Internal Quality Assurance Policy
(Policy and Guidelines)

Internal Quality Assurance Cell(IQAC) of the college ensure the quality of institution's policies on academic and administrative systems are in respect of the process of teaching-learning and evaluation system, academic performance, faculty recruitment, and training/qualification enhancement.

TOMS COLLEGE OF ENGINEERING run by Tirunilam educational trust constitute IQAC during the year 2015 for ensuring quality for the academic and administrative activities. IQAC polices of the organization set out as per AICTE & University regulation regulations. The quality policy will act as a guide to develop the quality assurance framework stating principles, guidelines, and procedures for implementation of institutional quality assurance system.

QUALITY POLICY

"We are committed to ensure qualitative technical education for students to become efficient and productive engineer".

Vision of the IQAC

"To develop and ensure a quality culture and at the institutional level."

Mission of the IQAC

"To enhance qualitative academic performance. To ensure quality culture in administrative activities.

Quality Assurance Strategies and Policies of IQAC

- To ensure effective and progressive performance of academic ,administrative and financial units
- To adopt relevant and useful academic and research programs.
- Ensuring equitable access to and affordability of academic programs for various sections of the society.
- Optimization and integration of modern methods of teaching(Ensuring ICT integration)
- Ensuring the organization of bridge courses/industry based projects
- Suggest modifications in academic and curriculum planning
- Ensure the credibility of evaluation process
- Organization of training programs for both teaching non-teaching faculty.

- Promote the students and faculties for the submission of research grant proposals to various Government and non-government agencies.
- Activity related to accreditation process

IQAC also responsible for:

➢ Continuous evaluation and monitoring of students' academic performance
➢ Plan, monitor and control the academic functioning of all departments
➢ Introduce new methods in teaching, learning and evaluation practices.
➢ Suggested for internship/field visit/Add-on/Value added courses/technical training to improve employability.

Methodologies:

Before the commencement of each semester set out a teaching learning plan as per university curriculum and academic calendar. Allot subjects for each faculties by the HOD's of each departments. Assign class mentors to periodically reports to the HOD about the subject coverage and classes engaged by the faculty. Evaluate the study materials provided to the students and their academic progress. IQAC also ensure counseling of weak students.

Outcome:

IQAC ensure the attainment of teaching learning outcome for each courses and program. Timely review of the teaching learning activities are ensured by IQAC. The outcome attainments are ensured by the following:

1. **Course file:**Maintaining course file all courses containing study material as per syllabus, previous/model questions and answers, Assignment works etc.
2. **Evaluation system:** Is based on OBE with direct method which includes internal theory and lab examinations, indirect method using various assessment tools.
   a) **Internal examination:** Two internal test and two assignments are conducted for each subjects, besides the internal test module wise examinations are conducted by the faculties as per their convenience. All the exams and assignments are mapped to the defined COs as per bloom's taxonomy levels.
   b) **Lab examination**: Continuous internal performance evaluation and viva-voce
   c) **External lab examination**: Lab performance and viva-voce are performed under university appointed external examiners.
   d) **University examination**: Conducted by KTU .Based on university result analyze the performance of students in each semester.
   e) **Feedback system:** Collected twice per semester for all subjects and lab. Based on feedback analysis implement remedial measures to improve the faculty performance.

IQAC conduct internal audit for each department twice per semester.

FUNCTIONS

- Development and application of quality benchmarks; Setting parameters for various academic and administrative activities of the institution.
- Collection of feedback from all the stake holders about the academic and administrative activities of the institution for the quality measure
- Organization of intra and inter institutional workshop for the promotion of quality circle
- Documentation of various programs/activities leading to quality improvement
- Periodical conduction of academic and administrative audit for quality improvement
- Functioned as central agency for organizing and monitoring quality related activities including adoption and dissemination of the best practices.
- Preparation of IQAC annual report

IQAC Composition

Composition of the IQAC may be constituted in the institution under the chairmanship of the Principal with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution

2. Teachers to represent all level (Three to eight)

3. One member from the Management

4. Few Senior administrative officers

5. One nominee each from local society, Students and Alumni

6. One nominee each from Employers /Industrialists/Stakeholders

7. One of the senior teachers as the coordinator/Director of the IQAC

IQAC ACTIVITIES

Internal Quality Assurance Cell(IQAC) of the college ensure the quality of institution's policies on academic and administrative systems are in respect of the process of teaching-learning and evaluation system, academic performance, faculty recruitment, and training/qualification enhancement.

IQAC Activities are:
- **Conducting yearly audit on infrastructure facilities and maintenance**

    - ✓ Class Rooms
    - ✓ Drawing Hall
    - ✓ Laboratories
    - ✓ Library facility
    - ✓ Central Computing facilities

- ✓ Examination Section
    - I. Record Maintenance
        - a. Last three years answer books
        - b. Last Three years internal and external examination question papers
        - c. Internal mark send to affiliating university
        - d. Laboratory examination answer books(last three years)
        - e. Mark awarded list
        - f. Student attendance list

- ✓ Rest Room/Sick Room
- ✓ Transportation facilities
- ✓ Sports facilities
- ✓ Canteen Facility
- ✓ Hostel facility
- ✓ Campus maintenance
- ✓ Stock verification

- **Conducting Academic audit (Semester wise)**

    - ✓ Department Quality Assurance Cell (DQAC) minutes and reports
    - ✓ Advisory meeting minutes and reports of various department
    - ✓ Quality of teaching learning plan
        - **a.** Quality of assignment
        - **b.** Quality of question papers
        - **c.** Weekly evaluation of subject coverage and student performance
        - **d.** Faculty evaluation
        - **e.** Quality of laboratory manual
        - **f.** Evaluation of project works
        - **g.** Evaluation of internal and external examinations

- **Audit of various cell activities(Minutes and reports)**

    - ✓ IQAC
    - ✓ Anti-Ragging committee
    - ✓ Student welfare committee

- ✓ Internal compliant committee
- ✓ Grievance and readressal committee
- ✓ Academic council
- ✓ Disciplinary committee
- ✓ SC/ST Cell
- ✓ Staff welfare committee
- ✓ Women's Cell
- ✓ Alumni Association
- ✓ Exam Cell
- ✓ College Council
- ✓ Career Guidance Cell
- ✓ Industry Institute Interaction Cell
- ✓ Library Committee
- ✓ Eco Club
- ✓ Hostel Committee
- ✓ Mess Committee
- ✓ Co-curricular /extracurricular committee
- ✓ Advisory Committee
- ✓ Time table Committee
- ✓ Admission Cell
- ✓ Placement cell
- ✓ Central computing facility committee
- ✓ Community Service Cell
- ✓ Sexual harassment.

- **Audit of**

- ✓ Self-appraisals of faculty and staff
- ✓ Faculty publications
- ✓ Department news letters
- ✓ Need analysis of FDP
- ✓ IEDC activities and their impact

Director
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