

NOTIFICATION NO. KU/POL./2021/007

Date: 13th August 2021

**Subject: Karnavati University - Rules for the Internal Quality Assurance System
(Issue 01 Revision 00)**

Karnavati University hereby notifies 'Rules for the Internal Quality Assurance System' as appended herewith. These rules shall promote the quality enhancement and sustenance of the institution internally, these also comfort to develop a mechanism to promote, improve and develop the academic and administrative performance of the University.

This comes into immediate effect.


Tariq Ali Saiyed
Registrar



Enclosure: **Rules for the Internal Quality Assurance System (Issue 01 Revision 00)**



Rules for the Internal Quality Assurance System

Policy Title	Rules for the Internal Quality Assurance System
Key Stakeholders	Board of Management Governing Body Officers of University Non- Teaching Employees Teaching Employees Vice-Chancellor (Provost)
Approved on	13 th August 2021
Date Effective	14 th August 2021
Next Version	
Relevant Policies	
Relevant Committees/ Centres	<i>Internal Quality Assurance Cell (IQAC)</i>
Related guidelines	<i>XII Plan Guidelines for the Establishment and Monitoring of the Internal Quality Assurance Cells (IQACs) in universities. (UGC 2012-2017)</i> <i>Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) and Submission of Annual Quality Assurance Report (AQAR) by Accredited Institutions. (NAAC 2021)</i>

1. Short title and Application

These Rules shall be called the '*Rules for the Internal Quality Assurance System*'.

2. Objective

The primary aim of the University is enhancement of the quality of the institution, the University has developed an Internal Quality Assurance System (IQAS) with the following objectives –

- i. Promote quality enhancement and sustenance of the Institution internally,
- ii. Develop a mechanism to promote, improve and develop the academic and administrative performance of the University,
- iii. Build an internal quality assurance mechanism

3. Internal Quality Assurance Cell (IQAC)

- i. An *Internal Quality Assurance Cell* (hereinafter referred to as 'IQAC') shall be constituted by the Board of Management under the chairmanship of the Vice-Chancellor (Provost).
- ii. The IQAC shall be responsible for developing, planning and monitoring the Quality Assessment and Enhancement of the activities of the University, internally.
- iii. It shall be a participative body of the University and be responsible for improving and enhancing the quality of the academic and administrative activities of the University and removing the deficiencies.
- iv. It shall act as a dynamic system for introducing and strengthening the quality of academic and administrative activities.
- v. It shall derive support from the already existing committees and authorities of the University and its constituent Institutes which are working towards the goal of quality enhancement.

4. Composition, Tenure and Meeting of IQAC

- i. **The IQAC shall have the following members –**
 - a. Chairman – who shall be the Vice-Chancellor (Provost),

- b. Director IQAC - who shall be appointed by the Vice-Chancellor (Provost).
 - c. 3 (three) to 8 (eight) members – who shall be teaching employees representing all levels (Assistant Professor, Associate Professor and Professors) from all the constituent Institutes of the University. These members shall be nominated by the Vice-Chancellor in consultation with the Academic Council.
 - d. 1 (one) member – who shall be nominated from the Governing Body or the Board of Management by the Vice-Chancellor (Provost) in consultation with the President.
 - e. 3 (three) to 5 (five) members who shall be senior administrative officers of the University, who shall be nominated by the Board of Management.
 - f. 1 (one) to 2 (two) nominees who shall be from Local Trust/Society, Students and Alumni,
 - g. 1 (one) to 2 (two) nominees who shall be from Employer/Industrialist/ Stakeholder,
- ii. **Tenure** –
- a. The term of the members of the IQAC shall be of two (2) years, unless extended by the Vice-Chancellor (Provost).
 - b. The Director (Co-Ordinator) of the IQAC shall be appointed for a term of two (2) years, and may be re-appointed at the discretion of the Vice-Chancellor (Provost).
- iii. **Meetings** –
- a. The IQAC shall meet at least once in every month. The meeting shall be held on such date as may be decided by the Director IQAC and shall be communicated fifteen (15) days prior to the members along with the agenda of the meeting.
 - b. After the meeting has concluded, the minutes of the meetings shall be prepared by the Director IQAC, the minutes shall be signed by the Director IQAC and all the members present in the meeting, it shall be forwarded to the Vice-Chancellor (Provost), all the members of IQAC and Board of Management.
 - c. The Quorum of the meetings shall be not less than two third of the members.

5. Role and Functions of the Director IQAC

- i. He/she shall be a full – time senior employee (teaching or non – teaching) of the University, with an additional responsibility as Director IQAC.
- ii. He/she shall ensure the effective and efficient functioning of all the members of IQAC.
- iii. He/she shall have experience and knowledge about usage of computers, data management, quality aspects.
- iv. Ensure timely meetings of IQAC and implementation of the suggestions given by IQAC for improving and strengthening the quality of the academic and administration of university.
- v. Supervise the activities of the IQAC.

6. Functions of the IQAC – the IQAC shall perform the following functions and such other functions as may be required from time to time -

- i. Develop the parameters for enhancement of the quality of the various academic and administrative activities of the University.
- ii. Develop procedures and processes for the feedback from the students, alumni, employees, parents of the students and other stakeholders of the University on the parameters related to the quality of the academic and administrative activities of the University.
- iii. Organizing and assisting in organizing (by way of suggestions) International and National workshops, seminars, conferences for the development, improvement, maintaining, promotion and upgradation of the academic and administrative deliveries.
- iv. Prepare documents and keep records of the various programs and activities related to academics and administration. Devise methodology and procedures for record keeping, safe-keeping, preservation and maintenance of the database for the documents and reports.
- v. Preparing the *Annual Quality Assurance Report (AQAR)* as per the requirements for the purpose of accreditation.

- vi. Observing the academic delivery and performing academic audits, devise the procedure for the same. Perform academic review at the end of the academic session.
- vii. Deliberate, suggest, propose and may decide on the introduction of new courses, increase in credits or change in curriculum.
- viii. Suggest schemes and introduction of the incentives for faculty encouragement.
- ix. Suggest on recruitment initiatives.
- x. Co-ordinating and assisting the various committees of the University and at the Institute levels in performance of the work, and the constituent Institutes and their departments.
- xi. Frame action plans for the University, check compliance of the internal rules, regulations, policies, procedures and ordinances.
- xii. Promote shared responsibilities, commitments, internal communications within the University and its constituent institutes and decentralization of powers.
- xiii. Submit the reports prepared by the IQAC to the Board of Management.