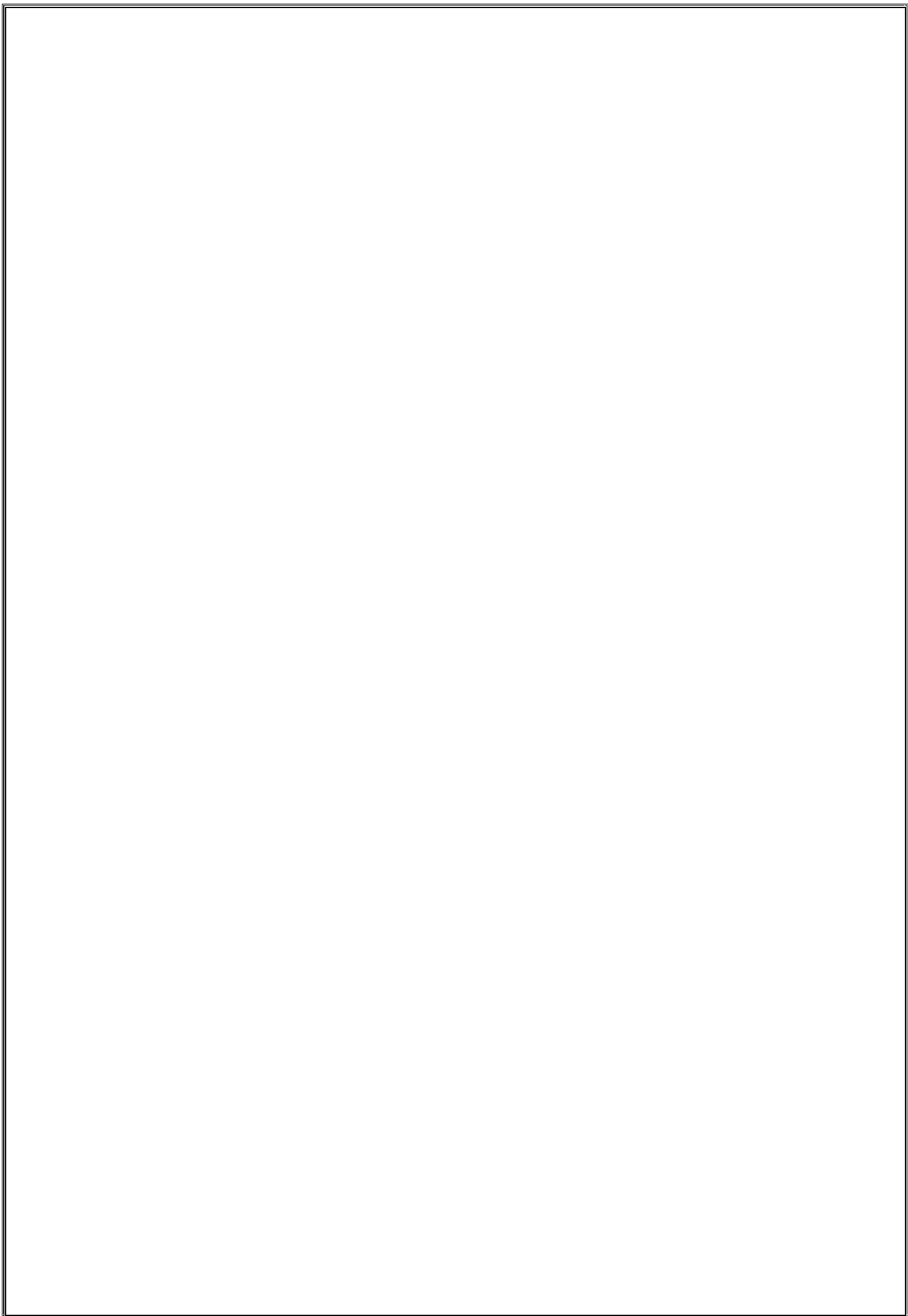


**JAIN UNIVERSITY**  
Declared as Deemed-to-be University u/s 3 of the UGC Act 1956

**INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)**

**HAND BOOK**



## Internal Quality Assurance Cell

### About IQAC

Jain University was declared as a Deemed to be University in December 2008 and commenced its academic programmes in 2009-10. Over the last seven years, the University has made conscious and concerted efforts to build on its strengths and consolidate on its achievements.

The recent changes in the realm of higher education, in keeping with national educational reforms and the challenges brought in by globalization, necessitates to actively engage in the development and implementation of quality benchmarks in all their key performance areas. Committed to sustain its standards in education, Jain University has established the Internal Quality Assurance Cell (IQAC) on 12<sup>th</sup> December 2009 to institutionalize the process of quality enhancement and sustenance in all the key areas.

IQAC functions as a central point for strategizing various Quality plans that relates to the faculty as well as the students of the University.

**As rightly quoted by John Ruskin “Quality is never an accident; it is always the result of intelligent effort.”**

**We believe in “Quest for excellence at all levels”.**

#### **Vision:**

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

#### **Major objectives of IQAC at Jain University:**

- 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 establish quality circles in the various Schools of the University and guide their functioning
- To sustain and enhance the Quality Initiatives of the University
- To achieve excellence in Quality Assurance.

**Primary Functions:**

IQAC at Jain University functions as a nodal point for strategizing various *Quality plans* to the faculty as well as to the students. The IQAC, comprises of senior faculty members, distinguished educationists representatives of management and various other stakeholders. It has to undertake the following activities:

- Timely documentation and progressive performance of academic and administrative tasks
- Optimization and integration of contemporary methods of teaching-learning and evaluation
- Heightened level of clarity and focus in institutional functioning towards quality culture
- Integration and institutionalization of various activities to facilitate good practices

**COMPOSITION OF IQAC**

The composition of IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. They attend IQAC meetings and give valuable suggestions. They are invited as experts to the departmental presentations. The composition of the IQAC is as follows:

| Sl.No | Category                       | Composition   |
|-------|--------------------------------|---|
| 1     | Chairperson                    | <ul style="list-style-type: none"> <li>• Vice Chancellor</li> </ul>   |
| 2     | Senior Administrative Officers | <ul style="list-style-type: none"> <li>• Pro Vice Chancellor</li> <li>• Registrar</li> <li>• Director (Academics &amp; Planning)</li> <li>• Dean (Research)</li> <li>• Dean-Student Welfare</li> <li>• Controller of Examinations</li> <li>• Joint Registrar</li> </ul> |
| 3     | Deans                          | <ul style="list-style-type: none"> <li>• 3 Deans of Faculty (by Rotation)</li> </ul>  |
| 4     | Directors- Schools             | <ul style="list-style-type: none"> <li>• Directors of Schools</li> </ul>  |

| Sl.No | Category                   | Composition  |
|-------|----------------------------|--|
| 5     | Senior Faculty Members     | <ul style="list-style-type: none"> <li>• 04 Professors</li> <li>• 03 Associate Professors</li> </ul> (By Rotation) |
| 6     | Management Representatives | <ul style="list-style-type: none"> <li>• 02 (By Rotation)</li> </ul>   |
| 7     | Members from the Industry  | <ul style="list-style-type: none"> <li>• 02 (By Rotation)</li> </ul>   |
| 8     | Eminent Academicians       | <ul style="list-style-type: none"> <li>• 02 (By Rotation)</li> </ul>   |
| 9     | Student Representatives    | <ul style="list-style-type: none"> <li>• 02 Students on rotation basis</li> </ul>                                  |
| 10    | Parents                    | <ul style="list-style-type: none"> <li>• 02 Parents on rotation basis</li> </ul>                                   |
| 11    | Non-Teaching Staff         | <ul style="list-style-type: none"> <li>• 02 (By Rotation)</li> </ul>   |
| 12    | Director - IQAC            | <ul style="list-style-type: none"> <li>• Member Secretary</li> </ul>   |

### QUALITY CIRCLES

Jain University is spread across five campuses comprising of nine Schools. It has established six Faculties namely Faculty of Commerce, Faculty of Engineering and Technology, Faculty of Languages, Faculty of Management, Faculty of Sciences and Faculty of Humanities and Social Sciences. The University has Research, Postgraduate and Undergraduate Programmes in all the Faculties. Each Faculty has carved a niche for itself as a `space for educational excellence` in its chosen domain and has a stamp of unique authenticity, adding tremendous academic value and quality.

The quality circle is constituted by the Vice Chancellor for every School . IQAC Director is the facilitator and the Director of the respective School is the Head of the Quality circle. The planned activities are executed by the IQAC coordinator of that School

### PLANNING FOR QUALITY

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

1. **Communication of Objectives and Targets:** The objectives and targets are communicated at the beginning of the academic session. There are a set of 12 objectives for the Schools and 13 objectives for the administrative offices.
2. **Management Information System (MIS) :** The MIS format is duly filled by the respective Schools and sent to the IQAC office before 10<sup>th</sup> of every month. The MIS consists of 34 questions which covers areas like Publications, projects undertaken, extra-curricular and co-curricular activities, syllabus completion status, result analysis and placements. The format is reviewed and fine-tuned periodically.

3. **Design of Feedback forms:** The feedback forms to be received from various stake holders like Student Exit Questionnaire, Parents feedback and Employer feedback are designed by the IQAC and collected every academic year.
4. **Preparation of IQAC Academic Calendar:** Annual academic calendar is prepared by the IQAC Director and is conveyed to the IQAC coordinators of the various Schools for the follow up actions.

### **SUPPORT IN QUALITY SUSTENANCE & ENHANCEMENT**

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

1. **Preparation for ISO Certification by TUV Rhineland for ISO 9001 : 2008:**

Audit of the constituent units and administrative units so as to renew the ISO certification by TUV Rhineland every year, is conducted by the Director (IQAC) and the Dean (Student Welfare)

2. **Convening Biannual 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.

3. **Self-Appraisal Report from faculty members:**

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 (PBAS) 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.

4. **Students' feedback of the courses and the evaluation of teachers:**

The feedback forms are circulated to the respective Schools at the beginning of the odd semester and at the end of the even semester.

5. **Academic & Administrative Audit(AAA) :**

AAA of the departments is conducted once in 3 years. The departments are assessed based on 48 parameters covering Department Profile, Curriculum Design and Development, Infrastructure and Learning Resources, Research, Consultancy and Extension. Infrastructure & Learning Resources, Organization and Governance, Innovative Practices 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-Academics & Planning.

6. **Collation of information for Ranking Agencies:**

IQAC helps in collating the information for the questionnaire provided by the ranking surveys like India Today, Week KSURF and the like.

7. **Department presentations:**

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

8. **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 book and published every academic year.

9. **Preparation of Academic Calendar of events (UG & PG):**

Each School submits the information for Student Hand book and Calendar of events for that academic year which is circulated to the students at the beginning of the academic session. IQAC monitors the preparation of the academic calendar.

10. **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 Schools. It is compiled under different sections by the IQAC
- **Documenting information to prepare AQAR every academic session:** The Director (IQAC) prepares the Annual Quality Assurance Report (AQAR) as per the NAAC guidelines and submits to the Vice Chancellor by June every year . The same is also uploaded on the university website.
- **Annual Internal Audit of Schools:** The assessment of internal audit of Schools is done during August every year and the scores are communicated to the respective Directors of the Schools. 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 system:** 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 Directors of the Schools and final analysis is done by the Director- (IQAC) who in turn submits to the Vice Chancellor for the needful.
- **Result Analysis:** The departments are required to carryout the analysis of the examination results 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 are conducted once in each semester and special meetings are arranged on need basis.

| Year | Number |
|------|--------|
| 2009 | 03     |
| 2010 | 02     |
| 2011 | 03     |
| 2012 | 04     |
| 2013 | 03     |
| 2014 | 04     |
| 2015 | 05     |
| 2016 | 04     |
| 2017 | 04     |

(Minutes uploaded in the University website [www.jainuniversity.ac.in](http://www.jainuniversity.ac.in))

### **INTERNATIONAL DELEGATIONS**

The following delegates have visited during the past five years to know the functioning and activities of IQAC of Jain University:

#### **2011**

- Mr. Molia Taioalo Mata'u, Quality Assurance Officer from Secretariat of the Pacific Board for Educational Assessment, SPBEA, Suva, FIJI Islands

#### **2013**

- Prof. Jasmina Havranek, Director of Croatian Agency for Science and Higher Education



**2016**

- Two Professors from Sweden Prof. Ulf Melstrom & Prof. Per Anders Forstop visited to interact with the faculty on "Research Questions on Private & Public universities".
- Prof. Surendra Bissondayal, Chairman of Tertiary Education Commission, Mauritius.

**ENDORSEMENTS**

- **Awarded 4 Stars in the Young University Category in Karnataka during the 2017 KSURF ranking**

The Executive Committee of the Karnataka State Higher Education Council, Department of Higher Education, Government of Karnataka on the recommendation of the duly appointed agency ICARE RATINGS has rated Jain University as a four star institution with a Score of 661 out of 1000 in the category of YOUNG University on the basis of comprehensive performance metrics as set out in the Karnataka State Universities Rating Framework (KSURF) on the 31st of March 2017.

- **20th Among Top 50 Universities in India in India today Survey.**

Jain University is constantly ranked among Top five Private and Deemed Universities in India by **INDIA TODAY**.

- **ISO Certification by TUV Rhineland for ISO 9001:2008**

Jain University is certified by TUV Rheinland ISO 9001:2008 for Design and development of Course Curriculum, Conduction of Examinations and Management of Evaluation Processes, Award of Degree Certificates, Management of Programme Delivery at Undergraduate, Postgraduate and M.Phil./Ph.D./other Research Programmes at Constituent Schools and Research Centers as per UGC Regulations.

**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 liason among the stakeholders
- To organize Quality Assurance Workshops and Seminars
- Networking IQAC best practices with other Universities

**IQAC ACADEMIC CALENDAR**

| <b>Period</b>                                | <b>Plan of Action</b>  |
|--|--|
| June 4 <sup>th</sup> week                    | Result Analysis of Even semester   |
| July 2 <sup>nd</sup> week                    | Online Submission of AQAR  |
| July 2 <sup>nd</sup> week                    | PBAS for January -June to be collected from each center  |
| July 1 <sup>st</sup> week                    | Hand book & Calendar of Events book for the academic session to be printed and distributed to students |
| August 1 <sup>st</sup> week                  | Faculty Feedback   |
| August 2 <sup>nd</sup> week                  | Best practices for the academic session to be printed  |
| August 4 <sup>th</sup> week                  | Internal Audit of the centers  |
| September 1 <sup>st</sup> week               | Faculty Development programme  |
| September 3 <sup>rd</sup> week               | Women cell activity  |
| October 1 <sup>st</sup> week                 | Documentation of the activities of the odd semester  |
| November 1 <sup>st</sup> week                | Internal Audit of Administration   |
| December 2 <sup>nd</sup> week                | Academic & Administrative Audit  |
| December 2 <sup>nd</sup> week                | Faculty Development programme  |
| December 3 <sup>rd</sup> week                | ISO Audit preparations   |
| January 1 <sup>st</sup> week                 | ISO Audit by TUV Rheinland   |
| January 2 <sup>nd</sup> week                 | Result Analysis of Odd semester  |
| January 3 <sup>rd</sup> week                 | PBAS for June -December to be collected from each center   |
| February 1 <sup>st</sup> week                | Faculty Feedback   |
| February 3 <sup>rd</sup> week                | Women cell activity  |
| March 1 <sup>st</sup> - 4 <sup>th</sup> week | Collection of data for Week Hansa research / India Today surveys                                       |
| April 1 <sup>st</sup> week                   | Collection of Student Exit Questionnaire   |
| April 4 <sup>th</sup> week                   | Departmental presentations   |
| May 1 <sup>st</sup> week                     | Preparation of Budget/ Calendar of Events/ Hand book for the next academic session                     |
| June 1 <sup>st</sup> week                    | Submission of Annual report by the constituent units   |

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