

## Criterion VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT (100)

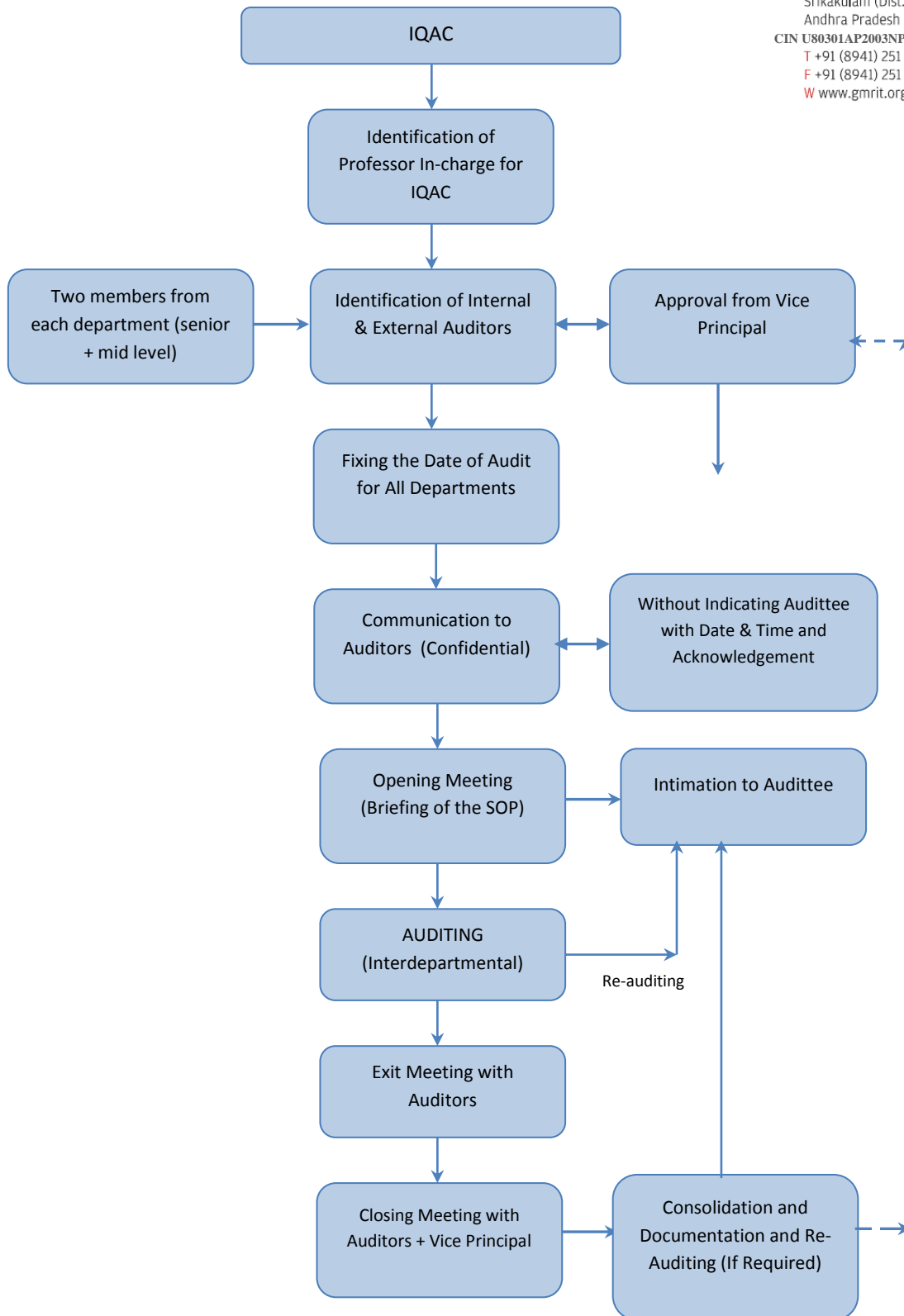
### Key Indicator - 6.5 Internal Quality Assurance System (30)

#### **6.5.2.QM: *The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms***

Describe any two examples of institutional reviews and implementation of teaching learning reforms facilitated by the IQAC within a maximum of 500 words each

**Yes.**

IQAC has a structured review mechanism in place for periodic reviewing of Teaching - Learning Process, structures and methodologies of operations and learning outcomes through three major audit provision apart from ISO viz. Academic Monitoring Committee, Internal Audit Committee and External Audit Committee. IQAC trains the list of members identified for auditing as and when required enabling them for an effective auditing. IQAC through various sub-committees conducts regular audits with the help of both internal and external members from other national reputed institutions to make sure that teaching learning process has continuous improvements leading to the attainment of learning outcomes. The audits are carried out in a structured way with an opening and closing meeting with auditors briefing the SOP. The entire process and SOP of the IQAC operations are illustrated as shown in figure 6.6 for a clear insight.



**Figure 6.6 SOP of the IQAC**

**Table 6.12 AMC, Internal and External audit committee composition and functions etc.**

Name of the Committee	Composition of the committee	Functions and frequency	Improvements, changes, best practices observed during 2015-20
<b>Academic Monitoring Committee</b>	<ol style="list-style-type: none"> <li>1. HoD</li> <li>2. AMC Member Secretary</li> <li>3. Observer from IQAC</li> <li>4. Students</li> </ol>	<ul style="list-style-type: none"> <li>• Shall review the ATR (action taken report) of the earlier meeting</li> <li>• Shall ensure the conduct of classes as per the schedule and compliance with the course plan and it is audited twice in a semester by Academic Monitoring Committee (AMC).</li> <li>• Shall analyze the student feedback collected with regard to the class room delivery.</li> <li>• Shall ensure conduct of the remedial and make up classes</li> <li>• Shall ensure the availability of the learning resources as per the syllabus in the library</li> <li>• Shall ensure that there is a continuous improvement in the course outcomes (COs)</li> <li>• Shall interact with the students based on the feedback from the respective course instructors</li> <li>• Shall advise HoDs to counsel the concerned faculty members in case of any discrepancy found in the course planning and delivery and ensure the corrective actions are initiated</li> <li>• Shall ensure the timely counseling of the students by the respective mentors (mentor-mentee)</li> <li>• Shall document the entire proceedings of the meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Enhanced student academic performance</li> <li>• Compliance with the academic calendar, course delivery and outcomes</li> <li>• Enhanced students involvement and active participation in the class</li> <li>• Reduction in the students grievances</li> <li>• Strengthened faculty- student relationships</li> <li>• Enhanced attainment of the COs</li> </ul>
<b>Internal and external Audit Committee (IQAC)</b>	<p>Internal:</p> <ol style="list-style-type: none"> <li>1. HoD</li> <li>2. Two members from IQAC</li> <li>3. Two senior faculty members</li> </ol>	<ul style="list-style-type: none"> <li>• Shall convene a opening and closing meeting with all internal auditors for every audit to brief the agenda, conducted once in a semester</li> <li>• Shall organize an external audit once in a year</li> <li>• Shall review the ATR of earlier audit</li> </ul>	

	<p>from respective department</p> <p>External:</p> <p>1. Internal &amp; External Members</p>	<ul style="list-style-type: none"> <li>• Shall ensure the proceedings of the AMC are recorded and actions are taken and initiated appropriately.</li> <li>• Shall ensure the document verification as per the SOP</li> <li>• Shall suggest a fresh date for re-audit in case of non-compliance</li> </ul>	
--	--	---	--

### File Description

- Paste link for additional information
- Upload any additional information