



SOPs of Internal Quality Assurance Cell (IQAC)

National Assessment and Accreditation Council (NAAC) made it mandatory for every accredited institution to constitute an Internal Quality Assurance Cell (IQAC) under the chairmanship of Head of the Institution. The IQAC of every institution is responsible for the enhancement of quality in every domain of the institution and devising the mechanisms to evolve better parameters of quality-check in each domain for holistic excellence in academics. Based on these parameters, IQAC also provides feedback and suggestions to bring about modifications in the qualitative aspects of the institution's overall functioning.

Primary objectives of IQAC, IHE

1. To develop a consistent, systematic action plan to improve the academic and administrative performance of the institution.
2. To bring about measures for institutionalization of good practices in domains like teaching-learning, sustainability, inclusion, awareness about social and environmental issues and an effective feedback mechanism involving all stakeholders

Vision of IQAC, IHE

To create a culture of maintaining quality in every aspect of the institution's functioning from teaching-learning, curriculum development to documentation and organization of data.

Composition of the committee (<https://ihe.du.ac.in/wp-content/uploads/2024/07/IQAC-committee-June-2024.pdf>)

IQAC composition is as per the guidelines of NAAC. Each department shall have a representative member in the committee. The members from the college also served on the committee for at least two years. Nominees from various backgrounds like the local society/ employers/ industries/stakeholders/ alumni and students shall also be the part of the committee. The duration of nominated members shall be two years. The meeting of the committee shall happen at least once in three months and the quorum is constituted by two thirds of the total members for the meeting.

1. **Prof Radhika Bakhshi (Director)- Chairperson IQAC**
2. **Prof. Sunita Aggarwal (Convenor)**
3. Dr Suneeta Mishra (Co Convenor)
4. Ms. Lakshmi Budhiraja (A.O.)
5. Mrs. Sonia Chaudhary
6. Ms Renu
7. Dr. Bhawna Sharma
8. Dr Meenakshi Vaccher
9. Dr. Reema Chaurasia
10. Dr. Sandeep Yadav
11. Dr. Vandana
12. Dr Vandana Sabharwal
13. Dr. Ritu Atheya

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14. Dr. Jagriti Kher
 15. Prof. Kapil Verma (External member)
 16. Prof. Naval K. Vikram (External member)
 17. Prof Anita Rampal (External member)
 18. Mr. Sanjay Jain (External member)
 19. Ms Priya Chauhan (External member)
 20. Ms Khushi Gulhar (Student representative)

IQAC, IHE strives to uphold the responsibility with the help of the following SOPs

Protocol or Process followed/Steps taken for functioning of the committee

1. Regular meetings of IQAC committee with the internal and external members to be conducted for reviewing the institution's functioning and helping in planning quality enhancement activities
2. Interaction with TICs of all the departments, administration, and accounts as per requirement to develop/prepare quality benchmarks, promote best practices in the Institution and create a learner-centered environment for imparting quality education.
3. Collation of data from all the departments, college committees, student societies, administration and accounts for preparation and timely submission of AQAR as per the NAAC guidelines for the next cycle of accreditation.
4. Celebration of nationally and internationally important days in coordination with the departments and committees for their active participation. The plan for the same will be made before the start of the new academic session.
5. Developing an effective feedback mechanism for quality check on institution processes. Feedbacks would be collected from different stakeholders and their responses will be analyzed. Accordingly, measures will be taken to improve the quality of teaching learning, infrastructures, and other areas.
6. Initiating audits for quality check and its follow up to improve the institutional functioning.
7. Organizing Conferences, Workshops, capacity building training programs, seminars, visits to academic institutions/ industries for empowerment of staff and students. Faculty and nonteaching staff will be encouraged to participate in FDPs for knowledge enrichment.
8. Conducting and suggesting departments to conduct short term/ add on courses for skill, capacity enhancement, and academic enrichment.
9. Encouraging signing of MOUs and creating networking with industries/ institutions, strengthening research culture in the institute and promoting outreach activities
10. Creating protocols and developing methodology for proper and organized documentation