

Internal Quality Assurance Cell



Agriculture and Food Management Institute

Belawadi, Srirangapatna Taluq, Mandya Dist – 571 438

Web Site: www.afmiworld.in

Operational manual

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Preface

Internal Quality Assurance Cell of Agriculture and Food Management Institute, Mysore is established as an auxiliary part of education the institute offers. The very objective of IQAC is to develop a system for practical and consistent action to improve and sustain the academic and administrative performance of the institution. IQAC shall also recommend measures for institutional functioning towards quality improvement through internalization of quality culture and institutionalization of best practices.

‘To really understand something is to be liberated from it’ is the core value of penning down this Operational manual. The manual touches upon all important functional modules of the IQAC, clear policy as to how the activities of IQAC are to proceed on this institutional journey. To be able to give direction in organizing and in managing the various tasks at hand, this manual will serve as a guide to the members.

Quality is never an accident; it is always the result of intelligent effort and hence this manual seeks to find intelligent ways in uplifting academic and administrative practices instituted in the institution.

To make this manual relevant, it is recommended that this work be reviewed and be revised periodically as the need arises.

Prof. Saurab Sinha
Director,

DrChandrasena V
MemberSecretary
IQACI,AFMI

1. Introduction

Quality assurance is a derivative of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and tools for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for education is done efficiently and effectively with high standards.

The 'Internal Quality Assurance' of an institute is instituted to uphold and enhance the overall performance. The said cell is Internal in the sense that it comprises of established pupil from within the organization that have proven over time to be the lead in prophesying the Quality. Quality, although perceivable differently, for the purpose of upholding the core values of the institute are defined as "A good effectiveness & efficiency; Effectiveness: performance/result, Efficiency: zero free error".

Quality as defined is a common parameter for all the practices that are in progress in the institute. It is therefore applicable to

1. Academic Practices

2. Administrative Practices.

1.1 Quality in Education

Education is human right & a public good. Government & other public authorities therefore profess a number of measures to ensure that a quality education service is available freely to all citizens from early childhood into adulthood.

1.2 AFMI Quality Education

A good quality education in the field of both technical and management is one that provides all learners, organizations and communities with capabilities they require to become economically productive, develop sustainable livelihoods, contribute to peaceful, harmonious and empowered societies and enhance individual well being and equality.

1.3 AFMI Quality Education Objectives

- IQAC is to develop a system for practical and consistent action to improve and sustain the academic and administrative performance of the institution.

- IQAC shall also recommend measures for institutional functioning towards quality improvement through internalization of quality culture and institutionalization of best practices.

2. Roles and Responsibilities of the Committee

2.1. Evolve Mechanisms and Procedures

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Ensure relevance and quality of academic and research programs.
- Integration and optimization of modern methods of teaching and learning.
- Setup credibility of evaluation procedure.
- Ensuring the adequacy, maintenance and functioning of the support structure and services.

2.2. Functions

Functions expected of the IQAC consist of:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes.
- Documentation of the various programs/activities leading to quality improvement.
- Acting as a nodal agency of the institution for quality-related activities.
- Preparation of the Annual Quality Assurance Report (AQAR).
- Highlight level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture for Quality and Excellence in Higher Education.
- Enhancement and integration among the various activities of the institution and institutionalize of many good practices.

- Provide a sound basis for decision making to improve institutional functioning.
- Act as a change agent in the institution.
- For better internal communication.

3. Internal Quality Assurance Committee

The composition of the IQAC is as follows:

SI No	Name	Position
1	Prof. Saurab Sinha	Chairman
2	Prof. Rajeev C	Member
3	Prof. Ameen Shariff	Member
4	Prof. Ravi B I	Member
5	Prof. KalpanaKoppar	Member
6	Prof. Chandrasena V	Member

4. Procedure of IQAC

The Procedure and modalities to collect data and information on various aspects of institutional functioning is as follows.

- I. With concern of Chairman Meeting and agendas are scheduled from Member Secretary and passed through circulars in advance.
 - a. Agenda may include: Teams Formation, audit dates, schedules, descriptive analysis, and brain storming sessions for solutions, revision and implementation plan.
- II. Members are to escort the detailed report of the said agenda to the said meetings.
- III. Member secretary posts the meetings in front of Chairman and all Committee Members.
- IV. Chairman takes over agendas for discussion.
- V. Member secretary concludes each of the agendas in the form of minutes of meeting.

4.1. Agendas - Academic Aspect

- Designing and implementing effective teaching and learning processes
- Identifying curricular gaps and strategy to bridge the gaps
- Developing and using outcome based student assessment
- Implementing quality education in research, co-curricular and extracurricular

4.2. Agendas - Administrative Aspect

- Assuring transparency in flow of communication and information
- Implementing system policies, procedures and practices
- Ensuring workload distribution and delegation of jobs
- Follow and practicing protocols and hierarchy
- Managing database and supporting documents

4.3. Execution Plan of IQAC

4.3.1. IQAC Team Structure

- IQAC will have 3 teams.
- Each team comprises of 5 members that may or may not comprise of IQAC Chairman, Member Secretary and external member.
- One member in the team will be designated as coordinator.

4.3.2. Formation of teams

The teams shall be formed in IQAC central committee meeting by the chairman and documented in the proceedings.

4.3.3. Roles of teams

- I. Collect the Audit appointment letter and audit formats from the member secretary.
- II. Conduct Academic and Administrative Audit as per the allotment and as per the guidelines communicated in the IQAC meeting proceedings. During Auditing, the following must be upheld.
 - a. Meticulous Checking of all relevant data
 - b. Award marks unanimously
 - c. Maintain confidentiality of the audit
 - d. Keep from passing comments/suggestions/etc to the staff members of the department/ sections.
- III. Submit Audit reports to IQAC Member Secretary in ceiled envelop.
 - a. Any recommendations derived during the audit must duly be submitted.
 - b. Report the best and below par practices of the department / sections.

4.3.4. Role of the Member Secretary

The Member Secretary shall, in consultation with the Chairman, execute the following.

- I. Facilitate for conduction of IQAC meetings (Circulating the agendas and schedules, documenting of proceedings and maintaining the same)
- II. Facilitate education to IQAC
- III. Preparation of Annual Audit Schedules.
- IV. Consolidation of the Audit reports.
- V. Facilitate for submission of consolidated reports with necessary remarks to the chairman.
- VI. Upon the declaration from the chairman, facilitate for disseminating the same to all the stake holders.

4.3.5. Role of the Chairman

All matters pertaining to IQAC shall be endorsed by the chairman. The matters may comprise of the following.

- I. Constituting / dissolving of all necessary teams.
- II. Declaration of ranks for all academic departments and administrative sections.
- III. Facilitate for quality enhanced practices to be implemented.