Vel Tech Multi Tech
Dr.Rangarajan Dr.Sakunthala Engineering College
An Autonomous Institution

Internal Quality Assurance Cell (IQAC)
Handbook

(2022-2023)

About IQAC

Vel Tech Multi Tech Dr. Rangarajan Dr. Sakunthala Engineering College has established in the year 1999 and commenced its academic programmes in 2000-2001. Over the past twenty years, the institution has made conscious and consistent efforts to build on its strengths and excel based on its academic achievements.

The recent reform in the realm of higher education in keeping with national educational transformation and changes derived from globalization , necessitates to actively indulge in the development and implementation of quality benchmarks in all the key performance areas.Committed to sustain its standards in education, Vel Tech Multi Tech Dr. Rangarajan Dr. Sakunthala Engineering College has established its Internal Quality Assurance Cell(IQAC) on 28.10.2016 to institutionalize the process of quality enhancement and sustenance in all the key verticals.

IQAC functions as a centralised point to strategize various quality plans that relates to the internal and external stakeholders of the Institution.

Vision

Developing system of conscious, consistent and catalytic improvement in the overall performance of institution and keeping the institution abreast with quality sustenance activities.

Objectives

- To develop metrics to assess the effectiveness of curricular, co-curricular and extra – curricular activities

- To measure and document actual performance, determine deviations and provide feedback for improvement

- To sustain and enhance the Quality Initiatives of the Institution

- To establish quality circles in the various Departments of the Institution and guide their functioning

- To achieve excellence in Quality Assurance

Primary Functions

- 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

- Collection and analysis of feedback from all stakeholders on quality related institutional processes

- Dissemination of information on various quality parameters to all stake-holders

- 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

- Periodical conduct of Academic and Administrative Audit(AAA) and its follow-up

- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Composition of IQAC

IQAC is composited in the institution under the Chairmanship of Head of the Institution along with heads of important academic and administrative units.

Sl.No.	Name of Member	Role
I Member from Management		
1	Mrs. Rangarajan Mahalakshmi Kishore, Chairperson and Managing Trustee	Member(Management Representation)
II Head of the Institution		
2	Dr.V.Rajamani	Chairman
III Administrative Officers		
3	Dr.K.A.Harish	Academic Coordinator
4	Mr.Sathish	Member(Senior Administrator)
5	Dr.Immanual Arokia James	Member(Senior Administrator)
6	Dr.V.Prabhu	Member(Senior Administrator)

7	Ms.Akila S.	Member(Senior Adminis-trator)
8	Mr.R.Prabhu	Member(Senior Adminis-trator)
9	Dr.M.Selvam	Member(Senior Adminis-trator)
10	Dr.A.Karthikeyan	Member(Senior Adminis-trator)
IV Members Nominated from Senior Teachers		
11	Dr.Thangeswari T	Member(Senior Faculty)
12	Dr.Rajesh Khanna	Member(Senior Faculty)
13	Mr.Ashok S	Member(Senior Faculty)
14	Dr.K.Mohanasundaram	Member(Senior Faculty)
15	Mr.VinuRajkumar	Member(Senior Faculty)
16	Dr.S.Palani	Member(Senior Faculty)
17	Ms.Selvanayaki S	Member(Senior Faculty)
VII Coordinator IQAC		
18	Dr.K.A.Harish	Member Secretary

Quality Circles

Vel Tech Multi Tech Dr.Rangarajan Dr.Sakunthala Engineering College, An Autonomous Institution, has been accredited by NAAC in the year 2016 with 'A' Grade and with an impressive score of 3.49 / 4.0(Cycle 1). The Departments of BME, CSE, ECE, EEE, IT MECH are accredited by National Board of Accreditation (NBA). The Institution stands among the top 200 Institutions(Band 151-200) in NIRF India Raking consecutively for three years in a row (2017,2018,2019). Vel Tech Multi Tech is the first Self Financing Affiliated Institution to bag Diamond rating in maximum categories in QS-IGAUGE Indian College and University Ranking. Our Institution excels as one of the top premiere institutes in India owing to its State of the art Infrastructure, well equipped laboratories, and highly qualified and experienced faculty members. We have been recognized as one of the preferred institutes according to the surveys conducted by GHRDC, CFORE, Silicon India, Careers360, The Times of India, Deccan chronicle, Outlook, Gogetter, and The Week. The IBM's best project awards, car donated by Hyundai to carry out research, Pico satellite projects are a few mile stones in our research achievements.

The Institute is supported by eminent experts from various industries and corporates. The Institute fulfills the expectations of government organizations in Research and Development and has received approximately 20 million INR from various funding agencies such as DST, ICMR, CPRI, SERB, TNSCST etc., and private industries such as Hyundai, IBM and K-Lites. The Institute has a well formulated research committee. Each Department has constituted specialized research group consisting of faculty members and students to explore various research possibilities in the Department. To add on to the research credits, the Departments of ECE, EEE and Basic Sciences like Physics and Chemistry are recognized as Research Centre by Anna University.

The quality circle is constituted by the Head of the Institution. IQAC coordinator is the facilitator and the Director of the respective Department and is the Head of the Quality circle. The planned activities are executed by the IQAC coordinator of the respective Departments.

PLANNING FOR QUALITY

The following are the targets set after due planning for quality measures:

Communication of Objectives and Targets

The objectives and targets are communicated at the beginning of the academic session through various modes of dissemination

Management Information System (MIS)

The MIS format is duly filled by the respective Departments and sent to the IQAC Cell before 10th of every month. The MIS consists of questionnaire which covers areas like Publications, projects undertaken, extra-curricular and co-curricular activities, syllabus completion status, result analysis and place- ments. The format is reviewed and fine-tuned periodically.

Design of Feedback forms

The feedback forms to be received from various stake holders like Student Exit Survey, Parents feedback and Employer feedback are designed by the IQAC and collected every academic year.

Preparation of IQAC Academic Calendar

Annual academic calendar is prepared by the IQAC Director and is conveyed to the IQAC coordinators of the various Departments for the follow up actions.

Quality Assurance and Enhancements

The IQAC acts as a catalyst for Quality Assurance & Enhancement. The regular activities which are coming under the ambit of IQAC are:

Management Review Meetings

Management review meetings are conducted twice a year. One during April for the period covered October to March and second during October for the period covered March to September. IQAC helps in convening the meeting and preparation of the minutes.

Self Appraisal Report

Self-appraisal report is to be filled by the faculty members twice a year. The first one is for the period from January to June and the second one is for the period during July to December. The Performance Based Appraisal System deals with the analysis of the self-appraisal submitted by the faculty members. The same is analyzed and relative scores are drawn. Areas of improvement are identified and discussed with the concerned faculty member.

Student Feedback Analysis

The feedback forms are circulated to the respective Departments at the end of each semester.

Academic Administrative Audit (AAA)

AAA of the departments is conducted once in an year. The departments are assessed based on the parameters covering Department Profile, Curriculum Design and Development, Infrastructure and Learning Resources, Research, Consultancy and Extension,Organization and Governance, Innovative Prac- tices and Placement Progression. IQAC helps in the conduct of AAA.It is conducted by a team comprising of both internal and external members and headed by the Director-IQAC.

Department Review Presentations

IQAC takes the lead in organizing department presentations at the end of the academic year as per the seven criteria prescribed by NAAC.

Institutional Best practices

IQAC collects the best practices followed by each department at the beginning the academic year. All the best practices are compiled in the form of a bookand published every academic year.

Preparation of Academic Calendar of events (UG & PG)

IQAC monitors and ensure the quality and necessity of each event scheduled in the Academic Calendar.

Facilitating process of documentation

The overall documentation is effectively maintained by IQAC which helps in sharing of the information as and when required by the regulatory authorities.

QUALITY PERFORMANCE ASSESSMENT

IQAC plays a key role in the performance assessment by

Collecting information through MIS (Projects / Publications/Conferences/ Placements/ Extra-curricular activities)

The MIS is submitted by the respective Departments. It is compiled under different sections by the IQAC

Documentation of AQAR Every Year

The Director (IQAC) prepares the Annual Quality Assurance Report (AQAR) as per the NAAC guidelines and submits to the Head of The Institution by June every year . The same is also uploaded on the Institution website.

Annual Internal Audit

The assessment of internal audit of Departments is done during March every year and the scores are communicated to the respective Coordinators of the Departments. The areas of concerns are also communicated by the auditors. The audit is done as per the seven criteria laid down by National Assessment and Accreditation Council.

Bi-annual Internal Audit of Administration Examination sys-tem

The assessment of Internal audit of the Administration and Examination units is conducted twice a year. One during March and the other during September and the observations are communicated by the auditors to the concerned.

Analysis of the feedback received from the stake holders

The feedback of the stake holders are analyzed by the respective Coordinators of the Departments and final analysis is done by the Director- (IQAC) who in turn submits to the Head of the Institution for the needful.

Result Analysis

The departments are required to carry out the analysis of the examination re- sults announced at the end of each semester and submit the same to IQAC for needful action and documentation.

Regular Meetings to Discuss Quality Activities

Meetings of IQAC will be conducted once in each semester and special meetings are arranged on need basis.

Minutes of the latest meetings are uploaded in the website regularly.

Best Practices

- Efficient documentation

- Institutionalization of Best Practices

- Healthy competition and networking among the departments

Future Plans

- To introduce e-based feedback system for stakeholders

- To strengthen networking among the stakeholders

- To organize Quality Assurance Workshops and Seminars

- Networking IQAC best practices with other Universities

IQAC Academic Calendar

Period	Plan of Action
June 2nd Week	Result Analysis of Even Semester
June 4th Week	Submission of AQAR
July 2nd Week	Performance Based Appraisal Collection from Faculty
July 4th Week	Hand book & Calendar of Events book distribution to students
August 1st Week	Faculty Feedback
August 2nd Week	Best practices for the academic session to be printed
August 4th Week	Faculty Development Program
September 2nd Week	Women Empowerment Cell Program
October 1st Week	Documentation of the activities of the odd semester
November 1st Week	Internal Audit of Administration
December 2nd Week	Academic & Administrative Audit
December 3rd week	Faculty Development Program
December 4th Week	ISO Documentation
January 2nd Week	Result Analysis of Odd semester
January 3rd Week	Performance Based Appraisal Collection from Faculty
February 1st Week	Faculty Feedback
Ferbruary 3rd Week	Women Empowerment Cell Program
March 1st – 4th week	Documentation for various Ranking and Surveys
April 1st week	collection of Student Exit Surveys
April 4th week	Departmental presentations
May 1st week	Preparation of Budget/ Calendar of Events/ Hand book for the next academic session
June 1st week	Submission of Annual report by the constituent Departments

Table 2: IQAC Academic Calendar

Contact Persons:

Dr.K.A.Harish – Coordinator (IQAC)