Quality Circle

Quality Cells for the Schools

The Internal Quality Assurance Cell (IQAC) of St. Aloysius (Deemed to be University) was established in 2004, following the institution's first NAAC accreditation. It was subsequently reconstituted in 2010 after the second cycle of NAAC accreditation as a post-accreditation quality sustenance measure. IQAC is ensuring the continuous enhancement and sustenance of institutional quality. The cell has actively implemented various initiatives aimed at the holistic development of the university. In the post-accreditation phase, it has played a crucial role in executing the recommendations provided in the exit report, thereby fostering ongoing institutional improvement.

Background

The purpose of this SOP is to define the roles, responsibilities, and procedures for the Quality Cell Heads, Assistant, Secretary and the members to ensure continuous quality enhancement, effective coordination with the Internal Quality Assurance Cell (IQAC), and compliance with accreditation and ranking bodies. Quality Cell Heads are responsible for overseeing academic and administrative quality assurance, accreditation processes, and institutional ranking initiatives. In this background, it was passed in the Academic Council Meeting on August 30, 2024 to establish quality cells in each of the schools.

Scope

The academic structure of St Aloysius (Deemed to be University) is divided into 9 schools – School of Physical Sciences, Life Sciences, Arts and Humanities, Information Science and Technology, Languages and Cultural Studies, Commerce, Finance and Accountancy, Business and Management, Vocational Studies, and Education. Each school is headed by the Dean, who will also serve as the Quality Cell Head. The Internal Quality Assurance Cell (IQAC) is managed by the Director and Deputy Director, ensures overall quality assurance within the university. To facilitate better coordination

between the schools and IQAC, the university has appointed Deans of each school as Quality Cell Heads.

The following members are appointed as Quality Cell Heads

1. School of Physical Science – Dr Aruna Kalkura T.
2. School of Life Sciences   - Dr Hemachandra Amin
3. School of Arts and Humanities – Dr Roseveera Dsouza
4. School of Information Science and Technology – Dr Hemalatha
5. School of Languages and Cultural Studies – Dr Mahalinga Bhat
6. School of Commerce, Finance & Accountancy – Dr Manuel Tauro
7. School of Business and Management – Dr Rajani Suresh
8. School of Vocational Studies – Mr Chethan Shettigar
9. School of Education – Dr Farita Viegas

Structure of the Quality Cell

VICE CHANCELLOR

HODs

Quality Cell (QC)
(Dean, Associate Dean & Assistant Dean)

IQAC Directors
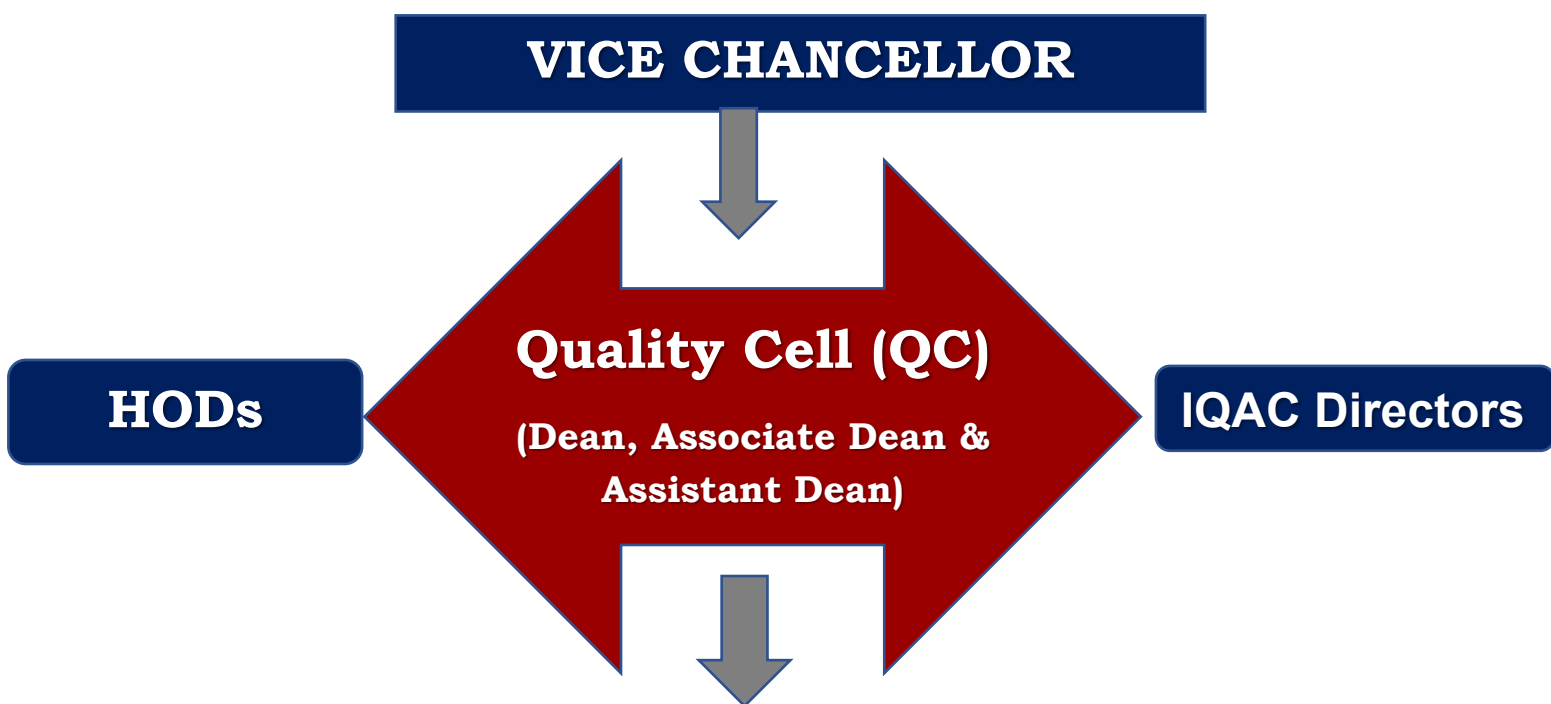
- ✓ To plan & coordinate activities relating to Teaching, Learning, Evaluation and Research of the departments in the school.
- ✓ To analyze feedback received from stakeholders and results of the departments in the school.
- ✓ To conduct internal audit of the department in the school.
- ✓ To facilitate sharing of information to Survey Rankings Coordinators, Criterion Heads of AQAR/NAAC, Chair of NAAC and Directors of IQAC.
- ✓ To ensure documents are submitted in SMART DOCUMENTATION CENTRE by the department heads in the school.

Quality Cell (QC) – Support System

Quality Cells – Support System

- The Dean of each School is designated as the Quality Cell Head (QCH).
- The Associate Dean will function as the Assistant Quality Cell Head (AQCH) of each School.
- The Assistant Dean will serve as the Secretary of the Quality Cell (QC) of each School.
- The Heads of Departments are the members of the Quality Cell.

Composition of Quality Cell

1. Vice Chancellor – Chairperson
2. Director of the Respective Block
3. External Member – One Representative
4. IQAC Directors
5. Chair of NAAC
6. Quality Cell Head – Dean
7. Assistant Quality Cell Head – Associate Dean
8. Secretary, Quality Cell – Assistant Dean
9. Members, Quality Cell - HODs
10. Professor/Associate Professor/Assistant Professor – One Representative Each
11. Professor of Practice – Wherever applicable
12. Chair of HR
13. Chair of Placements
14. Office Manager

Note: The composition of the Quality Cell will remain for two years.

Roles and Responsibilities

Dean -   Quality Cell Head (QCH)

1. Lead the Quality Cell and coordinate with faculty, academic bodies, as well as government and non-government entities within the scope of the school.

2. Implement quality policies, procedures and best practices to maintain and enhance academic standards.

3. Ensure effective coordination between the Internal Quality Assurance Cell (IQAC) and the various schools.

4. Plan and oversee activities related to Teaching, Learning, Evaluation, and Research within the departments of the school.

5. Present the performance of the School during the Annual Evaluation Meeting conducted by the IQAC.

6. Evaluating the report of the departments in the **SMART DOCUMENTATION CENTRE**.

Associate Dean - Assistant Quality Cell Head (AQCH)

1. Conduct biannual internal audits for the departments to ensure compliance with institutional and regulatory quality standards.
2. Develop an Annual Quality Assurance Plan with clearly defined targets and timelines to enhance academic performance.
3. Ensure that the Quality Assurance Plan aligns with the IQAC parameters for the academic year, maintaining consistency with institutional quality benchmarks.
4. Monitoring **SMART DOCUMENTATION CENTRE** of the school.

Assistant Dean – Secretary, Quality Cell (QC)

1. Conduct a comprehensive analysis of stakeholder feedback (Parents, Students and etc.)
2. Facilitate the systematic dissemination of relevant information to Survey Rankings Coordinators, Criterion Heads of AQAR/NAAC, Chair of NAAC and Directors of IQAC.

3. Submitting reports and documents of the school to the IQAC.
4. Generating reports in **SMART DOCUMENTATION CENTRE** of the school.
5. Conducting 2 Meetings of the Quality Cell in each semester (Beginning and End of each Even and Odd semesters of the academic year).

HODs – Members of the Quality Cell

1. Maintain accurate records of quality initiatives and activities in the department
2. Oversee data collection, validation, and analysis for accreditation and ranking purposes.
3. Submitting the data related to the department in the **SMART DOCUMENTATION CENTRE.**

SMART DOCUMENTATION CENTRE

The Smart Documentation Centre aims to enhance the management of academic records and administrative documents through modern digital tools. By leveraging advanced storage systems, it ensures secure and efficient organization, enabling quick retrieval and accurate analysis of data. This initiative streamlines documentation processes, reduces manual effort, and supports data-driven decision-making, ultimately improving institutional efficiency and transparency.

The following information to be submitted by the Member in the portal related to the department.
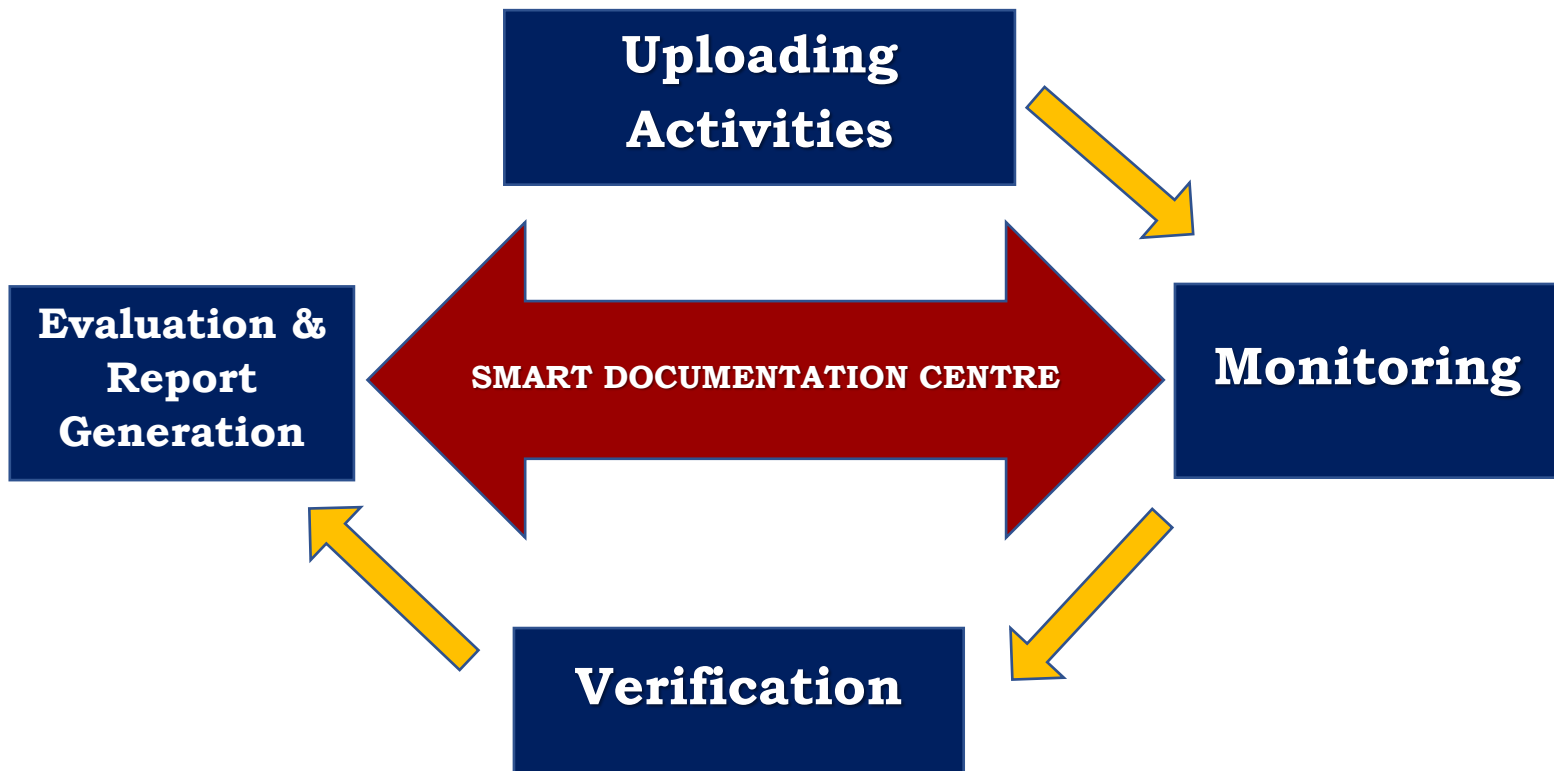
- **Department Profile:** Name of the HOD, Year of Establishment, Number of Faculties, Number of Phd holders, Number of NET/KSET exam cleared, Number of Pursuing Ph.d, Number of without Phd/ NET/KSET.
- **Department Programmes:** Total Number of Programmes, Number of Four-Year Programme, Number of Three-Year Program, Number of Post Graduate Programme, Total Number of Courses, Number of Diploma

Courses, Number of Certificate Courses, Number of Papers/Courses of the department.

- **Staff Profile of the Department:** Total Years of Experience, Number of Faculties Number of Professors, Number of Associate Professor, Number of Assistant Professor, Number of Professor of Practice.

- **Research of the Department:** Name of the Author, Name of the Artticle/Book/Book Chapter, Name of the Publisher, ISSN/ISBN, DOI Number, Page Number, Editors Name. Number of Scopus, Number of WOS, Number of UGC care, h – index, Number of Awards, Number of Book/Chapter Published, Number paper presented.

- **Ph.D details of the department:** Number of Research Guides, Number of Intake, Number of Admitted, Number of Part -Time, Number of Full Time, Number of Completed.

- **Research Projects:** Number of faculties involved, Number of projects, Total Amount Received, Number of Government and Non – Government projects, Total Amount received in Government and Non – Government.

- **MOUs:** Total Number of MOUs, Total Number of Institution, Total Number of Industry, Number of Corporate House, Number of National and International, Number of activities in association with MOUs.

- **Department Activities:** Number of Guest Talk, Number of Alumni Interaction, Number of Industrial Visit, Number of Study Tour, Number of Fest, Number of FDP, Number of EDP/MDP, Number of Conferences, Number of Workshops, Number of National and International Seminars, Number of Seminars/Conferences/Workshops related to Intellectual Property Rights/Research Methodology/ Entrepreneurship/Skill Development.

- **Staff Achievements:** Total Number as - Resource Person/ Attended Seminar/Workshop/KSET/NET/Ph.DCompleted/FDP/EDP/MMTTP/ Staff Induction/MOOC courses.

- **Value Added Programme:** Number of Courses, Number of students enrolled.

- **Students Achievement:** Number of cleared Competitive Exam, Paper Presentation, Number of Paper Publication, Number of events won outside the college.

- **Students Intake:** Number of Intake, Student Strength, Number of Male and Female, Outside State, within state, Foreign Students, Drop Out.
- **Placement and Higher Education:** Graduates – Number of Intake, Admitted, Placement and Higher Education.

Report Generation Process

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        │     Uploading       │
        │     Activities      │
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│ Evaluation & │◄─ SMART DOCUMENTATION ─►│  Monitoring  │
│   Report     │        CENTRE         │              │
│  Generation  │                      │              │
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        │    Verification     │
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1.Uploading Activities

- **Members** of the Quality Cell must upload department-related activities in the Smart Documentation Centre (SDC) on a timely basis.

2.Monitoring

- The **AQCH** (Assistant Quality Cell Head) of the school will monitor the uploaded information, ensuring accuracy and completeness for both departments and the school.

3.Verification

- The **Secretary** of the Quality Cell will verify the information submitted by departments and schools for correctness and consistency.

4.Evaluation & Report Generation

- The **Quality Cell Heads** will evaluate the verified data and generate reports in the SDC.
- These reports will be presented at the Quality Cell meeting at the end of each even and odd semester.

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