IQAC POLICY

1.   Introduction

Al-Azhar Engineering College, established under the aegis of Norul Islam Thrust, strives to provide high-quality education and create an inclusive and dynamic learning environment. The College believes in the continuous development and improvement of its academic and administrative processes. To achieve this, the College has established the **Internal Quality Assurance Cell (IQAC)**, in line with the guidelines of the **National Assessment and Accreditation Council (NAAC)**. The IQAC was formally constituted to ensure quality enhancement and continuous monitoring of academic performance, institutional processes, and administrative efficiency.

2. Objectives of IQAC

The primary objectives of the IQAC are:

(a) To establish a system for conscious, consistent, and catalytic actions aimed at improving the academic and administrative performance of the institution.
(b) To promote institutional measures for quality enhancement through the internalization of quality culture and the adoption of best practices.
(c) To ensure the implementation of **Outcome-Based Education (OBE)** across all departments, ensuring alignment with institutional goals.
(d) To create a framework for the timely monitoring and improvement of systems through continuous evaluation.

3. Functions of IQAC

The IQAC will perform the following functions:
(a) Development and application of quality benchmarks for academic and administrative activities.
(b) Defining and monitoring parameters for various activities to ensure the institution meets the established quality standards.
(c) Budgeting, monitoring, and auditing the implementation of the approved budget for quality assurance activities.
(d) Overseeing the quality assurance of both capital and revenue works within the institution.
(e) Facilitating a learner-centric environment conducive to quality education and promoting faculty development to adopt participatory teaching and learning methods.
(f) Collection, analysis, and dissemination of feedback from stakeholders (students, faculty, staff, alumni, and employers) on institutional processes and outcomes.
(g) Documentation of programs/activities leading to quality improvement.
(h) Acting as a nodal body for coordinating quality-related activities and the dissemination of best practices within the institution.
(i) Maintaining an institutional database through the Management Information System (MIS) to monitor and enhance quality.
(j) Conducting periodic academic and administrative audits and taking corrective actions wherever required.

(k) Submission of the **Annual Quality Assurance Report (AQAR)** to NAAC, post accreditation.

4. Composition of the IQAC

The IQAC will consist of representatives from various stakeholder groups, including:
- Chairperson: The Principal.
- Coordinator: A senior faculty member with expertise in quality initiatives.

Members:
- Faculty from various departments.
- Students and alumni representatives.
- Local community representatives

5. IQAC Meetings

IQAC will meet **at least bi-monthly** with a minimum of **three meetings per semester**. The schedule of meetings will be as follows:
(a) **Pre-Semester Meeting**: Before the commencement of the semester for planning and preparation.
(b) **Mid-Semester Meeting**: To analyze test results and review academic progress.
(c) **Post-Semester Meeting**: To assess the effectiveness of the semester activities and recommend corrective actions.
The quorum for each meeting will be 50% of the total members, and the agenda, minutes, and action taken reports will be documented and maintained in an electronically retrievable format.

6. Department Quality Assurance Cell (DQAC)

Each department will establish its **Department Quality Assurance Cell (DQAC)**, which will implement IQAC policies and ensure departmental activities meet quality standards. DQAC will hold the following responsibilities:
(a) Ensuring pre-semester preparations (e.g., subject allocation, lesson planning, course mapping).
b) Overseeing class tests and assignments to ensure quality and syllabus coverage.
(c) Analyzing results and recommending improvements to the teaching-learning process.
(d) Sending regular reports to IQAC for assessment and further implementation across other departments.

7. Initiatives by IQAC

IQAC has initiated several programs to enhance academic systems, infrastructure, environment, and administrative functions:
Academic Initiatives:
Pre-Semester Preparation: Ensuring completion of academic calendar, subject allocation, time-table preparation, lesson plans, resource materials, and question banks before the start of each semester.

Standardized Teaching-Learning:
Following **Bloom's Taxonomy**, standardizing course objectives (CO), program outcomes (PO), and evaluation systems.
Evaluation System: Introducing innovative assessment methods like **Good Morning Tests** and ensuring the quality of class tests and assignments.
Mentoring: Assigning faculty as mentors for students to guide them academically and personally, ensuring close monitoring of their progress.
Feedback System: Conducting systematic feedback from students, faculty, and other stakeholders to assess the effectiveness of teaching-learning processes.

Infrastructure Initiatives:

Infrastructure Augmentation: IQAC collaborates with departments to assess and propose necessary infrastructural improvements, which are then submitted to the Governing Body for approval and implementation.
Procurement and Inventory Management: IQAC sets guidelines for procurement and inventory management, ensuring regular audits, proper stock verification, and tracking of serviceability and maintenance.

Environment Initiatives:

Green Initiatives: IQAC promotes campus sustainability by increasing the green cover with more tree plantations and scientific waste management systems such as biogas plants.
Waste Management: Proper waste disposal systems, including segregated dustbins, are provided across the campus to ensure cleanliness.

Administrative Initiatives:

HR and Staff Management: The IQAC has implemented a biometric attendance system, annual performance appraisal, and a Staff Handbook to streamline staff responsibilities and policies.
Accounting and Auditing: Clear guidelines for accounting procedures have been issued, and regular internal audits are carried out for transparency.

Monitoring and Evaluation

To ensure the successful implementation of IQAC policies, periodic audits and evaluations are carried out. Feedback from students, faculty, and other stakeholders are collected using standardized formats, ensuring data-driven decisions for quality improvement. These feedback mechanisms are analyzed, and corrective actions are taken as necessary to improve institutional processes.

Conclusion

The **Internal Quality Assurance Cell (IQAC)** at Al-Azhar Engineering College is dedicated to fostering a culture of continuous quality enhancement. Through systematic planning, implementation, monitoring, and evaluation of policies and activities, IQAC aims to ensure the institution's sustained growth and adherence to the highest standards of education and administration.