



# QUALITY *Manual*

2021 -22



**YENEPOAYA**  
[DEEMED TO BE UNIVERSITY]  
Recognized under Sec 3(A) of the UGC Act 1956  
Accredited by NAAC with 'A' Grade

## Internal Quality Assurance Cell (IQAC)









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# QUALITY MANUAL

## INTRODUCTION

Yenepoya (Deemed to be University) was established in the year 2008. Since then, the University has been persistently striving to create an environment appropriate to infuse quality in all its activities. In order to realize them an Internal Quality Assurance Cell was established in 2010 and several quality initiatives were employed to ensure high standard in the performance of the University. This had resulted in the accreditation of the University by NAAC with grade “A” in 2015. Further, several accreditations have been held by the University as an evidence for sustenance of quality in its functioning. There has been significant growth in terms of academic diversification, implementation of ICT in teaching, learning and evaluation processes as well as research and innovation.

Capacity building and skill acquisition processes also have been prominent areas of consideration from stakeholder's point of view. The focus on Outcome Based Education ensured that the students acquired the desired attributes to be successful professionally and personally. There has been focus to design learning processes those are more towards student centric than the traditional teacher oriented. The attention has been on learning outcomes and the aligned teaching and evaluation processes to achieve desired graduate attributes.

True to the meaning of a University, Research has been a core area of focus where the scholars and faculty engage in advancement, acquisition and dissemination of knowledge. There has been a tremendous ascension on research activity especially in the interdisciplinary areas with translational potential. The quality of research output has won accolades for the University with the availability of good infrastructure and operating procedures empowered with manpower, policies and practices.



The infrastructural facilities complement the quality initiatives and support its sustenance. The hospital and diagnostic laboratory and NABH and NABL accredited as steps towards quality services along with ISO certified research Centre. ICT integration in Teaching, learning and evaluation processes, Hospital services, Library and campus maintenance are yet another examples of quality reinforcement in the University.

The student support processes in the University are promoting in nature. The provisions include scholarships, counseling for personal assistance and professional guidance. The University has introduced unique programs, wherein, students get opportunity to interact with community which empower them to be responsible citizens and professionals. Alumni Association activities leaves a strong bond with the Alma mater.

Quality in the effective functioning of the University is ensured through the underlying systems and processes. The University has developed several policies and standard operating procedures to assure the stakeholders fairness in its approach. Further, these are periodically reviewed for meeting contemporary needs, unifying and strengthening administration. The interaction with community and local administration opens up avenues for discharging the Institutional Social Responsiveness.

IQAC since its inception has been a driving force for quality assurance through appropriate benchmarking processes. These have been reflected in curriculum development and delivery, documentation, data collection, analysis, implementation of remedial actions. The activities of the IQAC are complemented through the IQAU of the constituent units and other ancillary committees. This quality manual depicts the various cells/units/committees, the processes of initiation, implementation, monitoring and sustenance of quality parameters.

## QUALITY ASSURANCE STRATEGIES

- ❖ Identifying the areas for performance improvement
- ❖ Setting up the goals/strategies
- ❖ Methodology of implementation of strategies for improved performance
- ❖ Monitoring and review processes/data collection and analysis
- ❖ Corrective measures
- ❖ Outcome of analysis of the corrective measures.

Identifying the weak areas and addressing them effectively is critical in performance enhancement processes. Ability to identify the areas for improved performance is like refinement improvement half achieved. Knowing where and what to improve enable to achieve the full potential and to perform the best. Self evaluation and feedback from stakeholders also are effective strategies for identifying the areas which needs improvement. The University practices this approach effectively to identify the areas of concern.

Setting up goals is cardinal to have direction in the activities. Once the areas which need improvement are identified the first step is to focus on what to achieve followed by a time frame, as deadlines would keep the activities focused. Keeping time lines for time bound outcomes is efficiently employed in the University.

Implementation of strategies is the process of turning the plans into action or devising action plan to reach the desired outcome. This is expected to reduce the occurrence of mistakes and improve the processes. There should be supportive policies, systems and processes. Enactment of these would lead to improvement, provided, all the stakeholders support procedures understanding the implications of the practices. This would include

- ❖ Communications on the goals to be achieved
- ❖ Involving all the stakeholders
- ❖ Execution of the plans
- ❖ Establishing close networking of the stakeholders
- ❖ Reviewing of the implemented strategy and pick up lesson for future



## REVIEW OF ACTION PLAN / STRATEGY IMPLEMENTATION

Review of the outcome of the strategy implementation is cardinal to understand the implications of the plan. A policy adopted and implemented needs to be reviewed on a regular basis by response collection and analysis. This would enable to ensure that adopted strategy is bringing out desired output. This review is critical in terms of assuring the effectiveness in a time bound manner.

A corrective action plan or measures describes exactly how a specific situation will be changed to better meet the goals. A corrective action plan is a response to a situation that is nonperforming in the institution or system. It is a step by step process put together in an orderly manner to address causes of mal-performance. This involves documentation and addressing them to bring the system back in order.

The goal of corrective measures is to augment/facilitate the performance rather than primitive. These well thought measures when applied appropriately shall enable to realize the set standard and lapses thereof warrant noncompliance. A progressive corrective measure in other words actions executed are designed to help/promote the improvement of processes consequently the performance.

**Identification  
and  
evaluation of  
areas of  
improvement**

**Setting up  
goals**

**Assessment of  
institutional  
policies,  
processes**

**Action plan  
and its  
implementation**

**Continuous  
Improvement  
Process**

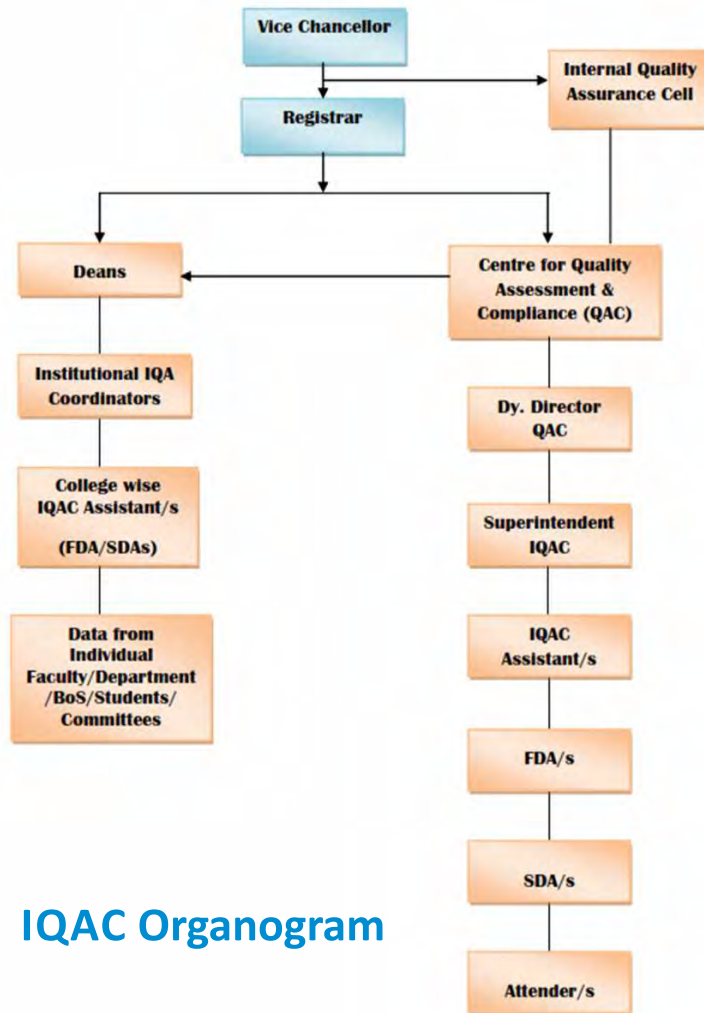


## VISION

To promote quality culture at Yenepoya (Deemed to be University) through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

## OBJECTIVES

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the Yenepoya (Deemed to be University)
- To promote quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.



**IQAC Organogram**

The Internal Quality Assurance Cell (IQAC) was established in the year 2010 as part of the quality sustenance, improvement and enhancement activity. The IQAC is leading the implementation of quality standards of University by identifying, internalizing and institutionalizing quality practices. The IQAC has been constituted adhering to the norms of composition as per the NAAC Guidelines with the Vice Chancellor as the Chairman of the committee, members Nominated from local society, students, alumni, employer and Industrialists. There are members representing various academic/ administrative sections/ units of the University along with student representation from various constituent units.



## The composition of Internal Quality Assurance Cell

Sl. No	NAME AND DESIGNATION	POSITION
	<b>HEAD OF THE INSTITUTION</b>	
1.	Vice Chancellor	Chairman
	<b>Teacher to represent all level</b>	
2.	Dr. Rekha P D, Professor & Director, YRC	Member
3.	Dr. Prabha Adhikari. M.R., Professor & HoD, Dept. of Geriatric Medicine, YMC	Member
4.	Dr. Ravi Vaswani, Professor, Dept. of General Medicine, YMC	Member
5.	Dr. Vina Ravi Vaswani, Professor, Dept. of Forensic Medicine , YMC & Director, Centre for Ethics	Member
6.	Dr. Abhay Nirgude, Professor , Dept. of Community Medicine & Associate Dean, YMC	Member
7.	Dr. Vijayalakshmi Subramaniam, Professor & HoD, Dept. of E.N.T, YMC	Member
8.	Dr. Uma Kulkarni, Professor, Dept. of Ophthalmology, YMC	Member
9.	Dr. Aswini Dutt R., Professor , Dept. of Physiology, & Associate Dean, YMC	Member
10.	Dr. Ashwini S. Shetty, Asso. Professor Stage-1, Dept. of Anatomy, YMC	Member
11.	Dr. SudheendraPrabhu T.V. Professor, Dept. of Oral Pathology, YDC	Member
12.	Dr. MallikaShetty, Additional Professor, Dept. of Prosthodontics, YDC	Member
13.	Dr. Vidya S. Bhat, Professor, Dept. of Prosthodontics, YDC	Member
14.	Dr. Umarani J., Professor & Vice Principal, YNC	Member
15.	Mrs. VeenaPais, Assoc. Professor & Vice Principal, YPC	Member
	<b>One member from the Management</b>	
16.	Mr. Kurshid Y, Director, Purchase & Stores	Member

SI. No	NAME AND DESIGNATION	POSITION
	<b>Few Senior Administrative Officers</b>	
17.	Pro- Vice Chancellor	Member
18.	Registrar	Member
19.	Dr. Haziel Diana Jenifer, Reader Stage – 1, Dept. of Periodontics & Asst. Registrar	Member
20.	Controller of Examinations	Member
21.	Finance Officer	Member
22.	Principal, Yenepoya Medical College	Member
23.	Principal, Yenepoya Dental College	Member
24.	Principal, Yenepoya Nursing College	Member
25.	Principal, Yenepoya Physiotherapy College	Member
26.	Principal, Yenepoya Pharmacy College & Research Centre	Member
27.	Principal, Yenepoya Institute of Arts, Science, Commerce & Management	Member
28.	Principal, Yenepoya Homeopathic Medical College & Hospital	Member
29.	Principal, Yenepoya Ayurveda Medical College & Hospital	Member
30.	Dean, Faculty of Allied & Healthcare Professions	Member
31.	Dr. Sham S. Bhat, Professor, Dept. of Pedodontics & Vice Principal, YDC	Member
32.	Medical Superintendent, YMCH	Member
	<b>One nominee each from local society, students and Alumni</b>	
33.	Prof. Abdul Rahiman, Former Vice Chancellor of Kannur & Calicut Universities	Member



<b>Sl. No</b>	<b>NAME AND DESIGNATION</b>	<b>POSITION</b>
34.	Prof. K. Kunhi Krishnan, Former Pro-Vice Chancellor, Calicut University, Thejas, Thenhippalam, Malappuram	Member
35.	Mr. Parameshwar R. Hegde, Design Engineer, Yenepoya Centre for Innovation & Incubation	Member
36.	Ms. Indulekha Menon K V, Yenepoya Medical College	Member
37.	Ms. Arya Raju, Yenepoya Dental College	Member
38.	Ms. Ashiya Najfath, Yenepoya Pharmacy College & Research Centre	Member
39.	Ms. Soniya P, Yenepoya Homoeopathic Medical College & Hospital	Member
40.	Ms. Gayathri S Anil Kumar, Yenepoya Ayurveda Medical College	Member
41.	Dr. Imran Pasha M, Reader, Dept. of Public Health Dentistry, YDC	Member
	<b>One nominee each from Employers/Industrialists/Stakeholders</b>	
42.	Mr. Yenepoya Javeed, Director – Operations, Yenepoya Speciality Hospital, Kodialbail, Mangalore	Member
43.	Dr. Jenita Fernandes, Professor, Dept. of Organon Medicine, YHMC&H	Member
44.	Dr. Thanusree Nair, Asst. Professor, Dept. of Samhita Siddantha, YAMC&H	Member
45.	Mr. Rajesha Karkera, Director, Information Technology	Member
46.	Dr. Rashmi Jain, Additional Professor, Dept. of Ophthalmology, YMC & Co-ordinator, ACTS-YEN	Member
47.	Dr. Bhagya Sharma, Asst. Director, Centre for Environmental Studies	Member
48.	Physical Director, Yenepoya (Deemed to be University)	Member
49.	Chief Librarian, Yenepoya (Deemed to be University)	Member
	<b>One of the senior teachers as the coordinator/Director of the IQAC</b>	
50.	Dr. Arun A.B, Professor & Director, Quality Assessment & Compliance	Co-ordinator

# INTERNAL QUALITY ASSURANCE UNITS (IQAU)

## Background

Establishment for quality cells in the constituent units is found necessary as they function independently in some of the administrative aspects and more importantly in teaching learning and evaluation processes.

This initiative of establishing the quality cells is expected to be facilitating the implementation of quality initiatives devised by the constituent units/departments, its monitoring, and sustenance and outcome analysis.

Further, these cells can comprehend and ensure implementation of the quality related aspects devised and planned by the University.

It is expected that the cells formulate appropriate policies (SOP) for effective functioning on the lines of IQAC of the Academy. Tentative composition of the Quality assurance cell is framed and given below. However it can be modified and notified to suite to the scope and functioning of the cells.

In order to increase the operational efficiency of the IQAC, the University has mechanism to specifically monitor the attainments.

With this background the University has established constituent unit wise Internal Quality Assurance Units (IQAU) to devise procedures and instruments for quality initiatives effectively and collect as well as collate the data at the constituent unit level.

The units shall involve in collecting the data from the faculty / departments, offices of the deans / principle various committees which will be reviewed by the IQAU coordinator and shall be approved by the Deans before submission to IQAC of the University.

**Composition of the Internal Quality Assurance Units**  
**YENEPOYA DENTAL COLLEGE**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Akhter Husain	Dean/Principal
2.	Dr. Sham S. Bhat	Vice Principal
3.	Dr. Laxmikanth Chatra	Vice Principal
4.	Dr. Maji Jose	Vice Principal
5.	Dr. Rohan Mascarenhas	HOD, Orthodontics & Dentofacial Orthopedics
6.	Dr. Prashanth Shenoy	HOD, Oral Medicine & Radiology
7.	Dr. Joyce Sequiera	HOD, Oral & Maxillofacial surgery
8.	Dr. Sanath Shetty	HOD, Prosthodontics
9.	Dr. Prathap M.S	HOD. Conservative Dentistry
10.	Dr. Rajesh K.S	HOD, Periodontics
11.	Dr. Sharan S.S	HOD, Pedodontics& Preventive Dentistry
12.	Dr. Rekha P. Shenoy	HOD, Public Health Dentistry
13.	Dr. Riaz Abdulla	HOD, Oral pathology
14.	Dr. JayaprakashIncharge	HOD, Dental Materials
15.	Dr. Vidya S. Bhat	Professor, Prosthodontics and Coordinator
16.	Dr. HasanSarfaraz	Professor, Prosthodontics
17.	Dr. Vinitha Bloor	Additional Professor, Periodontics
18.	Dr. Vivian Flourish D'Costa	Reader, Dept. of Conservative Dentistry
19.	Dr. Shakkira Moosa Kutty	Lecturer, Dept. of Conservative Dentistry
20.	Dr. Anu Babu	Lecturer, Dept. of Oral Medicine & Radiology
21.	Mrs. Sunitha Prabhu	Student Welfare Officer
22.	Mrs. Jayashree	Second Division Assistant
23.	Mrs. Rashmitha	IQAC Assistant
24.	Ms. Arunima Syam	Student
25.	Mr. Akshay Sarma	Student



**Composition of the Internal Quality Assurance Units**  
**YENEPOYA MEDICAL COLLEGE**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. M S Moosabba	Principal/Dean
2.	Dr. Abhay S Nirgude	Associate Dean (Administration)
3.	Dr. Aswini Dutt R	Associate Dean (Academics)
4.	Dr. Vijayalakshmi S	HOD, Otorhinolarygology
5.	Dr. Rouchelle C Tellis	HOD, Microbiology
6.	Dr. Uma Kulkarni	Professor, Ophthalmology
7.	Dr. Rashmi Jain	Additional Professor, Ophthalmology
8.	Dr. Akshaya K.M	Additional Professor, Community Medicine
9.	Dr. Ravichandra Karkala	Associate Professor, Psychiatry
10.	Dr. Ashwini Shetty	Associate Professor, Anatomy
11.	Dr. Grrishma B	Associate Professor, Physiology
12.	Dr. Mahalaxmi S Petimani	Associate Professor, Biochemistry
13.	Dr. Bhagyashree A	Assistant Professor, Pharmacology
14.	Dr. Ahris V.F	Assistant Professor, General Surgery
15.	Mrs. Obeida Shoukath	Student Welfare Officer
16.	Mrs. Kiran	In charge, Medical Records Division
17.	Mrs. Anupama K. S	Second Division Assistant, Inspection/Examination Section
18.	Mrs. Rahamath John	IQAC Assistant
19.	Ms. Tuba Fathima	Student
20.	Mr. Md. Saquib Ahmed	Student

**Composition of the Internal Quality Assurance Units  
YENEPOYA NURSING COLLEGE**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Mohammed Gulzar Ahmed	Principal/Dean
1.	Dr. Leena K C	Principal/Dean
2.	Dr. Umarani J	Vice Principal (Administration) and Coordinator
3.	Mrs. Janet Prima Miranda	Vice Principal (Academic)
4.	Dr. Syed Imran	Associate Professor
5.	Dr. Padma Priya S	Associate Professor
6.	Dr. Sasikumar S	Professor
7.	Mr. Shahikumar Jawadagi	Professor
8.	Mrs. Melba Roshini Lobo	Assistant Professor
9.	Mrs. Indumathi	Lecturer
10.	Mrs. Sharin Neetal D'Souza	Lecturer
11.	Mr. Gireesh G R	Associate Professor
12.	Ms. Rehamath	Second Division Assistant
13.	Ms. Aleena John	Student
14.	Ms. Kasturi Banerjee	Student

**Composition of the Internal Quality Assurance Units  
YENEPOYA PHYSIOTHERAPY COLLEGE**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Prof. Padmakumar S.	Principal
2.	Prof. Lourdhuraj I	Professor and Coordinator
3.	Dr. Mudasir Rashid Baba	Associate professor Stage-I
4.	Mr. Khaja Mohinuddeen	Asst. Professor
5.	Mr. Midhun P	Student
6.	Ms. Poorvika Rai	Student
7.	Mrs. Bhavya Harish	Second Division Assistant

**Composition of the Internal Quality Assurance Units  
YENEPOYA PHARMACY COLLEGE & RESEARCH CENTRE**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Mohammed Gulzar Ahmed	Principal/Dean
2.	Mr. Mohammed Asif Iqbal C	Vice Principal and Coordinator
3.	Dr. Rokeya Sultana	Professor
4.	Ms. Meenakshi Seshadri S	Assistant Professor
5.	Mrs. Sindhu Priya E.S	Assistant Professor
6.	Mrs. Sandhya V	Assistant Professor
7.	Mrs. Prajitha Biju	Assistant Professor
8.	Mrs. Nishmitha Gretta D'Souza	Assistant Professor
9.	Mr. Abdul Rahamanulla	Assistant Professor
10.	Ms. Sameera	IQAC Assistant
11.	Mr. Mohammed Safwan	Student
12.	Ms. Fathima Jazeela	Student

### Composition of the Internal Quality Assurance Units

## YENEPOYA INSTITUTE OF ARTS, SCIENCE, COMMERCE & MANAGEMENT

Sl. No	NAME	DESIGNATION
1.	Dr. Arun Bhagwath	Principal/Dean of Faculty of Science
2.	Dr. Shareena P	Vice Principal/Dean of Commerce and Management
3.	Dr. Jeevan Raj	Vice Principal
4.	Mr. Mahammad Shahid	Assistant Professor
5.	Mr. Narayana Sukumara A	Assistant Professor
6.	Ms. Shalini Jane Anne Rebello	Assistant Professor
7.	Mr. Joel P Joseph	Lecturer
8.	Ms. Ananya A	Lecturer
9.	Ms. Aradhana	Second Division Assistant
10.	Ms. Chaithra M S	Second Division Assistant
11.	Amal Varghese	Student
12.	Zulkifil Dawood	Student
13.	Rabia Anwar	Student
14.	Nashwa Iqbal	Student



**Composition of the Internal Quality Assurance Units**  
**YENENOYA AYURVEDA MEDICAL COLLEGE AND HOSPITAL**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Gururaj H.	Principal/Dean
2.	Dr. Shubada V.I	Professor, Dept.of Shalya Tantra and Coordinator
3.	Dr. NishaKumari	Professor, Dept. of Roganidana
4.	Dr. Supriya SAssociate	Professor, Dept. of Swastavritta & Yoga
5.	Dr. Shilpa K	Assistant Professor, Dept of Kayachikitsa
6.	Dr. Bushra	Residential Medical Officer
7.	Mrs. Suneetha Kumari	Non Teaching Staff
8.	Mrs. Mamatha	Non Teaching Staff
9.	Gayathri S Anil Kumar	Student
10.	DhruvJayesh Patel	Student
11.	Jnana	Student
12.	Manvi Rampuria	Student

**Composition of the Internal Quality Assurance Units**  
**YENENOYA HOMOEOPATHIC MEDICAL COLLEGE AND HOSPITAL**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Prof. Padmakumar S.	Principal
1.	Dr. Shivaprasad K.	Principal/Dean
2.	Dr. Vijayendra. V. Itagi	Vice Principal
3.	Dr. Kiran Kammar	Professor and HOD and <b>Coordinator</b>
4.	Dr. Shilpi Rastogi	Professor and HOD, Dept. of Anatomy
5.	Dr. Roopa Salin	Associate Professor, Practice of Medicine
6.	Dr. Sushrutha. K	Assistant Professor, Dept. of Pharmacy
7.	Dr. Jeenu Joseph	Assistant Professor, FMT
8.	Ms. Soniya Palageri	Student
9.	Mr. Mohammed Lisan	Student
10.	Ms. Mufeeda	Student

**Composition of the Internal Quality Assurance Units**  
**YENEPOYA SCHOOL OF ALLIED AND HEALTHCARE PROFESSIONS**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Sunita Saldanha	Principal/Dean
2.	Mrs. Savitha K Kamath	Assistant Professor, MLT –Coordinator
3.	Mrs. Liba Sara Varghese	Assistant Professor, Optometry
4.	Mrs. Reeti Rastogi	Assistant Professor, CP
5.	Mrs. Merlin Ann Mathew	Assistant Professor, PT
6.	Mr. Sujith K	Assistant Professor, Optometry
7.	Mr. Salman Sabir	Assistant Professor, TCM
8.	Mr. Amitha D	Assistant Professor, MIT
9.	Mr.Hari Krishnan	Assistant Professor, RT
10.	Ms. Christy Francis	Assistant Professor, CP
11.	Mr. Alphy George Arattu	Assistant Professor, MIT
12.	Ms. Rakshitha Nayak	Assistant Professor, CVT
13.	Mr. Hemanth Prakash	Assistant Professor, RDT
14.	Ms. Florance Newton	Assistant Professor, BOT
15.	Mr. Vasist Baburao Mhaleskar	Assistant Professor, MIT
16.	Ms. Mrinal Karkera	Assistant Professor, CP
17.	Ms. Ashley Aloysius Monteiro	First Division Assistant
18.	Mr. Mohideen Sharfan	Student
19.	Ms. Anoofa	Student
20.	Mr. Muhammed M	Student
21.	Mr. Thahasin	Student

**Composition of the Internal Quality Assurance Units**  
**YENEPOYA NATUROPATHY AND YOGIC SCIENCE COLLEGE AND HOSPITAL**

<b>Sl. No</b>	<b>NAME</b>	<b>DESIGNATION</b>
1.	Dr. Puneeth Raghavendra	Principal/Dean
2.	Dr. Sangeethalaxmi M J	Asst. Professor Cum Senior Medical Officer
3.	Dr. Shreya	Residential Medical Officer
4.	Mr. Mohammed Nasir	Second Division Assistant
5.	Ashith V Roy	Student
6.	Ameena Soha Banu	Student

Each of the Internal Quality Assurance Units will have representation from the following:-

1. Alumni: Those Institutions having Alumni Association unit may nominate/include the Secretary of the alumni unit. Other institutions may include NAAC Coordinator of Criterion V
2. NSS Officer of the constituent unit.



## THE POLICY

<b>Policy</b>	IQAC Policy highlights promotion of quality and improved performance in academic and administrative activities of Yenepoya (Deemed to be University) through quality enhancement process.
<b>Date of effective from</b>	09.08.2010
<b>Scope</b>	This policy applies to all the academic and administrative departments and sections of Yenepoya (Deemed to be University).
<b>Primary Objectives</b>	<ul style="list-style-type: none"> <li>· To develop a system for conscious, consistent and promotive action to improve the academic and administrative performance of the University.</li> <li>· To adopt measures for quality enhancement by imbibing quality culture through best practices.</li> </ul>
<b>Strategies</b>	<p>IQAC shall evolve systems and processes for:</p> <ul style="list-style-type: none"> <li>· Ensuring timely, efficient and progressive performance of academic and administrative activities;</li> <li>· Equitable access to affordable of education for various sections of society;</li> <li>· Integration of modern methods of teaching and learning;</li> <li>· Transparent assessment and evaluation process;</li> <li>· Ensuring adequacy, maintenance and proper allocation of support structure and services;</li> <li>· Sharing of research findings and networking with Institutions of excellence</li> </ul>

**Functions**

- Development and application of quality benchmarks for various academic and administrative activities.
- Creation of a learner-centric environment conducive to quality education and Faculty training to adopt for participatory teaching and learning through appropriate processes.
- Collection and Analysis of 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 matters.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the University for coordinating Quality – related activities, its adoption and dissemination.
- Development and maintenance of Institutional database through MIS for enhancing quality of Institutional functioning.
- Nurturing of Quality Culture in the Institution.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- To involve and facilitate the process of data capture for the preparation of SSR for NAAC Accreditation.

<p><b>Benefits</b></p>	<ul style="list-style-type: none"> <li>· Shall ensure and enable Institutional functioning towards quality enhancement Shall ensure internalization of the quality culture</li> <li>· Shall enable to provide basis for timely decision-making for improved institutional functioning.</li> <li>· Act as a dynamic system for quality changes in HEIs</li> <li>· Build an organized methodology of documentation and internal communication.</li> </ul>
<p><b>IQAC composition</b></p>	<p>The General composition of IQAC is as follows as per NAAC guidelines:</p> <ul style="list-style-type: none"> <li>· Chairperson: Head of the Institution</li> <li>· Teachers to represent all level (Three to Eight)</li> <li>· One member from the Management</li> <li>· Few senior administrative officers</li> <li>· One nominee each from local society, Students and Alumni</li> <li>· One nominee each from Employers/Industrialists/Stakeholders</li> <li>· One of the Senior teachers as the coordinator/Director of the IQAC</li> </ul> <p>The membership of nominated members shall be for a period of two years.</p>
<p><b>The role of the Coordinator</b></p>	<p>The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of the cell and its members. The coordinator of the IQAC may be a senior person with experience and exposure in quality aspects. She/ he may be a full-time functionary or, to start with, she/ he may be a senior academic / administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.</p>

<b>Meetings</b>	Internal Quality Assurance Cell (IQAC) committee shall meet quarterly every year. The meetings will be chaired by the Hon'ble Vice Chancellor of the Academy. The Coordinator IQAC shall be the convener of the meetings and he shall be assisted by deputy coordinators of IQAC.
<b>Meeting Notice and Agenda for the Meeting</b>	The IQAC shall send meeting notice 3 weeks in advance to all the members of the IQAC along with Agenda with Notes. Prior to the consolidation of the agenda for the meeting the IQAC shall interact with the members of the cell for inputs to prepare the agenda.
<b>Quorum</b>	The quorum for the meeting shall be 2/3 the strength of the committee. However, in extraordinary circumstances the chairman shall consider the conduct of the meeting provided the total strength of the members present exceed 51%.
<b>Proceedings</b>	Proceedings of quarterly meeting of the IQAC shall be drawn within a fortnight and shall be a circulated among the members of the cell for perusal. Amendments / modifications if any required should be intimated to the coordinator IQAC within a fortnight from the date of the finalization of proceedings. Approval of the proceedings shall be formally done in the succeeding meeting of the IQAC.

Internal Quality Assurance Cell  
Yenepoya (Deemed to be University)





**YENE POYA**

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