

SREE SANKARACHARYA UNIVERSITY OF SANSKRIT, KALADY

(Accredited by NAAC with 'A' Grade)

**Regulations for the Internal Quality Assurance Cell (IQAC) of
Sree Sankaracharya University of Sanskrit (SSUS).**

Effective from 23.01.2019 onwards

(Approved by the Academic Council Meeting held on 26.05.2018)

I - SHORT TITLE

- 1.1 These regulations shall be called "**Sree Sankaracharya University of Sanskrit IQAC Regulations – 2019**".

1. Introduction

As proposed by NAAC and UGC for accreditation process for Higher Education Institutions, Internal Quality Assurance Cell (IQAC) is a post accreditation quality sustenance measure for performance evaluation, assessment and accreditation and quality up-gradation of the University. Since quality enhancement is a continuous process, the IQAC will become a part of the University system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University. For this, during the post-accreditation/re-accreditation period, it will channelize all efforts and measures of the University towards promoting its holistic academic excellence.

This regulations provided in the following pages will guide and facilitate Sree Sankaracharya University of Sanskrit, Kalady in the operation of the Internal Quality Assurance Cell (IQAC).

2. Objectives

The primary aim of IQAC is

- i) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University.
- ii) To promote measures for University's functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

3. Strategies

IQAC shall evolve mechanisms and procedures for

- i) Ensuring timely, efficient and progressive performance of academic tasks;
- ii) The relevance and quality of academic and research programmes;
- iii) Equitable access to and affordability of academic programmes for various sections of society;
- iv) Optimization and integration of modern methods of teaching and learning;
- v) The credibility of evaluation procedures;
- vi) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- vii) Sharing of research findings and networking with other institutions in India and abroad.

4) Functions

- i) Development and application of quality benchmarks/parameters for various academic activities of the university;
- ii) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- iii) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- iv) Dissemination of information on various quality parameters of higher education;
- v) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- vi) Documentation of the various programmes/activities leading to quality improvement;
- vii) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;
- viii) Development and maintenance of institutional database through MIR for the purpose of maintaining /enhancing the institutional quality;
- ix) Development of Quality Culture in the University;
- x) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

5. Benefits

- i) Ensure heightened level of clarity and focus in the University functioning towards quality enhancement;
- ii) Ensure internalization of the quality culture;
- iii) Ensure enhancement and coordination among various activities of the University and institutionalize all good practices;
- iv) Provide a sound basis for decision-making to improve academic functioning of the University .
- v) Build an organised methodology of documentation and internal communication.

6. Composition of the IQAC

The following shall be the composition of IQAC of the University. All the members of the IQAC shall be nominated by the Vice-Chancellor with the approval of Syndicate.

- i) Chairperson : The Vice-Chancellor
- ii) Ex-Officio member - Pro Vice- chancellor, Registrar, Finance Officer, Joint Registrar (Academic).
- iii) Twelve teachers - 4 Representatives from Main Campus, Kalady and one each from 8 Regional Campuses.
- iv) Two members from the Syndicate - Conveners of the Standing Committee of Syndicate on Academic and Research
- v) One nominee each from local society, Research Students and Alumni
- vi) One nominee from the Industrialists.
- vii) Director of the IQAC – a Professor of Sree Sankaracharya University of Sanskrit.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every three months in a year. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports

are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the University and to devote time for working out the procedural details.

7. Duties and Responsibilities of Director

The Duties and Responsibilities of the Director of the IQAC is to monitor and ensure the effective functioning of IQAC.

8. Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of the University, 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 instruments for assuring quality. The right balance between the health and growth of the University needs to be struck. The IQAC has to ensure that whatever is done in the University for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The Director of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate University towards academic excellence.

9. Monitoring Mechanism

The University need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle’s accreditation. During the institutional visit the NAAC peer teams will interact with the IQAC to know the progress, functioning as well quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Reports (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the Syndicate, for the follow up action for necessary quality enhancement measures.

The IQAC may create its exclusive window on University website and regularly upload/ report on its activities, as well as for hosting the AQAR.

10. Mandatory Submission AQAR shall be done by the IQAC.

**Sd/-
Dr.T.P.Raveendran
Registrar**