Raju, M.D, Secretary & Correspondent, SVKP & Dr. K.S. Raju Arts and Sciences College, Penugonda
Community Representative	Dr. B. Ramesh Chandra Babu, M.D, Ph.D, (Alumni) Kranthi Nursing Home, M G Road, Tanuku
Students	Mr. Ch. L L V Ganesh, II B.Sc., MPCS
	Mr. K Suresh, II B.A.,
	Miss. R Venkata Durga, II B.Com

Internal Quality Assurance Cell (IQAC)

Introduction

During the last sixty years of independence, Higher Education has expanded remarkably in terms of size of the network of HEI and enrolment therein, causing problems such as lack of oneness among the stakeholders, communication gap between students and teachers, communication gap between different stakeholders, ill organized conduct of education, lack of support services of the students, outdated syllabus, non-availability of adequate infrastructure, faculty and learning resources. To address this problem the National Action plan of NAAC, Bangalore proposes that every accredited Institution establish an Internal Quality Assurance Cell (IQAC) as a post accreditation quality sustenance measure.

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality up gradation of institutions of higher education, the NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing 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 performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

The work of the IQAC is the first step towards the internalization and institutionalization of quality enhancement. 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 recordkeeping exercise in the institution; it will be a facilitative and participative voluntary system/unit/organ of the institution. The IQAC has the potential to become a vehicle for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Quality circles in industries operate on similar lines.

The philosophy of NAAC is ameliorative and enabling rather than punitive or judgmental, so that all constituencies of institutions of higher learning are empowered to maximize their resources, opportunities and capabilities. NAAC is triggering a 'Quality Culture' among the various constituent of the HEI, as well as enhancing the awareness of Institutional Quality Assurance with all stakeholders. The IQAC may channelize and systematize the efforts and measures of an institution towards excellence. It should not be yet another hierarchical. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. The IQAC should meet at least once in a quarter. The agenda, minutes and Action Taken Reports are to be documented with official signature and maintained electronically in a retrievable format.

The objectives & Goals

1. **Objective:** The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. To ensure continuous improvement in the entire operations of the Institution and
4. To ensure stakeholders connected with higher Education, namely parents, teachers, staff, would be employers, funding agencies and society in general, of its own quality and probity.

Functions

1. Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Institution.
2. Facilitating 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.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional process.
4. Dissemination of information on the various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/activities of Institution, leading to quality improvement.
7. Acting as a nodal agency of Institution for coordinating quality-related activities, including adoption and dissemination of good practices.
8. Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
9. Development of Quality Culture in Institution
10. Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
11. Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of college based on the AQAR.
12. Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
13. In terms of UGC Regulations 2010, IQAC shall act as the Documentation and Record-Keeping cell, including assistance in the development of the API criteria based Performance Based Appraisal System (PBAS) proforma using the indicative template separately developed by the UGC. In order to facilitate the process, all teachers shall submit the duly filled-in PBAS proforma to the IQAC annually.
14. Dissemination of information on quality aspects.
15. Organization of discussion, workshops, seminars and promotion of quality circles.
16. Recording and monitoring quality measure of the institution.
17. Acting as a nodal agency of the institution for quality-related activities.
18. Significant ideas of members which arise during the IQAC meetings.

Follow Up

1. The AQAR shall be approved by the statutory bodies of Institution (such as Academic Council, Executive Council for the follow up action for necessary quality enhancement measures.
2. The Institution shall regularly submit the AQARs to the NAAC/other accreditation bodies. The Colleges shall regularly submit their AQARs to the Institution, state level quality assurance bodies, NAAC/other accreditation bodies.
3. College shall submit AQARs and /or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
4. The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.

Benefits

IQAC will facilitate / contribute:

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture NAAC for Quality and Excellence in Higher Education
2. To provide a sound basis for decision making to improve institutional functioning
3. To act as a change agent in the institution
4. To better internal communication.
5. Ensure internalization of the quality culture.
6. Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
7. Provide a sound basis for decision-making to improve institutional functioning.
8. Act as a dynamic system for quality changes in the Institutions.
9. Build an organized methodology of documentation and internal communication.

Student Charter

- ∂ Every stakeholder of higher education has a role to play for quality enhancement and sustenance.
- ∂ The stakeholders such as the Government, management, teachers, students and the external quality assurance agencies—have an important role in ensuring quality of higher education.
- ∂ The National Assessment and Accreditation Council (NAAC) strives to play a catalytic role in synergizing the Stake holder's efforts.
- ∂ The stakeholders mentioned above, the students have a unique role to play in ensuring quality of higher education institutions (HEIs).
- ∂ Firstly, the students should realize that they have the right for quality education and it is the responsibility of the HEIs to provide quality educational experience to learners.
- ∂ Secondly, the students should equally be aware of their responsibilities which in turn will help the institutions to provide quality education.
- ∂ This means that the students should demand quality education and demonstrate their commitment to quality education by accepting their responsibilities. OtherwisetheHEIswillhaveverylittlemotivationfor quality enhancement.
- ∂ An initiation has been made by the National Assessment and Accreditation Council (NAAC) in this direction by developing a sample student charter for all higher education institutions.
- ∂ It is hoped that the charter will help educational institutions to articulate their obligations to learners in clear terms and can be used as a benchmark for institution's accountability to learners.
- ∂ The NAAC advocates the public display of student charter in every institution as an act of promotion of student participation in Quality Assurance.

Institution's responsibilities towards students

The institution shall

- ♣ Communicate its goals and objectives system ethically and clearly to all students
- ♣ offer programmes that are consistent with its goals and objectives
- ♣ offer a wide range of programmes with adequate academic flexibility
- ♣ obtain feedback from students on the initiation, review and redesign of programmes if and when necessary
- ♣ facilitate effective running of the teaching-learning programmes
- ♣ implement a well-conceived plan for monitoring student progress continuously
- ♣ Ensure that the student assessment mechanism is reliable and valid
- ♣ provide clear information to students about admission and completion requirements for all programmes, the fee structure and refund policies, financial aid and student support services
- ♣ ensure sufficient and well-run support services to all students
- ♣ promote healthy practices

Student's responsibilities of learning

The student shall

- ♣ appreciate the institutional goals and objectives and contribute to the realization of the same by participating in relevant institutional activities
- ♣ have a clear knowledge of the programmes, admission policies, rules and regulations of the institution
- ♣ follow the time schedules, rules and regulations of the institution
- ♣ undertake regular and intense study of learning materials
- ♣ make optimum use of the learning resources and other support services available in the institution
- ♣ prepare for continuous internal assessment and term-end examinations
- ♣ give feedback for system improvement
- ♣ have faith and ability to pursue lifelong learning
- ♣ live as worthy alumni of the institution

Strategies

IQAC shall evolve mechanisms and procedures for:

- ♣ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- ♣ The relevance and quality of academic and research programmes
- ♣ Equitable access to and affordability of academic programmes for various sections of society
- ♣ Optimization and integration of modern methods of teaching and learning
- ♣ The credibility of evaluation procedures
- ♣ Ensuring the adequacy, maintenance and functioning of the support structure and services
- ♣ Research sharing and networking with other institutions in India and abroad.

Action Plan of IQAC – 2013-14.

1. To conduct 3 IQAC meetings with all the faculty members in a year to review and re-plan the activities in all department/committee/forum.
2. To conduct at least 2 times of internal academic audit per academic year to refresh the action plans and initiatives taken by all department and curricular and co-curricular committees/forums of the college.
3. To identify the weaknesses of the individual departments for the fulfilment and improvement.
4. To identify the strengths of the individual departments to excel the strengths in multi dimensions.
5. To identify the scope of individual departments for the initiation of social and cultural activities outside the college.
6. Development of central ICT based conference hall for holding all types of conferences/meetings.
7. To conduct health camps for students with in the college.
8. To promote the student organised community development activities and awareness programmes.
9. To nominate at least 3 student members in the IQAC immediately so that they can actually take part in all activities and meetings of the said body.
10. To constitute a DRC review committee to monitor and review the IQAR activities of colleges in the district who completed Accreditation/Reaccreditation to give expertise support and recommendations.
11. To activate the Alumni committee activities and interface meetings of the students with alumni committee.
12. To inculcate the quality culture in all the activities of the departments and activities conducted by the individuals in the college so as to build a healthy and sustainable institutional culture
13. To disseminate all the information on various quality enhancement parameter timely to all the stake holders for the successful quality sustenance.
14. To follow quality benchmarks for various academic and administrative activities by sharing them with other organizations.
15. To organize inter and intra institutional workshops, seminars on quality related themes in regular intervals both at state level and national level for the complete awareness on it.
16. To develop the IQAC wing of this college as a nodal agency for coordination different quality sustenance programmes and best practices in cluster college system.
17. To maintain the premises of this college as a plastic free zone and progressively promote this culture among all stakeholders.
18. To prepare annual quality assurance reports regularly and submit AQAR of the academic

year 2012-13 to the NAAC latest by 25th of September 2013.

19. To actively promote 'research culture' among teachers and students so that they take up socially relevant and critical research studies under the UGC, DST, MBT, ICSSR, APSCHE, NAAC and other independent research promoting national agencies.
20. To enter into MOUs and working arrangements with suitable companies/firms/national bodies/NGOs to work towards expansion and extension of the work carried out in the institution.
21. To start and sustain 'Faculty Forum' for teachers and progressively including students to keep all the teachers and students intellectually alive and up to date in contemporary issues.
22. To start and sustain a functional 'Reading Club' and Film Club for promoting reading habit and 'visual culture' among staff and especially – students.
23. To focus on women's issues and actively promote women studies and women empowerment so that 'Equal Opportunities' are possible in the institution.
24. To build a resource centre and archives on all contemporary issues – especially on 'Education "- from international national perspectives.
25. To adopt 'Flexi timings' in the college, in select and willing departments for optimum utilization of physical and financial resources. To begin with, the Library will be kept open **from 8 a.m. to 7 p.m.** with a break of 3 hours in the middle so as to help students and staff.
26. To take up extension work in the departments and provide necessary support and assistance to the neighbouring villages in the vicinity of TANUKU Mandal.
27. To start department level resource centre for the information of Higher Education and placements/opportunities bulletins.

AQAR

1. Annual Quality Assurance Report 2012-13. ([Click here](#))
- 2.