



BLDE Association's
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Approved by AICTE, New Delhi & Affiliated to VTU, Belagavi



INTERNAL QUALITY ASSURANCE CELL
(IQAC)
MANUAL

Contents

Chapter No.	Particulars		Page No.
1	About the IQAC		3
2	Strategies of IQAC		3
3	Functions of IQAC		3
4	Benefits of IQAC		4
5	BLDEACET Values		4
	5.1	Institute Vision	4
	5.2	Institute Mission	4
	5.3	Core Values	5
	5.4	Quality Policy	5
	5.5	Quality Objectives	5
6	Academic Procedures and Policies		5
	6.1	General Academic Procedure and Policies	5
	6.2	Schedule and Details of Academic Activities	6
	6.2.1	Workload Distribution	6
	6.2.2	Academic Calendar	7
	6.2.3	Time Table	7
	6.2.4	Course Plan and Its Content	7
	6.2.5	Weekly Progress Report (WPR)	7
	6.2.6	Monitoring of Classes	7
	6.2.7	Continuous Internal Evaluation (CIE) Process	7
	6.2.8	Result Analysis	8
	6.2.9	Feedback System	8
	6.2.10	Academic Audit	9
	6.2.11	Students Mentoring	9
	6.2.12	Slow and Advanced learner	9
	6.2.13	B.E. Honours	10
	6.2.14	AICTE Activity Points	10
	6.2.15	Skill Based Learning	10
	6.2.16	Value Added Courses	10
	6.2.17	Project Exhibition- Major Projects and Mini Projects	10
	6.2.18	Extension and Outreach Activities	10
7	Composition of IQAC		11

1. About the IQAC

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited institute, on establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the performance of institutions. The IQAC will make a significant and meaningful contribution in the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channelize the efforts and measures of an institution towards academic excellence.

2. Strategies of IQAC

IQAC shall evolve mechanisms and procedures for

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

3. Functions of IQAC

Some of the functions expected 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 programmes/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
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

4. Benefits of IQAC

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication

5. BLDEACET Values

The core values adopted by the Institute as enduring principles are Academic Integrity, Services to Community, Ethics, Inclusiveness and Entrepreneurship.

5.1 Institute Vision

To Emerge as a Widely Acknowledged Centre in Technical Education and Research to Cater The need of Society with a Futuristic outlook.

5.2 Institute Mission

- To Enrich Students with the essence of science and engineering knowledge, Professional ethics and social values.
- To instill creativity and Research Temperament to Reach the Greater Heights of Professional Success.

5.3 Core Values

1. Academic Integrity
2. Service to Community
3. Ethics
4. Inclusiveness
5. Entrepreneurship

5.4 Quality Polices

We at BLDEACET are committed to provide Quality Technical Education and Training to students in tune with the evolving challenges and social needs through a flexible and innovative learning process, enabling the students to excel in their professions and careers with a high degree of integrity and ethical standards by continual improvement.

5.5 Quality Objectives

1. To measure customer satisfaction level periodically through student feedback reports, parents feedback, student placements through campus interviews, and overall success in university examinations.
2. Employer survey and alumni survey will be carried out periodically to understand achievement of Program Educational Objectives (PEO's) and Program Outcomes (PO's).
3. Up gradation of faculty skills through enhancement of their knowledge by upgrading the academic qualification, through involving in them Research and development activity, seminars, educational tours etc.
4. Use of innovative teaching methods and well-equipped laboratories for quality education.
5. Conformity to the regulatory requirements of AICTE, VTU & Govt. of Karnataka.

6. Academic Procedures and Policies

To excel in its commitment to quality, BLDEACET has established rigorous academic procedures. These guidelines ensure that the institute provides a conducive learning environment and adheres to the highest standards of education. The academic procedures cover various aspects such as course delivery, assessment and evaluation, student progression and faculty development. By implementing these procedures, BLDEACET aims to foster academic excellence, promote continuous improvement, and provide students with a comprehensive and well-rounded educational experience.

6.1 General Academic Procedure

1. Lecture Notes for all Modules/ Units should be ready before the commencement of each semester. Digitized or neatly hand written notes must be uploaded on Institute/Department web.
2. Lesson plan must be prepared meticulously, with the objective of improving passing percentage and attaining the set targets of COs and POs.
3. Proper action plan must be prepared by the teaching staff to improve results.
(To increase % passing and FCDs/FCs)
4. Modules/ Units should be covered as per the order of lesson plan.
5. For difficult subjects provision for one additional class per week should be made in the time table.
6. Innovative teaching-learning methods must be adopted by each faculty for active learning.
7. Slow learners and advanced learners must be identified at the beginning of each semester.
8. Remedial classes for slow learners must be conducted.

9. For each course, list of slow learners must be prepared after each test and at the end of each semester improvements as a result of action plan must be shown.
10. For Advanced learner's encouragement should be given to get ranks at VTU level. (NPTEL Courses as a part of assignment, Mini Projects, Providing facilities to work beyond college hours etc.)
11. Weekly progress report (completed in all respects) should be sent to the Academic Coordinator, on every Tuesday before 12.00noon.
12. Weekly attendance report of students should be sent to the parents through SMS on every Monday.
13. SMS to the parents regarding the CIE marks should be sent within 5 days after each CIE test.
14. Portion coverage must be: before first CIE Test first two modules, before second CIE Test next two modules and before last test fifth module.
15. CIE tests should be conducted as per the schedule of Academic Calendar.
16. Question paper for CIE Test should be same for all divisions and it should be in line with institute guide lines.
17. Evaluation of test books and uploading of marks in the software should be done within four days after each test.
18. After each CIE Test, HoDs should submit test analysis report within five days after each test.
19. Each assignment should be corrected and returned to students' at least four days before each test.
20. Three assignments are compulsory.
21. Assessment of Course Outcomes at the end of each semester, in line with institute guide lines is mandatory.
22. It is mandatory on the part of all departments to organize at least one value added course and one certificate course.(preferably during vacation/after college hours)
23. Students' feedback must be taken by HoDs in the fourth week after commencement of semester. Analysis and action taken report must be submitted to the Academic Coordinator in the fifth week.
24. Monitoring of the academic progress and the students' attendance must be done weekly. Every fifteen days, academic progress report of the department and mentoring report of students whose attendance is poor must be submitted to the Academic Coordinator.

6.2 Schedule and Details of Academic Activities

For smooth conduct of academics in the institute, following are the details of activities to be performed in a semester/year and its schedule.

6.2.1 Workload Distribution

Schedule: Before end of previous semester

The HoD shall distribute workload as mentioned below as per AICTE norms.

Designation	(Teaching / Laboratory Hours)/ week
Professor	12 Hours/week
Associative Professor	14 Hours/week
Assistant Professor	16 Hours/week
VP/Chief coordinator/HoDs	8 Hours/week

Relaxation of 2 hours per week in teaching contact hours shall be granted to faculty members handling additional responsibilities like HOD / Dean

6.2.2 Academic Calendar

Schedule : Start of semester

As per the VTU academic calendar, Institute academic calendar shall be prepared which includes commencement date, last working date, CIE and SEE examination schedule, and other academic activities. The HoD shall prepare the department Academic Calendar by including other department activities.

6.2.3 Time Table

Schedule : Start of semester

As per the academic calendar, first year HoD shall prepare time-table for the first-year. After receiving first-year time table, department shall prepare department time table keeping same slots for common courses if any. The HoD shall submit master time table to the chief academic coordinator.

6.2.4 Course Plan and Its Content

Schedule : Start of semester

Each course coordinator shall prepare course plan for each course as per OBE frame work as and when suggested by NBA coordinator. The course plan shall be verified through PAC (Programme Assessment Committee).

6.2.5 Weekly Progress Report (WPR)

Schedule : Previous week report on Every Monday before 4.00 pm

WPR Google form separate for each department shall be updated by individual faculty.

Previous week WPR shall be locked after its due time.

Department Academic coordinator shall ensure regular filling of WPR.

6.2.6 Monitoring of Classes

Schedule : For every 4-weeks of completion of classes

Course coordinator shall engage minimum **13hrs** for 4-hr course and **9hrs** for 3-hr course for each 4-weeks of classes. At the end of semester total prescribed number of classes shall be completed.

Department Academic coordinator shall monitor department classes by surprise visits. For any shortcoming, shall be notified to the chief academic coordinator.

6.2.7 Continuous Internal Evaluation (CIE) Process

Schedule : CIE-I, 6-weeks after commencement of semester.

CIE-II & III , subsequent after 4-weeks.

CIE Performance Report, One-week after completion of CIE

- The CIE shall be conducted as per the VTU guidelines
- Schedule of CIE (including theory & practical) shall be restricted to the Academic Calendar and time slot mentioned below.
- Question Paper and Scheme shall be prepared as per OBE frame work

- After each CIE, evaluation to be done within three to four working days and corrected booklets shall be shown to all students and display the results on the respective notice boards. If there are any discrepancies, the concerned faculty member will promptly address the issues related to evaluation and corrections if any are to be made in the booklet and marks list.
- Student's performance shall be reviewed after each CIE Test by faculty members to check academic improvement.
- Assessment marks of the students are to be sent to their parents through SMS. After all the tests average marks obtained are also to be shown to the students, and their signatures are taken before sending final marks to the University.
- Internal assessment of laboratory work should also be transparent, after each practical assessment is to be made and the end practical examination shall be conducted. Final internal assessment marks shall be based on the performance of all experiments and end practical examination.
- Department Academic coordinator shall submit the **CIE Performance report** with comments within time for each CIE test to the Chief Academic Coordinator.
- Scheme and CIE-test booklets are to be made available to the students.
- In case of any discrepancy not addressed, students can approach Institute Grievances Redressal Cell.

Time Slot:

Slot-1	09.15am to 10.30am
Slot-2	11.00am to 12.15pm
Slot-3	02.30pm to 03.45pm
Slot-4	04.00pm to 05.15pm

6.2.8 Result Analysis

Schedule : Every semester after getting results from VTU, Belagavi

Result analysis shall be prepared as per institute standard format immediately after announcement of result from VTU, before and after revaluation. The same shall be updated in google sheet and attach the scanned copy of result analysis (with signature) in google sheet as per the format shared.

6.2.9 Feedback from various Stakeholders

1. Student Feedback-

i. Feedback at department level

Schedule: 4-weeks after commencement of classes

The feedback on teaching learning shall be taken at department level, for any difficulties/ improvements in understanding the course, the same shall be intimated to the concerned faculty.

If any cases of difficulties/ improvements, a report of feedback and action taken shall be submitted to the Chief Academic coordinator as per standard format.

ii. Semester End-Student feedback

Schedule: End of the semester

Appraisal by students on teaching learning shall be taken online and a consolidated report shall be given to individual faculty.

List of faculties with percentage feedback greater than 90% shall be prepared by Chief Academic coordinator for appreciating faculty towards improvement in institute teaching learning process.

List of faculties with percentage feedback less than 90% shall be prepared by Chief Academic coordinator for faculty improvement in teaching learning.

A consolidated report on action taken for faculties with percentage feedback less than 90% if any shall be submitted by HoD to the Chief Academic coordinator.

iii. Students Exit Survey or Students satisfaction Survey (SSS)

Schedule: Last week of VIII/ X semester and also for II semester

Appraisal by students on teaching learning and infrastructure shall be taken from graduating students. The feedback shall be analysed for possible improvements and report shall be submitted to the Principal for its action. A report of the same shall be uploaded in institute website.

2. Teachers Feedback: Regular feedback sessions should be taken from teachers to gather input regarding teaching methodologies, curriculum effectiveness and professional development opportunities, enabling continuous improvement in the teaching-learning process.

3. Alumni Feedback: Alumni feedback should be collected through surveys and interactive sessions to assess the quality of education, identify areas of improvement and strengthen the alumni network's engagement with the institution.

4. Employers feedback: Feedback from employers should be taken every year to evaluate the industry relevance of the curriculum, assess the employability skills of graduates and make necessary adjustments to bridge any skill gaps identified.

5. Parents Feedback: It is taken during the parents meeting conducted at department level every semester.

6.2.10 Academic Audit

Schedule: Every semester after CIE-II

The Academic Affairs Committee shall verify the academic activities as per the academic procedure and policies, NAAC & NBA documentation and shall submit the report to the Chief Academic Coordinator. Activities as per the department academic calendar shall also be verified.

The Chief Coordinator shall submit the consolidated report to the Principal for its action as per the prescribed format

6.2.11 Students Mentoring

Schedule: First week of every month :

Each faculty shall be allotted with 15 to 20 students for mentoring. The faculties shall counsel the students under them regularly for attending of classes, any difficulties in learning the courses or any other issues shall be noted. The HoDs shall submit only those reports to the coordinator which requires further counselling. Any such cases shall be counselled through centrally nominated counsellor.

6.2.12 Slow and Advanced learner

Schedule: Immediate after CIE-I

Each course coordinator shall identify Slow and Advanced learner in each course through a well-defined mechanism. The list of identified Slow and Advanced learners with name and USN shall be submitted to HoD for each course. The course coordinator shall prepare action plan to improve the performance through extra coaching, counselling and innovative teaching methods. The track record of slow learners shall be maintained and documented by the course coordinator.

The HoD shall consolidate the list of such students semester wise and promote or nominate Advanced learner for attending competitive exams and other competitions organized by the institute and other colleges.

6.2.13 B.E. Honours as per VTU Regulations

Schedule: Start of 5th semester as per VTU notification - Registration

End of 8th semester as per VTU notification – Final List

- Call for registration for B.E. Honors, collecting registration form with supporting documents and sending it to VTU, Belagavi.
- Final list of B.E. Honors shall be sent to VTU with extra 18 credits gained by the students who have registered for B.E. Honors within 5th to 8th semester.
- The Department Academic Coordinator shall be the faculty advisor for the B.E. Honors Degree Programme and shall facilitate and mentor the student as per the regulations.
- Each department shall target maximum number of students to qualify for **B.E. Honors**.

6.2.14 AICTE Activity Points

Schedule: 1st to 8th or 10th semester

Students shall gain AICTE activity points as per VTU regulations in coordination with institute NSS coordinator and prepare portfolio for documentation. Mentors shall regularly monitor mentees for gaining AICTE Activity points.

6.2.15 Skill Based Learning

The Department should promote skill-based learning by integrating practical training, workshops, and industry collaborations into the curriculum, enabling students to acquire hands-on skills relevant to their field of study. Each department should plan as follows-

Phase 1: - Life skills, communication skills etc. (2nd Year)

Phase 2: - Aptitude, Reading skills etc. (3rd Year)

Phase 3: - Technical, GD, Personal Interview skills etc. (4th Year)

Other skill based learning should be planned through the Centre of Excellences of each department.

6.2.16 Value Added Courses

The department should offer value-added courses as part of its curriculum to meet the industry requirement and to give real-time practical exposure to students.

Minimum hours of course should be 30 hours.

Each department should ensure that all the students are enrolled in the at least one value added courses each year.

6.2.17 Project Exhibition- Major Projects and Mini Projects

The department should organize project exhibitions, where students can showcase their major projects and mini projects. HoD shall plan the activities as follows-

Mini Project Exhibition- 2nd and 3rd year students

Major Project Exhibitions- 4th Year students.

6.2.18 Extension and Outreach Activities

The department should ensure students are engaged in extension and outreach activities as part of its mission to serve the community. Each department in collaboration with NSS cell of the institute should perform extension and outreach activities every year.


7. Composition

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Accredited by NBA and NAAC

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