

SWAMI VIVEKANAND INSTITUTE OF ENGINEERING & TECHNOLOGY



Constitution of Internal Quality Assurance Cell (IQAC)

January, 2025

INTRODUCTION

Swami Vivekanand Institute of Engineering & Technology (SVIET) was established in 2004 under the aegis of Sh. Raghunath Rai Memorial Education & Charitable Trust. Swami Vivekanand Institute of Engineering & Technology, Punjab is a Premier Institution in North India delivering real world solutions through an integrated learning hub, enriched with a distinctive academic fusion. It has a state-of-the-art campus situated 30 km from Chandigarh on the NH-1 Chandigarh-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. ***SVIET has been accredited by the NAAC accreditation on July, 2024.***

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 are with 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. have 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.

VISION & MISSION OF INSTITUTE

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.

“Motto” : *“Educating students, to become job creators... not job seekers”*

CORE VALUES

The Core value of the institute 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

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.

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.

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.

Functions of IQAC

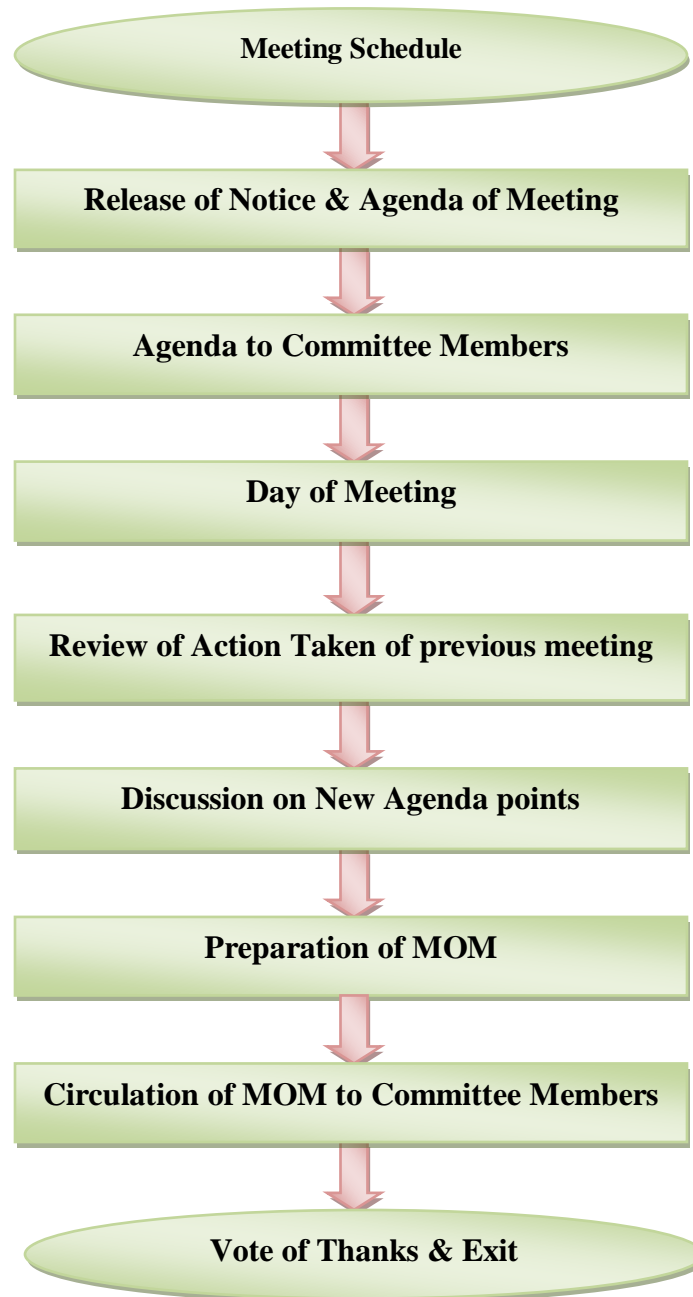
The IQAC shall contribute for policy framing, designing an action plan and monitoring its execution to achieve the desired goals of the institute.

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
- 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 of Quality Culture in the institution.
- Application for rankings and surveys from various organizations to the institute.
- Preparation of academic and sports calendar at the beginning of every academic year following the IKGPTU academic calendar.
- Orientation programs will be organized for newly joined faculty members to adapt themselves to the systematic process of the institution.
- CR's committee meeting will be 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 shall be also conducted by the IQAC.
- Teaching feedback mechanism will be 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.
- MST's report cards shall be shared with the parents in every semester.

Frequency of IQAC Meeting

Frequency of Meeting: The IQAC should meet at least once every quarter.



Roles and Responsibilities of IOAC

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.

Composition of the IQAC (as per NAAC)

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members. The composition of the IQAC should be as follows:

- 1. Chairperson: Head of the Institution**
- 2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)**
- 3. One member from the Management**
- 4. The senior administrative officer (Office Superintendent/Manager)**
- 5. One nominee each from the Local Society/Trust, Students and Alumni**
- 6. One nominee each from Employers/Industrialists/Stakeholders**
- 7. One of the senior teachers as the Coordinator of the IQAC**

The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary. The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities.

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

While selecting/nominating these members, several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from different backgrounds who have earned respect for their integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the Coordinator every two/three years to usher in new thoughts and activities in the institution.
- It would be appropriate to choose senior administrators and persons in charge of institutional services such as library, computer centre, estate office, student welfare, administration, academic tasks, examination, and planning and development.
- The management representative should be aware of the institution's objectives, strengths and limitations, and should be committed to its improvement. The local Society/Trust representatives should be of a high social standing and should have made significant contributions to society and to education in particular.

COMPOSITION OF SVIET IQAC

Sr. No	Composition of IQAC	Name of the Member & Designation
1	Chairperson	Prof. (Dr.) Sanjeev Saini (Director Academics)
2	Teachers	Dr. Vandana (HOD, CSE)
		Dr. Neeraj Kumar (HOD, MBA)
		Er. Jarnail Singh (HOD, MCA)
		Ms. Gurwinder Kaur (HOD, Applied Science)
		Dr. Indu Batra (Associate Professor)
3	Management Member	Er. Vishal Garg (Director Secretarial & Administration, Management Representative)
4	Senior Administrative Officers	Dr. Pertik Garg (Principal)
		Adv. Shubham Garg (Director Training & Placement)
		Er. Ankur Gill (Director Operations)
		Mr. Sarabjeet Singh (Dean, DSW)
5	Local Society, Students and Alumni	Mr. Gaurav Garg (Local Society)
		Mr. Neeraj Kumar (Student, B.Tech CSE)
		Ms. Vaishnavi Bajpai (Student, B.Tech CSE)
		Mr. Siddharth Miglani (Alumnus, B.Tech CSE)
6	Nominee from Employers/ Industrialists/ Stakeholders	Mr. Barjinder Singh Suri (Managing Director, M/s Rise N Shine)
		Mr. Varun Garg (Director, Appyez Financial Services)
7	Coordinator	Er. Shivani Guleria (HOD, CIVIL)