

IQAC Journey: Your Comprehensive Guide to Quality Excellence

Welcome to the IQAC Team!

Getting Started: Your Monthly IQAC Meeting

This is your first checkpoint each month. Gather with the Managing Director IQAC Chairman, Coordinators, and Members to discuss suggestions and new ideas/events from various stakeholders. A consolidated list of suggestions and objectives is prepared through a dedicated mechanism and is ready for further scrutiny.

The Decision-Making Pitstop: Fortnightly Review Meeting

Two weeks after the Monthly IQAC Meeting, join the IQAC Chairman, Coordinator, and Managing Director for a review. This meeting is critical for approving action items/events based on the consolidated list of suggestions/ideas from the monthly meeting.

Breaking It Down: Agile Sprint Meeting

Post the fortnightly review, gear up for your Weekly Sprint Meeting. Committee Coordinators and Working Group Managers break down the approved action items into smaller, achievable tasks. These tasks are then listed in Taskade for the week ahead.

On-the-Go: Taskade Updates

As the week progresses, update the status of your tasks in Taskade. This keeps the entire team aligned and ensures transparency.

Your Checkpoints: Quality Reviews

Don't miss the quarterly and annual reviews. These are your moments to shine and show the progress made in quality assurance and enhancement. OKRs are used to evaluate and measure performance.

Wrapping Up: Annual Comprehensive Review

As the year comes to a close, participate in a summary meeting with higher management, all IQAC roles, and external stakeholders. This final review helps plan for the year ahead and celebrate the achievements of the past year.

Introduction to IQAC

Objective:

To provide a comprehensive understanding to all stakeholders involved in IQAC.

Purpose:

The SOP aims to standardise the QA and QE activities across the JKKN college cluster and guide Learning Facilitators in the Taskade App. It is applicable to all stakeholders within the JKKN Educational institutions.

Steps:

Understanding IQAC

IQAC is designed to institutionalise quality-enhancing practices, focusing on performance metrics and process optimization.

Scope and Applicability

Details the range of stakeholders impacted by this SOP, including faculty, administrators, and external advisors.

Roles and Responsibilities

Outlines the structure of IQAC, pinpointing role-specific duties and reporting mechanisms.

Quality Objectives

Enumerates the specific OKRs (Objectives and Key Results) that IQAC aims to achieve within a set timeframe, managed and tracked through the Taskade App.

Meetings and Communication Channels

Explains the meeting cadence, such as monthly IQAC and weekly sprints, as well as the platforms used for communication, like email and intranet.

Resources and Tools

Highlights the use of Taskade for OKR management and how it integrates with the overall IQAC workflow.

Checklist and Next Steps

Provides an actionable checklist for immediate tasks, such as reading key documents and attending an introductory session on Taskade.

Who's Who: Understanding Roles

Objective:

To clarify the roles and responsibilities within IQAC for effective governance and operational excellence.

Roles:

Cluster Level Coordinators

Serves as the overarching guide and liaison for IQAC activities across the JKKN college cluster.

Key Tasks:

Conducts fortnightly check-ins with Working Group managers and oversees quality objectives.

Accountability:

Reports to the Institutional Head and is accountable for the quality objectives across the cluster.

IQAC Chairman

Provides leadership and strategic direction for IQAC activities at the institutional level.

Key Tasks:

Ensures quality objectives, plans, and KPIs are perfectly aligned with the Institution's vision, government regulatory requirements, and faculty appraisal parameters.

Oversees the implementation of quality objectives and chairs monthly IQAC meetings.

Accountability:

Reports to the Managing Director and ensures alignment with the cluster vision.

IQAC Coordinator (Vice Principal)

Responsible for operational oversight, including managing fortnightly review meetings.

Key Tasks:

Coordinates the implementation of quality objectives and conducts fortnightly review meetings with the Managing Director.

Authority on Role Changes:

The IQAC Coordinator has the authority to change the Working Group Managers. Changes must be communicated through Google Chat, utilizing the '@' symbol to mention the specific person. This procedure ensures that role changes are executed promptly and are well-documented.

Accountability: Reports to the IQAC Chairman.

Committee Coordinators

Facilitates the work of the committee, ensuring effective communication.

Key Tasks:

Oversees the functioning of the working groups and ensures effective communication.

Accountability: Reports to the IQAC Coordinator (Vice Principal).

Committee Co-Coordinators and Working Group Managers

Assists the Committee Coordinator in their duties and acts as a backup. Manages the tasks within the working group.

Key Tasks:

Collaborates with the Committee Coordinator to ensure smooth functioning. Responsible for attaining the objectives of their respective working groups.

Accountability: Reports to the Committee Coordinator.

The Cycle: Monthly, Fortnightly, and Weekly Meetings

Objective:

To establish a consistent and structured approach to quality management through multi-tiered meetings that ensure the alignment of quality objectives and action plans across different levels of the institution and the cluster.

Monthly IQAC Meeting

Frequency: Conducted every month, on or before the 10th.

Agenda:

A pre-circulated agenda will include items such as reviewing the previous month's action items, discussing new suggestions from various internal and external stakeholders (need assessment), and setting quality objectives for the upcoming month.

Your monthly IQAC suggestions should be mentioned under the committee -working group - results.

In the monthly IQAC meeting, should have gain approval for the next 3 months Pre-planned events approval

Participants:

IQAC Chairman, IQAC Coordinator, Committee Coordinators, YUVA Chair & Co- Chair, and Managing Director. For quarterly meetings, external stakeholders like industry experts are also invited.

Output:

A meeting summary, including consolidated suggestions, will be prepared, and action items for quality assurance and enhancement will be assigned.

(**Note:** Every month, the YUVA Chair and Co-chair (Overall) must attend the monthly IQAC meeting. If they are unavailable, two other YUVA students should attend. The only acceptable exception is a university exam; no other excuses will be considered valid. If there are internal exams or other reasons, the IQAC Coordinator should request to postpone the meeting through IQAC Space with Mentioning Director Sir)

Fortnightly Review Meeting

Frequency: Conducted every 15 days.

Agenda:

To review the progress made on the action items set during the monthly IQAC meeting and to discuss any roadblocks or challenges.

Participants:

IQAC Coordinator (Vice Principal), IQAC Chairman (Principal), and Managing Director.

Output: A review summary and an updated action plan will be prepared.

Weekly Sprint Meeting (Agile)

Frequency: Conducted every week.

Agenda:

To break down the action items set during the monthly and fortnightly meetings into smaller, achievable tasks to be executed within the week.

Participants: Coordinators of each institutional committee.

Output:

A weekly sprint plan will be prepared, outlining the tasks for each committee.

Meeting with Cluster Coordinators

Frequency: Conducted every 15 days.

Agenda:

To align IQAC activities and quality objectives across the JKKN colleges cluster, and to discuss cross-institutional initiatives.

Participants:

Cluster Level Coordinators and Managing Director.

Output:

A meeting summary that includes aligned quality objectives and action plans across the cluster will be prepared.

Action Time: Task Management

Objective:

To outline the procedure for managing tasks derived from the meetings and aligning them with quality objectives through the OKR methodology and Taskade software.

Taskade Software

Purpose:

A software application where each committee of each institution is represented as a project.

Operation:

Tasks are assigned to individuals within the committee and follow-ups are made through the platform.

Participants: All roles involved in IQAC activities.

OKR Methodology

Operation:

Objectives are set in Taskade and progress is measured using key results.

Participants:

Committee Coordinators, Working Group Managers, and Cluster Level Coordinators.

Agile Projects

Purpose: To handle tasks on a weekly basis, using Agile methodology.

Operation:

Tasks are broken down into smaller chunks during the Weekly Sprint Meeting and are tracked as Agile Projects in Taskade.

Participants: Committee Coordinators, Working Group Managers.

Monthly Meeting Suggestions**Purpose:**

To incorporate suggestions made during the Monthly IQAC Meetings.

Operation:

Suggestions are recorded in Agile Projects and reviewed during the Fortnightly Review Meetings.

Participants: All participants of the Monthly IQAC Meeting.

Review: Quality Checks**Objective:**

To establish a system of periodic reviews that evaluate the effectiveness of QA and QE initiatives and provide insights for continuous improvement.

Quarterly Reviews

Frequency: Conducted every quarter.

Agenda:

To evaluate the effectiveness of QA and QE initiatives based on OKRs.

Participants:

All roles involved in IQAC activities, including Cluster Level Coordinators.

Output:

A summary report detailing the progress made against OKRs, challenges faced, and action items for improvement.

Annual Reviews

Frequency: Conducted annually.

Agenda:

To provide a comprehensive review of all QA and QE activities over the year.

Participants:

Higher management, all roles involved in IQAC, and external stakeholders.

Output:

An annual review report that includes recommendations for the upcoming year.

Ad-hoc Reviews

Frequency: As needed.

Agenda: To address urgent issues or changes in strategy.

Participants: Relevant stakeholders as per the issue at hand.

Output: A review summary with immediate action items.

Taskade Review

Frequency: Ongoing.

Agenda: To continually monitor the progress of tasks in Taskade.

Participants: Committee Coordinators and working Group Managers.

Output: Updated task statuses and any adjustments to the action plan.