About IIQAC:

The significant initiatives of Internal Quality Assurance Cell include collection of data from relevant stakeholders and preparation of Annual Quality Assurance Reports to NAAC. Some of these include:

- Participation in NIRF, NAAC, NBA,

- Adherence and approval of ISO benchmarks and similar certifying bodies

- Conduct of Academic and Administrative Audit (AAA) and its follow up action

- Conducting induction programmes for newly recruited staff members

- Conducting Programmes on quality aspects and its documentation

- Collection of self-appraisal forms from staff and their analysis

- Conduct of survey related to quality parameters amongst relevant groups like students, alumni, parents, employers and teachers, etc.

Introduction:

Academic and Administrative Audit (AAA) is conducted annually to understand the existing system and assess the strengths, weaknesses opportunities and challenges faced by the departments along with their achievements of the Departments. The University has been conducting the Academic Audit of its Affiliated colleges since last more than 15 years but the Academic and Administrative Audit for the University departments was started from 2017 onwards. The objectives of the whole exercise is to bring in quality improvements and efficiency in their functioning to serve the stakeholders in a prompt and effective manner. It also helps to assess the level of fulfilment of the expectations of stakeholders. This requires systematic efforts on the part of the top management to analyse and implement the recommendations of the audit committee.

The IIQAC approved the Performa to be used for the purpose so that it is more objective in its analysis. In addition, the document so prepared will be serving as a kind of annual performance report of the departmental working and its staff and finally addressing the issues faced by them. The proforma is uploaded on the IIQAC link on the University website at: http://ipu.ac.in/ddnaacmain.php

The academic audit proforma was designed in line with the quality assessment format of NAAC. It was aimed at capturing the data on annual basis on key parameters of department, faculty, infrastructure, teaching-learning process, research guidance, consultancy, trainings and projects, motivational initiatives, social connect, challenges and deficiencies, future plans, best practices, etc.

The administrative audit attempts to understand the department culture, motivation, performance requirements, infrastructure available and required, etc. improve the performance and delivery of services. Evaluation parameters were based on the functions of individual administrative sections namely: General Administration, University Works Department, Library, security and sanitation, Coordination, Admission, Examination section, finance and others. Some of the parameters on which data is collected are: key activities, personnel involved and clarity of their roles and responsibilities, process flow and the interacting departments, challenges faced, charter if any and its adherence, new initiatives, preparation of reports and the focus towards key indicators of performance, infrastructure requirements, deficiencies identified, staff motivation, etc.

Process:

1. Every year the Academic Schools and Administrative sections are required to fill the details in the proforma as a part of self-appraisal.
2. The IIQAC constitute audit teams for various sections and Schools with the approval of the competent authority. The academic audit teams have – A Chairman, Two experts, One Expert from other School and the School NAAC Coordinator as the Convenor. The experts may be from either the University or external experts to be selected from an approved list. They are paid honorarium as per university norms. The same process is adopted for constitution of Administrative Audit team. The members from one department may be assigned for other departments as expert members.
3. The Schedule for Audit is announced in advance and the audit team visit the School/Administrative Sections.
4. The report is prepared by the team and shared with the concerned sections/Schools on the spot after the visit is completed with a copy to them and one copy in the IIQAC Cell.

Action Taken:

1. The IIQAC collects all reports and after discussions with the team members take suitable measures based on observations and recommendations. The summary of the same is presented in the meeting to all members for information.
2. It also takes up specific common issues as an agenda in IIQAC for deliberations.

Action Taken Reports-Year wise

Year 2020-21

- Recommending the faculty for attending FDPs/workshops
- Increasing the number of value added programmes in specific domains
- Appointment of full time TPO to assist in placements
- Organising career guidance sessions
- Coaching classes for students from SC/ST/Minorities and general students
- Conducting personality development sessions/workshops for students
- Setting up of Incubation Centre
- Strengthening of Schools with more faculty on contract
- NEP adoption
- Job rotation of employees to develop their administrative exposure and skills
- Conducting Staff development programmes for Admn Staff
- Conducting Staff development programmes both for academic and administrative staff
- Laptop grant for admn staff officers
- Enhancement of medical allowance
- Old Pension Scheme and New Pension Scheme Implementation
- Departmental Promotion for staff
- Career Advancement Scheme for teachers
- Digital infrastructure improvements and augmentation
- Course revision as per NEP 2020
- Value added courses – Developing Employability skills
- Professional Society Activities such as IEEE, ACM, etc.
- Policy of Code of ethics and its sensitisation among students and faculty
- MATLAB Software workshops
- Signing of MoUs with industry, academia and NGOs
- Felicitation of faculty and students for recognition at state/national/international level

Year 2019-20:

- Policy of Code of ethics and its sensitisation among students and faculty
- Plagiarism checking tool-Turnitin
- Grammarly tool for better documents
- E-access to library resources
- Online Alumni Portal
- Setting up of University LMS
- FDPs/Value Added courses on current topics such as: Global Economy, Block chain technology, Professional and social services, etc.
- Motivational Award scheme for staff, students and faculty
- Professional Society Activities such as IEEE, ACM, etc.

- Development of MOOCs courses for UG/PG and proposals to CEC for grant of financial support
- MATLAB Software workshops
- Launch of Skill based programmes – PG Diploma Data Analytics, Healthcare management and Entrepreneurship and start up.
- Revision of courses – USEM, USCT
- Workshops on managing mental stress
- Coaching classes for students from SC/ST/Minorities and general students
- Resume building and mock interviews
- Felicitation of faculty and students for recognition at state/national/international level
- ATAL FDPs on Image processing and computer vision, IoT, Deep Learning, etc.
- Signing of MoUs with industry
- New Programs launched

Year 2018-19

- Policy of Code of ethics and its sensitisation among students and faculty
- MATLAB Software workshops
- Professional Society Activities such as IEEE, ACM, etc.
- Development of MOOCs/Swayam/CEC/e-PG Pathshala portal for UG/PG
- Career guidance and Counselling sessions
- Workshops on mental well being and personal stress
- Resume building and mock interviews
- Best Teacher Awards
- AICTE Short term training on cyber threats and computer security
- MOUs with industry
- Course revision – Operations and Analytics
- Policies on Inclusiveness, IPR and Research and Consultancy promotion.

Year 2017-18

- Professional Society Activities such as IEEE, ACM, etc.
- Workshops on mental well being and personal stress
- Career guidance and Counselling sessions – Higher education
- Mock interviews, Personality development sessions
- Best Teacher Awards
- Development of Swayam/CEC/e-PG Pathshala portal for UG/PG
- Signing of MoUs with industry
- IT Policy designed
- Syllabus revision – USMS, USEM
- Faculty research grant scheme

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