Internal Quality Assurance Cell

Internal Quality Assurance Cell (IQAC) has been established at GGIT as proposed by UGC and NAAC. Since quality enhancement is a continuous process, the IQAC becomes a part of the institution's system and works towards realization 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 institutions. It is the part of the Institution's system and work towards realization of the goals of quality enhancement and sustained development.

Aim

- To develop a system of conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.
- To promote measures for Institutional functioning towards quality enhancement through Internalization of quality culture and Institutionalization of best practices.

Functions

The primary functions of IQAC typically include:

1. **Development and Application of Quality Parameters:** IQAC is responsible for defining and implementing quality parameters and benchmarks for various academic and administrative activities within the institution.

2. **Preparation of Self-Assessment Reports:** IQAC prepares self-assessment reports that evaluate the performance of the institution against the set quality parameters. These reports are used to identify areas for improvement.

3. **Facilitating the Accreditation Process:** IQAC assists in the process of accreditation or reaccreditation by preparing the necessary documentation and ensuring compliance with accreditation standards.

4. **Monitoring and Evaluation:** It continuously monitors and evaluates the progress of the institution in achieving its academic and administrative objectives. This includes regular reviews of teaching-learning processes, research activities, and administrative functions.

5. **Feedback Mechanism:** IQAC establishes mechanisms to collect feedback from various stakeholders, including students, faculty, staff, and employers. This feedback is crucial for identifying areas that need improvement.

6. **Promoting Best Practices:** IQAC identifies and promotes best practices in teaching, research, and administration. It encourages innovation and excellence in various aspects of the institution's functioning.

7. **Capacity Building:** IQAC facilitates the organization of workshops, seminars, and training programs for faculty and staff to enhance their skills and knowledge in areas related to quality assurance.

8. **Documentation and Record Keeping:** It ensures that all relevant documents related to quality assurance are maintained and updated regularly. This includes academic records, assessment reports, and accreditation-related documents.

9. **Quality Circles and Committees:** IQAC may establish quality circles or committees within the institution to focus on specific areas of improvement. These groups work towards achieving defined quality objectives.

10. **Preparing and Implementing Quality Enhancement Plans (QEPs):** IQAC formulates plans for enhancing the quality of education and other activities based on the findings of self-assessment. These plans are then implemented and monitored.

11. **External Communication:** IQAC serves as a liaison between the institution and external quality assurance agencies or accrediting bodies. It ensures that the institution complies with external quality standards.

12. **Promoting Research and Innovation:** IQAC encourages and supports research activities and initiatives that contribute to the overall quality and reputation of the institution.
13. **Promoting a Culture of Quality:** It fosters a culture of quality consciousness among all stakeholders by organizing awareness programs and workshops.

Internal Quality Assurance System

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures and methodologies of operations and learning outcomes at periodic intervals and record the incremental improvements in various activities.

In any institution, IQAC is the most important body, which is accountable for quality assurance in the organizational operations. All the activities related to value addition in the quality of education provided in the institute are conducted by IQAC, as well as, their initiation, planning and supervision is also presided by the body.

The key to success of any institute depends how effectively Internal Quality Assurance Cell (IQAC) works. In GGIT, IQAC is incorporated under the leadership of the chieftain of the institution (Director). The IQAC comprises management representatives, faculty representatives, staff representatives, student's representatives, alumni, employers and is coordinated by Deans, Representatives from the faculty group, management of the institute, administration department, alumni, industrialists and internal society members are the part of the IQAC.

The high standards set by the institute, are taken care of by the IQAC, through regular visits in the departments and sections, as well as, through timely feedback by the employees of the institute. The members of IQAC keep a regular check on the course files, lab records, mentoring records, attendance records, and other necessary data related academics, and stock registers to ensure adherence to compliance. A report of the same is prepared and presented before the IQAC coordinator in a pre defined assessment format. Discussions and analysis is done for the same in the IQAC meeting and sent to the concerned department with suggestions for improvement, if found.

Contribution in teaching-learning process:- The main purpose of IQAC is to observe the processes involved of teaching-learning and continuously recommend the improvements in the system. With respect to the guidelines of the university and as per the principles of Blooms Taxonomy, the faculty members prepare lesson plans of their subjects before the start of the classes. They also prepare the course file for the each subject to be taught during the semester. The course files contain previous year question papers, question banks notes, reference books etc. The faculty members upload the attendance of the students over the ERP. All these files and attendance are subsequently monitored by the cell.

Contribution in Research and Development: IQAC also oversees the research and development environment in the institute. It provides the frame work to develop research policy of the institute. The members of the IQAC are continuously motivating the faculty members for involvement in good quality research papers, book chapters, patents, organizing the workshop/seminar etc.

Contribution in Welfare of students and employees:

IQAC lays out the basic principles of students and employees welfare as per the guidelines of various statutory bodies and others. On the basis of the inputs received, institute organizes different activities and functions through clubs and houses. Different scholarship schemes offered by the institute and government agencies are informed to the students. Anti-ragging Committee, Internal Complaint Committee, Women Harassment Committee, SC/ST Committee, Grievance Redressal Committee also work on the guidelines of statutory bodies and IQAC inputs.

The Annual meetings of IQAC and the Action taken Report is available on institutional website: https://drive.google.com/drive/u/3/folders/1e_SQ80fhDWfQLftzJCJ0BsNres_d_hiJ