



SAGE University, Bhopal

Standard Operating Procedure



Internal Quality Assurance Cell: Composition and Functions

Name of Approving

Authority:

Signature:

Date:

Vice Chancellor

06/04/2023

SOP No.: 44

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1. Background

The Internal Quality Assurance Cell (IQAC) of the University is a significant administrative body that is responsible for all quality matters. It is the prime responsibility of IQAC to initiate, plan and supervise various academic activities such as teaching, learning and evaluation. IQAC in fact, is as a mechanism to build and ensure a quality culture in the University. The IQAC is meant for planning, guiding and monitoring Quality Assurance and Quality Enhancement activities of the University.

2. Goals of IQAC

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

3. Composition of IQAC

The IQAC shall have the following composition:

S. No.	Name and Designation	Cell Designation
1	Vice Chancellor	Chairperson
Senior Administrative officers		
2	Pro VC/Registrar/ COE/ CSA (At-least Three)	Members
Senior Teachers		
3	Eight senior Teachers	Members
Member of Management		
4	Director General	Member
Two Nominee from Local Society		
5	1 person From Local Society/ 1 Students	Members
Nominees from Employers /Industrialists/stakeholders		
6	2 members	Members
7	Senior Professor	Director/Coordinator-IQAC and Member Secretary

The members at 2) and 3) of the above shall be nominated by the Vice Chancellor in consultation with the Academic Council of the University. The membership of such nominated members shall be for a period of two years. (Refer Annexure -1 for the Current List)



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4. Functions of IQAC

- Identification and updation of Quality Parameters as per requirement of UGC/NAAC/AICTE/PCI/BCI/ICAR/NBA/INC/MPNRC/Other statutory bodies whichever is applicable and preparation of inspection formats (Teaching/ Non Teaching Departments).
- Regular inspection and guidance to Schools/ Departments to ensure complete documentation
- Preparation of different formats/SOPs for maintaining uniformity in documentation. Also, Ensuring implementation of SOPs at University
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the University
- 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.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Organization of inter and intra University Workshops, Seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/activities of the University.
- Monitoring and Evaluation of academic activities for Quality such as Experiential Learning, PBLs, Minor/ Major Project, Dissertations etc.
- Suggesting new programs (Certificate/Diploma/Degree) by doing the feasibility analysis.
- Conducting Academic Audit of all the schools every 3 months.
- Handholding the Academic staff.
- Planning and Execution of Faculty Development /Staff Development Programs on various latest technological topics.
- Liasioning with various Accreditation / Ranking agencies such as QS, THE, NIRF, NAAC, NBA etc.

5. Meeting

- The IQAC should meet at in fourth week of every month.
- 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.

SAGE UNIVERSITY, BHOPAL

Katara Extension, Sahara Bypass Road, Bhopal (MP) 0755-6614400

Internal Quality Assurance Cell (IQAC)

Date: 6.4.2023

S. No.	Name and Designation	Cell Designation
1	Dr V. K. Jain, Vice Chancellor	Chairperson
Senior Administrative officers		
2	Dr Neeraj Upmanyu, Pro Vice Chancellor	Member
3	Dr. Amita Maurya, COE	Member
4	Prof Sudhir Shrivastava, CSA	Member
Teachers		
5	Dr Swati Sharma, SOJMC/PA/D	Member
6	Dr Meeta Dutta Goyal, SCON	Member
7	Dr Shaili Mishra SOAHSS	Member
8	Dr Pradeep Reddy SOMC	Member
9	Dr Sukhwant Singh, SIRT-P	Member
10	Dr. Gourav Shrivastava, SOET/AC/CA	Member
11	Dr Aashi Dixit, SOS	Member
12	Dr Jaya Sharma, SOAg	Member
13	Ms Deepa Ayachit, CRC	Member
Member of Management		
14	Dr Ashish Dutta	Member
Nominee from Local Society		
15	Dr Bhawna Ayachit, TSF	Member
16	Aryan Sahu, B.Tech (CSE) VI Sem	Member
Nominees from Employers /Industrialists/stakeholders		
17	Mr Anupam Pandit, APPL, Bhopal	Member
18	Dr Sanjeev Kumar Verma	Head-IQAC and Member Secretary