

**Policy Number: DSCET/IQAC/013**

**DHANALAKSHMI SRINIVASAN  
COLLEGE OF ENGINEERING AND TECHNOLOGY**

**Internal Quality Assurance Policy**

<b>Approval Date</b>	: 23 <sup>rd</sup> April 2021
<b>Governing Body Resolution</b>	: 23 <sup>rd</sup> April 2021
<b>Issued for Implementation</b>	: 26 <sup>th</sup> April 2021

**Vision of IQAC:**

One of the main objectives of the Internal Quality Assurance Cell (IQAC) Policy document is to establish a quality culture as the primary focus of Dhanalakshmi Srinivasan College of Engineering and Technology. The institution aims to promote and foster a culture of excellence in all its endeavors.

**Mission of IQAC:**

- To cultivate global competencies to strengthen students' value systems;
- To develop a conscientious, consistent, and catalytic approach to improve academic and administrative performance.
- To organize and systematize the institution's best methods and practices in order to achieve excellence.

**Objectives:**

Quality is paramount importance in every field including education. The policy intends to guide the faculty members and others on college's concern for quality and the mechanisms through which college intends to achieve quality in education and research.

**Scope:**

The quality is to be built into the system and quality can be achieved through assessment of quality. University Grant Commission advocates the establishment of Internal Quality Assurance Cell (IQAC) in every higher education institute.

Dhanalakshmi Srinivasan College of Engineering and Technology is much concerned about the quality of educational programmes. It has established IQAC following UGC guideline. IQAC is most powerful body of the institution and has access to all activities. In fact, IQAC is the watch dog of the institute. Everyone in the institute should cooperate and respect IQAC.

## **General Guidelines:**

- The college establishes Internal Quality Assurance Cell (IQAC) which will not only function as watch dog on quality related issues but also as catalyst promoting quality culture in the college.
- IQAC designs its own SOP for various activities.
- The IQAC may be formed with the following members:
  - Chairperson: Principal.
  - Teachers to represent all level (Three to eight)
  - One member from the Management
  - Few Senior administrative officers
  - One nominee each 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
- The membership of such nominated members is for a period of two years. The coordinator / director may hold office for a period of 2 - 3 years.
- The IQAC should meet at least once in every quarter. The quorum for the meeting is two-third of the total number of members.
- The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- Activities: The IQAC may design formats for documentation of academic activities, cocurricular and extracurricular activities. It periodically reviews the activities.

## **Deployment of IQAC policy:**

### **IQAC committee:**

The following IQAC Committees shall be responsible for carrying out the quality policy and programme. IQAC has been established with department heads, administrative staff, experienced academics, a select group of eminent educationalists, and stakeholders under the chairmanship of the principal. Such

nominated members' membership shall be for a term of two years. The IQAC ought to meet at least once every three months. Periodically, the agenda, minutes, and action taken reports are documented.

The roles / duties of main stakeholders such as students, Alumni, Faculty and college management are indicative in nature as given below:

### **Role of Students**

- Discipline, punctuality, and regularity standards, rules, and guidelines must be followed by students.
- They must achieve the standards in order to keep up good attendance, get the desired results, and hone the necessary presentation abilities.
- Students should offer feedback so that any gaps in the course Curriculum and Teaching-Learning process can be filled.

### **Role of Alumni**

The college's reputation will be upheld if its alumni keep the professors and the institution well-informed about market conditions, technological advancements, and employment prospects.

### **Role of Faculty**

Faculty is responsible for ensuring that students receive high-quality instruction and should maintain discipline in accordance with the institution's norms and policies with the institution's norms and policies.

### **Role of Management**

- Integrate quality as a crucial part of the institution's vision and mission.
- Establish the necessary, empowered committees for maintaining/assuring the highest levels of teaching quality, infrastructure, etc.
- Provide support in terms of infrastructure, manpower, and financial support for faculty to attend national and international conferences and workshops to

update their knowledge and skills.

**Mechanism of Quality Assurance (QA):**

- Ensuring that academic, administrative, and financial tasks are finished in a promptly, efficiently, and progressive approach.
- High-caliber academic and research programmes.
- Affordability and equitable access to academic programmes for all societal groups.
- The improvement and incorporation of contemporary teaching and learning techniques.
- The validity of the evaluation and assessment processes.
- Ensuring that the support system and services are adequate, maintained, and allocated properly.
- Networking with other institutions in India and overseas and sharing research findings.

The policy shall apply to all the faculties, departments, administrative and support staff at institution through:

- (i) Internal quality assurance mechanism—continuous
- (ii) External quality assurance mechanisms—periodic

Regular internal audits will be conducted to ensure that the Quality Policy is implemented.

**Amendments / Review:**

The policy described outlines a process for reviewing and amending the policy as needed to ensure its continued relevance. It also allows any member of the institution, including students, to submit proposals for improving the policy to the IQAC (Internal Quality Assurance Cell). Here's a breakdown of the process:

**Periodic Review:**

The policy will be reviewed at regular intervals to assess its effectiveness and relevance in the current context.

**Proposal Submission:**

Any member of the institution, including students, can submit proposals for improving the policy. These proposals should be forwarded to the IQAC, which is responsible for overseeing the quality assurance processes within the institution.

**IQAC Review:**

The IQAC will review the proposed changes. They will assess the feasibility and suitability of the proposed amendments in line with the objectives of the policy and the institution's requirements.

**Forwarding for Consideration:**

If the proposed changes are found suitable and aligned with the policy's objectives, the IQAC will forward them to the higher authorities. These higher authorities could be the management, governing body, or any relevant decision-making body within the institution.

**Consideration and Decision:**

The higher authorities will consider the proposed changes and make a decision regarding their implementation. They may approve the proposed amendments, reject them, or request further modifications.

Policy Amendment: If the proposed changes are approved by the higher authorities, they will be incorporated into the policy. The policy will be updated accordingly to reflect the approved amendments. This process ensures that the policy remains up-to-date and responsive to the changing needs and circumstances of the institution. It also provides an opportunity for all members, including students, to contribute to policy improvement and development.

