



SRM MADURAI
COLLEGE FOR ENGINEERING AND TECHNOLOGY
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IQAC - VARIOUS FUNCTIONS WITH ACTION PLAN

S.No	Function theme	Action Plan	Frequency	Person(s) responsible
1	Development and application of quality benchmarks/parameters for the various academic and administrative activities of the HEI	Preparation of Academic Calendar of the Institution	Prepared semester wise	IQAC Coordinator
		Preparation of Department administration Documents	Reviewed monthly	HOD of the concerned Department
		Preparation of Academic Documents of the Department	Reviewed monthly	HOD of the concerned Department
		Preparation of the Documents for Clubs, Committees and cells	Reviewed semester wise	Coordinators of the concerned
2	Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process	Preparation of course plan with innovative content delivery and assessment	Reviewed semester wise	Faculty of the course
		Faculty knowledge updation by participating in Mooc online courses, FDP, STTP and workshops.	Reviewed yearly	Individual Faculty

S.No	Function theme	Action Plan	Frequency	Person(s) responsible
		Engaging students in continuous learning	Reviewed semester wise	Faculty mentors and advisor
3	Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes	Students feedback regarding courses	Analyzed semester wise (midsem and Endsem)	HOD of the concerned Department
		Student Satisfaction survey	Analyzed yearly	IQAC Coordinator
		Parent feedback	Analyzed yearly	IQAC Coordinator
		Alumni feedback	Analyzed yearly	IQAC Coordinator
		Employer feedback	Analyzed yearly	IQAC Coordinator
4	Dissemination of information on the various quality parameters of higher education	Periodical meetings	Conducted monthly	IQAC Coordinator
5	Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles	Organized capacity building programmes including faculty induction programmes	Conducted semester wise	IQAC Coordinator
6	Documentation of the various programmes/activities of	Acting as a documentation hub for various activities and	Conducted semester wise	IQAC Cell

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	the HEI, leading to quality improvement	programmes organized by Departments, Clubs, Committees, Cells and Institution		
7	Acting as a nodal agency of the HEI for coordinating quality-related activities, including adoption and dissemination of good practices	Conduct of Academic Audit	Conducted semester wise	IQAC Coordinator
		Periodical meetings	Conducted monthly	IQAC Coordinator
8	Development and maintenance of MIS for the purpose of maintaining /enhancing the institutional quality	LMS	Updated periodically	IQAC Cell and System administrator
9	Development of Quality Culture in HEI	Facilitates the process of infra-structure development of the institution including the preparation of Department Budget and Institutional Budget	Analyzed semester wise	HOD of the concerned Department and Head of the Institution
		Introducing the formats for various documents for the institution	Developed periodically	IQAC Coordinator
10	Preparation of the Annual Quality Assurance Report (AQAR) of the HEI	Developing reports based on the quality parameters articulated	Prepared annually	IQAC Coordinator

S.No	Function theme	Action Plan	Frequency	Person(s) responsible
	based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format	by the Accreditation body		
11	Bi-annual development of Quality Radars (QRs) and Ranking of Integral Units of HEIs based on the AQAR	Preparation of evaluation metrics related to ranking framework	Prepared annually	IQAC Coordinator
12	Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours	After Accreditation		