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## CIRCULAR

### **Subject: Establishment & Monitoring the activities of Internal Quality Assurance Cell (IQAC) in the College**

The Internal Quality Assurance Systems (IQAS) are self-regulated responsibilities of the Higher Education Institution, aimed at continuous improvement of quality and achieving academic excellence. The institution has mechanisms for academic and administrative auditing. It adopts quality management strategies in all academic and administrative aspects. The institution has an IQAC and adopts a participatory approach in managing its provisions.

To monitor the standards of the Higher Education Institute, the University Grant Commission (UGC) has established the National Assessment and Accreditation Council (NAAC) as an Autonomous Body for instilling a momentum of quality consciousness amongst Higher Education Institutions, aiming for continuous improvement. Recognizing the importance of Institutional Internal Quality System, the UGC have taken a policy decision to establish IQAC in the all colleges.

The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities in the College.

In pursuance of the guidelines prescribed in the Institutional Accreditation Manual for SSR of Affiliated/ Constituted Colleges by NAAC, the Internal Quality Assurance System (IQAS) is being followed in the College since **10-January-2017**. Internal Quality Assurance Cell (IQAC) is re-constituted for ensuring continuous quality monitoring and improvement of Academic Parameters for MCIT wing & School of Law of the College and to review Quality Policy and Quality System Manual of the College w.r.t. Quality Assurance.

<b>Internal Quality Assurance Cell (IQAC) Compositions</b>	
Reporting Authority	Dr. Abhishek Jain- General Secretary- Chairman, IQAC
	Mr. Yugank Chaturvedi- Director General- Coordinator, IQAC
	Prof. J. P. Mohla- Director Academics
	Mr. C. D. Mehta- Registrar
Reviewing Authority	Prof.(Dr.) Jyotsna Sinha Director MCIT- Co-Coordinator, IQAC
	Prof.(Dr.) Amit Jain- Director SoL- Co-Coordinator, IQAC
	Dr. Neha Mittal- Dean MCIT
	Dr. Shalini Tyagi- Dean SoL
	Mr. Vikram Pratap Singh-Academic Incharge (SoL)

Members	Dr. Parul Agarwal Assistant Prof.- Academic Coordinator-BBACAM
	Ms. Rekha Jain. Associate Prof.-MC IT
	Mr. Vinod Kumar- Assistant Prof.- MC IT
	Ms Saumya Goel-Assistant Prof. MCIT.
	Ms. Isha Gupta Assistant Prof. MCIT. .
	Ms. Vandna- Assistant Prof.- SoL
	Ms. Sunita Sharma- Assistant Prof. SoL
	Dr. J. P. Arya- Associate Prof. SoL
	Dr. Nidhi Sharma- Assistant Prof.SoL
	Ms. Mahima Khetarpal- Assistant Prof. SoL
Administrative Officer	Mr. Sanjiv Sharma- EO Academics
	Mr. Avinash- Estate Officer
	Mr. Manoj Tiwari- System Analyst
	Mr. Vinod Ghawana- Librarian (MCIT Wing)
	Ms. Rekha Chaudhary- Librarian (Law Wing)
Alumni Representatives	Mr. Pankaj Parashar- Officer Admin
	Mr. Vivek Shokeen (Advocate) President Alumni Association
Students Representatives	Mr. Rahul Nagpal (Advocate) Vice President Alumni Association
	Mr. Pulkit Chawla- B.A. LL.B (H)
	Mr. Sourav Suman- BBA LL.B (H)
	Mr/Ms -----LL.M
	Ms. Parkhi Tiwari- BBA (G)
	Ms. Deepanshi- B.Com(H)
	Ms. Divyanshi Tiwari- BBA (CAM)
Members Local Society	Mr. Akash- BCA
	Mr. Rajneesh Khatri, Social Worker
Members, Employer, Industrialist/ Sr. Advocate/ Stake Holders	Mr. Ishan Taneja- CEO, UAS International
	Mr. Ashok Rathee - Branch Manager, SBI Life Insurance
	Ms. Neha Chawla- HR Team Head, CINIF Technolgy
	Mr. Murari Tiwari- Chairman, Advocate Enrolment Committee, Bar Council of Delhi
	Dr. Pavan Duggal, Sr. Advocate, Supreme Court of India.

### Quality Objective:

1. To upgrade teaching facilities through addition of teaching aids and equipment.
2. To upgrade faculty through enhancement of their knowledge by upgrading the academic qualification, interaction with industry, through seminars & conferences etc.
3. To measure stakeholder's satisfaction level periodically through parent's feedback, student feedback reports, student's placement through campus interview and overall success in University Examinations.
4. To monitor quality management system to ensure earliest corrective action in the event of any non-conformity. The management is committed to these quality objectives and also ensures that they are known, understood and implemented by all members of the Institute.

### The IQAC shall have the following functions:

1. Development and application of quality benchmarks/ Parameters for various academic and administrative activities of the College.
2. 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.
3. Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programmes/ activities of the college, leading to quality improvement.
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices for quality outcomes.
8. Development and maintenance of institutional database through College MIS for the purpose of maintaining /enhancing the institutional quality.
9. To build an organized methodology for decision-making, quality changes, documentation of the various programmes/ activities to improve institutional functioning and internal communication for quality improvement
10. Development of the quality culture in the Institution.
11. Preparation of the Annual Quality Assurance Report (AQAR) as per the guidelines & parameters of NAAC for submission to NAAC.

12. The IQAC must create the exclusive window on its College's Website, to regularly report on its activities, as well as for hosting the AQAR.
13. To submit AQAR and Quality Radars (QRs) and follow up reports of AQARs to the Affiliating University/ UGC as and when called for.

### Goals of IQAC:

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices.
3. To improve the pedagogy through educational research and input from the business scenario.
4. To review of institutional processes by involvement of faculties, students and staff.
5. To plan and prepare the Self Study Report for NAAC.
6. To ensure timely, efficient and progressive performance of academic and administrative task.
7. To Optimize and integration of information technology's support for teaching and learning.

### Benefits of IQAC:

1. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
2. Ensure internalization of the quality culture.
3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
4. Provide a sound basis for decision making to improve institutional functioning.
5. Act as a dynamic system for quality changes in Higher Educational Institutes.
6. Build an organized methodology of documents of documentation and internal communication.

The Committee constituted above will ensure that the matters of quality improvement of the College are discussed with the staff, faculty and senior functionaries on regular basis. Minutes of the Meeting of fortnightly Meetings should be recorded for strict compliance to ensure Quality of Teaching & Learning as per the Internal Quality Assurance System prescribed by the National Assessment & Accreditation Council (NAAC), Directorate of Higher Education, Govt. of NCT of Delhi, GGS IP University and The Bar Council of India.

**Dr. Abhishek Jain**  
General Secretary  
Chairman- IQAC

**Mr. Yugank Chaturvedi**  
Director General  
Coordinator IQAC

