

# DR.R.K.SHANMUGAM COLLEGE OF ARTS AND SCIENCE



(Accredited with 'B' Grade by NAAC)  
[Recognized by UGC u/s 2(f) & 12(B)]  
(Permanently Affiliated to Annamalai University, Chidambaram)  
(An ISO 9001-2015 Certified Institution)  
Indili, Kallakurichi – 606213.



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, 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 the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.



### VISION

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality – enhancing and sustaining initiatives taken with internal and external support.

## OBJECTIVE

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

## 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 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

## FUNCTIONS OF IQAC



Academic &  
Administrative  
Audit



Learner-Centric  
Environment



Feedback  
Mechanism



Disseminating  
Quality  
Parameters of HE



Workshops &  
Seminars



Documentation  
of Events



Nodal Agency for  
Best Practises



MIS



Quality Culture



Submission of  
AQAR

## FUNCTIONS OF THE 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 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

### **BENEFITS/FACILITIES/CONTRIBUTION:**

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication

### **COMPOSITION**

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. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

# MEMBERS OF THE IQAC

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