



Sharada Education Trust ®

**CAMBRIDGE INSTITUTE OF TECHNOLOGY NORTH CAMPUS**

Off International Airport Road, Kundana, Bengaluru - 562110

(Approved by AICTE, Affiliated to VTU, Recognized by Govt. of Karnataka,  
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**Internal Quality Assurance Cell (IQAC) Manual**  
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**FOREWORD**

The Internal Quality Assurance Cell (IQAC) of Cambridge Institute of Technology – North Campus stands as a pivotal mechanism to nurture, monitor, and enhance the culture of quality across all academic and administrative spheres of the institution. Since its inception, the IQAC has been instrumental in institutionalizing quality assurance practices and promoting a spirit of continuous improvement, innovation, and excellence in every facet of institutional functioning.

The IQAC at CITNC functions with the primary objective of transforming the institute’s vision and mission into measurable outcomes by ensuring effective implementation of quality benchmarks in teaching–learning, research and development, community engagement, and governance. The cell continuously encourages participative management and stakeholder involvement to achieve the institution’s goal of holistic education and global competence.

This IQAC Handbook serves as a guiding document for all stakeholders – faculty, students, staff, alumni, industry partners, and governing bodies – to understand the structure, objectives, functions, and activities of the IQAC. It aims to facilitate a common understanding of quality initiatives and to strengthen the institution’s internal mechanisms for academic excellence and administrative effectiveness.

Through collective efforts and unwavering commitment, the IQAC of CITNC strives to sustain and enhance quality in all institutional processes, aligning with the standards of NAAC, NBA, AICTE, and other regulatory bodies, while preparing the institution to meet the dynamic challenges of the higher education ecosystem.

We sincerely hope that this handbook will serve as a valuable reference and inspire all members of the CITNC fraternity to contribute meaningfully towards achieving and maintaining institutional quality and distinction.

**Director**  
**Dr. Udaya Kumar**  
**Message from the Principal**

## Internal Quality Assurance Cell (IQAC)

### 1.0 About IQAC:

In pursuance of the National Action Plan outlined by the National Assessment and Accreditation Council (NAAC), Bangalore, the Internal Quality Assurance Cell (IQAC) has been established at Cambridge Institute of Technology North Campus (CITNC) as a post-accreditation quality sustenance measure.

The primary objective of the IQAC is to facilitate performance evaluation, assessment, accreditation, and continuous quality enhancement of the institution. Recognizing that quality enhancement is a continuous process, the IQAC functions as an integral part of the institution's academic and administrative system. It plays a vital role in developing a system for conscious, consistent, and catalytic improvement in the overall performance of the institution, thereby working towards the realization of the goals of quality enhancement and sustenance.

### 2.0 Objectives of IQAC

The main objective of IQAC is to ascertain whether the departments have put in place an adequate and effective quality assurance mechanisms in terms of strategies, procedures, their applicability, that ensures quality inputs and consequently quality outputs.

#### Quality Enhancement Objectives

- To promote quality enhancement in institutional functioning through the internalization of a quality culture and the institutionalization of best practices.
- To develop and implement strategies for continuous quality improvement.

#### Performance Improvement Objectives

- To develop a system for conscious, consistent, and catalytic actions to improve academic and administrative performance, thereby enhancing the institution's brand image.
- To define and implement quality performance indicators for teaching-learning, research, admissions, evaluation, and administration across all departments, programs, and units.

#### Monitoring and Evaluation Objectives

- To develop benchmarks for the identified quality performance indicators.
- To formulate effective strategies for evaluating quality performance indicators.
- To facilitate periodic academic and administrative audits.

#### Assessment and Feedback Objectives

- To evolve and implement self-evaluation proforma for faculty and staff.
- To design and implement mechanisms for assessing feedback from stakeholders.

### **3.0 Strategies:**

- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks.
- The relevance and quality of academic and research programs.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures in IQAC.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.

### **4.0 Functions of IQAC:**

- Arrange for Academic and Administrative Audit annually.
- Arrange for Curriculum Review of all Programs.
- Development and application of quality benchmarks for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment 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 programs/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 of Quality Culture in the Institution.
- Submission of Annual Quality Assurance Report (AQAR) to NAAC.

## **5.0 Institute Vision, Mission, Quality Policy, and Core Values**

### **5.1 Institute Vision**

To become a hub for engineering excellence, innovation and societal impact, nurturing engineers to solve complex challenges through research, quality education and a culture of collaboration and integrity.

### **5.2 Institute Mission**

To transform students into accomplished engineers through value added education and industry partnerships, equipping them with the necessary knowledge and skills to address real-world problems and contribute to the advancement of society.

### 5.3 Institute Quality Policy

To provide a high-quality academic experience that promotes innovation and research while fostering a culture of ethical values, collaboration and lifelong learning, empowering students to tackle complex engineering and societal challenges.

### 5.4 Core Values

The core values of the Internal Quality Assurance Cell (IQAC) include:

- i. **Continuous improvement:** Focusing on conscious, consistent and catalytic improvement in the overall performance of the institution.
- ii. **Transparency:** Ensuring transparency in all processes and operations related to quality assurance and enhancement.
- iii. **Participation:** Involving all stake holders including students, faculty, and administrative staff in the quality enhancement process.
- iv. **Ethical standards:** Adhering to ethical standards in all activities and decision-making processes.
- v. **Innovation:** encouraging innovative practices to enhance the quality of education and academic processes.

These values guide the functioning of IQAC and help ensure that the institution is focused on providing quality education and improving its overall standards.

### 6.0 Quality Assurance Strategies and Processes:

The IQAC supports all programs in the institute to take up continual improvement of academics which enhances the effectiveness of teaching and learning process.

- Organizing periodical Academic and Administrative Audits.
- Organizing Curriculum Review from the experts from Academia, R & D and Industry.
- The IQAC prepares a Calendar of Events in the presence of HODs well before the commencement of the semester, outlining academic and co-curricular activities such as invited lectures, student workshops, Faculty Development Programs, project exhibitions, technical talks, hackathons, and panel discussions with industry experts.
- Use of various ICT methods which can be used in the formal and informal teaching methods were discussed in the IQAC meeting and were informed to all departments for effective implementation.
- The IQAC responsibility is to develop the action plan for implementation of strategic plan in all the programs of the institute with the support of all the functionaries in the institute like faculty, non-teaching staff, administrative and ministerial staff.
- Various quality initiatives to improve the quality of teaching-learning process and other activities in the institute are discussed in the regular meetings of IQAC in the presence of HODs.

## 7.0 Benefits of IQAC:

- Ensure high 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 organized methodology of documentation and internal communication.

## 8.0 IQAC Committee at CITNC

The IQAC committee has been constituted at CITNC under the chairmanship of the Principal, comprising of Heads of Departments, faculty members, representatives from industry and alumni. The committee constituted at CITNC is as follows.

### Representatives of CITNC - IQAC

Sl. No.	Name	Designation	IQAC designation
1	Dr. Prasad Naik Hamsavath	Principal	Chairperson
2	Dr. HK Govindaraju	Dean (OI)	Director IQAC
3	Dr. Chandrahas M	Assistant Professor	IQAC coordinator
4	Prof. Pothi Reddy	HOD, CSE	Member
5	Dr. Tejasvini	Professor, HOD, ECE	Member
6	Dr. Rajsekhar V Patil	HOD, Asst. Professor, CY	Member
7	Dr. Abhilash	HOD, Asst. Professor, ME	Member
8	Mr. Advitheya Udaya Kumar	CEO, CITNC	Management Rep.
9	Dr. Rajasekharan	Industrialist	External Member
10	Dr. Prashanth	Descon Engg. Employer	External Member
11	Prof. Hemanth Kumar	Alumni	Member

## 9.0 Roles and Responsibilities of IQAC:

The IQAC's functions encompass a wide range of activities aimed at fostering a quality-conscious environment within the institution. The specific roles and responsibilities of the IQAC, as outlined by the NAAC include:

- Development and Implementation of Quality Benchmarks/Parameters
- Dissemination of Information on Quality Aspects
- Organization of Workshops, Seminars, and Conferences on Quality
- Preparation of the Annual Quality Assurance Report (AQAR)
- Documentation and Reporting of Activities and Institutional Data
- Acting as a Nodal Agency for Quality-Related Activities
- Feedback Collection and Analysis
- Monitoring and Evaluation.

## 10.0 IQAC responsibilities in respect of Criteria's:

The IQAC's responsibilities extend across all seven criteria outlined by the NAAC for institutional assessment and accreditation. Let's elaborate on the specific duties of the IQAC in relation to each criterion:

### Criterion 1: Curricular Aspects

- **Outcome-Based Education (OBE):** The IQAC facilitates the implementation of OBE by assisting in the development of clear learning outcomes, designing assessment tools, and monitoring the achievement of these outcomes.
- **Integration of AI and IKS in Curriculum:** The IQAC encourages the incorporation of AI and IKS into the curriculum, ensuring that students are equipped with the knowledge and skills relevant to the 21st century.
- **Curriculum Review and Revision:** The IQAC plays a key role in the periodic review and revision of the curriculum, ensuring its relevance and alignment with industry needs and national educational policies such as the NEP 2020.

### Criterion 2: Teaching-Learning and Evaluation

- **Pedagogical Innovations:** The IQAC promotes the adoption of innovative teaching and learning methods, encouraging faculty members to experiment with new approaches and technologies to enhance student engagement and learning outcomes.
- **Faculty Empowerment:** The IQAC supports faculty development through training programs, workshops, and other initiatives, empowering them to deliver high-quality instruction and adopt effective teaching practices.
- **Student Competency Building:** The IQAC proposes and conducts programs to enhance students' skills and competencies, preparing them for the challenges of the professional world.
- **Strengthening LMS:** The IQAC works towards improving the institute Learning Management System (LMS), ensuring its effectiveness in facilitating online learning and providing students with access to learning resources.

### Criterion 3: Research, Innovation, and Extension

- **Promotion of Research:** The IQAC encourages research activities among faculty and students by facilitating funding opportunities, organizing research conferences and workshops, and recognizing research achievements.
- **Experiential Learning:** The IQAC promotes experiential learning opportunities for students, such as project-based learning, simulations, internships, industry projects, and field visits, to bridge the gap between theory and practice.
- **Community Connect Programs:** The IQAC proposes and conducts programs that connect the university with the local community, fostering social responsibility and contributing to the community's development.

#### **Criterion 4: Infrastructure and Learning Resources**

- **Strengthening Infrastructure:** The IQAC works towards improving the university's infrastructure, including classrooms, laboratories, libraries, and other facilities, to create a conducive learning environment.

#### **Criterion 5: Student Support and Progression**

- **Talent Retention:** The IQAC develops strategies to retain talented students by providing them with academic and personal support, mentoring programs, and career guidance.
- **Student Feedback:** The IQAC collects and analyzes student feedback on various aspects of the university's functioning, using it to identify areas for improvement and enhance the overall student experience.

#### **Criterion 6: Governance, Leadership, and Management**

- **Implementation of Strategic Plan:** The IQAC assists in the implementation of the university's strategic plan, monitoring progress and ensuring that the institution is moving towards its goals.
- **Academic and Administrative Audit (AAA):** The IQAC conducts regular internal audits to assess the effectiveness of academic and administrative processes, identify areas for improvement, and ensure compliance with quality standards.

#### **Criterion 7: Institutional Values and Best Practices**

- **Quality Awareness Programs:** The IQAC conducts programs to promote quality awareness among faculty and staff, fostering a culture of continuous improvement.
- **Feedback from Stakeholders:** The IQAC collects and analyzes feedback from all stakeholders, including students, alumni, and employers, using it to enhance the university's programs and services.

### **10.0 Strengthening Faculty Empowerment**

The IQAC can further strengthen faculty empowerment by:

- Creating a supportive and inclusive work environment where faculty members feel valued and respected.
- Providing opportunities for leadership development and mentorship programs.
- Encouraging collaboration and knowledge sharing among faculty members.
- Recognizing and rewarding excellence in teaching, research, and service.
- Ensuring transparency and fairness in performance appraisal and promotion processes.

By actively engaging in these activities for pursuing goals, the IQAC play a crucial role in driving quality enhancement for ensuring the continuous improvement at CITNC.

**Director IQAC**  
**Dr. HK Govindaraju**

**Principal**  
**Dr. Prasad Hamsavath Naik**