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INTERNAL QUALITY ASSURANCE CELL MALWANCHAL UNIVERSITY, INDORE

IQAC is the Internal Quality Assurance Cell that is formed to ensure the best practices in higher education institutions aiming for NAAC. Malwanchal University initiated the formation of IQAC to develop a system for improving the academic and administrative performance of the constituent institutions under its umbrella.

Vision of the IQAC

To build and ensure a quality culture aimed at all round excellence at the institutional and university level.

Mission of the IQAC

*To channelize and systematize the efforts and measures of all institutions towards academic excellence.

*To be the driving force for ushering in quality and to remove any deficiencies in the academic and administrative process.

Objectives of the IQAC-

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the university.
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.

Composition of IQAC-

As proposed by the Academic Council, Malwanchal University and approved by the Board of Management, Malwanchal University (resolution no. dated 14/08/2021) the composition of IQAC is as follows-

- *Chairperson: Vice Chancellor of the University
- *Head of Institution of all constituent institutions
- *Members from the Management
- *Few senior administrative officers
- *Nominees from local society, Students, alumni and non-teaching staff members
- * Nominees from Employers/Industrialists/Stakeholders
- *One of the senior faculty as the Director of the IQAC

Standard Operating Procedures-

1. The tenure of IQAC will be for a continuous period of 2 years from the date of appointment.
2. The Meeting of the IQAC will be conducted quarterly. The quorum for the meeting shall be two-third of the total number of members. Additional meetings may be held as and when required.
3. Secretary in consultation with the chairperson will decide the agenda and send communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance.
4. Minutes of the meeting will be sent to the members and uploaded to institutional website also.
5. The agenda, minutes and action taken reports will be documented in hard and soft copy formats.
6. Academic and Administrative audits will be done after completion of the academic year. The Schedule of the audit will be finalized by the Chairperson after discussion with the members during the IQAC meeting. Audit reports will be sent to the departments for corrective action.
7. IQAC will prepare annual calendar of the events to be organised at the university and institutional level.
8. After the first cycle of NAAC accreditation of the university, AQAR will be prepared and discussed during the IQAC meeting. Finalized AQAR will be placed before CCouncil for the approval and the approved AQAR will be submitted to the NAAC.
9. All correspondence to and from IQAC will be through a dedicated e-mail id registrar@malwanchaluniversity.com.

Functions:

1. Assessing the documents furnished by individual institutions and authenticating the same with the supporting documents.

2. Strengthen the education system of the institutions through initiatives, innovation and excellence by conducting annual academic & administrative audits.
3. Standardize academic related mechanisms and SOP's to be followed and introduce accountability at all levels.
4. Assessment and enhancement of teaching - learning & evaluation processes being followed at institutional level.
5. Plan & Promote activities in the form of FDP's, seminars and workshops in order to improve quality education aspect of the university.
6. Development and application of quality benchmarks/parameters for various academic and administrative activities of the University.
7. Facilitating the creation of a learner centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
8. Review of feedback responses from students, parents and other stake holders on quality related institutional process.
9. Acting as a nodal agency of the University for co-ordinating quality related activities, including adoption and dissemination of good practices.
10. Organization of inter and intra university workshops/ seminars on quality related themes and promotion of quality circles.

IQAC Activities:

- 1) Setting standards for various academic and administrative activities.
- 2) Documentation of programs and activities for review and assessment with purpose of increasing quality standards.
- 3) Organization of workshops and seminars on promotion of quality.
- 4) Feedback collection from various stakeholders for continuous quality improvement.
- 5) Accreditation of institutions through various agencies like NABH, NABL etc.