SWAMI VIVEKANAND INSTITUTE OF ENGINEERING & TECHNOLOGY

Constitution
of
Internal Quality Assurance Cell (IQAC)

27 January, 2025

1. INTRODUCTION

Swami Vivekanand Institute of Engineering & Technology (SVIET), Rajpura, Punjab is a Premier Private Institution in North India delivering real world solutions through an integrated learning hub, enriched with a distinctive academic fusion. SVIET was established in 2004 under the aegis of Sh. Raghunath Rai Memorial Education & Charitable Trust. It has a state-of-the-art campus situated 30 km from Chandigarh on the NH-1Chandigarh-Patiala National Highway. The sprawling campus of the SVIET is equidistant from Chandigarh, Mohali, Panchkula, Ambala, and Patiala. SVIET has a mission to build leaders through holistic, transformative and innovative education.

The institute also believes and focuses on social engagement and commitment to the growth and development of the nation's economy and society. The institute has MOUs with prestigious institutions, automotive, & manufacturing sectors and various international institutions to provide best possible exposure and quality education to students in order to make them not only greatly successful professionals, managers, entrepreneurs and technologists but also to make them fully responsible and awakened members of the society. SVIET faculty members are highly qualified and having research experience in various fields of engineering and technology. They are dedicated to providing students with the highest quality of education and mentorship, ensuring that they have the necessary skills and Knowledge to succeed in their chosen careers. The academic implementation is well documented to have effective monitoring of the curriculum delivery at various levels. MOUs is with from automotive, and manufacturing sectors, providing students with opportunities for internships, projects, and placements. SVIET is an eco-friendly campus and green initiatives like Solar based Power Plant, Waste Management etc. has been consciously taken to take care of environmental sustainability. The SVIET has world-class infrastructure with modern laboratories equipped with the latest technology and equipment as well as a well-equipped sports complex that encourages students to participate in various physical activities. The institute has an enormous library with an extensive collection of books, journals, and other academic resources .In addition to its academic programs, the institute has a vibrant student life, with a range of extra-curricular activities, clubs, and societies that provide to students' interests and hobbies.

2. VISION & MISSION OF INSTITUTE

Our Vision

To become one of the most preferred learning places as a leading global technical institute that aims to bring a revolutionary change in education to create luminaries and innovators, and also propagate new knowledge for society and industry, and to make the youth self-reliant.

Mission

- To provide an education that transforms students through rigorous coursework and by providing an understanding of the needs of society and industry.
- To undertake collaborative projects which offer opportunities for long-term interaction with academia and industry.
- To provide a scholarly and professional environment that enables our faculty, students, and staff to make lasting contributions to the advancement of learning.
- The institute provides students with a platform for interdisciplinary research which not only gives them a well-rounded perspective but also helps them keep in view the sociological relevance of science, education, and research.
- To find the route to success at the intersection of theory and practice, discover and implement innovative solutions to real-world problems.
- To build leaders through holistic, transformative, and innovative education.

3. CORE VALUES

The Core value of the college reflect its commitment to :

- Pursuit of Excellence through Innovation, Start-Ups, Collaboration and continuous Improvement
- Creative Teaching & Learning
- Excellence in Research
- Freedom of Thought and Expression
- Integrity and Professional Ethics
- Social Inclusion and Gender justice

4. INTERNAL QUALITY ASSURANCE CELL (IQAC)

SVIET established Internal Quality Assurance Cell (IQAC) in the year 2017. The IQAC is a part of the institution's system & work towards realization of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. It will channelize all measures of the institution towards promoting its holistic academic excellence.

a) Objectives

The Internal Quality Assurance Cell (IQAC) at SVIET aims to ensure continuous improvement in academic and administrative performance. It establishes quality benchmarks and promotes a learner-centric environment through innovative teaching methods. IQAC collects and analyzes feedback from stakeholders to enhance institutional processes. It disseminates information on quality parameters and organizes workshops and seminars for faculty development. The cell encourages research, promotes best practices, and ensures compliance with accreditation standards. By fostering a culture of excellence, IQAC aims to enhance overall institutional effectiveness.

b) Strategies of IQAC

IQAC shall evolve procedures for:

 I. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
 II. The relevance and quality of academic and research programs
 III. Equitable access to and affordability of academic programs for various sections of society
 IV. Optimization and integration of modern methods of teaching and learning
 V. The credibility of evaluation procedures
 VI. Ensuring the adequacy, maintenance and functioning of the support structure and services
 VII. Research sharing and networking with other institutions in India and abroad.

c) Functions of IQAC

Some of the functions of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Arrangement for feedback response from students, parents and other stakeholders on quality related institutional processes
- Dissemination of information on various quality parameters of higher education
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of Maintaining /enhancing the institutional quality.
- Development of Quality Culture in the institution.

d) Quality Assurance Process

- The IQAC majorly contributes for policy framing, designing an action plan and monitoring its execution to achieve the desired goals to achieve the vision of the institute.
- An academic and sports calendar are prepared at the starting of every semester as per PTU academic calendar and circulated to all stakeholders to follow up.
- Orientation programs are organized every year for newly joined faculty members to adapt themselves to the systematic process of the institution.
- Class committee meeting is scheduled and conducted at each department before the starting of the semester. The grievances and the recommendations given in the meeting are addressed by IQAC. Periodic reviews and audits are also conducted by the IQAC.

- Teaching feedback mechanism is scheduled periodically and collected in time just before the starting of the final exams. Based on the feedback from students, faculty members are directed properly to overcome the issues.
- Internal assessment tests are periodically conducted as specified in the academic calendar. MST Question papers are audited periodically to maintain the quality of education.

e) IQAC Meeting

1. **Meeting Agenda** – A well-defined agenda should be prepared in advance, outlining discussion points related to institutional quality improvement.
2. **Notification & Scheduling** – The meeting date, time, and venue should be communicated to all IQAC members well in advance.
3. **Quorum** – A minimum number of members (as per the institution's IQAC policy) must be present to validate the meeting.
4. **Documentation & Reports** – Previous meeting minutes, progress reports, feedback analysis, and NAAC/AQAR-related data should be ready for discussion.
5. **Stakeholder Representation** – IQAC meetings should include faculty, management representatives, student representatives, and external experts for holistic decision-making.
6. **Action Plan Discussion** – Review of ongoing quality enhancement measures and planning for upcoming initiatives.
7. **Minutes of the Meeting** – Proper documentation of discussions, decisions, and action items should be recorded for future reference and compliance.
8. **Follow-Up Mechanism** – Assigning responsibilities and setting deadlines for the implementation of decisions made during the meeting.

f) Monitoring NAAC Compliance and Preparation for Re-Accreditation by IQAC

The Internal Quality Assurance Cell (IQAC) plays a crucial role in monitoring mandatory NAAC requirements for accreditation and subsequent cycles. It ensures continuous compliance

with NAAC's quality benchmarks in academics, administration, and governance. IQAC regularly collects, analyzes, and documents institutional data for submission in the Annual Quality Assurance Report (AQAR). It conducts internal audits, organizes quality enhancement programs, and facilitates faculty training to meet NAAC criteria. The cell monitors teaching-learning processes, research activities, and infrastructure development to sustain quality standards. IQAC also ensures stakeholder feedback integration and implements corrective measures for improvement. It prepares the institution for further assessment and re-accreditation by maintaining systematic documentation. By fostering a culture of excellence, IQAC helps in achieving higher NAAC grades in reassessment cycles.

g) Ten Action Points for Internal Quality Assurance Cell

1. Designing and implementing Annual Plans for institution –level activities for quality enhancement.
2. Arrange for feedback responses from students for quality – related institutional processes.
3. Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution
4. Retrieval of information on various quality parameters of higher education and best practices followed by other institutions.
5. Organization of workshops and seminars on quality-related themes and promotion of quality circles and institution – wide dissemination of the proceedings of such activities
6. Development and application of innovative practices in various programs /activities leading to quality enhancement
7. Participation in the creation of a learner – centric environment conducive for quality education
8. Work for the development of internalization and institutionalization of quality enhancement policies and practices
9. Act as a nodal unit of the institution for augmenting quality- related activities
10. Prepare focused Annual Quality Assurance Reports (AQARs)

h) Roles and Responsibilities of IQAC

1. Development and Application of Quality Benchmarks	Establishing and implementing quality parameters for academic and administrative activities.
	Ensuring a learner-centric environment for quality education.
2. Academic and Administrative Monitoring	Monitoring teaching, learning, and evaluation processes.
	Organizing workshops, seminars, and faculty development programs.
	Ensuring effective feedback mechanisms from students, parents, and other stakeholders.
3. Promotion of Research and Innovation	Encouraging faculty and students to undertake research projects.
	Facilitating collaborations with research organizations and industries.
4. Curriculum Development and Teaching Enhancements	Suggesting improvements in curriculum design and syllabus updates.
	Promoting the use of ICT tools in teaching and learning.
5. Accreditation and Quality Assurance	Preparing and assisting in NAAC, NBA, and other accreditation processes.
	Conducting internal audits and quality assessments.
6. Documentation and Reporting	Maintaining institutional records for academic and administrative activities.
	Preparing Annual Quality Assurance Reports (AQAR) for submission to accreditation bodies.
7. Student Support and Progression	Implementing mentorship programs, career counseling, and skill development initiatives.
	Monitoring student performance and ensuring better learning outcomes.
8. Industry and Community Engagement	Strengthening industry-academia linkages.
	Encouraging social responsibility programs and extension activities.
9. Infrastructure and Resource Management	Suggesting improvements in institutional infrastructure and resources.
	Promoting green and sustainable campus initiatives.
10. Continuous Improvement and Best Practices	Identifying and promoting best practices in the institution.
	Ensuring a culture of continuous quality enhancement.