



Bharath Institute of Higher Education and Research

(Deemed to be University)

Office of the Dean of Engineering,

Sree Balaji Institute of Science and Technology (SBIST),

7, Works Road, Chromepet, Chennai – 600044

SBIST/IQAC/ORD/2025-26/001

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OFFICE ORDER

INTERNAL QUALITY ASSURANCE CELL (IQAC)

1. PREAMBLE

In pursuance of the guidelines issued by the **National Assessment and Accreditation Council (NAAC)**, the **University Grants Commission (UGC)**, and regulatory norms prescribed by the **All India Council for Technical Education (AICTE)**, Sree Balaji Institute of Science and Technology (SBIST), Chrompet, has established the **Internal Quality Assurance Cell (IQAC)** as a proactive institutional mechanism for quality sustenance and enhancement.

The IQAC functions as a participative, facilitative, and monitoring body to ensure continuous improvement in academic, administrative, research, and governance processes. It institutionalizes quality benchmarks and aligns institutional performance with national standards of higher education and technical education.

The IQAC acts as the nodal agency for:

- Quality assurance
- Academic audits
- Regulatory compliance
- Accreditation processes
- Institutional performance enhancement

2. VISION

To institutionalize a culture of quality that promotes continuous improvement in teaching–learning, research, innovation, governance, and student support systems, thereby achieving academic excellence and institutional distinction.

3. MISSION

- To develop a structured system for conscious, consistent, and catalytic improvement in academic and administrative performance.
- To internalize quality culture aligned with AICTE and NAAC standards.
- To promote Outcome-Based Education (OBE) and learner-centric methodologies.
- To enhance research productivity and innovation ecosystem.
- To ensure transparency, accountability, and participatory governance.

4. OBJECTIVES OF IQAC

The IQAC aims to:

1. Develop and apply quality benchmarks for academic and administrative activities.
2. Facilitate continuous improvement in curriculum delivery and assessment systems.
3. Promote research, consultancy, and innovation.
4. Strengthen stakeholder feedback mechanisms.
5. Ensure effective implementation of Outcome-Based Education.
6. Conduct periodic Academic and Administrative Audits.
7. Prepare and submit Annual Quality Assurance Reports (AQAR).
8. Ensure institutional compliance with AICTE norms and accreditation standards.

5. CONSTITUTION OF IQAC

The IQAC is constituted by the Head of the Institution with representation from academic and administrative stakeholders to ensure inclusive decision-making.

Composition of IQAC

S. No	Name	Designation	Role
1	Dr. J. Indumathi	Dean	IQAC Chairperson
2	Dr. S. Manikandan	Assistant Professor	IQAC Coordinator
3	Dr. Rithikaa T	Assistant Professor	Member

4	Dr. Jose Antony	Assistant Professor	Member
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(Additional members such as administrative staff, alumni, industry representative, and student representative may be nominated as per NAAC guidelines.)

Tenure

- IQAC members shall hold office for a period of 2–3 years.
- Reconstitution shall be done as per institutional norms.

6. FUNCTIONS OF IQAC

6.1 Development of Quality Benchmarks

- Formulation of academic and administrative quality parameters.
- Monitoring implementation of quality standards across departments.

6.2 Academic Quality Assurance

- Preparation and strict implementation of Academic Calendar.
- Monitoring syllabus coverage.
- Implementation and monitoring of Outcome-Based Education (CO–PO mapping, attainment analysis).
- Conducting Internal Academic Audits.
- Ensuring transparency in evaluation mechanisms.

6.3 Research and Innovation Promotion

- Encouraging faculty research publications in reputed journals.
- Promoting funded research proposals.
- Supporting innovation and incubation activities.
- Facilitating industry–academia collaboration and MoUs.
- Monitoring consultancy and extension activities.

6.4 Student Support and Progression

- Monitoring career guidance and placement activities.
- Promoting internship and skill development initiatives.

- Tracking student progression to higher education and employment.
- Encouraging entrepreneurship and start-up culture.

6.5 Feedback and Stakeholder Engagement

- Collection and analysis of structured feedback from students, alumni, parents, and employers.
- Preparation of Action Taken Reports.
- Continuous improvement based on stakeholder inputs.

6.6 Academic and Administrative Audit (AAA)

- Conducting periodic internal audits.
- Evaluating compliance with AICTE norms.
- Identifying gaps and recommending corrective measures.
- Monitoring documentation and record maintenance.

6.7 Documentation and MIS

- Development and maintenance of institutional database through MIS.
- Documentation of best practices.
- Maintenance of quality records and evidence for accreditation.
- Data validation and verification for regulatory bodies.

6.8 Accreditation and Compliance

- Acting as nodal agency for NAAC, NBA, and other accreditation processes.
- Preparation and submission of AQAR.
- Ensuring compliance with AICTE Approval Process Handbook.
- Monitoring faculty qualification norms and student–faculty ratio.

7. MEETINGS OF IQAC

- IQAC shall meet at least twice in an academic year.
- Minutes of meetings shall be recorded.
- Action Taken Reports (ATR) shall be prepared and monitored.

- Proceedings shall be placed before the Governing Body when required.

8. QUALITY ENHANCEMENT INITIATIVES

IQAC promotes:

- Outcome-Based Education
- ICT-enabled teaching–learning
- Smart classroom integration
- Green campus initiatives
- Best practices documentation
- Institutional distinctiveness initiatives
- Digital governance and e-administration

9. ANNUAL QUALITY ASSURANCE REPORT (AQAR)

The IQAC prepares and submits AQAR annually in the prescribed format containing:

- Academic performance indicators
- Research output
- Extension activities
- Student support metrics
- Infrastructure development
- Quality initiatives and best practices

10. CONTRIBUTION TOWARDS AICTE COMPLIANCE

The IQAC ensures:

- Adherence to faculty qualification norms.
- Maintenance of student–faculty ratio.
- Implementation of mandatory internships.
- Skill-based education initiatives.
- Monitoring research and innovation ecosystem.
- Compliance with infrastructure and laboratory standards.

11. FUTURE ACTION PLAN

The IQAC proposes to:

- Establish Centres of Excellence.
- Enhance interdisciplinary research.
- Strengthen industry collaboration.
- Increase funded research proposals.
- Promote international collaborations.
- Strengthen digital learning infrastructure.
- Implement sustainability and green audit initiatives.

12. DECLARATION

This document certifies that the Internal Quality Assurance Cell (IQAC) of Sree Balaji Institute of Science and Technology (SBIST), Chrompet, is actively functioning to ensure continuous quality enhancement in accordance with AICTE regulations, NAAC guidelines, and institutional objectives.

IQAC Coordinator

Name: _____

Signature: _____

Date: _____

J. Indumathi



