FUNCTIONS AND RESPONSIBILITIES OF IQAC

FUNCTIONS OF IQAC

1. **Policy Formulation:** Developing and reviewing policies, guidelines, and procedures related to quality assurance in teaching, learning, research, and administrative processes.
2. **Quality Assurance Planning:** Devising strategic plans and action plans for implementing quality enhancement initiatives across all academic and administrative departments.
3. **Monitoring and Evaluation:** Continuously monitoring and evaluating the effectiveness of quality assurance measures through systematic reviews, audits, and feedback mechanisms.
4. **Documentation and Data Management:** Maintaining comprehensive records of quality assurance activities, including assessment reports, feedback data, and improvement plans.
5. **Faculty and Staff Development:** Organizing workshops, training programs, and seminars to enhance the competencies of faculty and staff in teaching, research, and administrative roles.
6. **Curriculum Development :** Overseeing the review and revision of curricula to ensure alignment with evolving academic standards, industry requirements, and societal needs.
7. **Student Support and Welfare:** Collaborating with relevant departments to ensure the provision of adequate support services for students, including counseling, career guidance, and extracurricular activities.
8. **Quality Assurance in Teaching-Learning Processes:** Promoting innovative teaching methods, technology integration, and assessment strategies to enhance the quality of the teaching-learning experience.
9. **Continuous Improvement:** Promoting a culture of continuous improvement by analyzing data, identifying areas for enhancement, and implementing corrective actions as necessary.
10. **Quality Assurance Reporting:** Preparing and submitting periodic reports on quality assurance activities and outcomes to relevant authorities, including management, governing bodies, and accrediting agencies.

RESPONSIBILITIES OF IQAC

1. **Developing Quality Policies and Procedures:** IQAC is responsible for formulating, reviewing, and updating policies, guidelines, and procedures related to quality assurance in teaching, learning, research, and administrative processes.
2. **Implementing Quality Enhancement Initiatives:** It oversees the implementation of quality enhancement initiatives across various departments and functions within the institution, ensuring alignment with institutional goals and objectives.
3. **Monitoring and Evaluation:** IQAC continuously monitors and evaluates the effectiveness of quality assurance measures through systematic reviews, audits, and assessments, identifying areas for improvement and corrective actions.
4. **Documentation and Record-Keeping:** It maintains comprehensive records of quality assurance activities, including assessment reports, feedback data, improvement plans, and other relevant documentation.
5. **Faculty and Staff Development:** It organizes professional development programs, workshops, seminars, and training sessions to enhance the competencies of faculty and staff in teaching, research, and administrative roles.
6. **Curriculum Development and Review:** IQAC oversees the periodic review and revision of curricula to ensure their relevance, currency, and alignment with academic standards, industry requirements, and societal needs.
7. **Student Support and Welfare:** Collaborating with relevant departments, IQAC ensures the provision of adequate support services for students, including academic counseling, career guidance, and extracurricular activities.
8. **Quality Assurance in Teaching-Learning Processes:** It promotes innovative teaching methods, pedagogical approaches, and assessment strategies to improve the quality of the teaching-learning experience and enhance student outcomes.
9. **Internal and External Communication:** IQAC facilitates effective communication and collaboration among various stakeholders, including faculty, staff, students, management, governing bodies, and external agencies, to foster a culture of quality consciousness.
10. **Quality Assurance in Administration:** Extending quality assurance measures to administrative processes, IQAC ensures efficiency, transparency, and accountability in areas such as admissions, financial management, and infrastructure maintenance.
11. **Continuous Improvement:** It promotes a culture of continuous improvement by analyzing data, identifying areas for enhancement, and facilitating the implementation of corrective actions and quality improvement initiatives as necessary.