

From

Additional Chief Secretary
Haryana, Higher Education,
Chandigarh

To

All Principals of Affiliated Colleges
Govt. Colleges/Govt. Private Aided colleges/Self finance College
Memo No. 9/4-2024 Stat NAAC
Dated : 31.05.2024

SUBJECT: Regarding Composition of Internal Quality Assurance Cell (IQAC) of affiliated Colleges of Haryana.

Kindly peruse the above said subject:

It has been observed that the IQAC Cell is not existence in all of the colleges as per pre-defined composition of IQAC, as per NAAC guidelines. Hence, all are directed to establish the composition of IQAC as per instructions given below so that the objectives of NAAC may be fulfilled in a pre-defined manner.

Composition of the IQAC:

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution 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 may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

In addition, it is suggested that the composition of the IQAC, will depend on the size and complexity of the institutions, accordingly the representation of the teachers may vary as per guidelines issued by NAAC.

In case of absence of any member/vacant/shortage of staff, the number of members may be reduced and in the absence of Principal; officiating Principal/Senior member may be the Chairman of the Committee.

SOME SPECIFIC GUIDELINES MAY BE ISSUED AS FOLLOW: -

1. The membership of nominated members shall be for a period of two years.
2. The IQAC should meet at least once in every quarter.
3. The quorum of the meeting shall be $2/3^{\text{rd}}$ of the total no. of members.

4. The agenda, minutes, action taken report are to be documented with official signatures and maintained electronically in a retrievable manner.

While selecting members, following few points need to be taken care:

- I. It is advisable to choose persons from various background who have earned respect for integrity & excellence in their Teaching & research.
- II. It is advisable to change the co-ordinate after two or three years to bring new thoughts and activities in the institution.
- III. The co-ordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.

It is essential that the co-ordinator may have sound knowledge about the computer, data management and various functions such as usages for effective communication.


Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks
- b) Parameters for various academic and administrative activities of the institutions;
- c) Facilitating the creation of a learned-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;
- e) Dissemination of information on various quality parameters to all stakeholders;
- f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circle;
- g) Documentation of the various programmes/activities leading to quality improvement;
- h) Acting as a nodal agency of the Institution for coordinating quality improvement;
- i) Development and maintenance of institutional database through MIS for the purpose of maintain/enhancing the institutional quality;
- j) Periodical conduct of Academic and Administrative Audit and its follow-up
- k) Preparation and submission of the annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

In addition all are directed to visit NAAC website time to time update with current pattern of guideline on NAAC.

Kindly treat it on priority basis and send a copy of composition of IQAC to the mail naacedu1@gmail.com within a month with the date of Establishment of cell in college.


31/05/2024
Deputy Director Statistical Cell
cum-NAAC In-Charge
for Additional Chief Secretary
Haryana, Higher Education,
Chandigarh

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IT In-charge to upload on DHE Portal.