

SOP-Standard Operating Procedure
Internal Quality Assurance Cell (IQAC)
J. V. Jain College Saharanpur

1. Structure of the IQAC

IQAC in J V Jain College constituted under the Chairmanship of Principal with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC as follows:

2. Chairperson: Head of the Institution
3. One of the senior teachers as the Coordinator of the IQAC
4. Teachers to represent all level
5. President and Secretary Managing Committee shall be member from the Management
6. Few Senior administrative officers such as Exam In-charge, DSW, Sports Officer, and three Coordinators of NEP Cells by rotation.
7. One or Two nominee from local society, Students and Alumni
8. One nominee each from Employers /Industrialists/Stakeholders

2. Purpose/Objective

The primary objective of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- Relevant and quality academic/ research programmes
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.

- The credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.
- It helps the institutions in planning and monitoring.
- Ensure clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication.

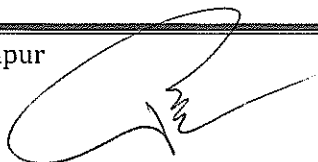
The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer centre, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

3. Scope/Function

- a) Development and application of quality benchmarks
- b) 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 maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters to all stakeholders;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the 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 best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Periodical conduct of Academic and Administrative Audit and its follow-up
- j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

4. The role of The Coordinator

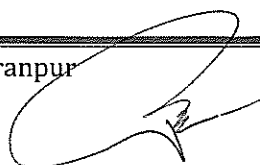
The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

5. Procedure of a meeting

The meeting procedure in the Internal Quality Assurance Cell (IQAC) of a college typically involves a structured process to ensure continuity, active participation, and quality planning. Meetings are usually organized formally and follow an agenda that addresses both ongoing quality initiatives and new strategies for college enhancement.

IQAC Meeting Procedure:

- Meetings are scheduled regularly (often quarterly or at least annually), with advance notice circulated among members.
- The agenda is prepared ahead of time, including points such as:
 - Review and confirmation of minutes from the previous meeting
 - Discussion on institutional strategy and quality improvement measures
 - Planning and review of NAAC accreditation, AQAR (Annual Quality Assurance Report), and other documentation
 - Evaluation guidelines, internal assessments, and academic audits



- Updates on co-curricular, extra-curricular, and student enrichment activities
- Research and publication initiatives
- Any other matter with the permission of the chairperson.
- The Principal or designated chairperson presides over the meeting and ensures quorum (generally two-thirds of total members) is present.
- Key resolutions and action items are discussed and recorded in the minutes, with responsibilities assigned for follow-up on specific tasks.
- Copies of meeting minutes are digitally shared with relevant departments and committees for transparency and action. The digital copy of the meeting minutes and action taken should be published online on college website.

Sample Agenda Items may be-

- Academic strategy review and quality indicators update
- Preparation for NAAC assessment/accreditation
- Student admission process and scholarship details
- Organization of workshops, seminars, and conferences
- Updates on physical infrastructure and safety (such as installation of CCTV)
- Plans for industry linkages and MoU's
- Strengthening mentor-mentee and faculty research schemes.

Documentation and Follow-up

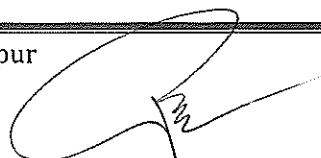
- Minutes of meetings are confirmed at the start of the next meeting to ensure accountability.
- Action taken reports (ATR) are prepared to show progress since the last meeting.
- Decisions and resolutions are implemented by relevant coordinators and committees.

This systematic procedure helps drive continuous quality improvement in the college via the IQAC mechanism.

6. Power & Function of the Committee

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to 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 assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The IQAC plays a central role in the development of the college by fostering a culture of quality, ensuring continuous improvement and preparing the institution for accreditation and assessment.



Key Functions are:

- To initiate plans and supervises activities to enhance educational quality, including developing benchmarks for academic for academic and administrative process.
- To facilitate a learner centric environment by encouraging adoption of modern teaching techniques faculty development
- Collect and responds to feedback from students, parents and other stake holders to guide institutional improvement
- Ensure timely and effective completion of academic administrative and financial tasks promoting transparency and accountability
- Encourages research development and project based learning among faculty and students to enhance academic reputation and practical knowledge.

The coordinator of the IQAC will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

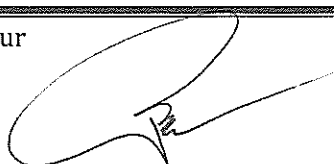
The major role of IQAC is to prepare the AQAR after one year from date of Accreditation every year. A functional Internal Quality Assurance Cell (IQAC) and timely submission of Annual Quality Assurance Reports (AQARs) are the Minimum Institutional Requirements (MIR) to volunteer for second, third or subsequent cycle's accreditation. During the institutional visit the NAAC peer teams will interact with the IQACs to know the progress, functioning as well as quality sustenance initiatives undertaken by them.

The Annual Quality Assurance Report (AQAR) may be the part of the Annual Report. The AQAR shall be approved by the statutory bodies of the HEIs (such as Governing Council/ Executive Council/Board of Management) for the follow up action for necessary quality enhancement measures.

The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation Outcomes and regularly upload/ report on its activities, as well as for hosting the AQAR.

7. Benefit for the College

- To ensure focused and strategic institutional functioning through effective decision making and coordination.
- Raise academic standards leading to higher credibility and strong reputation among students, parents and employers



- Empowers faculty and staff through professional developments and fosters student success by providing enhanced resources and support

8. Funding

The primary funding agency for the Internal Quality Assurance Cell (IQAC) in colleges is the University Grants Commission (UGC), which provides seed financial assistance to support the establishment and operation of IQAC units in Higher Educational Institutions (HEIs) across India. In addition to UGC funding, other sources may include:

Funding Sources

- University Grants Commission (UGC): Main source for seed funding and operational support for IQAC activities, especially for accredited institutions.
- National Assessment and Accreditation Council (NAAC): Provides quality guidelines and sometimes supports activities linked to assessment and reporting.
- Institutional Support: Colleges may allocate funds from their own budgets for IQAC functions, events, and initiatives.
- University Support: The affiliated university may provide financial support to the college IQAC to conduct seminar or workshop in the college for the benefit of university affiliated colleges.
- Government Grants: State educational departments may provide additional funding for quality enhancement projects and research related to IQAC.
- Other Agencies and Industry: Occasionally, colleges receive project-based or research funding from private industry or external agencies for specific IQAC-linked initiatives.

9. Stakeholders

The main stakeholders for the Internal Quality Assurance Cell (IQAC) in a college include senior administrators, faculty, students, parents, alumni, management representatives, employers, and sometimes members from the local community.

10. Reporting to

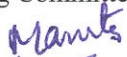
As general IQAC is responsible for all its stakeholders. Yet IQAC should report all its decisions, suggestions, requirements and expectation to Principal as well as Managing committee time to time.

11. Feedback

- IQAC should always connect with stakeholders of the institution and take feedback.
- Each stakeholder participates in feedback collection, strategic input, and review of quality initiatives.
- Regular meetings and feedback processes ensure policy responsiveness and ongoing improvement.
- Educational experts and external representatives may be included to provide broader perspectives on quality benchmarks



IQAC Committee for the Session 2025-26

Prof. Vakul Bansal	Chairman	
Prof. Praveen Kumar	Coordinator-IQAC	
Dr. I.C. Jain	Rep. Managing Committee	
Sh. Mohit Jain	Rep. Managing Committee	
Prof. Mamta Singhal	Member	
Prof. Manu Gupta	Member	
Prof. Parvind Kumar	Member	
Prof. Lokesh Kumar	Member	
Prof. Sandeep Gupta	Member	
Prof. Poonam Sharma	Member	
Prof. Shashi Nautiyal	Member	
Smt. Seema Mishra	Member	
Sh. Gulshan Nagpal	Member	