OASYS INSTITUTE OF TECHNOLOGY

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Internal Quality Assurance Cell

Quality Manual

Introduction:

'Quality in Teaching Learning Processes' is the mantra in many higher education institutions today. The organizations NAAC and NBA that assess and accredit institutions for quality in higher education, advocate establishing internal quality assurance cell (IQAC)

Internal Quality Assurance Cell (IQAC) was formed to design a system that monitors and assesses the quality parameters in academic functions of Institute. IQAC is committed to provide sustained improvement of services, processes and resources to the stake holders.

IQAC is established to review and develop a system of conscious, regular and catalytic action to improve the teaching learning process, the evaluation procedure and the quality improvement of students and faculty. An Internal auditing of the Institute, faculty and staff members isperiodically done by the IQAC for continuous improvement.

Quality Policy:

To accentuate and instill a quality culture with receptive reliable and translucent efforts through a combination of self and external quality evaluation.

Quality Objective:

- To fulfill the vision and mission of the institution in line with the quality policy.
- To develop a system for conscious, incessant and timely action to improve the academic, performance of institution.
- To promote quality culture and implementation of best practices.
- To implement sustainable Quality Management System to enhance quality in education.

Composition of IQAC:

Sl. No	Position	Member
1	Member from the Management	Mr. K. R. Ilanghovan MD - OASYS Group of Companies And Chairman KRK Educational Trust.
2	Chairperson, Internal Quality Assurance Cell.	Dr. A. Anto Spiritus Kingly Principal
3	Director - IQAC	Dr. J. Palanivel
4	Teachers Representatives	Mr.V.Natarajan AP/CSE Mr. S. Joshua Benaiah AP/MBA Mr.P.Prakash AP/ English Mr.M.R.N.Saravanan AP / ECE Mrs.J.Priyadharshini AP/Maths Mrs.R.Keerthana AP/ECE
5	The Senior Administrative Officer	Mrs.Sumithra Shunmuganathan.
6	Nominee from Local society	Mr. K. Sabarinath
7	Nominee from Trust	Mr. Lokesh Ilanghovan Director, OASYS Group of Companies
8	Nominee from Students	V. Srikesh, II CSE G. Lishaanthi II CSE S. Sharkesh II CSE R. Saranya I CSE
9	Nominee from Alumni	Mr. M. Aravintharaja – ECE – TVS Lucas, Chennai. Mr. R. Poovarasan – EEE – Python Full Stack Developer, UNIQ TECHNOLOGY.

		Mr. M. Narendra Vishwa Q-Spider, Chennai. Ms. N. Tinusree Q-Spider, Chennai.
10	Nominee from Employer	Mr.Vijay Natarajan HR-Head, OASYS Cybernetics
11	Nominee from Industrialist	Mrs. Manju Maheshwar Mr. D. Vasudevan. OASYS Cybernetics
12	Nominee from Parents	G. Mahalingam – 6380857089 N. Nandhagobal – 8778188225 K. Sekar - 9655990508

Role of Coordinator:

The following are the roles and responsibilities carried by coordinator IQAC:

- To coordinate the dissemination of information on various quality parameters of higher education.
- To coordinate the documentation of the various programmes / activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate in preparation of the Report to be submitted to accreditation body, based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQACcommittee.

Core functions and responsibilities of IQAC:

The IQAC will be the internal mechanism for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. It will be a facilitative and participative organ, which becomes a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality. Its initiatives will be directed towards future and will rely on the transformation model of change by creating the necessary organizational culture.

The core responsibilities of IQAC will include the following:

- IQAC will work towards standardization of activities and processes and strive for continuous improvements in standards and their achievement.
- It will promote measures for institutional functioning towards continuous qualityenhancement through quality culture and establishment of best practices.
- It will help to develop a sound basis for decisions required for improving institutional functioning and the building of an organized methodology of documentation
- It will establish procedures and modalities to collect data and information on various aspects of institutional functioning for enabling easier and faster decision making
- It will seek to achieve quality improvement by focusing on human resourcedevelopment through education and training, which will help people do their job better.
- It will enhance quality awareness within the institution and establish the credibility of Institution for external accreditation.

- It will also work towards ensuring heightened level of clarity and focus in institutionalfunctioning towards quality enhancement.
- It will bring about greater coordination among various departments and activities of the institution and institutionalization of all good practices
- IQAC will coordinate the creation of an exclusive window on the college website toregularly inform the stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data.

The following are some of the specific functions focused on internal stakeholders:-

- IQAC will facilitate the development and application of qualitybenchmarks/parameters/templates for the various academic activities of the institute and compile these in to a quality manual, which is easily accessible to everyone.
- IQAC will facilitate 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;
- IQAC will coordinate the organization of workshops, seminars on quality related themes;
- IQAC will coordinate the arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- IQAC will coordinate the proper documentation of the various programmes/activities of the College, leading to quality improvement
- IQAC will act as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices IQAC will conduct Periodical Academic Audit and itsfollow-up.

- IQAC will coordinate development and maintenance of a management information database for the purpose of maintaining / enhancing the institutional quality;

IQAC will prepare the Quality Assurance Report covering all the qualityparameters/assessment criteria prescribed any accreditation body and submit these to all the concerned supervisory bodies after due approval by the Governing Body .

List of Documents / Formats by IQAC

List of File to be maintained by Department

1. Quality Objective Status Format
2. Academic Calendar Format
3. Master Time Table Format
4. Timetable – Classroom & Laboratory
5. Load Distribution Format
6. Teaching (Theory & Practical) Plan
7. Counseling and Mentor Report.
8. Schedule of Activities for Slow Learner Students.
9. Monthly Student Attendance record
10. Course monitoring Record
11. Equipment History Record
12. Summary of Training /workshop by faculty
13. Report of External Training
14. Extracurricular Activities by student /Faculty
15. (i) Industrial Visit Format
    (ii) College permission letter.
    (iii) Hostel Permission letter.
    (iv) Industrial visit report by faculty and student.
16. Audit Report Format