

# **K.K.Wagh Institute of Engineering Education & Research, Nashik**

## **Duties and Responsibilities of Dean (Quality Assurance)**

### **i) Authorities**

1. To develop quality culture in the institute in consultation with the Principal.
2. To arrange various campaigns to maintain the momentum of quality consciousness in the College
3. To maintain an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders.

### **ii) Responsibilities of Dean (Quality Assurance) -**

1. To finalize the quality objectives in consultation with Principal, Management and action plan for acting on the same.
2. To initiate and conduct Academic audit for conscious and consistent and improvement of academic departments and administrative sections of the college.
3. To promote measures for institutional functioning towards quality enhancement through quality management system and institutionalization of best practices.
4. To initiate the process of external audit for ranking and accreditation such as NAAC, NBA, ISO, NIRF etc.
5. To coordinate and supervise the activities of Internal Quality Assurance Cell (IQAC) of the institute. The various activities of IQAC include:
  - a) Development and application of quality benchmarks/parameters for various academic and administrative activities.
  - b) Facilitating the creation of a learner-centric environment conducive for quality education;
  - c) Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
  - d) Arranging feedback responses from students, parents and other stakeholders on quality related institutional processes; carryout its analysis and submit to Principal/Management.
  - e) Dissemination of information on various quality parameters of higher education;
  - f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
  - g) Documentation of the various programmes / activities of the College, leading to quality improvement;
  - h) Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices.
  - i) Development and maintenance of institutional database.
  - j) Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (NAAC, NBA) in the prescribed format;
  - k) Regularly submission of AQARs to the affiliating University, state level quality assurance bodies, NAAC / other accreditation bodies and its updation on institutional website from time to time.
  - l) Interaction with experts in the pre and post accreditation quality assessment, sustenance and enhancement endeavors.
  - m) To follow up AQAR approved by the statutory bodies of the College for the follow up action for necessary quality enhancement measures.
- 6) Help and Guide for maintaining quality education in all institutes under K.K.Wagh.