



Musaliar
COLLEGE OF ENGINEERING AND TECHNOLOGY

INTERNAL QUALITY ASSURANCE CELL
(IQAC)



Musaliar College of Engineering & Technology
Pathanamthitta

Internal Quality Assurance Cell (IQAC)





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Introduction

1. The Musaliar Education Trust, a charitable trust, was founded in the year 2001 by a group of well established Administrators, educationalists and technocrats having vast experience in the Educational, Engineering, Administration and Management fields. The Trust started an Engineering Institution, 'Musaliar College of Engineering and Technology' on a scenic hillock over an area of 12.5 acres with unique teaching-learning environment in 2002 with the aim of imparting quality engineering education to future generations, specially for the upliftment of the socially, educationally and economically challenged sections of society.

2. Monitoring of the various activities and taking timely corrective measures wherever required for the betterment of various systems was the strength of the institution. Quality monitoring in various forms existed in the institution ever since its birth. However a formal 'Quality Assurance System' - the 'Internal Quality Assurance Cell' (IQAC) - of Musaliar College of Engineering and Technology was established in 2015 in line with the guide lines of National Assessment and Accreditation Council.

Objective

3. The objectives of IQAC are:-

- (a) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- (b) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- (c) To implement the Outcome Based Education in all the departments of the institution.

Functions

4. The main functions of IQAC are:-

- (a) Development and application of quality benchmarks.
- (b) Defining parameters for various academic and administrative activities of the institution.
- (c) Budgeting and monitoring the implementation of approved budget.





- (d) Quality assurance of all capital and revenue works.
- (e) Facilitating a learner-centric environment conducive to quality education and faculty maturation to adopt for participatory teaching and learning process.
- (f) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- (g) Dissemination of information on various quality parameters to all stakeholders.
- (h) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- (i) Documentation of the various programs/activities leading to quality improvement.
- (j) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- (k) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- (l) Periodical conduct of Academic and Administrative Audit and its follow-up.
- (m) Actions to implement the Outcome Based Education in all the departments of the institution.
- (n) Knowledge enrichment and career planning of staff.
- (o) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.





Composition of the IQAC

5. The composition of the IQAC would be as below:-

Sl No	Designation	Appointments	Remarks
1	Chairman	Head of the Institution	Principal
2	Management Representative	Chairman/Treasurer, MET	
3	Coordinator	Dean/HoD	
4-10	Department Representatives	Asso/Asst Professors	
11	One nominee from Alumni		Faculty working in MCET/ Alumni president/secretary
12	One nominee from Employers /Industrialists /stakeholders		
13	One nominee from PTA		PTA Vice president/ one nominee of PTA executive
14	One nominee from Students		Chairman/Vice chairman of Students Union

The nominated members shall hold the responsibility for a period of two years, normally.

IQAC Meeting

6. The IQAC should meet at least bimonthly. There should be minimum three meetings in a semester as below:-

- (a) Before commencement of the semester for planning semester preparations.
- (b) Mid Semester meeting for analysis of test results and review of academic improvement programs.
- (c) After the semester for analysis/assessment of previous semester activities and take corrective actions wherever required.

7. The minimum quorum for the meeting shall be 50% of the total number of members. The agenda, minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

8. All functions of IQAC be performed during the above meetings and if required additional meeting be held as per the requirements.





Department Quality Assurance Cell (DQAC)

9. Department Quality Assurance Cell be formed at each department for implementation of policies/guidelines issued by IQAC as well as to ensure quality of various departmental activities. DQAC to organise meetings regularly as mentioned below in respect of a semester and minutes of meetings need to be forwarded to IQAC.

- (a) Ensuring pre-semester preparations, like justified subject allocation in terms of knowledge and experience, course planning, lesson plan and mapping of Course Objectives, tools for achieving Course Objectives, adequacy of academic requirements, lab preparedness etc.
- (b) Before scheduled class tests to ensure adequate syllabus coverage, quality of question papers, assignments etc.
- (c) To analyse the results and review teaching-learning process to make recommendations.

10. DQAC shall forward suggestions and improvements made in the respective department to IQAC for analysis and implementation at other departments. The suggested structure of DQAC is as below:-

SI No	Designation	Appointment	Remarks
1	Chairman	Head of Department	
2-4	Three Faculty members	Asso/Asst Professors	One nominated as Secretary
5	One lab staff		As per requirement only
6	One nominee from each class		As per requirement only
7	PTA representative of each class		As per requirement only
8	Class Advisors		As per requirement only

