

Internal Quality Assurance Cell – IQAC

KCT BUSINESS SCHOOL

STRUCTURE OF IQAC

The IQAC is constituted under the chairmanship of the Head of the Department of Master of Business Administration. He will be assisted by three co-ordinators who shall be faculty members of the department. This position may be held as an additional charge by the faculty member concerned. IQAC members will be assisted by two non –teaching staff members.

OBJECTIVES OF IQAC

- To ensure continuous improvement in the entire academic process of the department.
- To ensure stakeholders connected with higher education, namely parents, teachers, staff, employers, funding agencies and society in general, of its own quality and probability.

FUNCTIONS OF IQAC

- Development and application of quality benchmark/parameters for the various academic and administrative activities of the department.
- Acting as a nodal agency of the department for quality–related activities.
- Preparation of Half Yearly Quality Assurance Report and such other reports as may be decided from time to time.
- Dissemination of information on quality aspects.
- Organization of discussions, workshops, seminars and promotion of quality circles.
- Recording and monitoring quality measures of the department
- 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.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes; Dissemination of information on the various quality parameters of higher education.

- Documentation of the various programs /activities of the Department, leading to Quality improvement.
- Preparation of the Annual Quality Assurance Report will be based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format.
- Acting as a nodal agency of the department for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through ERP/LMS for the purpose of maintaining /enhancing the institutional quality.
- Development of Quality Culture in the department.

CONTRIBUTION OF IQAC

- Development and application of quality benchmark/ parameters in various activities of the institution.
- IQAC is responsible for the quality related initiatives of the department/college.
- Preparation and submission of Annual Quality Assurance Report to Accreditation Bodies based on the quality parameters is done every year.
- Workshops on quality related theme are organized and promotion of quality circles leads to quality improvement.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integration of modern methods of teaching, learning and evaluation.

BENEFITS OF IQAC

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the department and institutionalize good practices.
- Provide a sound basis for decision-making to improve department functioning;
- Act as a dynamic system for quality changes in the department.

- Build an organized methodology of documentation and internal communication.

Internal Quality Assurance Cell as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. IQAC will make a significant and meaningful contribution in the post-accreditation phase of the institution. During the post-accreditation period, IQAC will canalize the efforts and measures of the institution towards academic excellence. The guidelines provided in the following pages will facilitate the institution in the creation and operation of the Internal Quality Assurance Cell.

THE BASIC PURPOSE OF IQAC

- To ensure continuous improvement in the entire operations of the institution
- To assure stakeholders connected with higher education – namely, students, parents, teachers, staff, would-be employers, funding agencies and society in general - of the accountability of the institution for its own quality and probity.

IQAC WILL EVOLVE MECHANISMS AND PROCEDURES FOR ENSURING THE FOLLOWING

- Timely, efficient and progressive performance of academic, administrative tasks
- The relevance and quality of academic and research programs.
- Equitable access to and affordability of academic programs for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures
- The adequacy, maintenance and proper allocation of support structure and services.
- Research sharing and networking with other institutions in India and abroad.
- IQAC should ensure that teachers are preparing and teaching according to the academic plan (Calendar) in which syllabuses have been unitized.

- Teaching – Learning process is the main activity in any Higher Education Institution. The same old syllabus & teaching methods must be replaced by some new updated items of teaching and learning centric methods of teaching such as group discussion, project work, field visits, case study, debates, ex tempore, addressing current academic problems etc. as a supplement to class room teaching.
- IQAC should see that changes are also required in the testing and evaluation procedures. The old method of evaluation should be supplemented by new and innovative methods. IQAC has a role in the functioning of development program of the Non-teaching staff who are also stakeholders in HEI.

Education always aims at quality life, so for enhancing the standard of quality life there is constant need for improving standards of education. So there must be constant efforts in finding means of quality sustenance. IQAC is the process to include all those who work for Higher Education to think about how to raise the standards for sustaining and improving quality.

In accordance with the above compliance of IQAC, and to ensure the quality of various functions of the department the following are the committee members of KCTBS-IQAC cell.

IQAC Committee Members

1. Dr. V.R. Nedunchezhain, Head-IQAC, Professor and Head Department of Management studies
2. Dr.V.Kannan – Committee Member- IQAC, Professor, Department of Management studies
3. Dr. S. Jaisankar- Committee Member- IQAC, Associate Professor, Department of Management studies
4. Dr.P.Nalini – Committee Member- IQAC, Assistant Professor, Department of Management studies
5. Dr. S. Bhaskar – External Member- IQAC, Associate Professor, Department of Mechanical Engineering, KCT
6. Ms. Sabita Johnson - Administrative Coordinator- IQAC, KCTBS
7. Mr.Paul Raj -Office Assistant- IQAC, KCTBS

IQAC Internal Audit Schedule

1. IQAC committee will conduct audit meetings twice a year. First Internal Audit will be conducted during the month of December and the second External Audit will be conducted during the month of June of every year.

2. In case of any urgency and requirement, surprise audits will be called by the committee on need basis.

3. All the documents should be submitted within 5 days to KCT Business School office after verification by the IQAC committee. Documents submitted without signature will be considered in-valid.

List of files and documents to be verified and audited by IQAC:

S.No.	Name of File	Auditor
1	Admission File	VRN
2	Approval- Anna University/AICTE	VRN
3	Annual Planning-visioning	PN
4	Guest Lectures	VK
5	Industrial Visit	VK
6	Certification Courses	VK
7	Workshops	VK
8	Innovative Teaching & Learning Practices	PN
9	Major Project ,Internship,SIP,	VRN
10	Research Guides & Scholars	SJ
12	Ph.D Scholars- Research Progress File	SJ
13	Funded Project proposal	PN
14	Paper Presentation	SJ
15	Paper Publication	SJ
16	Board of Studies	VRN
17	Curriculum Development	VRN
18	Program Outcome-course outcome	PN
19	Course Plan , course file ,	VK
20	Consolidated Feedback	PN
21	Course Feedback	PN
22	Exit Survey	PN
23	Final Attendance Proforma	SJ and PN

24	End Semester Result Analysis	SJ and PN
25	Remedial Class Record	SJ and PN
26	Internal Examiner Appointment Order/Panel	SJ and PN
27	QP, Exam Schedule/Seating Arrangement	SJ and PN
28	Exam Result	SJ and PN
29	Faculty recruitment Details	VRN
30	Individual Faculty Files	VRN
31	Non-Teaching Staff Details,meetings,programs	VRN
32	Faculty Development Programs – Attended	SJ
33	Adjunct Faculty	VK
34	External Expertise	PN
35	MOOC	SJ
36	Professional Body membership	SJ
37	PACE	VRN
38	Individual Faculty Time -Table,Overall timetable ,Academic Schedule	VRN
39	New Faculty Evaluation Record	VRN
40	Faculty List / Roles & Responsibility	VRN
41	Minutes of Faculty Meeting	VRN
42	Faculty Awards	PN
43	Student Orientation(FLIP)	SJ
44	Student Associationz	SJ
45	Forums &leagues	VK
46	Achievements in Competitions	SJ
47	Paper Presentation	SJ
48	Paper Publication	SJ
49	Disciplinary Action	VRN
50	Class Committee meetings	PN
51	Alumni Association	VRN
52	Global Connect and international connect	SJ and PN
53	Consultancy	VK
54	MDP and FDP	Vk
55	Extension Activities	PN
56	Budget utilization	VRN
57	Moodle -LMS	SJ
58	Library/infrastructure/IT structure	VRN
59	MoU	SJ

Director