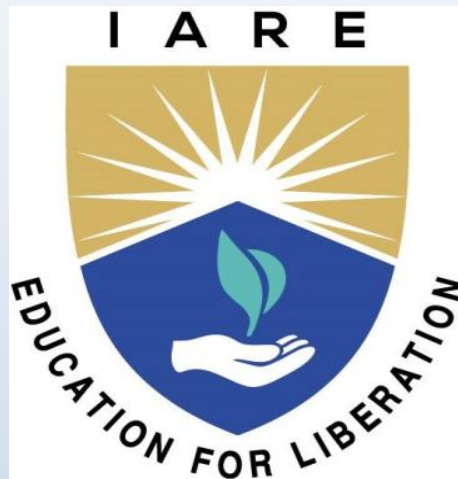


IQAC OPERATIONAL MANUAL



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043, Telangana

Vision

To bring forth professionally competent and socially sensible engineers, capable of working across cultures meeting the global standards ethically.

Mission

To provide students with an extensive and exceptional education that prepares them to excel in their profession, guided by dynamic intellectual community and be able to face the technically complex world with creative leadership qualities.

Further, be instrumental in emanating new knowledge through innovative research that emboldens entrepreneurship and economic development for the benefit of wide spread community.

Quality Policy

Our policy is to nurture and build diligent and dedicated community of engineers providing a professional and unprejudiced environment, thus justifying the purpose of teaching and satisfying the stake holders.

A team of well qualified and experienced professionals ensure quality education with its practical application in all areas of the Institute.

Philosophy

The essence of learning lies in pursuing the truth that liberates one from the darkness of ignorance and Institute of Aeronautical Engineering firmly believes that education is for liberation.

Contained therein is the notion that engineering education includes all fields of science that plays a pivotal role in the development of world-wide community contributing to the progress of civilization. This institute, adhering to the above understanding, is committed to the development of science and technology in congruence with the natural environs. It lays great emphasis on intensive research and education that blends professional skills and high moral standards with a sense of individuality and humanity. We thus promote ties with local communities and encourage transnational interactions in order to be socially accountable. This accelerates the process of transfiguring the students into complete human beings making the learning process relevant to life, instilling in them a sense of courtesy and responsibility.

IQAC - Vision

To build and ensure a quality culture aimed at all round excellence at the institutional level.

IQAC - Mission

- To channelize and systematize the efforts and measures of an institution towards academic excellence.
- To be the driving force for ushering in quality to remove deficiencies and enhance quality.

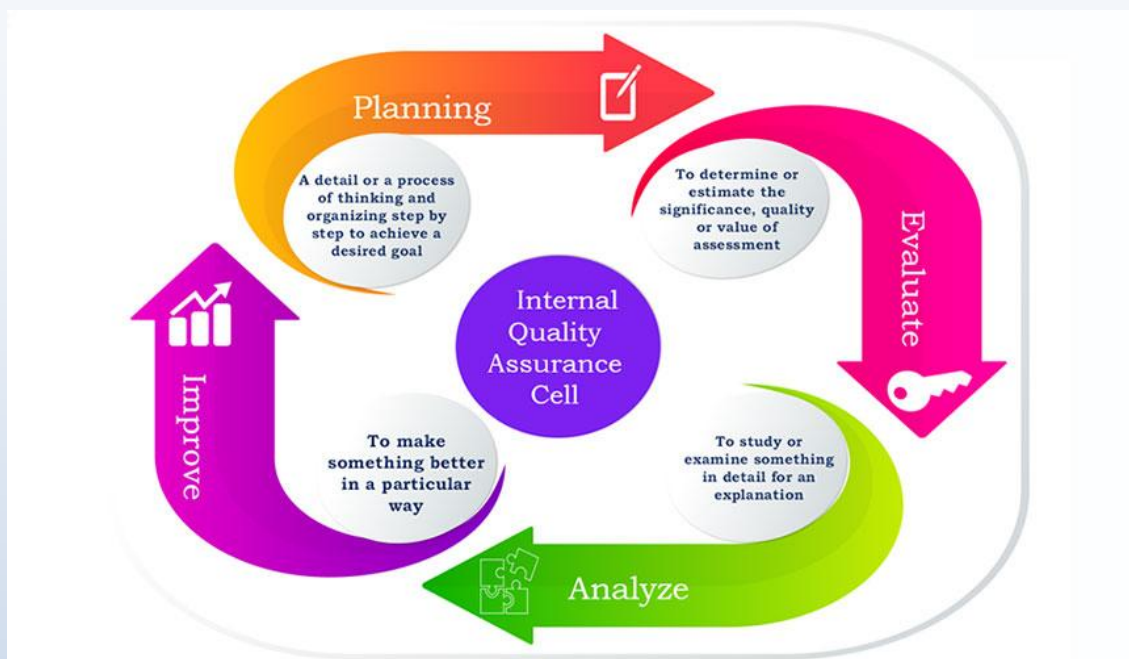
IQAC - Quality Policy

IARE is committed to the culture of quality through the process of continuous monitoring and improvement by developing a student centric approach which provides a conducive teaching-learning and research environment with the ambience of creativity, wisdom and team spirit to orient the talents of students with human values for making a positive contribution to society.

IQAC - Functions:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institute
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on the 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 of the Institute, leading to quality improvement
- Acting as a nodal agency of the Institute for coordinating quality-related activities, including adoption and dissemination of good practices
- Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- Development of Quality Culture in Institute
- Preparation of the Annual Quality Assurance Report (AQAR) of the institute based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA) in the prescribed format



SCOPE OF IQAC WORK

Scope of work related to IQAC:

- To establish well-functioning QA system.
- To improve capacity to assess and evaluate study programs.
- To create greater transparency and accountability in academic management.
- To improve readiness for accreditation of study programs, image building and acceptability of academic exchange.
- To enhance competitiveness to attract talented students.
- To facilitate in getting the improved capacity to address new educational demands and competitive challenges.
- To improve ability for producing qualified graduates for the job market at home and abroad.

Scope of work related to academic staff :

- To develop professional skills and knowledge to provide better teaching learning.
- To understand and meet the demands of the students and employers.
- To modernize curriculum in response to the changing market demands.
- To establish collaborative research opportunities with national and foreign institutions.
- To improve capacity and effectiveness of professionals engaged in QA.

Scope of work related to student:

- To improve teaching learning opportunities to attain program educational objectives.
- To enhance competitiveness and competencies to meet the job market requirements.
- To facilitate employability with improved quality and image of the university.
- To earn acceptability in reputed universities for further higher studies.

Scope of work related to other stakeholders :

- To create better opportunities for the employers to recruit competent graduates.
- To improve image and acceptability to different organizations and business firms.
- To work towards improving the image of the country.
- To improve competitiveness of the country with innovative and creative human capital.
- To promote living standard with ethical practices in social life.
- To ensure parents/students get better return on their investment.
- To foster public confidence in higher education.

STRATEGIES:**IQAC shall evolve mechanism and procedures for;**

- Ensure timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programs;
- Equitable access to and affordability of academic programs for various sections of society;
- Optimization and integration of modern methods of teaching and learning;
- The credibility of assessment and evaluation a process;
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

CORE VALUES:

1. Integrity

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our Independence Day with zeal and enthusiasm as it brings the entire staff together and maintains institution's integrity.

2. Respect

Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

3. Diversity

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Bathukamma and Dushhera etc are celebrated to experience and respect indian diversity. College Cultural fest is a platform that encourages students to express the diversity. We inhibit People from various parts of the country are given opportunity to serve our institution and contribute in varied ways.

4. Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, "Practice makes man perfect". To ensure we achieve this maxim, subject related seminars are conducted. Students are the primary reason we exist as an institution and thus the teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPTs, and videos. We relentlessly pursue excellence. Two Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

5. Quality

Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. We internalize, empower and evolve. We gear up ourselves to the changing needs of the society.

Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery and operations. Regular feedbacks from the students to improve and provide quality education. Alumni day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society.

Benefits of IQAC:

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

Plan of Action:

- To conduct the meeting at the beginning of each semester (Twice in a semester)
- Agenda of the meeting would be to review academic policies for the effective implementation
- To develop a monitoring system for quality assurance practices
- To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department
- To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body/University.
- To organize Academic Activities as per the guidelines given by Governing Body, Academic Council of the college
- Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year
- To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
- Preparation of mentor and mentee list at the department level and distribution of mentoring registers along with guidelines to follow based on attendance, performance etc.
- Preparation of common slots for seminars, sports, skill based program and Value added programs and communicate the same to the respective department for inclusion in their time table
- Collection of teaching outcome feedback (course assessment) from students at the end of the semester
- To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of GB/CAC/DAC for further guidelines
- Collection and compilation of self appraisal forms from faculty members at the end of academic year
- To prepare/modify various application/information formats at least once in a year
- To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
- To coordinate the flow of information to the website administrator from various forums/departments before and after the activities/achievements
- To coordinate the process of preparation and submission of Activity Record files by various forums after the activity.