



# हेमचंद यादव विश्वविद्यालय, दुर्ग

(पूर्व नाम— दुर्ग विश्वविद्यालय, दुर्ग)

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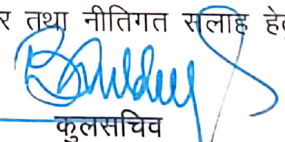
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विषय: आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) का पुनर्गठन संबंधी आदेश।

राष्ट्रीय मूल्यांकन एवं प्रत्यायन परिषद (NAAC) के दिशा-निर्देशों के अनुसार विश्वविद्यालय में गुणवत्तापरक शिक्षा, शोध, प्रशासनिक सुधार एवं सतत उन्नयन हेतु आंतरिक गुणवत्ता आश्वासन प्रकोष्ठ (IQAC) का पुनर्गठन निम्नानुसार किया जाता है:-

क्र.	नाम	पदनाम	नामित भूमिका
1	प्रो. (डॉ.), संजय तिवारी	कुलपति, हेमचंद यादव विश्वविद्यालय, दुर्ग	अध्यक्ष (Chairperson)
2	श्री भूपेन्द्र कुलदीप	कुलसचिव, हेमचंद यादव विश्वविद्यालय, दुर्ग	वरिष्ठ प्रशासनिक अधिकारी
3	श्री सुशील गजभिये	वित्त अधिकारी, हेमचंद यादव विश्वविद्यालय, दुर्ग	सदस्य
4	श्री हिमांशु शेखर मंडावी	सहायक कुलसचिव, हेमचंद यादव विश्वविद्यालय, दुर्ग	सदस्य
5	श्री दिग्विजय कुमार	सहायक कुलसचिव, हेमचंद यादव विश्वविद्यालय, दुर्ग	सदस्य
6	डॉ. अमिता सहगल	संकाय अध्यक्ष, गृह विज्ञान संकाय, शासकीय वा.वा. पाटणकर स्नातकोत्तर कन्या महाविद्यालय, दुर्ग	संकाय प्रतिनिधि
7	डॉ. अनिल कुमार जैन	संकाय अध्यक्ष, वाणिज्य संकाय, शासकीय वा.वा. पाटणकर स्नातकोत्तर कन्या महाविद्यालय, दुर्ग	संकाय प्रतिनिधि
8	डॉ. निशा श्रीवास्तव	संकाय अध्यक्ष, शिक्षा संकाय, धनश्याम सिंह आर्य कन्या महाविद्यालय, दुर्ग	संकाय प्रतिनिधि
9	डॉ. दीपक शर्मा	प्रबंधन प्रतिनिधि, माननीय कार्यपरिषद् सदस्य	बाह्य सदस्य
10	श्री शैलेन्द्र जायसवाल	औद्योगिक प्रतिनिधि	बाह्य सदस्य
11	श्री दुष्यंत साहू	विश्वविद्यालय पूर्व छात्र	पुरातन छात्र प्रतिनिधि
12	श्री आशीष देवांगन	शोध छात्र, रसायन शास्त्र विभाग, शोधकेन्द्र शासकीय विश्वनाथ यादव तामस्कर स्वशासी स्नातकोत्तर महाविद्यालय, दुर्ग	छात्र प्रतिनिधि
13	डॉ. राजमणि पटेल	उपकुलसचिव, हेमचंद यादव विश्वविद्यालय, दुर्ग	समन्वयक, IQAC (Coordinator)

IQAC का कार्यकाल तीन वर्ष का होगा तथा इसकी त्रैमासिक बैठकें आयोजित की जाएंगी। प्रकोष्ठ विश्वविद्यालय में गुणवत्ता सुधार, अकादमिक दस्तावेजीकरण (AQAR), नवाचार तथा नीतिगत सलाह हेतु उत्तरदायी होगा। यह आदेश तत्काल प्रभाव से लागू होता है।

  
कुलसचिव

हेमचंद यादव विश्वविद्यालय, दुर्ग

दुर्ग, दिनांक: 11/07/2025

पृ. क्रमांक 570/सामा. प्रशा./IQAC/2025

प्रतिलिपि:-

- माननीय कुलपति के निज सहायक, हेमचंद यादव विश्वविद्यालय, दुर्ग (छ.ग.) की ओर सूचनार्थ।
- IQAC समिति के समस्त माननीय सदस्यों को सादर सूचनार्थ।
- प्राचार्य, समस्त शासकीय एवं अशासकीय महाविद्यालय, सम्बद्ध हेमचंद यादव विश्वविद्यालय, दुर्ग को सादर सूचनार्थ।
- कार्यालय फाईल।

  
कुलसचिव

हेमचंद यादव विश्वविद्यालय, दुर्ग



# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

## **HEMCHAND YADAV VISHWAVIDYALAYA**

Durg, Chhattisgarh - 491001

Constitution, Functions, and Operational Manual

For Quality Enhancement and Sustenance

As per NAAC Guidelines

**January 2025**

# FOREWORD

## From the Vice-Chancellor's Desk

Quality is not an act, it is a habit. At Hemchand Yadav Vishwavidyalaya, we are committed to building a culture of continuous quality enhancement that permeates every aspect of our academic and administrative functioning. The establishment of the Internal Quality Assurance Cell (IQAC) marks a significant milestone in our journey toward institutional excellence.

The IQAC serves as the nodal agency for coordinating quality-related activities, ensuring that quality becomes the defining element of our institutional processes. It is not merely a compliance mechanism for NAAC accreditation but a transformative force that will help us systematically analyze our strengths, identify areas for improvement, and implement evidence-based enhancement strategies.

This comprehensive IQAC document outlines our vision for quality assurance, the structures we have put in place, and the processes we will follow to achieve sustained quality improvement. I call upon all stakeholders - faculty, staff, students, alumni, and well-wishers - to actively participate in IQAC activities and contribute to making HYV a benchmark institution in higher education.

I am confident that under the able leadership of the IQAC Coordinator and with the collective efforts of all members, we will not only meet NAAC standards but exceed them, establishing ourselves as a model for quality assurance in state universities.

**Prof. Dr. Sanjay Tiwari**

Vice-Chancellor

Hemchand Yadav Vishwavidyalaya

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# 1. INTRODUCTION TO IQAC

## 1.1 Background and Genesis

The Internal Quality Assurance Cell (IQAC) is an integral component of the quality enhancement framework in higher education institutions in India. Established in compliance with the guidelines of the National Assessment and Accreditation Council (NAAC), Bangalore, the IQAC serves as a nodal agency to institutionalize quality culture and continuous improvement mechanisms.

The concept of IQAC was introduced by NAAC in 1994 and subsequently refined through various guidelines. The primary purpose is to shift the focus from 'quality verification' to 'quality enhancement' and from 'external compliance' to 'internal conviction.' NAAC mandates that every accredited institution establish an IQAC within six months of receiving accreditation.

### **IQAC at Hemchand Yadav Vishwavidyalaya:**

Hemchand Yadav Vishwavidyalaya, established under Chhattisgarh Act No. 15 of 2002 and recognized by UGC under Section 2(f), has consistently strived for excellence in teaching, research, and community service. With the NAAC Peer Team Visit scheduled for March 2025, the formal constitution of IQAC becomes both a compliance requirement and a strategic imperative.

### **Timeline of IQAC Development at HYV:**

Date	Milestone	Details
August 2024	IQAC Conceptualization	VC directs formation of quality cell
September 2024	Preliminary Committee Formation	7-member committee constituted
October 2024	NAAC Application Submission	Applied for first cycle accreditation
November 2024	IQAC Infrastructure Setup	Office space, equipment allocated
December 2024	Full IQAC Constitution	17-member IQAC formally constituted
January 2025	IQAC Inauguration	Official launch with state-level seminar
February 2025	SSR Preparation Begins	Self-Study Report drafting starts
March 2025	Peer Team Visit (Scheduled)	NAAC expert committee assessment

## 1.2 Need for IQAC at HYV

The establishment of IQAC at HYV addresses multiple institutional needs:

### **1.2.1 NAAC Accreditation Requirement**

- Mandatory for institutions seeking NAAC accreditation
- IQAC is a pre-requisite for maintaining accredited status

- Quality framework evaluation is a key NAAC criterion
- Post-accreditation Annual Quality Assurance Reports (AQAR) submission

### **1.2.2 Institutional Quality Enhancement**

- Current Status: 8,500+ students, 280+ faculty, 65+ programs
- Rapid expansion: 12 new PG programs being launched (2025-26)
- Quality maintenance challenge during growth phase
- Need for systematic quality monitoring mechanisms
- Standardization of academic and administrative processes

### **1.2.3 Stakeholder Expectations**

- Students: Expect high-quality education, infrastructure, support services
- Faculty: Need support for professional development and research
- Parents: Demand value for investment, employability outcomes
- Employers: Require industry-ready, skilled graduates
- Society: Expect socially responsible, ethical professionals
- Government: Accountability for public funds and regulatory compliance

### **1.2.4 Competitive Positioning**

- Competition from 41 universities in Chhattisgarh
- Student choice influenced by quality perception
- NAAC grading affects rankings (NIRF, ARIIA, etc.)
- Accreditation essential for government approvals, funding
- Quality reputation attracts better faculty and collaborations

### **1.2.5 Regulatory Compliance**

- UGC Guidelines on Quality Mandate (2018)
- AICTE quality benchmarks for technical programs
- NBA accreditation for professional programs (future requirement)
- State government quality assurance directives
- Institutional autonomy linked to quality standards

## 1.3 NAAC Framework and Quality Culture

### NAAC's Quality Framework:

NAAC's assessment is based on seven criteria with assigned weightages:

Criterion	Key Focus Areas (KFA)	Weightage
1. Curricular Aspects	Curriculum Design, Development, Implementation	100
2. Teaching-Learning & Evaluation	Student Enrollment, Learning Resources, Assessment	200
3. Research, Innovations & Extension	Research, Innovation Ecosystem, Extension Activities	200
4. Infrastructure & Learning Resources	Physical, IT Infrastructure, Library, Student Amenities	100
5. Student Support & Progression	Support, Progression, Alumni Engagement	100
6. Governance, Leadership & Management	Institutional Vision, Leadership, Governance, Finance	100
7. Institutional Values & Best Practices	Gender Equity, Environment, Values, Best Practices	100

**Total: 1000 points. Grading: A++ (3.51-4.00), A+ (3.26-3.50), A (3.01-3.25), B++ (2.76-3.00), etc.**

### Building Quality Culture at HYV:

Quality culture is defined as an organizational environment where quality becomes an intrinsic value shared by all stakeholders. IQAC will foster this culture through:

- Participatory approach: Involving all stakeholders in quality initiatives
- Evidence-based decisions: Data-driven planning and policy formulation
- Continuous improvement: Kaizen philosophy of incremental enhancements
- Transparency: Open communication and documentation
- Accountability: Clear responsibilities and performance tracking
- Innovation: Encouraging creativity and best practices
- Collaboration: Internal and external partnerships for quality



## 2. VISION, MISSION, AND OBJECTIVES

### 2.1 Vision and Mission of IQAC

#### VISION

To establish Hemchand Yadav Vishwavidyalaya as a quality-conscious institution where excellence in teaching, research, and service is sustained through continuous improvement, innovation, and stakeholder engagement, achieving national recognition for academic and institutional quality.

#### MISSION

**The IQAC is committed to:**

1. Institutionalize quality assurance mechanisms across all academic and administrative functions
2. Promote a culture of evidence-based planning, execution, and continuous improvement
3. Ensure stakeholder satisfaction through systematic feedback and responsive action
4. Facilitate achievement and sustenance of NAAC accreditation with A+ grade or higher
5. Document and disseminate best practices and innovations for wider adoption
6. Foster transparency, accountability, and participatory governance
7. Align institutional processes with national quality frameworks and global standards

### 2.2 Objectives and Goals

#### 2.2.1 Primary Objectives

- Develop and apply quality benchmarks for various academic and administrative activities
- Facilitate creation of a learner-centric environment conducive to quality education
- Arrange for feedback response from students, parents, employers, and other stakeholders
- Disseminate information on quality parameters of higher education
- Organize workshops, seminars, and training programs on quality-related themes
- Document various programs and activities leading to quality improvement
- Prepare Annual Quality Assurance Report (AQAR) for submission to NAAC
- Build institutional capacity for data collection, analysis, and reporting

#### 2.2.2 Specific Goals (Aligned with NAAC Criteria)

##### Goal 1: Enhance Curricular Quality (Criterion 1)

- 100% syllabus revision every 3 years with stakeholder input
- 30% curriculum content designed with industry collaboration
- Outcome-Based Education (OBE) implementation in all programs
- Inclusion of value-added courses, MOOCs, and skill-based components

##### Goal 2: Improve Teaching-Learning Effectiveness (Criterion 2)

- Student-faculty ratio maintained at 1:25 or better
- 80% faculty with Ph.D. qualification by 2027
- 100% classrooms equipped with ICT facilities
- Experiential learning in 60%+ courses
- Student pass percentage >85%, placement rate >80%

**Goal 3: Strengthen Research Culture (Criterion 3)**

- Research publications: 250+ papers annually by 2027 (current: 85)
- 40% publications in Scopus/SCI-indexed journals
- External research funding: ₹5 crores annually
- 20+ patents filed per year
- Extension activities reaching 50,000+ beneficiaries annually

**Goal 4: Develop Quality Infrastructure (Criterion 4)**

- Built-up area increased to 2,50,000 sq.ft. by 2026
- Library resources: 2,00,000 books, 20 e-databases
- State-of-the-art laboratories for all programs
- 1 Gbps internet, 100% Wi-Fi campus
- Green campus with 30% tree cover, rainwater harvesting, solar power

**Goal 5: Enhance Student Support (Criterion 5)**

- Comprehensive student support: academic, personal, career counseling
- 100% scholarship disbursement in time
- Active alumni association with 5,000+ registered members
- Student progression to higher studies: 20%+
- Student achievements in sports, cultural, and co-curricular: 100+ awards/year

**Goal 6: Strengthen Governance (Criterion 6)**

- Transparent, participatory governance with timely decision-making
- Financial management: Audited statements, zero audit objections
- Faculty welfare: API-based appraisal, ₹2L/year development support
- Quality leadership at all levels
- e-Governance implementation: 80% processes digitized

**Goal 7: Uphold Institutional Values (Criterion 7)**

- Gender equity: Women safety measures, 50%+ women enrollment
- Environmental sustainability: Carbon-neutral campus by 2030
- Social responsibility: Adoption of 12 villages, 5,000+ volunteer hours
- Professional ethics: Zero-tolerance for malpractices
- Inclusive practices: Support for PWD, SC/ST/OBC students

**2.3 Core Values of IQAC**

- Excellence: Pursuit of highest standards in all endeavors
- Integrity: Honesty, transparency, and ethical conduct
- Equity: Equal opportunities and inclusive environment
- Innovation: Encouraging creativity and continuous improvement
- Collaboration: Teamwork and partnerships for collective growth
- Accountability: Responsibility for actions and outcomes
- Sustainability: Long-term perspective in planning and execution

### 3. CONSTITUTION AND COMPOSITION OF IQAC

#### 3.1 Composition of IQAC

As per NAAC guidelines, the IQAC shall have 15-20 members with representation from various stakeholders. The composition of HYV's IQAC is as follows:

S.No	Position	Name/Designation	Department/Organization
1	Chairperson	Prof. Dr. Sanjay Tiwari	Vice-Chancellor (Ex-officio)
2	Coordinator	Prof. Ramesh Verma	Senior Professor, Chemistry
3	Member	Prof. Sunita Rao	Dean, Faculty of Science
4	Member	Dr. Amit Deshmukh	Associate Professor, Engineering
5	Member	Dr. Priya Sharma	Assistant Professor, Commerce
6	Member	Dr. Lakshmi Iyer	Head, Department of Physics
7	Member	Dr. Rajesh Patel	Head, Department of Computer Science
8	Member	Ms. Anjali Yadav	Librarian
9	Member	Mr. Vikram Singh	Controller of Examinations
10	Member	Dr. Kavita Dubey	Student Welfare Officer
11	External Expert	Prof. K L Verma	Former VC, Pt. Ravishankar University
12	External Expert	Dr. Meera Gupta	Professor, NIT Raipur
13	Industry Rep	Mr. Anil Mittal	VP-HR, Jindal Steel & Power
14	Industry Rep	Ms. Neha Agarwal	Senior Manager, TCS
15	Alumni Rep	Mr. Karan Sharma	CEO, TechStart Solutions (Alumnus)
16	Student Rep	Ms. Riya Patel	President, Students' Union
17	Administrative Officer	Mr. Sandeep Joshi	Deputy Registrar (Admin)

**Note:**

- All members serve in honorary capacity (no remuneration)
- External experts and industry representatives add objectivity and best practices
- Student and alumni representation ensures stakeholder voice

#### 3.2 Roles and Responsibilities

### 3.2.1 Chairperson (Vice-Chancellor)

- Provide strategic direction and leadership to IQAC
- Approve IQAC action plans and budgets
- Chair IQAC meetings (minimum 4 per year)
- Ensure implementation of IQAC recommendations
- Represent IQAC in statutory bodies (BoG, Academic Council)
- Facilitate resource allocation for quality initiatives
- Sign AQAR and SSR before submission to NAAC

### 3.2.2 IQAC Coordinator

**The Coordinator is the operational head of IQAC with following responsibilities:**

#### **A. Planning and Strategy:**

- Develop annual IQAC action plan
- Conduct institutional SWOT analysis
- Set quality benchmarks and targets
- Prepare budget proposals for quality initiatives

#### **B. Coordination and Implementation:**

- Convene IQAC meetings (minimum 4 per academic year)
- Coordinate quality enhancement activities across departments
- Liaise with departments for data collection
- Monitor implementation of IQAC decisions
- Coordinate with external agencies (NAAC, UGC, etc.)

#### **C. Data Management:**

- Establish institutional data repository
- Coordinate data collection for AQAR and SSR
- Ensure data accuracy, completeness, and timeliness
- Maintain digital and physical archives

#### **D. Feedback and Analysis:**

- Design and administer stakeholder feedback surveys
- Analyze feedback data and prepare action plans
- Monitor implementation of feedback-based improvements
- Report feedback analysis to authorities

#### **E. Reporting and Documentation:**

- Prepare Annual Quality Assurance Report (AQAR)
- Coordinate Self-Study Report (SSR) preparation
- Document best practices and innovations
- Maintain minutes of IQAC meetings
- Prepare progress reports for statutory bodies

#### **F. Capacity Building:**

- Organize workshops on quality themes
- Train Department Quality Coordinators
- Conduct orientation for stakeholders on quality culture
- Facilitate faculty development on quality parameters

**Eligibility for IQAC Coordinator:**

- Senior faculty (Professor/Associate Professor) with 15+ years experience
- Strong academic and administrative credentials
- Familiarity with accreditation processes
- Good communication, coordination, and leadership skills
- Commitment to serve for minimum 3 years

#### **Support to Coordinator:**

- Reduced teaching load (50% of normal load)
- Dedicated office space with IT infrastructure
- 2 administrative staff (Data Entry Operator, Office Assistant)
- Budget for travel, training, events
- Recognition as key administrative position in API

### **3.2.3 IQAC Members**

Internal members (Faculty, HoDs, Librarian, Controller):

- Represent their respective areas in IQAC
- Provide data and reports as required
- Implement IQAC recommendations in their domains
- Participate in quality audits and reviews
- Contribute to AQAR and SSR preparation

External Experts (Academicians):

- Provide objective evaluation and recommendations
- Share best practices from their institutions
- Guide SSR preparation and peer team interaction
- Mentor HYV in quality enhancement journey

Industry Representatives:

- Bridge academia-industry gap with practical insights
- Provide feedback on curriculum and graduate competencies
- Suggest industry-relevant quality parameters
- Facilitate internships, placements, and collaborations

Alumni Representative:

- Provide graduate perspective on educational quality
- Share career progression insights for program improvement
- Strengthen alumni engagement
- Support institution-building initiatives

Student Representative:

- Voice student concerns and expectations
- Provide real-time feedback on teaching-learning
- Participate in quality enhancement discussions
- Mobilize student participation in IQAC initiatives

### **3.3 Term of Office**

- Chairperson: Ex-officio (as long as holding VC position)
- Coordinator: 3 years (renewable once)
- Internal Members: 2 years (rotation to give opportunity to many)
- External Experts: 3 years (renewable)

- Industry/Alumni Reps: 2 years (renewable)
- Student Representative: 1 year (rotating annually)

#### **Meeting Frequency:**

- Minimum 4 meetings per academic year (one per quarter)
- Additional meetings as needed (for NAAC preparation, urgent issues)
- Quorum: 50% members including Chairperson or Coordinator
- Minutes circulated within 7 days of meeting
- Action Taken Report (ATR) presented in next meeting

## **4. FUNCTIONS AND RESPONSIBILITIES OF IQAC**

### **4.1 Primary Functions as per NAAC Guidelines**

8. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
9. Facilitating 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
10. Arrangement for feedback response from students, parents, and other stakeholders on quality-related institutional processes
11. Dissemination of information on various quality parameters of higher education
12. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
13. Documentation of the various programmes/activities leading to quality improvement
14. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
15. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
16. Development of Quality Culture in the institution
17. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### **4.2 Quality Enhancement Initiatives**

#### **4.2.1 Academic Quality Initiatives**

##### **A. Curriculum Development and Review**

- Conduct curriculum review every 3 years with stakeholder consultation
- Ensure 30% curriculum designed with industry input
- Include employability skills, soft skills, and value education
- Promote interdisciplinary and multidisciplinary courses
- Integrate MOOCs and online courses for credit
- Monitor implementation of Outcome-Based Education (OBE)

##### **B. Teaching-Learning Enhancement**

- Promote innovative pedagogies: flipped classroom, PBL, case method
- Ensure ICT integration in 100% classrooms
- Facilitate Faculty Development Programs (FDPs) and training
- Monitor student attendance, engagement, and learning outcomes
- Implement continuous and comprehensive evaluation systems

- Provide remedial teaching and mentoring support

### **C. Research and Innovation**

- Encourage faculty research through seed grants (₹2L per faculty/year)
- Organize research methodology workshops
- Monitor publications and citations
- Facilitate patent filings and IPR generation
- Support sponsored research projects
- Promote student research through dissertation/projects

### **D. Examinations and Evaluation**

- Ensure transparency and fairness in examination processes
- Monitor timely declaration of results
- Implement IT-enabled examination management
- Conduct regular analysis of examination results
- Address anomalies and implement corrective measures

## **4.2.2 Administrative Quality Initiatives**

### **A. Governance and Management**

- Ensure participatory and transparent governance
- Timely conduct of statutory body meetings (BoG, Academic Council, etc.)
- Implementation of e-governance in administration
- Financial transparency and regular audits
- Efficient grievance redressal mechanisms

### **B. Infrastructure Development**

- Monitor infrastructure adequacy and maintenance
- Ensure barrier-free campus for differently-abled
- Promote green practices and environmental sustainability
- Develop smart classrooms and digital learning spaces
- Expand library resources (physical and digital)

### **C. Student Support Services**

- Comprehensive student support: academic, personal, career
- Scholarship and financial aid management
- Hostel and mess quality monitoring
- Health and wellness services
- Sports and cultural activity facilitation
- Anti-ragging and gender sensitization programs

## **4.3 Stakeholder Engagement**

### **4.3.1 Internal Stakeholders**

#### **Faculty Engagement:**

- Regular interactions through departmental meetings
- Involvement in curriculum design and quality initiatives
- Professional development opportunities
- Recognition and rewards for excellence
- Grievance redressal and welfare measures

**Student Engagement:**

- Orientation programs for quality awareness
- Student representation in IQAC and committees
- Regular feedback collection and action
- Student-led quality initiatives and clubs
- Mentoring and counseling support

**Non-Teaching Staff Engagement:**

- Training programs for skill enhancement
- Performance appraisal and career progression
- Welfare measures and recognition
- Involvement in quality improvement processes

**4.3.2 External Stakeholders****Parents/Guardians:**

- Parent-teacher meetings (2 per semester)
- Feedback on teaching-learning and support services
- Information dissemination on student progress
- Involvement in institutional development

**Alumni:**

- Active alumni association with database of 10,000+ alumni
- Annual alumni meets and reunions
- Feedback on curriculum and graduate competencies
- Alumni contributions to institution-building
- Mentoring current students

**Employers:**

- Feedback on graduate employability and skills
- Industry advisory board for curriculum inputs
- Partnerships for internships and placements
- Collaborative research and consultancy

**Society/Community:**

- Extension and outreach activities
- Skill development programs for community
- Health camps, legal aid, adult education
- Environmental conservation initiatives



## 5. ORGANIZATIONAL STRUCTURE OF IQAC

### 5.1 IQAC Hierarchy

The IQAC operates within the institutional hierarchy as follows:

#### Reporting Structure:

- IQAC reports to Vice-Chancellor
- IQAC recommendations presented to Academic Council and Board of Governors
- Departments/Units implement IQAC directives
- Department Quality Coordinators (DQCs) report to IQAC

#### IQAC Office Setup:

- Dedicated office space: 400 sq.ft. (Coordinator cabin 150 sq.ft. + work area 250 sq.ft.)
- Location: Administration Building, Ground Floor (accessible location)
- Infrastructure:
  - Furniture: Coordinator desk, conference table (6-seater), filing cabinets, bookshelves
  - IT Equipment: 3 computers, 1 printer-cum-scanner, projector
  - Connectivity: Dedicated internet line, telephone
  - Display: Notice board, quality dashboard

#### IQAC Staff:

Position	Number	Qualification	Responsibilities
IQAC Coordinator	1	Professor/Assoc. Prof	Overall leadership and coordination
Data Entry Operator	1	Graduate + Computer skills	Data management, MIS, AQAR preparation
Office Assistant	1	12th + typing	Filing, correspondence, meeting support
Part-time Support (during NAAC)	2	Graduates	SSR preparation, documentation

### 5.2 Sub-Committees of IQAC

To ensure effective functioning, IQAC constitutes the following sub-committees:

#### 5.2.1 Academic Audit Committee

- Chairperson: Dean (Academics)
- Members: 4 senior faculty from different disciplines
- Function: Conduct academic audits, review teaching-learning processes
- Frequency: Annual comprehensive audit + bi-annual departmental audits

#### 5.2.2 Administrative Audit Committee

- Chairperson: Registrar
- Members: Finance Officer, 2 HoDs, 1 external expert
- Function: Review administrative processes, financial management, compliance
- Frequency: Annual

### **5.2.3 Feedback Analysis Committee**

- Chairperson: Dean (Student Welfare)
- Members: 3 faculty, 1 alumnus, 1 student rep
- Function: Design feedback tools, collect and analyze feedback, prepare action plans
- Frequency: Bi-annual (after each semester)

### **5.2.4 Best Practices Committee**

- Chairperson: Senior Professor
- Members: 3 faculty, 1 industry expert, 1 external academic
- Function: Identify, document, and disseminate best practices and innovations
- Frequency: Annual identification, ongoing documentation

### **5.2.5 Data Management Committee**

- Chairperson: IQAC Coordinator
- Members: Exam Controller, Librarian, IT Officer, 2 HoDs
- Function: Establish institutional database, ensure data accuracy and integrity
- Frequency: Monthly meetings during AQAR/SSR preparation

### **5.2.6 NAAC Preparation Committee**

- Chairperson: IQAC Coordinator
- Members: 7 faculty (one for each NAAC criterion)
- Function: Prepare Self-Study Report (SSR), manage peer team visit
- Frequency: Intensive during NAAC cycle (6-8 months before visit)

## **5.3 Department Quality Coordinators (DQCs)**

Each department/center has a Department Quality Coordinator to serve as liaison between department and IQAC.

#### **Selection:**

- One faculty member per department nominated by HoD
- Preferably Associate Professor or senior Assistant Professor
- 2-year term (renewable)

#### **Responsibilities:**

- Collect department-level data for IQAC (enrollment, results, publications, etc.)
- Coordinate implementation of IQAC decisions in the department
- Facilitate feedback collection from students and faculty
- Maintain departmental quality records and documentation
- Organize departmental quality initiatives (workshops, seminars, etc.)
- Attend DQC meetings convened by IQAC (quarterly)
- Prepare department quality report (annually)

#### **Support to DQCs:**

- Training workshops on quality assurance (2 per year)
- Templates and formats for data collection
- Access to IQAC resources and guidance
- Recognition in performance appraisal