



## OFFICE ORDER

### RE-STRUCTURING OF INTERNAL QUALITY ASSURANCE CELL (IQAC) : SMIT

1. The Internal Quality Assurance Cell (IQAC) of SMIT is hereby re-constituted for three (03) years. The composition with detailed functions, vision, objectives, strategies, functions and benefits along with names of office bearers and nominees are given in succeeding paragraphs.

2. The composition of the Internal Quality Assurance Cell (IQAC) of SMIT is as follows:

S/ No.	Role	Designation
(a).	Chairperson	Director
(b)	Member	Associate Director (Academics)
(c)	Member	Associate Director (Research & Development)
(d)	Member	Associate Director (Student Affairs)
(e)	Member	Additional Registrar
(f)	Member	CEO, AIC-SMUTBI
(g)	Member	Chairperson, SMU Staff & Faculty Capacity Building & Development Council
(h)	Member	Head, Faculty & Staff Development Cell
(i)	Member	Head, Training, Placement & Industry Liaison
(j)	Member	Head, Alumni Engagement
(k)	Member	Head, e-Cell
(l)	Member	Head, International Collaboration Cell
(m)	Member	Head, IT-Council
(n)	Member	Librarian
(o)	Member	Assistant Manager, HR
(p)	Member	Dy.Manager, Finance
(q)	Member	Head, Quality Cell
(r)	Member Secretary	Co-ordinator, IQAC
(s)	Member	Nominee, Quality Cell
(t)	Member	Nominee, Quality Cell
(u)	Member	Deputy Controller of Examinations (Tech.)
(v)	Member	Chairman, Admissions
(w)	Member	Chief Warden
(y)	External Member	AICTE Margadarshak
(z)	External Member	Industry Expert
(aa)	External Member	Industry Expert
(ab)	Alumni Member	Alumni
(ac)	Alumni Member	Alumni
(ad)	Invited Members	Students
(ae)	Invited Members	Heads of Departments



3. **Vision & Objectives:** The Vision and Objectives of the IQAC of SMIT is as follows:

(a) **Vision:** To ensure quality culture as the prime concern for SMIT, through institutionalizing and internalizing all the initiatives taken with internal and external support

(b) **Objectives:**

(i) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

(ii) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of 3 best practices

4. **Strategies:** SMIT IQAC shall evolve mechanisms and procedures for:

(a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

(b) Relevant and quality academic/ research programs.

(c) Equitable access to and affordability of academic programs for various sections of society.

(d) Optimization and integration of modern methods of teaching and learning.

(e) The credibility of assessment and evaluation process.

(f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.

(g) Sharing of research findings and networking with other institutions in India and abroad.

5. **Functions:** Some of the functions expected of the IQAC are:

(a) Development and application of quality benchmarks

(b) Parameters for various academic and administrative activities of SMIT.

(c) 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.

(d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes.

(e) Dissemination of information on various quality parameters to all stakeholders.

(f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

(g) Documentation of the various programs/activities leading to quality improvement.

(h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

(i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

(j) Periodical conduct of Academic and Administrative Audit and its follow-up.

(k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.



6. **Benefits:** IQAC will facilitate / contribute to

- (a) Ensure clarity and focus in institutional functioning towards quality enhancement
- (b) Ensure internalization of the quality culture.
- (c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- (d) Act as a dynamic system for quality changes in SMIT.
- (e) Build an organised methodology of documentation and internal communication.

## 7. The detailed roles of the members of IQAC of SMIT are listed below:

S/ No	Role	Designation	Primary Role
(a)	Chairperson	Director	Chairing sessions. Authorized signatory.
(b)	Member	Associate Director (Academics)	Coordinate & Report Academic Quality Initiatives Taken. Ensuring timely, efficient and progressive performance of academic tasks. Evolve mechanisms and procedures for relevant and quality academic programs. Parameters for various academic 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.
(c)	Member	Associate Director (Research & Development)	Coordinate & Report Academic Quality Initiatives Taken. Evolve mechanisms and procedures for relevant and quality research programs. Sharing of research findings and networking with other institutions in India and abroad.
(d)	Member	AD(Student Affairs)	Ensure development of quality culture among students. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles among students. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
(d)	Member	AD (Student Affairs)	Ensure development of quality culture among students. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles among students. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.



(n)	Member	Librarian	<p>Ensuring the adequacy, maintenance and proper allocation of support structure and services</p> <p>Actively promote quality culture in academic and all related activities of the support structure.</p>
(o)	Member	Assistant Manager, HR	<p>Plan, develop and maintain a steady policy ensuring adequacy of quality and quantity of manpower.</p> <p>Plan and execute development strategies for development of faculty and staff.</p>
(p)	Member	Deputy Manager, Finance	<p>Report on Financial Approval and Procedures for proposed initiatives</p> <p>Ensuring timely, efficient and progressive performance of financial tasks.</p>
(q)	Member	Head, Quality Cell	<p>To ensure quality culture as the prime concern for the Institutions.</p> <p>Development and application of quality benchmarks Parameters for various academic and administrative activities of the Institution.</p> <p>Dissemination of information on various quality parameters to all stakeholders.</p> <p>Documentation of the various programs/activities leading to quality improvement.</p> <p>Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</p> <p>Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</p> <p>Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.</p> <p>Periodical conduct of Academic and Administrative Audit and its follow-up.</p> <p>Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC in collaboration with all stakeholders.</p> <p>Ensure clarity and focus in institutional functioning towards quality enhancement;</p> <p>Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.</p> <p>Build an organised methodology of documentation and internal communication.</p>



(r)	Member Secretary	Co-ordinator, IQAC	Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks. Development and application of quality benchmarks Parameters for various academic and administrative activities of the institution. Collection and analysis of feedback from all stakeholders on quality-related institutional processes. Coordinate activities among IQAC members.
(s)	Member	Nominee, Quality Cell	Quality Cell Representative
(t)	Member	Nominee, Quality Cell	Quality Cell Representative
(u)	Member	Deputy Controller of Examinations (Tech.)	Ensuring timely, efficient and progressive performance of academic tasks. Strategize upon maintenance and improvement of the quality and credibility of assessment and evaluation process.
(v)	Member	Chairman, Admissions	Coordinate & Report Admission Initiatives Planned, Executed and Recommended to improve quality and quantity of admissions.
(w)	Member	Chief Warden	Coordinate & Report Hostel Initiatives Planned, Executed and Recommended to improve student experience.
(x)	External Member	AICTE Margadarshak	External inputs to assess quality initiatives with guidance to improve.
(y)	External Member	Industry Expert	Industry inputs for overall quality improvement
(z)	External Member	Industry Expert	
(aa)	Alumni Member	Alumni	Alumni inputs for overall quality improvement.
(ab)	Alumni Member	Alumni	Alumni inputs for overall quality improvement.
(ac)	Invited Members	Students	Promulgate Quality Culture.
(ad)	Invited Member	All Heads of Departments	Observations on Quality Initiatives

8. Dr. Saumya Das is hereby nominated the Co-ordinator of IQAC w.e.f. 03.10.2023 for a period of two (02) years.

9. In continuation of the above, the following are nominated for roles as mentioned below for a period of three (03) years, from the date of formation of the IQAC:

(a) Industry Experts: Two (02)

(i) Mr. Abir Biswas

(ii) Mr. Jayanta Guha



- (b) Alumni Members:- Two (02)
- (i) Mr. Pragnajit Datta Roy
  - (ii) Mr. Gaurav Shukla
- (c) Student Members: AD(SA) requested to arrange in order:
- (i) 2 from engineering.
  - (ii) 3 from other streams.
- (To be kept fixed for a semester)
- (d) Heads of Departments:
- (i) CE, IT, CSE (DS), ECE, CA, Physics, Maths – Alternate months starting January every year.
  - (ii) CSE, EEE, Chemistry, Maths, Mgmt. Stds., Psychology – Alternate months starting February every year.

10. Office Order No 1094/SMIT/OO/169/2023 dated 27 Oct 2023 stands superseded.

1094/SMIT/OO/32/2024

Dated : 05 Mar 2024

To,

1. All Associate Directors
2. All HODs/HOOs
3. All concerned Members

Copy to :-

1. Hon'ble Vice Chancellor, SMU
2. Registrar, SMU
3. Deputy Registrar, IQAC, SMU
4. Head, IQAC, SMIT
5. Coordinator, IQAC, SMIT



[Prof (Dr) G.L. Sharma]  
Director

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