



IQAC POLICY



MEENAKSHI COLLEGE OF ENGINEERING

No. 12, Vembuliamman Koil Street, West K. K. Nagar, Chennai – 600 078

Internal Quality Assurance Cell (IQAC) Policy

Scope: The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Purpose:

The purpose of this policy manual is to:

- Support the continued development of an academic work culture that is transparent and responsive, especially to students.
- Establish and maintain quality systems and procedures to rigorously evaluate our strengths and weaknesses and respond effectively to improve.
- Support collaboration, sharing, and accountability to our stakeholders.
- Continually improve the quality of the student experience and our service to employers by monitoring, reviewing, developing, and enhancing standards of learning, teaching, and assessment.
- Provide mechanisms for our students, employers, and other stakeholders to express their views, provide feedback, and participate in decision-making.
- Develop and set standards and targets for all areas of activity.
- Encourage the involvement of all members of the college in the review of performance, the maintenance of high standards, and the setting and achieving of quality improvement targets.
- Operate within the context of a coherent and transparent planning and quality assurance and enhancement cycle.
- Ensure that staff in all areas of activity connected with learner and employer experience aspire to excellence and develop the skills to respond effectively to the challenges of self-assessment, analysis, and continuous improvement.

Vision of IQAC

To ensure and enhance quality in teaching-learning, research, and outreach activities, enabling the institution to achieve excellence.

Mission of IQAC

- To establish a quality assurance framework in teaching-learning process by covering outcome-based education strategies
- To establish and maintain a system for consistent evaluation, monitoring, and

improvement of the institution's academic and administrative processes.

- To ensure transparency and accountability in all institutional activities and creating the platform for lifelong learning

Quality Policy

To create globally competent and ethical professionals and meet the emerging needs of industries and society through:

- Innovations in teaching and learning for enhancement of student potential.
- Applied research in terms of quality publications, patents & sponsored projects.
- Industry interaction for experiential learning & consultancy activities for students and faculty members, Entrepreneurship and Start-up works.
- Outreach activities for community development

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 through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- b) Relevant and quality academic/ research programmes
- c) Equitable access to and affordability of academic programmes for various sections of society
- d) Optimization and integration of modern methods of teaching and learning
- e) The credibility of assessment and evaluation process
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions of IQAC

The IQAC in Meenakshi College of Engineering is established to develop a mechanism for systematic reviews of study programs and to ensure quality teaching-learning, research, knowledge generation, and support services. Its functions include:

- **Establish a Quality Assurance Framework:** Develop a comprehensive framework that outlines quality standards, procedures, and metrics. This framework should be aligned with the institute's vision and mission.
- **Leadership Commitment:** Ensure that the leadership team is committed to quality enhancement. Their support is crucial for setting the tone and providing the necessary resources for quality initiatives.
- **Training and Development:** Conduct regular training sessions for faculty, staff, and students to foster a culture of continuous improvement. This can include workshops on best practices, new methodologies, and quality management principles.
- **Quality Audits:** Implement regular internal audits (Internal Quality Audit and Academic and Administrative Audit) to assess the effectiveness of existing processes and identify areas for improvement. Use the findings to make data-driven decisions.
- **Stakeholder Involvement:** Engage all stakeholders, including students, faculty, staff, and external partners, in the quality enhancement process. Their feedback can provide valuable insights into areas needing improvement.
- **Recognition and Incentives:** Recognize and reward individuals and teams who contribute significantly to quality enhancement. This can motivate others to adopt a quality-centric approach.
- **Continuous Monitoring and Evaluation:** Establish a system for ongoing monitoring and evaluation of quality initiatives. Use key performance indicators (KPIs) to measure progress and make necessary adjustments.
- **Best Practices Sharing:** Create a platform for sharing best practices within the institute. Encourage departments to learn from each other's successes and challenges.
- **Feedback Mechanisms:** Implement effective feedback mechanisms to collect input from students, faculty, and staff. Use this feedback to make informed decisions and improvements.
- **Commitment to Excellence:** Foster a mindset of excellence throughout the institute by embedding quality as a core value in all activities and processes.

IQAC will prepare and submit the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Benefits

IQAC will facilitate / contribute to

- a) Ensure clarity and focus on institutional functioning towards quality enhancement
- b) Ensure internalization of the quality culture
- c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- d) Provide a sound basis for decision-making to improve institutional functioning
- e) Act as a dynamic system for quality changes in HEIs
- f) Build an organized methodology of documentation and internal communication.

Composition of the IQAC

IQAC of Meenakshi College of Engineering is constituted (as detailed in guidelines for creation of the IQAC given by NAAC) under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

IQAC Membership and Meeting schedule

The membership of nominated members shall be for a period of 2 years. The IQAC should meet at least twice in an academic year, with documented minutes and action taken reports. The valuable suggestions from the members received in the meeting will be taken into consideration in the planning/execution of IQAC strategic plans.

IQAC Members (Academic Year: 2024-25) Updated on 01.12.2024.

S. No.	Name of the Member	Designation	Representation
1	Dr. N. Rengarajan	Executive Director	Management Nominee
2	Dr. S. Anandakumar	Principal	Chairperson
3	Dr. K. Ramesh	Professor, Dept. of E.C.E.	Director of the IQAC
4	Mr. G. Venkatesan	Vice Principal	Senior Admin. Officer
5	Mr. K. Soundararajan	Administrative Officer	Senior Admin. Officer
6	Dr. R. S. Muralitharan	HoD, Dept. of Civil Engg.	Member
7	Mr. M. Uma Chakkaravarthy	HoD, Dept. of Architecture	Member
8	Dr. CH. Saradha Devi	HoD, Dept. of C.S.E.	Member
9	Dr. V. Sri Vidya	HoD, Dept. of E.E.E.	Member
10	Mrs. R. Ananda Prabha	HoD, Dept. of E.C.E.	Member
11	Mr. G. Venkatesan	HoD, Dept. of E.I.E.	Member
12	Dr. C. Ramesh Kumar	HoD, Dept. of M.E.	Member
13	Dr. Sheryl Radley	HOD, I.T.	Member
14	Ms. S. R. Kalaiarasi	HOD, Dept. of Management Studies	Member
15	Mr. K. Ramdev	HOD, Dept. of Computer Applications	Member
16	Dr. M. Jayavel	HOD, S&H	Member
17	Mr. M. Sathish	MAHER (Deemed to be University)	Nominee from local area
18	Mr. I. R. Jeremiah	B. E. (C.S.E.)	Students Representative
19	Mrs. R. Sathyapriya	Nominee	Alumni Representative
20	Mr. N. Kathir Vel	DTCC -AD	Industrialist
21	Mr. P. Kandan	Nominee	Stakeholder (Parent)