



THE ENGLISH AND FOREIGN LANGUAGES UNIVERSITY

(A Central University established by an Act of Parliament)

Hyderabad, Telangana State, India

No.EFLU/Acad/2020/

31 July 2020

ORDERS

The Internal Quality Assurance Cell (IQAC), EFLU is reconstituted with the following members for a period of two years with immediate effect.

1. Chairperson: The Hon'ble Vice Chancellor, Prof. E. Suresh Kumar	
2. Teachers to represent all levels	
1.	The Dean, School of Literary Studies
2.	The Dean, School of Interdisciplinary Studies
3.	The Dean, School of Distance Education
4.	The Dean, School of European Languages
5.	The Dean, School of Arab and Asian Studies
6.	The Dean, International Relations
7.	Director I/c, Regional Campus, Lucknow Campus
8.	Director I/c, Regional Campus, Shillong Campus
9.	Dr. Narasimha Rao Kedari, Deputy Director, IQAC
3. One member from the Management	
1	Prof. Rajiv Saxena - From the EC Members of the University .
4. Select/Some Senior administrative officers	
1	The Registrar
2	Director, Academics
3	Dean, Planning
4	Dean, Research
5	Dean, Campus Planning and Development
6	The Controller of Examinations
7	The Joint Registrar, Administration
8	The Joint Registrar, Academic Section
5. One nominee each from the local society, students, and alumni	
1	Prof. Rama Mathew - Alumna
2	Ms. Anam - Ph. D scholar

3	Mr. Kodali Krishna Rao	- Educationist
4	Mr. Suhash Ranjan Nanda	- Parent- Member
6. One nominee each from Entrepreneurs /Industrialists/Stakeholders		
1	Shri Suresh Chukkapli	- Renowned entrepreneur and Employer
2	Shri G. Yoganand	- Industrialist (Social – Infrastructure)
3	Prof. V.S. Prasad Former Director, NAAC	- Distinguished Academician
4	Prof. V. Venkaiah Former Vice Chancellor, Krishna University	- Distinguished Academician
7. One senior teacher as the Director of the IQAC		
1	Prof. V. Sudhakar	

The Members of the Committee will advise the University on academic issues such as improving its NACC accreditation, National ranking, image- building etc.

A copy of Terms of Reference is enclosed.

This has the approval of the Hon'ble Vice Chancellor.


REGISTRAR I/c

To

All the concerned

Copy to:

1. OSD to the Vice Chancellor
2. PS to the Vice Chancellor
3. PA to Registrar
4. Personal Files

IQAC-Terms of Reference

Since quality enhancement is a continuous process, the IQAC will become a crucial part of the institution's system, and work towards quality enhancement and sustenance. The primary task of the IQAC will be to develop a system of planned, conscious, and germane improvement in the overall performance of the institution. In the post-accreditation period, the institution needs to channelize its efforts and develop measures to promote a holistic academic excellence that consider the peer committee recommendations as well.

It is duty of the members of the IQAC to create and promote awareness (of what) in the institution and to devote time for working out the procedural details.

IQAC-Vision

To ensure an ideal ambience for academics and research is the primary concern for the Higher Educational Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objectives

The objectives of the IQAC are to

- a. develop a system for conscious, consistent, and germane action to improve the academic and administrative performance of the institution, and
- b. promote the development of infrastructure and other facilities that are conducive to general and academic development.

Strategies

The IQAC shall evolve mechanisms and procedures to ensure:

- a) timely and efficient performance of academic, administrative and financial tasks;
- b) relevant and quality academic/ research programmes;
- c) equitable access to, and affordability of academic programmes for various sections of society;
- d) optimization and integration of modern methods of teaching and learning;
- e) the credibility of assessment and evaluation processes;
- f) the adequacy, maintenance and proper allocation of support structures and services;
- g) the sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions of the IQAC are:

- a) development and application of quality benchmarks;
- b) determining of parameters for various academic and administrative activities of the institution;
- c) creation of a learner-centric environment conducive to quality education, and faculty development to adopt the required knowledge and technology to create a participatory teaching and learning process;
- d) collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- e) dissemination of all relevant information to all stakeholders;
- f) organization of inter- and intra- institutional workshops and seminars on quality-related themes, and promotion of an ethos for quality;
- g) documentation of the various programmes/activities leading to quality improvement;
- h) acting as a nodal agency of the institution for coordinating quality-enhancing activities, including adoption and dissemination of best practices;
- i) development and maintenance of an institutional database through MIS for the purpose of sustaining /enhancing the institutional quality;
- j) regular conduct of Academic and Administrative Audit and their follow-ups;
- k) preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of the NAAC.

Benefits

The IQAC will facilitate/contribute to

- a) to ensuring clarity in administration and focus on quality enhancement;
- b) ensuring the internalization of a culture of quality;
- c) Ensuring coordination among various activities of the institution and institutionalize all good practices;
- d) Provision of a sound basis for decision-making to improve institutional functioning;
- e) creation of a dynamic system for quality changes in HEIs;
- f) Building an organized methodology of documentation and internal communication.

Operational Features of the IQAC

Quality assurance is a by-product of continuous efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth and change of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for education is done efficiently and effectively with high standards. In order to achieve this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning. The Coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate the progress of institutions towards academic excellence, and they may adapt them to their specific needs and situations.