

**BETHLAHEM INSTITUTE OF ENGINEERING,
KARUNGAL**



INTERNAL QUALITY ASSURANCE CELL POLICY

CONTENT

1. PURPOSE
2. APPLICABILITY
3. OBJECTIVES OF IQAC
4. FUNCTIONS OF IQAC
5. COMPOSITION OF IQAC
6. TERM AND OFFICE OF THE IQAC MEMBERS
7. OPERATIONAL FEATURES OF THE IQAC

INTERNAL QUALITY ASSURANCE CELL POLICY

1. PURPOSE

This policy manual's purpose is to support the continued development of an academic work culture that is transparent and responsive, especially to students.

2. APPLICABILITY

This policy applies to all the academic and administrative departments of Bethlahem Institute of Engineering.

3. OBJECTIVES OF IQAC

- 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 by internalising quality culture and institutionalising best practices

4. FUNCTIONS OF IQAC

- Development and application of quality parameters for academic and administrative activities
- 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 stakeholders
- Organisation 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
- Development and maintenance of institutional database through MIS to maintain/enhance the institutional quality
- Periodical conduct of Academic and Administrative Audits and its follow-up
- Development of Quality Culture in the college
- Preparation and submission of IIQA and SSR as per the guidelines of NAAC

5. COMPOSITION OF IQAC

The composition of the IQAC as recommended by NAAC:

- Chairperson: Head of the Institution
- A Few Senior administrative officers
- Three to eight Teachers
- One member of the Management
- One/two nominees from local society, Students and Alumni
- One nominee each from Employers /Industrialists/Stakeholders
- One of the senior teachers as the coordinator/Director of the IQAC

6. TERM AND OFFICE OF THE IQAC MEMBERS

The membership of such nominated members shall be for two years. The IQAC should meet at least once every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The agenda, minutes and Action Taken Reports will be documented with official signatures and maintained electronically in a retrievable format

7. OPERATIONAL FEATURES OF THE IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each task is fulfilled. Hence, devotion and commitment to improvement rather than mere institutional control are the basis for devising procedures and instruments to ensure quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. To do this, the IQAC must establish procedures and modalities to collect data and information on various aspects of institutional functioning.