



**SYED AMMAL
ENGINEERING COLLEGE**

(An ISO 9001: 2015 Certified Institution)

Dr. E.M.Abdullah Campus, Ramanathapuram – 623 502



IQAC MANUAL



INTERNAL QUALITY ASSURANCE CELL MANUAL

VISION

"To be an Institute of eminence and to evolve disciplined and globally competent engineers and technocrats."

MISSION

"Generating an enabling environment for academic excellence through quality work. Moulding rural students into professionally competent and intellectually proficient employable force through curricular, co-curricular and extracurricular activities. Creating globally talented human resources with ethical outlook and moral values, for the larger benefits of the society".

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INTRODUCTION

Every recognised institution should establish an Internal Quality Assurance Cell (IQAC) as a quality maintenance tool, according to the National Assessment and Accreditation Council (NAAC). Because the quality improvement is a continuous process. In this process, the IQAC act as an important tool and work towards the improvement of institution's quality. The IQAC's main goal is to create a mechanism for institutions to enhance their overall performance in catalytic way. Institutions must focus their efforts and measures during the post-accreditation term on promoting comprehensive academic excellence, including peer committee recommendations.

The IQAC work towards enforcing quality improvement efforts. It has the potential to become a vehicle for quality improvement of the institution

OBJECTIVES

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Convener
3. Management Representative
4. Two Senior Administrative Officers
5. Eight teachers
6. Two Alumni
7. One Parent
8. One Employer

FUNCTIONS OF THE IQAC

- a. Strive to provide the Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b. Facilitating the creation of a learner-centric environment conducive to quality education.
- c. Insisting faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes and for the betterment of the institution.
- e. Dissemination of information on various quality parameters of higher education;
- f. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- g. Documentation of the various programmes/activities leading to quality improvement;
- h. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j. Development of Quality education and Culture in the institution;



BENEFITS

IQAC facilitate / contributes to

- a. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b. Enhance internalization of the quality culture;
- c. Ensure enrichment and coordination among various activities of the institution and institutionalize all good practices;
- d. Provide a sound basis for decision-making to improve institutional functioning;
- e. Act as a dynamic system for quality changes in HEIs;
- f. Build an organized methodology of documentation and internal communication for the best references.