

## Project HACQ

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**Abstract-** In today's scenario when everything is made online over different kinds of webpages, forms are no exception. Our paper is a proposal to make use of this web technology to better facilitate the form filling of AQAR of institutions by the faculty for their autonomous certificate to be attained for the institution to become autonomous through the NAAC association. IQAC is an internal body in the institution that manages the AQAR that needs to be submitted by the institution annually to NAAC. But the work required to complete the AQAR is all done by hand and forms that are need to be submitted are hard copies that are prone to mistakes and rewrites. Our project is intended to computerize the forms as well as the review and submitting parts to make sure everything is done transparently. This increases the overall usability and integrity of the criteria forms as well as providing better user experience while reviewing the forms.

**Index Terms-** Criteria, Annual Quality Assurance Reports, NAAC, IQAC.

### 1. INTRODUCTION

Whenever any institution or college aims to become an autonomous university, they are to be certified as an eligible institution for autonomous governing by NAAC (National Assessment and Accreditation Council). NAAC was established in 1994 as an autonomous institution of UGC. Its vision is to make quality assurance an integral part of the functioning of Higher Education Institutions or HEIs in short.

To get the accreditation by NAAC, institutions are required to fill 7 criteria every year and submit them as a report namely the Annual Quality Assurance Report (AQAR). These seven criteria are to be filled by the faculty of the institute and then those criteria are to be reviewed by the higher authorities before submitting the complete report to NAAC for accreditation.

In our paper, we want to propose an idea to better facilitate the faculty for filling out the criteria forms in the form of a website. Internal Quality Assurance Cell or IQAC, in short, is an internal body of the institution responsible for AQAR reports.

### 2. AQAR

AQAR is divided into 7 criteria and these criteria forms are to be filled once per year by the faculty. But all criteria are not open to faculty at a single time. Out of the 7 criteria, 5 are filled by the department faculty and the remaining 2 forms are filled by the head of IQAC as they are related to the institution and not department wise. These 5 criteria are given to respective faculty over the course of the academic year and are to be filled in a given time period for the specific criteria form.

To better understand it, consider two months after the start of the academic year. At this time, criteria 1 is given to faculty to fill them and some deadline say two months is given to submit the form, after which the form cannot be edited or submitted. This continues for the remaining criteria forms with a specified deadline.

These forms are then collected from all departments and are consolidated into 5 criteria forms that contain details from all departments.

### 3. CURRENT PROCESS

Presently, no website or application supports online form filling of the criteria and only documents of forms are present in any website which can be downloaded, and a printout can be taken as a hard copy to fill the forms. This method tends to be prone to a lot of mistakes and rewrites due to simple mistakes in the forms. Making mistakes is the very nature of humans. But there is no possibility of editing the forms without completely filling them again as the filling is done on a hard copy that does not have any editable options or possibilities.

Even institutions that present the completed report on their official websites tends to edit the document which by editing the document to support text filling and place 'tick' or 'cross' images where a choice of yes or no is present, which clearly shows that all institutions are mostly practicing hard copy filling over computerized filling and submitting.

### 4. IQAC PROCESS

IQAC is divided into mainly different categories namely,

- Head of IQAC.
- HOD of departments.
- Faculty of departments.
- IQAC report and meeting staff.

#### 4.1. Head of IQAC

Head of IQAC department is responsible for submitting the forms to NAAC for assessment and accreditation as well as to fill the institution details and the 2 institution related forms of the AQAR. He/she is responsible for collecting the forms from HODs of all departments and consolidating the information present in those forms. He/she is also responsible for conducting meetings related to AQAR and IQAC.

#### **4.2. HOD of departments**

He/she is responsible for giving deadlines for the 5 forms that need to be filled by the faculty, collecting them and reviewing them for mistakes before giving them to IQAC head. He/she is also responsible for providing necessary support and information to faculty to improve the quality of the forms filled by the faculty.

#### **4.3. Faculty of departments.**

Faculty of the respective departments are responsible for filling the criteria forms given by their HOD and submitting the forms for review by them. If any mistakes or wrong information is to be corrected, they need to correct it and resubmit the form for review. Once the deadline is over, they cannot do any more editing and submitting of forms. Once new criteria forms are given, the process continues.

#### **4.4. IQAC report and meeting staff.**

The staff has a combination of head of the institute, deans, head of IQAC, HODs, faculty and a few students as well as parents if possible. It is responsible for looking into various IQAC related matters which includes but not limited to AQAR report, propositions made for the betterment of institute and reports of how much those requests are carried out and the results of them. 4 meetings are to be conducted every year and a report of all 4 meetings are to be made for future references.

### **5. HACQ**

Our website offers three services to IQAC based on their role.

#### **5.1. For the head of IQAC**

After logging into HACQ website, he/she are presented with options to

- Start the annual form for the academic year and specify the deadline for the form.
- Fill the institute details and 2 forms related to institute details.
- Review the forms submitted by the HOD of different departments.
- Upload the IQAC meeting reports.

#### **5.2. For HOD of departments**

After logging into website, he/she are presented with options to

- Create 5 criteria forms and specify the deadline for filling those forms.
- Give the option to edit the form that has been already submitted by faculty and submit the forms that are free of mistakes.
- Review the forms for mistakes.

#### **5.3. For faculty of departments**

After logging into the website, faculty can

- Fill the forms that are given by the HOD of their department.
- Submit the forms for reviews.
- Edit the forms that are already filled.

These facilities allow users to improve the process time and quality of the AQAR report

#### **5.4. For IQAC staff**

Staff users are given the option to check for notification of meetings and check previous meetings reports uploaded by the head of IQAC.

### **6. CONCLUSION**

By converting the forms into e-forms in a website, all users that are responsible for AQAR related matters in the institute and also becomes easy for higher-ups for reviewing and submitting of the forms without any issues of changing the forms in between as only faculty have the possibility of filling and editing the forms while higher ups can only review the form leading to better transparency and security.

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