

G-31



**AMITY UNIVERSITY**  
— UTTAR PRADESH —

**G-31**

**GUIDELINES FOR  
INTERNAL QUALITY  
ASSURANCE CELL (IQAC)**



## G-31: <sup>1</sup>GUIDELINES FOR INTERNAL QUALITY ASSURANCE CELL (IQAC)

Section 6 and 7 of AUUP Act 2005, provide for dissemination, cooperation, collaboration or association with any other university or authority or institution and also for determination of standards for admission into the University.

As per section 8 (2) of the Act, "The University shall ensure that the Academic Standards of the courses offered by the University are in accordance with the guidelines of the University Grants Commission".

In accordance with XI plan of UGC Guidelines, the IQAC has been established in Amity University Uttar Pradesh.

The background of establishing IQAC begins with NAAC, which has been instilling a momentum of quality consciousness amongst the Higher Educational Institutions and at the instance of NAAC many HEIs have established the Internal Quality Assurance Cell (IQAC) as a post accreditation quality sustenance activity. The UGC has recognized this initiative and it has taken a policy decision to direct all HEIs to establish IQACs.

1. **OBJECTIVE:** The Primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. **PURPOSE OF IQAC**
  - a) Mandatory requirement of as per XI plan of UGC guidelines and NAAC to manage post accreditation activities for sustenance of Quality Management System.
  - b) Quality Assurance & Enhancement being a continuous process, IQAC to be a part of institutional system for achieving the quality goals of QAE.
  - c) Enable post accreditation Quality Sustenance Activity.
  - d) Plan, guide and monitor Quality Assurance and Quality Enhancement activities, through internalisation of quality culture and institutionalisation of best practices.
  - e) Workout intervention strategies to remove deficiencies and enhance quality.
3. **STRATEGIES:** IQAC shall evolve mechanisms and procedures for:
  - a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
  - b) The relevance and quality of academic and research programmes.
  - c) Optimization and integration of modern methods of teaching and learning.
  - d) The credibility of evaluation procedures.
  - e) Ensuring the adequacy, maintenance and functioning of the support structure and services.
  - f) Research sharing and networking with other institutions in India and abroad.

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<sup>1</sup> Approved by the Academic Council at its 16th meeting held on 14 October 2013 & Executive Council at its 12th meeting held on 1st November 2013

#### 4. FUNCTIONS:

- a) Development and application of quality benchmarks, parameters for various academic and administrative activities of the institution.
- b) Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- c) Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- d) Organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- e) Documentation of the various programmes/ activities leading to quality improvement.
- f) Acting as a nodal agency of the institution for quality related activities.
- g) Preparation of the Annual Quality Assurance Report (AQAR) based on the quality parameters/assessment criteria in the prescribed format for submission to NAAC.
- h) Development of a quality culture in the institution/ university.

#### 5. COMPOSITION OF IQAC:

The IQAC in AUUP is constituted in the University at three levels:

- (a) University Level
- (b) Domain/Faculty Level
- (c) Institution Level

#### 6. COMPOSITION OF IQAC is as under:

##### (a) Institution Level:

The IQAC is constituted in every institution under the chairmanship of head of the institution with heads of important academic and administrative units, a few faculties and a few distinguished educationists/representatives of local committee. The composition of the IQAC in most of the institutions is as follows:

|   |                               |
|---|-------------------------------|
| (i) Chairperson:  | Head of the Institution (HOI) |
| (ii) IQAC Members:  |                               |
| (a) HOD   | -1-2                          |
| (b) Faculty   | -2-5                          |
| (c) Administrative Staff  | - 1                           |
| (d) Students (CR/alumni)  | - 2-5                         |
| (iii) One of the Faculty as the coordinator / member secretary of the IQAC. |                               |

(b) Domain/Faculty Level:

- |       |             |  |
|-------|-------------|--|
| (i)   | Chairperson | Dean of Faculty/Nominee of VC                      |
| (ii)  | Members     | 1. All HOIs/HODs of Institution under the faculty. |
|       |             | 2. 3-4 Professors.                                 |
|       |             | 3. Nominated students (CR/ Alumni)                 |
| (iii) | Coordinator | Senior most IQAC Coordinator nominated by Dean.    |

(c) University Level:-

- |       |                                 |                                 |
|-------|---------------------------------|---------------------------------|
| (i)   | Chairperson                     | Vice Chancellor                 |
| (ii)  | Members:                        | 5-6 Deans of Faculty            |
|       |                                 | 2-3 HOIs/HODs                   |
|       |                                 | 3-4 Professors                  |
| (iii) | 1 Senior Administrative Officer | Registrar                       |
| (iv)  | 3 external experts              | Nominated Member from BSI.      |
|       | Quality Management/Industry/    | Nominated Member from Industry. |
|       | Local Community                 | Nominated Member from Society.  |
| (v)   | Director- Member Secretary      |                                 |

**7. Frequency of the meeting:**

- (a) The IQAC at each level will meet at least once in a semester. The Director/Coordinator/Member Secretary would be responsible for the following:
- (i) Circulate the Agenda points to all members.
  - (ii) Intimate the date and venue of the meeting.
  - (iii) Maintain records of the minutes of the meeting.
  - (iv) Follow-up action on the points discussed during the meeting.
  - (v) Maintain attendance record of the members during the meetings.

**8. Conclusion:**

The composition and functioning of IQAC at three levels has been implemented from the Academic Session 2013-14 to achieve quality objectives of Amity University Uttar Pradesh in line with its Vision, Mission and Policies.