



233, Tiwari Ganj, Ayodhya Marg, P.O. Juggour (Via Chinchhat), Lucknow - 226028 (U.P.)
NAAC - 'A' Accredited

INTERNAL QUALITY ASSURANCE CELL/COMMITTEE

CHARTER (First Amendment)

The IQAC of Saraswati Dental College and Hospital was founded on 9th March 2016 as per the guidelines issued by NAAC, Bangalore. IQAC is the apex body on quality sustenance and enhancement at this institution.

SDC IQAC is committed to provide qualitative progress in dental & general healthcare, dental education & training, research and innovations apart from inculcating best practices amongst all so as to emerge as a centre of excellence in the field of dentistry.

There are 23 other institutional committees and a department of continued dental education which function efficiently within their respective domains towards fulfillment of organizational goals. The IQAC meets regularly as per schedule and actively plays its vital role in the growth of the institution.

The following proviso has been added in terms (1st Amendment) on 17.12.2019

IQAC – VISION

To promote quality culture as the prime concern of Higher Education Institutions through institutionalizing and internalizing all the quality-enhancing and sustaining initiatives taken with internal and external support.

OBJECTIVE

The primary aim of the IQAC is

- To develop a mechanism to promote conscious, consistent and catalytic action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.

STRATEGIES

IQAC shall evolve a mechanism and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units;
- Adoption of relevant and quality academic and research programmes;
- Ensuring equitable access to and affordability of academic programmes for various sections of the society;
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes;
- Ensuring the proper allocation, adequacy and maintenance of support structure and services; and
- Sharing of research findings and networking with other institutions in India and abroad.

FUNCTIONS

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all the stakeholders;
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;
- Documentation of 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 the best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities;
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

The below proviso has been added in terms (1st Amendment) on 17.12.2019

BENEFITS

IQAC will facilitate / contribute to

- Ensuring clarity and focus in the institution's march towards quality enhancement;
- Ensuring internalization of quality culture;
- Ensuring enhancement and coordination among the various units and activities of the institution and institutionalizing all good practices;
- Providing a sound basis for decision-making to improve institutional functioning;
- Acting as a dynamic system for quality changes in HEIs; and
- Building a sound methodology for documentation and internal communication.

COMPOSITION OF THE IQAC

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

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

The above proviso has been substituted in terms (1st Amendment) and added on 17.12.2019

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Director of the IQAC

- The composition of the IQAC will depend on the size and complexity of the institution and accordingly the representation of teachers may vary.
- The IQAC helps the institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the institution's quality-enhancement activities.
- The membership of the nominated members shall be for a period of two years.
- The IQAC should meet at least once in every quarter.
- The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.

THE ROLE OF THE COORDINATOR

- The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members.
- The IQAC Coordinator may be a senior and competent person with rich experience and exposure to quality aspects.
- He/She may be a full-time functionary or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration.
- It is essential that the coordinator has a sound knowledge of computers and data management.

OPERATIONAL FEATURES OF THE IQAC

- Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality.
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively. In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanism that contribute to the functions listed above.
- IQAC shall submit the AQAR every year and the submission should start after one year from the date of accreditation. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to go in for the second, third and subsequent cycles of accreditation. During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken by it.
- The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the HEIs (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement measures undertaken by the IQAC.
- The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.

The below proviso has been added in terms (1st Amendment) on 17.12.2019

MANDATORY SUBMISSION OF AQAR BY IQAC

The following are the prerequisites for the submission of AQAR for all Higher Education Institutions opting for the second and subsequent cycles of Assessment and Accreditation:

- The institution should have a functional IQAC.
- The minutes of IQAC meeting(s) and compliance to the decisions taken should be uploaded on the institutional website.
- The institution should have uploaded the AQAR on its institutional website for access to all its stakeholders.

Amended on:

Date: 17.12.2019



Kunal Sah
17/12/2019
Prof. (Dr.) Kunal Sah
Director IQAC

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