



**INTERNAL QUALITY  
ASSURANCE CELL  
(IQAC)**

**HAND BOOK**

## Internal Quality Assurance Cell

### About IQAC

JAIN (Deemed-to-be University) was declared as a Deemed to be University in December 2008 and commenced its academic programmes in 2009-10. Over the past decade, 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 Policy Framework and the challenges brought in by globalization, necessitates HEIs 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 (Deemed-to-be 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 nodal 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."**

**JAIN believes 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 (Deemed-to-be 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 cells 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 (Deemed-to-be University) functions as a nodal point for strategizing various *Quality plans* to the faculty as well as to the students. The IQAC, comprises 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
	Distinguished Visitor	<ul style="list-style-type: none"> <li>• Pro Chancellor</li> </ul>
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> </ul>

Sl.No	Category	Composition
		<ul style="list-style-type: none"> <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>
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>

The following is the composition of IQAC of Jain (Deemed to be University) for the period 2018-2020 as per NAAC guidelines.

Pro -Chancellor	Dr. N Sundararajan	Distinguished Visitor
Vice Chancellor	Dr. Raj Singh	Chairperson
Director- Academics & Planning	Prof. Sridhara Murthi KR	Senior Administrative Officer
Registrar	Dr. N V H Krishnan	
Dean- Student Welfare	Dr. Rajani Jairam	Deans
Dean- Languages	Dr. Mythili P Rao	
Dean- Commerce & Industry-Interface	Dr. Easwaran Iyer	
Dean- Management	Dr. Dinesh Nilkant	
Director- School of Sciences-B-1	Dr. Varalakshmi K N	Directors
Director- School of Commerce	Dr. Vasu B A	
Director – School of Engineering	Dr. Hariprasad S A	
Director- IQAC	Dr. Asha Rajiv	
	Dr. Geetha Madhusudan	

IQAC Coordinators	Dr. Srividya Shivakumar	Senior Faculty members
	Dr. Vijayalakshmi P	
	Dr. Kiran K S	
	Dr. Hemanth Kumar S	
Director- M P Birla Institute of Fundamental Research	Dr. G.S.D.Babu	Eminent Academician
Former Director, Institute for Social and Economic Change (ISEC)	Dr. R.S. Deshpande,	Industry Representative
Management	Mr. Ravindra Bhandary	Management
	Mr. Inderchand Singhi	Representatives
Examination Staff	Mr. Udaya Kumar Soori	Non-Teaching Representatives
Controller of examinations	Mr Manjunath N S	
Deputy Controller of Examinations	Mr. Parthasarathi R	
III Sem B.Com( ACCA) Student	Kanishka Sondur Reg No – 18BCHR0032 Contact No - 9654146406	Student Representatives
II Sem BBA Student	Shresta Poddar Reg No – 18BBAR0379 Contact No - 9334157666	
III Sem B.Sc. Student's Parent	Mr. Manjunatha Pappana Contact No - 8884738116 (Himajamanjunatha 3 <sup>rd</sup> B.Sc. – CMbt, Reg No – 18BSR03026)	Parent Representatives
V Sem B.Sc Animation Student's Parent	Shakuntala Bellodona Contact No - 9611199016 (Srivatsa Belladona 5 <sup>th</sup> Sem B.Sc. Animation Reg No – 17BSNR0060)	

### QUALITY CELLS

JAIN (Deemed-to-be University) is spread across Six campuses comprising of Ten 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 Arts, 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 cell 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 cell. 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 for ISO 9001 : 2008:**

Audit of the constituent units and administrative units so as to renew the ISO certification 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 every year. The departments are assessed based on 48 parameters covering Profile, Curriculum Design and Development, Infrastructure and Learning Resources, Research Consultancy and Extension. Infrastructure & Learning Resources, Research, Consultancy and Extension, 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.

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

**IQAC ACHIEVEMENTS**

- State level Awareness Workshop for Non Accredited colleges in collaboration with NAAC UGC
- ISO 9001:2015 certification by TUV NORD
- Documentation towards ranking Surveys has led to following laurels:
  - Participation in NIRF Ranking 2018-19 : Overall – 151-200, Engineering – 115, Management – 76-100
  - Participation in NIRF Ranking 2019-20 : Overall – 100 – 150, University – 85<sup>th</sup> Rank, Engineering - 117
  - MBA program of CMS Business School has been graded ‘A’ at National Level and ‘A star’ at State level by CRISIL Business School Grading.
  - Awarded by Ed Tech Review Awards for the best excellence and innovation in Engineering
  - Biological Sciences listed as one of the India’s 10 best institutions for 2019.
  - Participation in in QS BRICS Ranking: 351 – 400 Band
- Regular meeting of Internal Quality Assurance Cell (IQAC)
- Timely submission of Annual Quality Assurance Report (AQAR) to NAAC
- Feedback from all stakeholders collected, analyzed and action taken for improvement.

**UNIQUENESS OF IQAC**

- Efficient documentation
- Institutionalization of Best Practices
- Healthy competition and networking among the departments
- Yearly Internal Audit of all Schools
- Biannual Internal audit of Administration and examination Cell
- Assistance to Non- accredited/ accredited Colleges for applying to NAAC for accreditation
- Constant monitoring of Teaching-Learning process.

**FUTURE PLANS**

- To introduce e-based feedback system for stakeholders
- To strengthen liaison 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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