

भारत सरकार/Government of India
अंतरिक्ष विभाग/Department of Space
भारतीय अंतरिक्ष विज्ञान और प्रौद्योगिकी संस्थान/
INDIAN INSTITUTE OF SPACE SCIENCE AND TECHNOLOGY
(Deemed to be University under Section 3 of the UGC Act 1956)
तिरुवनंतपुरम/Thiruvananthapuram – 695 547

IIST:DIR:2023

May 5, 2023

कार्यालय आदेश / OFFICE ORDER No. 724

Sub: Re-constitution of Internal Quality Assurance Cell (IQAC) for IIST

The establishment of Internal Quality Assurance Cell (IQAC) in an institution is a major step in enhancing long-term quality standards. It is the prime responsibility of IQAC to initiate, plan and supervise various activities that are necessary to ensure and enhance the quality of the education imparted in the institution. IQAC also has to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. In view of the above, the Internal Quality Assurance Cell of IIST is reconstituted with immediate effect.

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| 1. Director, IIST | : Chairman |
| 2. Director, LPSC | : Member |
| 3. Registrar, IIST | : Member |
| 4. Dr. K Rajeev, Director, SPL | : Member |
| 5. Dr. PS Sathidevi, Professor, NIT, Calicut | : Member |
| 6. Dr. Gabriel Simon Thattil, Professor, University of Kerala | : Member |
| 7. Shri. Laxmesh BH, Vice President, L&T | : Member |
| 8. Dr. N Selvaganesan, Head, Department of Avionics | : Member |
| 9. Dr. Deepak T G, Professor, Department of Mathematics | : Member |
| 10. Dr. Lekshmi V Nair, Professor, Department of Humanities | : Member |
| 11. Dr. Jobin Cyriac, Associate Professor, Department of Chemistry | : Member |
| 12. Dr. Shaijumon C S, Head, Department of Humanities | : Member |
| 13. Dr. S Jayanthi, Associate Professor, Department of Physics | : Member |
| 14. Dr. Prathap C, Associate Professor, Department of AE | : Member |
| 15. Dr. Dinesh Naik, Associate Professor, Department of Physics | : Member |
| 16. Dr. PR Sinha, Assistant Professor, Department of ESS | : Member |
| 17. Dr. V Sennaraj, Deputy Registrar, Academics | : Member |
| 18. Shri. Abdunnasar, Library Officer, IIST | : Member |
| 19. Shri. Sandeep Dohare, Scientist/Engineer, LPSC | : Member |
| 20. Smt. Arya Raju, Research Scholar, Department of Humanities | : Member |
| 21. Dr. Anilkumar C V, Professor, Department of Mathematics | : Associate co-ordinator |
| 22. Dr. Kuruvilla Joseph, Outstanding Professor and Dean, (SA, SW & OR): | Co-ordinator |

Terms of reference:

1. Develop a system for conscious, consistent and catalytic improvement in the academic, research and administrative performance of the institute.
2. Ensure development and application of quality benchmarks/parameters for various academic, research and administrative activities of the institution
3. Facilitate 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
4. Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
5. Dissemination of information on various quality parameters to all the stakeholders
6. Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles
7. Documentation of various programmes/activities leading to quality improvement;
8. Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
9. Periodical conduct of Academic and Administrative Audits along with their follow-up activities
10. Preparation and submission of the Annual Quality Assurance Report (AQAR) and Self Study Report(SSR) as per the guidelines and parameters of NAAC
11. To act as a change agent in the institution so as to ensure quality.

The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The agenda, minutes and action taken reports are to be documented and maintained electronically in a retrievable format. The minutes of IQAC meeting(s) and compliance to the decisions taken should be uploaded on the institutional website. The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.


(Unnikrishnan Nair S)
Director

To: All Member Identified above

Copy to: Office, IQAC
Deans/HoDs/Officers, IIST