

XII PLAN GUIDELINES

FOR

**Establishment and Monitoring of the Internal Quality
Assurance Cells (IQACs) in Colleges
(2012 – 2017)**

**UNIVERSITY GRANTS COMMISSION
BAHADUR SHAH ZAFAR MARG
NEW DELHI – 110 002
UGC Website : www.ugc.ac.in**

University Grants Commission

(12th Plan guidelines for Establishment & Monitoring of the IQACs in Colleges)

1. Introduction

The University Grants Commission (UGC), established in November 1956 as a statutory body of the Government of India through an Act of Parliament, has the unique distinction of being the only grant giving agency in the country which has been vested with two responsibilities that of providing funds and that of coordination, determination and maintenance of standards in institutions of higher education. To monitor standards of the higher educational institutions the UGC has established the National Assessment and Accreditation Council (NAAC) as an autonomous body, under section 12(ccc) of its Act in September 1994. NAAC has been instilling a momentum of quality consciousness amongst Higher Educational Institutions, aiming for continuous improvement. However, lasting improvements in standards cannot come about only by accreditation from outside, once in five years. An internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted by them, therefore, become essential. Many HEIs already have established the Internal Quality Assurance Cell (IQAC) as a post accreditation quality sustenance activity. Recognizing the importance of such institutional internal quality system the UGC has taken a policy decision to direct all colleges to establish IQAC for which it has decided to provide seed financial assistance

2. Coverage

1. All Colleges, enlisted/recognized under section 2(f) and have been declared eligible to receive central assistance under Section 12B of the UGC Act, 1956 and fit to receive General Development Assistance.

3. Part A: Guidelines to Establish Internal Quality Assurance Cells (IQACs) in Colleges.

Maintaining the momentum of quality consciousness is crucial in Colleges. Internal Quality Assurance Cell, in fact, is conceived as a mechanism to build and ensure a quality culture at the institutional level. Every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders. The internal quality assurance mechanism of the institution may be called "Internal Quality Assurance Cell (IQAC)". The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges.

The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. It should not be yet another hierarchical structure or record-keeping exercise in the institution; it would be a facilitative and participative organ of the institution. The IQAC should become a driving force for ushering in quality by working out intervention strategies to remove deficiencies and enhance quality.

4. The IQAC Structure

The IQAC shall be constituted under the chairmanship of Principal. He / She may be assisted by a Coordinator who shall be a senior faculty member. This position may be held as an additional charge by the faculty member concerned, or a new position of a full-time Director/Coordinator may be created and a person is selected and appointed or a senior faculty member is posted by redeployment.

5. Composition of the IQAC

The IQAC shall have the following composition:

- a) Principal - Chairperson
- b) Five senior teachers and one senior administrative official
- Member
- c) Two external experts on Quality Management/ Industry/Local Community
- Member
- d) Director / Coordinator – Member Secretary

The members at b) and c) of the above shall be nominated by the Principal of the College in consultation with the academic body of the College (Academic Committee of a College). The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. 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.

6. Goals

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

7. The IQAC shall have the following function

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- 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;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;

- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

8. Follow up

- The AQAR shall be approved by the statutory bodies of the Colleges for the follow up action for necessary quality enhancement measures.
- The Colleges shall regularly submit their AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies.
- All colleges shall submit AQARs and / or Quality Radars (QRs) and follow up reports of AQARs to the UGC as and when called for
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities as well as for hosting the AQAR.
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9. Benefits of IQAC

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- c) Ensure enhancement and integration among the various activities of the college and good practices;
- d) Provide a sound basis for decision-making to improve institutional functioning;
- e) Act as a dynamic system for quality changes in the Colleges
- f) Build an organized methodology of documentation and internal communication

10. Eligibility for Financial Assistance for establishing IQAC

All Colleges which are under section 2(f) and 12B of UGC Act will be eligible to receive the financial support for establishing and strengthening of the IQACs in them.

It shall be mandatory for every college to get accredited by the Accreditation Agency, after passing out of two batches or six years, whichever is earlier.

The UGC will provide Rs. 3.00 lakhs as seed money to each College to meet the establishment and strengthening expenditure of the IQAC. The grant will be sanctioned/released in instalments i.e. 90% as 1st installment and the remaining 10% be released after receiving Annual Quality Assurance Reports, Audited UC and Statement of expenditure from the college. The expenditure can be incurred on following items:-

No.	Purpose of grant	(Rs.)
1	Honorarium to the Director/Coordinator, IQAC @Rs. 1000x12x5	60,000
2	Office Equipments	60,000
3	Hiring Services for Secretarial & Technical Services	60,000
4	ICTs Communication expenses	70,000
5	Contingencies	50,000
	Total	3,00,000

11. Part B: Monitoring Mechanism

- a) The State Quality Assurance Cell (SQAC) and Affiliating Universities shall monitor the functioning of IQACs in the colleges coming under their jurisdiction
- b) NAAC and other respective accrediting bodies shall monitor the functioning of IQACs in colleges
- c) NAAC peer teams and those of other accreditation bodies will interact with the IQACs.

12. The format for Annual Quality Assurance Report (AQAR) of the IQAC is given in the **Annexure-I**.

13. The format for Statement of Expenditure and Utilization Certificate is given in the **Annexure-II**.

The Format for Annual Quality Assurance Report (AQAR) of the IQAC

Name of the college:

Name of the Affiliating University:

Year of Report:

Section A: Plan of action chalked out by the IQAC in the beginning of the year towards quality enhancement (attach separate sheet if required).

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Section B: Details in respect of the following (attach separate sheet).

1. Activities reflecting the goals and objectives of the college
2. New academic programmes initiated (UG and PG)
3. Innovations in curricular design and transaction
4. Inter-disciplinary programmes started
5. Examination reforms implemented
6. Candidates qualified: NET/SLET/GATE etc.
7. Initiative towards faculty development programme
8. Total number of seminars/workshops conducted
9. Research projects a) Ongoing; b) Completed
10. Patents generated, if any
11. New collaborative research programmes
12. Research grants received from various agencies
13. Details of research scholars
14. Citation index of faculty members and impact factor
15. Honours/Awards to the faculty: National and International
16. Internal resources generated
17. Details of departments getting assistance/recognition under SAP, COSIST (ASSIST)/DST, FIST, and other programmes
18. Community services
19. Teachers and officers newly recruited
20. Teaching – Non-teaching staff ratio
21. Improvements in the library services
22. New books/journals subscribed and their value
23. Courses in which student assessment of teachers is introduced and the action taken on student feedback

24. Feedback from stakeholders
25. Unit cost of education
26. Computerization of administration and the process of admissions and examination results, issue of certificates
27. Increase in the infrastructural facilities
28. Technology upgradation
29. Computer and internet access and training to teachers, non-teaching staff and students
30. Financial aid to students
31. Activities and support from the Alumni Association
32. Activities and support from the Parent-Teacher Association
33. Health services
34. Performance in sports activities
35. Incentives to outstanding sportspersons
36. Student achievements and awards
37. Activities of the Guidance and Counselling unit
38. Placement services provided to students
39. Development programmes for non-teaching staff
40. Good practices of the institution
41. Linkages developed with National/ International, academic/research bodies
42. Action Taken Report on the AQAR of the previous year
43. Any other relevant information the institution wishes to add.

Section C: Outcomes achieved by the end of the year (attach separate sheet if required).

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Section D: Plans of the college for the next year

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*Name & Signature of the
Director/Coordinator, IQAC*

*Name & Signature of the
Chairperson, IQAC*

STATEMENT OF EXPENDITURE

1. Name of College -----
2. UGC approval Letter No. and Date-----
3. Effective date of Establishment of IQAC-----
4. Period of Expenditure : From-----to-----

Details of Expenditure

S.No.	Item	Amount Approved (Rs.)	Expenditure Incurred (Rs.)
1.	Honorarium to the Coordinator, IQAC Rs. 1000x12x5	60,000/-	
2.	Office Equipments	60,000/-	
3.	Hiring Services for Secretarial & Technical Services	60,000/-	
4.	ICTs Communication expenses	70,000/-	
5.	Contingencies	50,000/-	
	Total	3,00,000/-	

It is certified that the amount of Rs. -----(Rupees-----) out of the total grant of Rs. -----(Rupees-----) Sanctioned to ----- by the University Grants Commission vide its letter number-----dated-----towards-----under-----scheme has been utilized for the purpose for which it was sanctioned and in accordance with the terms and conditions as laid down by the Commission. If as a result of check or audit objection, some irregularities are noticed at a later stage, action will be taken to refund, adjust or regularize the objected amount.

Signature
Principal with seal

Signature
Statutory Auditor of the College with seal/
Chartered Accountant with seal and Registration No.