

**Internal Quality Assurance Cell(IOAC), Gargi College**

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**Internal Team**

Dr Promila Kumar, Principal & Chair Person

Ms. Sailaja Modem, Coordinator, Assistant Professor, Department of Elementary Education

Dr B Vaijyanthi, Member, Associate Professor, Department of Chemistry

Dr Preeti Pant, Member, Associate Professor, Department of Psychology

Dr Aparajita Mohanty, Member, Assistant Professor, Department of Botany

Dr Anita Bhatt, Member, Assistant Professor, Department of Political Science

Dr Madhu Yashpal, Member, Assistant Professor, Department of Zoology

**Ex-officio members:**

*Librarian:* Dr Babita Gaur

*Staff Secretary:* Dr Bhawna Kapoor, Associate Professor, Department of Mathematics

*Bursar:* Dr Renu Aggarwal, Associate Professor, Department of Chemistry

**Extended committee:** TICs (Teacher-In-Charge)

**Administration:**

Mr V S Khan, Administrative Officer

Mr Deepak Chandra, Administrative Officer

Mr Manoj Kumar, Senior Assistant

Mr Shailender Singh Rawat, Senior Assistant

**Laboratory:**

Mr Sateesh Giri, MTS(Lab)

**Student members:**

President, Student Council

Sports President, Student Council

**External Members**

*Honorary member:* Dr Shashi Tyagi, Principal (Offtng.) 2013 -2017

Prof M M Chaturvedi, Head, Department of Zoology, University of Delhi (DU), New Delhi

Prof Praveen Singh, Dean, School of Global Affairs & Dean Planning Division, Ambedkar University (AUD), New Delhi

Mr Atul Kotra, Entrepreneur and Social Worker

Mr Balraj Arora, Director & Publisher, Bennett Coleman & Company Ltd., The Times of India Group, New Delhi (1988-2016)

Ms. Kratika Agrawal, Campus Project Specialist, Gartner Research & Advisory & Alumnus, Gargi College



**Ms. Sailaja Modem  
Coordinator, IQAC**



**Dr. Promila Kumar  
Principal (Offg.)**

## **IQAC**

In pursuance of its Action Plan for performance evaluation, assessment & accreditation & quality up-gradation of institutions of higher education, NAAC proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system & work towards realisation of the goals of quality enhancement & sustenance. The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

### **Strategies**

IQAC shall evolve mechanisms and procedures for:

- \* Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- \* The relevance and quality of academic and 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 evaluation procedures
- \* Ensuring the adequacy, maintenance and functioning of the support structure and services
- \* Research sharing and networking with other institutions in India and abroad

### **Functions**

Some of the functions expected of the IQAC are:

- \* Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- \* 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

- \* Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- \* Dissemination of information on various quality parameters of higher education
- \* Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- \* Documentation of the various programmes/activities leading to quality improvement
- \* Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- \* Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- \* Development of Quality Culture in the institution
- \* Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### **Benefits**

IQAC will facilitate/contribute:

- \* Ensure heightened level of 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

### **Composition**

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. A few senior administrative officers
3. Three to eight teachers
4. One member from the Management
5. One/two nominees from local society, Students and Alumni
6. One/two nominees from Employers /Industrialists/stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC