



# GOVERNMENT GIRLS DEGREE COLLEGE AHIRaula, AZAMGARH

05 September 2025

## INTERNAL QUALITY ASSURANCE CELL (IQAC) & MEMBERS

### Overview

The National Assessment and Accreditation Council (NAAC), Bangalore, recommends that every accredited higher education institution establish an Internal Quality Assurance Cell (IQAC) as a crucial measure for quality sustenance. Established in line with the institution's action plan for performance evaluation and accreditation, the IQAC drives continuous quality enhancement.

### Core Purpose

The IQAC's primary goal is to foster a system for deliberate, consistent, and catalytic improvement in the institution's overall academic and administrative performance. Post-accreditation, the Cell is central to channeling efforts towards realizing comprehensive academic excellence, including addressing peer committee recommendations.

### Key Objectives

- To develop a mechanism for conscious and consistent action that improves the academic and administrative efficiency of the institution.
- To promote institutional functioning that enhances quality through the internalization of a quality culture and the formal adoption of best practices.

### Strategies

The IQAC is tasked with evolving mechanisms and procedures to ensure:

- Operational Efficiency: Timely, effective, and continuous performance in academic, administrative, and financial areas.
- Program Quality: The relevance and high standard of academic and research programs.
- Accessibility: Equitable access and affordability of academic programs for diverse societal segments.
- Pedagogy: The optimization and integration of contemporary teaching and learning methodologies.
- Assessment Integrity: The credibility of the assessment and evaluation processes.
- Resource Management: The adequacy, maintenance, and proper allocation of support structures and services.
- Collaboration: Sharing of research outcomes and networking with institutions both nationally and internationally.

### Functions

The IQAC performs several essential functions:

1. Quality Benchmarks: Developing and applying quality benchmarks and parameters for all academic and administrative activities.

2. Learner Focus: Facilitating a learner-centric environment conducive to high-quality education and supporting faculty maturation to adopt necessary knowledge and technology for participatory teaching.
3. Feedback Management: Collecting and analyzing feedback from all stakeholders regarding quality-related institutional processes.
4. Information Dissemination: Sharing information on various quality parameters with all stakeholders.
5. Quality Promotion: Organizing inter- and intra-institutional workshops and seminars on quality-related themes and promoting quality circles.
6. Documentation: Maintaining records of various programs and activities that contribute to quality improvement.
7. Coordination: Serving as the institution's nodal agency for coordinating quality-related activities, including adopting and disseminating best practices.
8. Database Management: Developing and maintaining an institutional database via a Management Information System (MIS) to sustain and enhance quality.
9. Audit: Periodically conducting and following up on Academic and Administrative Audits.
10. Reporting: Preparing and submitting the Annual Quality Assurance Report (AQAR) according to NAAC's guidelines and parameters.

## **Institutional Benefits**

### ***The IQAC is designed to:***

- Bring clarity and focus to the institution's commitment to quality enhancement.
- Ensure the internalization of a quality culture.
- Enhance coordination across various institutional activities and formalize good practices, providing a strong basis for informed decision-making.
- Serve as a dynamic force for implementing quality changes within Higher Education Institutions (HEIs).
- Build a structured system for documentation and internal communication.

## **IQAC Composition and Operation**

The IQAC is headed by the Chairperson (Head of the Institution) and includes heads of important academic and administrative units, faculty members, distinguished educationists, and representatives from local management and stakeholders.

The indicative composition is:

1. Chairperson: Head of the Institution
2. Teachers (Three to eight members, representing all levels)
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. Coordinator/Director: One of the senior teachers

*Note: The number of teacher representatives may vary based on the institution's size and complexity.*

### **Operational Guidelines:**

- The tenure for nominated members is two years.
- The IQAC must meet at least quarterly.
- The quorum for a meeting is two-thirds of the total members.
- The agenda, minutes, and Action Taken Reports must be officially signed, documented, and maintained electronically in a retrievable format.

### **Selection of Members:**

Members should be chosen based on integrity, excellence in teaching and research, awareness of institutional realities, and commitment to improving teaching and learning quality.

- Faculty: Should be drawn from various backgrounds.
- Senior Administrators: Should include persons in charge of institutional services (e.g., library, computer center, student welfare, examination, planning).
- Management Representative: Should understand the institution's goals, constraints, strengths, and be committed to improvement.
- Local Society Representatives: Should possess high social standing and have significantly contributed to society, especially education.

### **The Role of the Coordinator**

The Coordinator's role is critical for the effective functioning of the IQAC. The Coordinator should be a senior/competent person with relevant experience in quality assurance. They can be a full-time functionary or a senior academic/administrator with IQAC as an additional responsibility. Secretarial assistance is provided by the administration. The Coordinator must have a sound understanding of computer and data management for effective communication.

### **Conclusion**

Quality assurance is fundamentally a result of continuous effort: defining institutional objectives, planning how to achieve them, and establishing checks and balances to evaluate progress. The core principle is a commitment to improvement over mere control. The IQAC's function is to ensure that all educational activities are performed efficiently, effectively, and to high standards. To this end, the IQAC must first establish procedures for collecting data and information on various aspects of institutional functioning, with the Coordinator playing a major implementation role. The IQAC draws significant support from existing institutional units. The operational features outlined are broad guidelines that institutions can adapt to their specific needs to strive for academic excellence.

## MEMBERS

### **Internal Quality Assurance Cell (IQAC)**

1. Prof. Mahendra Prakash-Chairperson
2. Dr. Prannath Singh Yadaw - Member
3. Dr. Rakesh Kumar Yadav - Member
4. Dr. Pragyanand Prajapati – Member
5. Dr. Akhilendra Pratap Singh- Member (Outside Institution)
6. Dr. Manoj Gupta-Member-(Outside Institution)
7. Dr. Chandra Bhan-(Outside Institution)
8. Dr. Amit Kumar Patel-(Outside Institution)
9. Parent/ Stakeholder (01)
10. Dr. Jamaluddeen Ahmed – Coordinator/ Secretary

### **Student Representatives:**

1. Priyam Dwivedi, Social Science
2. Astha Prajapati, Social Science
3. Maya Bharti, Arts
4. Ekta Maurya, Science
5. Jyoti Yadav, Science
6. Arti Vishwakarma, Science
7. Shivangi, Commerce

### **Alumni Representatives:**

1. Sakshi, Alumnus
2. Rupali Pathak, Alumnus
3. Sabreen, Alumnus
4. Sristi Singh, Alumnus
5. Ayushi Singh, Alumnus



Prof. Mahendra Prakash  
Principal/ Chairperson

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