



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WB.

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

**Main Campus: NH 12, Haringhata, Post Office - Simhat,
Police Station – Haringhata, Pin – 741249**

City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

IQAC Policy, MAKAUT, WB. 2022

Preamble:

The National Assessment and Accreditation Council (NAAC) encouraged all Universities to create an Internal Quality Assurance Cell (IQAC). Maulana Abul Kalam Azad University of Technology, W.B (Formerly known as West Bengal University of Technology) established the Internal Quality Assurance Cell (IQAC) of the University on March 18, 2014, to address the guidelines set forth by NAAC. The University's Quality Assurance (QA) and Quality Enhancement (QE) operations are planned, supervised, and tracked by the IQAC and suitable measures and course corrections are initiated as deemed necessary. The major responsibility of the IQAC is to focus University activities and initiatives in such a way as to preserve strong internal governance mechanism and realize higher academic achievements. It is a truism that quality is a journey and not a destination. In other words, it is a dynamic process. IQAC serves to propel this dynamic mechanism for continuous quality improvement.

Goals:

To create and successfully implement a strong quality system, to strive for excellence in all the University endeavour, including teaching, training, research, consultancy, innovation, incubation



and entrepreneurship, and outreach activities, to stay focused on our core and support functions, and to hold ourselves accountable to all stakeholders (students, teachers, staff, guardians, employers and society at large) through integrated processes carried out through due diligence for self-evaluation and continuous improvement.

Objectives:

To achieve holistic development of students so that they can achieve professional and personal excellence, improve the academic ecosystem, become conscientious individuals and responsible citizens of the country.

To leverage technology as a tool for facilitating the improvement of society as a whole

To instill excellence into the university's academic and administrative operations by instructing, preparing, counseling, and inspiring both teaching faculty and non-teaching staff in their daily activities

To support faculty members and research scholars in activities connected to research, consultancy, innovation, incubation and entrepreneurship

To encourage a culture of collaborative, multidisciplinary research having societal and industrial relevance through participation of and utilizing the feedback received from industries, industry bodies and professional organizations, thereby putting string emphasis on sponsored research and industrial consultancy.

To invite experts from government organizations, industry bodies, professional organizations and other groups to organize training sessions, workshops, as well interactive sessions for both academic and administrative members of the University for suitable value addition and cross pollination of ideas.

To encourage actions that will help the University to run better by internalizing a quality culture and institutionalizing best practices.



In collaboration with all parties involved, to create, develop, and implement suitable Quality Processes & Procedures for the University's academic and administrative upliftment

To choose and prepare a team of internal quality monitoring personnel to keep an eye on the efficient application of the quality system processes

To ensure that the established Processes and Procedures are periodically evaluated and that the appropriate course corrections are made in order to achieve continuous improvement.

To maintain appropriate records that support the quality processes and procedures involved.

To keep the faculty members and research scholars updated about the most recent research policies and plans.

To prepare and submit an Annual Report as well as an Activity Report on Internal Quality practices to the Office of the Vice Chancellor.

To provide regular updates about the Quality practices being followed and implemented on the University website.

To make the curriculum, syllabus, teaching -learning processes in tune with the guidelines spelt out in NEP 2020 as well as in accordance with the SDG goals.

Guidelines:-

Establishing and implementing quality criteria for the institution's various academic and administrative activities.

Providing recommendation to the University Management about considering incentives for faculty members who excel in their professional delivery in the fields of innovative



teaching, research (as evidenced through obtaining funded projects, publications, patents etc.) and consultancy activities.

Draw up a Code of Ethics to prevent plagiarism and other misdemeanour in research publications.

Preparation of the Annual Quality Assurance Report (AQAR), to be submitted to NAAC when needed and in accordance with the quality standards set by NAAC.

Dissemination of knowledge about the different standards set up regulatory authorities in Higher Education and their periodic revision and updation.

Organizing Workshops and lectures on quality-related topics as well as promotion of Quality Circles.

Documentation of the many initiatives / measures/projects that lead to enhancement of quality standards.

Optimization of teaching-learning processes in tune with the benchmarked international practices

Continuous improvement in the assessment and evaluation mechanism.

Integrating the preparation of curriculum, teaching-learning, assessment and evaluation as an integrated whole so as to use each of these for quality improvement.

Ensuring the suitability, upkeep, and operation of the support structure and providing constructive suggestion after thorough analysis.

To routinely gather opinions on institutional processes that affect quality from students, teachers, parents, employers, government, industry representatives and bodies and other stakeholders as deemed necessary.

To endeavour to create an institutional mechanism that will render possible facile gathering of such data as will be necessary to check whether all of the goals and objectives as delineated above are being realized on a continuous basis.

Quality Assurance Activities:

To encourage faculty members to use creative teaching techniques and to advance pedagogical innovation. Examples are co-learning, flipped learning, project based learning and experiential learning, to name a few.

To encourage the use of Learning Management System (LMS) and electronic resources for teaching.

To carry out Academic and Administrative Audit at periodic intervals and to initiate actions based on the findings of such audits.

To take part in the accreditation processes and Ranking Surveys commissioned by different Higher Education authorities. Examples of such exercise are NAAC, NBA, NIRF, AISHE as well as different surveys of technical, management and professional institutions.

To take part in the process of international accreditation and to compare ourselves with the internationally benchmarked institutions of higher learning.

To monitor the system of mentoring, student activities, their physical and mental well-being as well as their achievements.

To facilitate student participation and involvement in different Seminars, Workshops, Industrial and Educational Visits.

To improve the Cell for Career Guidance and Placement.

To establish a Cell which will guide the students in different competitive examinations of national importance such as NET, GATE, UPSC etc.

To inspire pupils to perform well in different sports and activities and to encourage group dynamics through such activities.



To encourage faculty members to publish in national and international journals having good impact factor.

To encourage faculty members to pursue research in areas having societal and industrial significance, i.e, translational research.

To encourage faculty members to pursue patents

To put in place feedback systems for the facilities at the library and other places.

Create systems for collecting feedback from parents, alumni, employer and all other stakeholders.

Organizing parents for yearly Parents-Teachers Meeting wherein students issues can be discussed threadbare and appropriate corrective measures planned.

To expose students to cutting edge technologies and industry ready skill sets by emphasizing on internship and apprenticeship activities and make the maximal efforts to enhance student employability.

To encourage student initiative in innovation and cultivate an entrepreneurial spirit among them thus leading to start-up ventures in collaboration with the Technology Business Incubation Cell of the University.

To include students in sensitive and meaningful community service thereby grooming them as mature and responsible citizens.

To encourage faculty and staff members to provide assistance to the underprivileged groups of the population as a form of outreach activity.

To foster collaboration between different Higher Education Institutes, research organizations, business organizations and Industries on national and international scale so as to ensure pooling together of existing resources and build a strong and sustainable academic ecosystem.

To create a strong, meaningful and sustained Industry Institute partnership through regular meetings, interactions and their execution.

To put strong emphasis on training and consultancy activities as well as executive education so as to create a strong source for Internal Revenue Generation.

To facilitate the submission of funding applications by faculty members to various state and federal organizations for obtaining research project grants.

About IQAC Committee :

The Vice Chancellor of the University is the Chairperson of IQAC and the Committee is formed as per guidelines laid down by NAAC. The Chairperson may choose to extend the members' terms of office beyond their initial two-year term.

Functions of Director:

To disseminate information on numerous higher education quality metrics.

To coordinate the recording of numerous quality-improvement actions.

To plan the Committee's regularly scheduled meetings, facilitate member participation, and ensure that the decisions of the IQAC are implemented in both letter and spirit.

To organize the preparation and submission of the Annual Quality Assurance Reports (AQAR).

IQAC Meetings:

- ❖ Every IQAC meeting must always be presided over by the Vice Chancellor, or in the event of his absence, Director IQAC will preside over the meetings.



- ❖ IQAC must meet at least four times annually on occasions chosen by the Vice Chancellor or Chairperson and to be announced by the Director, IQAC.
- ❖ Under the direction of and with the previous consent of the Vice Chancellor/Chairperson, the Director, IQAC, shall draft the agenda for IQAC meetings.
- ❖ The office of the Director, IQAC, shall create and keep an accurate record of the proceedings (minutes) of each meeting.
- ❖ The IQAC will operate through various committees/cells to encourage collaboration, decentralization, seamless decision-making, and execution of quality enhancement.
- ❖ Through its monthly meetings, this Committee will make sure that quality is consistently improved at the University. It will examine the IQAC's work at the institution in addition to making recommendations for raising the standard of teaching-learning, research, consultancy and industrial and academic collaboration, thus boosting the academic ecosystem of the University as a whole.
- ❖ IQAC Team: In cooperation with the Executive Committee of the University, the IQAC would develop the planning for Quality improvement and ensure that it is properly implemented. This committee is responsible for recording all actions and submitting reports to external organizations.

