Internal Quality Assurance Cell (IQAC)

Manual / Handbook

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MVJ College of Engineering: Bengaluru

(Autonomous Institution)

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Content

A. Vision and Mission of the Institution

VISION

Be an Institution of Excellence with International Standards.

MISSION

- ➤ Impart quality education along with industrial exposure.

- ➤ Provide world-class facilities to undertake research activities relevant to industrial and professional needs.

- ➤ Promote Innovation, Entrepreneurship, and Value-added education that is socially relevant and economically beneficial.

Value Framework

- ➤ Contributing to National Development

- ➤ Fostering Global Competencies among Students

- ➤ Inculcating a Value System among Students

- ➤ Promoting the Use of Technology

- ➤ Quest for Excellence

Internal Quality Assurance Cell (IQAC)

B. Introduction to IQAC:

Established in 1982, the MVJ College of Engineering, the flagship of Venkatesha Education Society, imparts education beyond engineering and Management. Situated on a 15-acre campus in Whitefield, Bangalore, MVJCE has state-of-the-art infrastructure, creating an environment for progressive learning and development. We are affiliated to Visvesvaraya Technological University (VTU and approved by the All India Council for Technical Education (AICTE). MVJCE has on-campus learning centres in collaboration with companies such as National Instruments, Infosys and Texas Instruments. Aeronautical Engineering, Chemical Engineering, Computer Science Engineering, Electronics & Communication Engineering, Electrical & Electronics, Information Science Engineering and Mechanical Engineering are accredited by the National Board of Accreditation. The Institution is accredited by NAAC with B++ grade (3.00/4 scale)

The Internal Quality Assurance Cell (IQAC) is established in December 2012 in the Institution to maintain and enhance the quality of education. The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of the Institution. IQAC functions as a chamber for planning various Quality policies that relate to the students as well as the faculty of the Institution.

The Institute has a well-defined policy for quality assurances which is ensured by the effective participation of all the stakeholders. The IQAC plays a vital role in maintaining and enhancing the quality of the institution and suggests quality enhancement measures which are to be adapted. The quality assurance processes, with regard to academics, and administration are an integral part of the institutional policy.

C. Objectives of IQAC

- To design, develop and implement appropriate Quality Processes & Procedures for the academic and administrative activities of the Institution in consultation with all the concerned members.

- To promote all the possible measures to enhance quality in academics and administration by incorporating quality culture and adopting best practices.

- To promote interdisciplinary and collaborative research culture.

D. Functions of IQAC:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution

- 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

- Dissemination of information on various quality parameters of higher education

- Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles

- Documentation of the various programmes/activities leading to quality improvement

- Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices

- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality

- Development of Quality Culture in the institution

- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

E. Quality Policy of IQAC:

To strive for excellence in all Academic, Co-curricular activities and extracurricular activities by creating a benchmark.

F. Strategies of IQAC

- 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 the 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.

G. IQAC Committee:

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with heads of the departments, administrative members, experienced faculty, few distinguished educationalist and Stakeholders. The membership of such nominated members shall be for a period of two years. The agenda, minutes and Action Taken Reports are documented periodically.

The composition of the IQAC is as follows:
- **Chairperson:** Head of the Institution.
- **Teachers:** Three to eight teachers representing different levels (e.g., junior, senior, different departments).
- **Management:** One member from the institution's management or governing body.
- **Senior Administrative Officers:** A few senior administrative staff members.

- **External Members:** Nominees from the local society, students, alumni, and employers/industrialists.
- **Coordinator:** One senior teacher nominated as the coordinator or director of the IQAC

H. Role of the coordinator:

To ensure efficient functioning of IQAC, coordinator of the IQAC shall interact with various functionaries for effective implementation of IQAC and apprise chairperson of IQAC from time to time for the progress. IQAC will meet periodically twice in a year with all external members and record its deliberation and suggest improvements required if any in academic / administrative functions.

Meetings:

Meetings of IQAC are conducted.

Year	No of Meetings
2012-13	2
2013-14	2
2014-15	2
2015-16	2
2016-17	2
2017-18	2
2018-19	2
2019-20	2
2020-21	2
2021-22	2
2022-23	2
2023-24	2
2024-25	2

I. Academic and Administrative Audit (AAA):

IQAC conducts an Academic and Administrative Audit every year and analyses the action to be taken to improve the performance in all areas.

J. Best Practices:

IQAC periodically reviews the best practices followed and the outcome achieved. IQAC also suggests any other best practices that can be followed by having a periodic review.

K. Future Plans:

• To organize Quality Assurance Workshops and Seminars

• Interacting IQAC best practices with other colleges.

L . IQAC Academic Calendar:

Table 1: Calendar of IQAC

Period	Plan of Action
Last week of May	Exit feedback collected from final year students , employers and faculties from various departments
3rd week of August	Result Analysis for even semester
1st week of September	Commencement of Classes and Academic Calendar to be prepared and distributed to students
1st week of October	Faculty feedback from students for each subjects
1st week of November	Online submission of AQAR
4th week of November	Documentation of Odd semester
4th week of December	Internal Audit
2nd week of January	FDP/Workshop
4th week of January	Result Analysis for odd semester
1st week of February	IQAC Meeting
2nd week of February	Commencement of Classes

2nd week of March	Faculty feedback from students for each subjects
2nd week of April	Documentation of Odd semester
2nd week of May	Collection of Student Exit Questionnaire
4th week of May	Internal Audit
2nd week of July	Result Analysis of Even semester
4th week of July	Submission of Annual report
1st week of August	IQAC Meeting

M. Amendments/Review:

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.