

# Office Order

To develop a system for conscious, consistent and catalytic action to improve the academic, administrative and overall performance of the Institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices as well as a post NAAC accreditation quality sustenance measure, Internal Quality Assurance Cell (IQAC) is hereby constituted on dated 15/09/2021 comprising following members in accordance with revised guidelines of NAAC, Bengaluru.

1.	Dr. Kirti Singh	Principal and Chairperson
2.	Ms. Vibha Mathur	Social Worker and Member
3.	Dr. R.L. Tamboli	Academician and Member
4.	Dr. Puja Pareek	Sr. Faculty and Coordinator
5.	Dr. Rekha Mehta	Sr. Faculty and Member
6.	Ms. Vasundhra Saxena	Sr. Faculty and Member
7.	Mr. Sunny Pathak	Sr. Faculty and Member
8.	Ms Saumya Pathak	Sr. Faculty and Member
9.	Ms. Shalini Agarwal	Sr. Faculty and Member
10.	Mr. Vikas Joshi	Sr. Faculty and Member
11.	Mr. Jagdish Somani	Administrative Officer and Member
12.	Mr. Anuj Parashar	Assistant Accounts Officer and Member
13.	Miss Anju Vijayvargiya	Student and Alumni

Principal

Dr. Kirti Singh

## **Introduction**

In pursuance of its action plan for performance evaluation, assessment and accreditation and quality upgradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bengaluru proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a vital part of the institution's quality assurance system and work towards ensuring quality enhancement and sustenance. The prime task of the IQAC is to act as a catalyst and develop a system for conscious and consistent improvement in the overall performance of its institution. For this, during the post-accreditation period, institutions need to channelize their efforts towards promoting holistic academic excellence including the implementation of the peer team's recommendations.

## ***IQAC – Vision***

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

## **Objective**

*The primary aim of the IQAC is*

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

## **Strategies**

*IQAC shall evolve a mechanism and procedures for*

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial units
- b) Adoption of relevant and quality academic and research programmes
- c) Ensuring equitable access to and affordability of academic programmes for various sections of the society
- d) Optimization and integration of modern methods of teaching and learning
- e) Ensuring credible assessment and evaluation processes
- f) Ensuring the proper allocation, adequacy and maintenance of support structure and services and

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

## **Functions**

*Some of the functions expected of the IQAC are:*

- a) Development and application of quality benchmarks;
- b) Setting parameters for various academic and administrative activities of the institution
- c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process
- d) Collection and analysis of feedback from all the stakeholders on quality-related institutional processes
- d) Dissemination of information on various quality parameters to all the stakeholders
- e) Organization of intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles;
- f) Documentation of various programmes/activities leading to quality improvement
- g) Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- i) Periodical conduct of Academic and Administrative Audits along with their follow-up activities and
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

## **Benefits**

### ***IQAC will facilitate / contribute to***

- a) Ensuring clarity and focus in the institution's march towards quality enhancement;
- b) Ensuring internalization of quality culture;
- b) Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- c) Providing a sound basis for decision-making to improve institutional functioning;
- d) Acting as a dynamic system for quality changes in HEIs; and
- e) Building a sound methodology for documentation and internal communication.

### ***Composition of the IQAC***

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant and Associate Professors) (three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from Employers/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

### **The Role of the Coordinator**

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with a rich experience and exposure to quality aspects. He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computer and data management.

## **Operational Features of the IQAC**

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also 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 ensuring quality. The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year using the format designed by NAAC for online submission of the AQAR. HEIs are requested to log on to their portal for regular updates and submission. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to apply for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken. The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement and sustenance measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for maintaining 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.