

IQAC Accreditation Procedures

1. Expression of Interest (EOI) and Initial Eligibility Check

- Institutions submit a **formal EOI form** to IQAC.
 - IQAC conducts an **initial eligibility review** to assess:
 - Legal registration and governance
 - Existing programs and infrastructure
 - Alignment with IQAC's scope (RQF Level 3–7)
-

2. Application Submission

The institution submits a detailed **Accreditation Application Dossier**, including:

- Legal and institutional documents
 - Academic governance structure
 - Internal Quality Assurance (IQA) policies
 - Curriculum for proposed RQF-aligned programs
 - Staff qualifications and CPD records
 - Infrastructure and learning resources
 - Industry engagement plans (if applicable)
 - Policies on admissions, assessment, plagiarism, and complaints
-

3. Document Review by IQAC Panel

IQAC assembles a **qualified, independent Accreditation Panel** to:

- Verify submitted documents against accreditation criteria
 - Request clarifications or additional documents
 - Ensure independence by declaring any conflicts of interest
-

4. Site Visit / Virtual Review

IQAC conducts a **comprehensive audit**, including:

- On-site or virtual inspection of facilities and classrooms
- Interviews with management, faculty, QA team, and students
- Observation of teaching, assessment records, and student work
- Review of digital learning systems and data security

5. Accreditation Decision

Based on panel findings, IQAC issues one of the following:

- ☒ **Full Accreditation** (Valid for 3 years)
 - ☐ **Conditional Accreditation** (Valid for 1 year, with required improvements)
 - ☒ **Rejection** (with detailed explanation and reapplication guidance)
-

6. Accreditation Agreement

On successful outcome:

- IQAC signs an **Accreditation Agreement** with the institution.
 - Agreement outlines:
 - Duration and scope of accreditation
 - Compliance with IQAC and RQF standards
 - Rights to use IQAC's accreditation seal and logo
 - Conditions for renewal, suspension, or withdrawal
-

7. Ongoing Monitoring & Compliance

IQAC ensures **continuous quality assurance** via:

- **Annual Institutional Review** reports
 - **Student satisfaction and performance data**
 - **Random sampling** of assessments for moderation
 - **Feedback loops** for improvement
 - **Notification duty** for any major changes (staffing, ownership, curriculum)
-

8. External Quality Assurance Audit

Every 3 years or upon renewal, IQAC conducts a **full re-accreditation audit**, including:

- Independent evaluation against revised standards
 - Third-party peer review (if applicable)
 - Student and alumni feedback
-

9. Accreditation Renewal or Withdrawal

- Renewal is contingent on satisfactory compliance and development.
 - IQAC reserves the right to **suspend or withdraw accreditation** if:
 - There is evidence of academic malpractice
 - Quality falls below minimum thresholds
 - Non-compliance with annual monitoring
 - Breach of ethical or legal standards
-

10. Appeals and Complaints

- Institutions may appeal accreditation decisions via a formal procedure.
- An independent **Appeals Board** reviews decisions objectively.