

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

IQAC is an integral part of the system of the University and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of University. The vision of IQAC is to ensure quality culture as the prime concern through institutionalizing and internalizing all the initiatives taken with internal and external support.

### **Vision:**

Creating an Atmosphere of Quality Culture Aimed at all Round Excellence at the Institution Level.

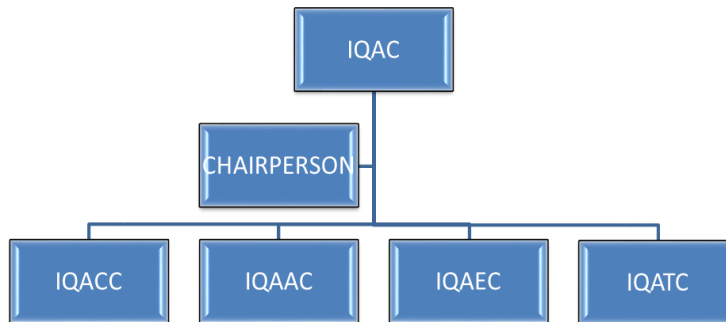
### **Mission:**

- To Channelize and Systematize the Efforts and Measures Towards Academic Excellence.
- To Ensure Quality at Institutional Level with Active Involvement of all Stakeholders.
- To Inculcate Value Based Education by Ensuring Student Centric Learning Environment at all the Schools.
- To Promote Experiential Learning Among Students Through Adaptation of Innovative Practices.

### **Functions of IQAC:**

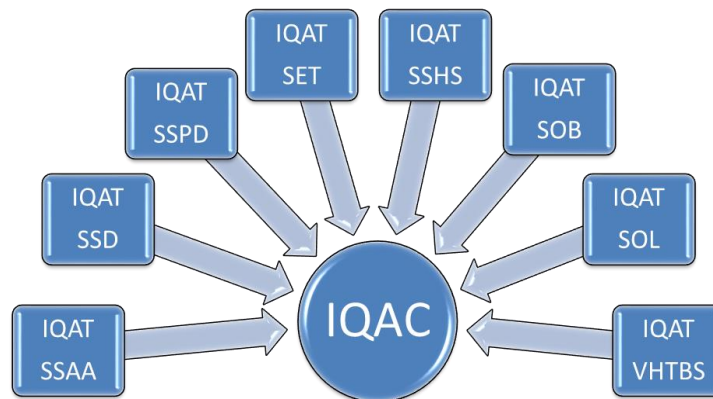
- Development and Application of Quality Benchmarks Parameters for Various Academic and Administrative Activities of the Institution;
- Facilitating the Creation of a Learner-Centric Environment Conducive to Quality Education and Faculty Maturation to Adopt the Required Knowledge and Technology for Participatory Teaching and Learning Process;
- Collection and Analysis of Feedback from all Stakeholders on Quality-Related Institutional Processes;
- Dissemination of Information on Various Quality Parameters to all Stakeholders;
- Organization of Inter and Intra Institutional Workshops, Seminars on Quality Related Themes and Promotion of Quality Circles;

In order to fulfil objective of increasing awareness amongst our fraternity and improve quality standards of institute various tasks related to audit/workshops/seminars/faculty development training/increase awareness among all stakeholders/annual report/action taken reports/collaborations with various institutes and to record daily functioning of IQAC (14 members plus chairperson) is to be performed for which IQAC is divided into following committees at University level:



The membership of above nominated members shall be for a period of two years. The IQAC will meet twice a year once in July-August and another in January-February. 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 with official signatures and maintained electronically in a retrievable format. It is necessary for the members of the IQAC-SU to shoulder the responsibilities of generating and promoting awareness in the Sushant University and to devote time for working out the procedural details.

**Internal Quality Assurance Team (IQAT) at school level:**



In effort to pursue quality standard against set benchmarks at school level, three-member Internal Quality Assurance Team (IQAT) under the leadership of Dean is constituted to prepare strategic plan for three year and operational plan of one year by each school and liaise with IQAC-SU in assuring quality standard being maintained at school level. Regular academic audit and feedback as part of student’s survey twice a year will be conducted to ensure quality standards is ensured at all times.

## **INTERNAL QUALITY ASSURANCE CORE COMMITTEE (IQACC)**

### **Role of IQACC :**

This committee is established with an objective of ensuring smooth coordination between different committee of IQAC-SU and issue instruction and guidelines related to quality assurance to various schools. Record daily functioning /minutes of meetings / update webpage /prepare action taken reports are some of the tasks.

The members of the committee are as follows:

- Coordinator – Prof.(Col.) V. K. Malik (School of Art and Architecture)
- Member Secretary – Dr. Jagat Narayan Giri (School of Business)
- Member – Dr. Anjali Sehrawat (School of Law)

### **Standard Operating Procedure (SOP) for IQACC:**

- IQACC will be convening biannual meeting of IQAC in February and August every year.
- IQACC will be reviewing the progress of different committees biannually in the months of January and July.
- The committee will be working in coordination with different committees to prepare Action Taken Report of the interim period.
- IQACC will be obtaining assurance from IQA Team at school level.
- IQACC will be updating the Minutes of the Meetings and other information related to quality assurance on the website regularly

## **INTERNAL QUALITY ASSURANCE AUDIT COMMITTEE (IQAAC)**

### **Role of IQAAC :**

IQAAC is established with an aim to study, analyse and correct deficiencies in the academic and administration procedures & processes of the university. It is continuous process for auditing and monitoring the standards of academic & administrative functions of the University. The formation of IQAAC is based on the representation of the current situation, and suggesting ways to strengthen the processes in order to enhance student's success thus contributing to the mission of the university. The same will be achieved through various checks and audits of different schools under the university and administrative units. The audit process involves documents & report verifications as furnished by the school, check on the physical facilities followed by interactions with members of the faculty and stakeholders. The observations, findings with the suggestions will be submitted to the office of Vice chancellor & chairperson, IQAC-SU in the form of an audit report. Also, after completion of the audit a report will be furnished to respective

schools consolidating the outcomes, achievements, adherence to standard practices and areas for improvement.

The members of the committee are as follows:

- Prof. (Dr.) Garima Prakash (In Charge)
- Assoc. Prof. (Dr.) Ajith Kaliyath
- Prof. (Dr.) Sanjeev Kumar Sharma
- Ms. Ruchika Agarwal (Student member)

**Objective:**

- To plan and arrange periodic assessments for all schools under the university concerning academic and administrative systems and processes.
- To ascertain bottlenecks and areas of improvement in the existing academic and administrative system.
- To strengthen the three prongs of academic functions namely teaching and learning, examination and research in order to achieve academic excellence.
- To enhance quality education through various funded research projects, experiential learning modules and maintaining quality learning outcomes in compliance with Outcome based Education system.
- To assess the efficiency & effectiveness of administrative functions being performed by schools through audit of policies, documents and standard practices thus suggesting ways to improve quality through practicing good practices & continuous improvement procedures.
- To promote academic extension activities being followed at the university level in the form of sustainable practices and community service-based activities and events by various schools.

**Functions:**

- Assessing the documents furnished by individual schools and authenticating the same with the supporting documents.
- Strengthen the education system of the institution through initiatives, innovation and excellence by conducting bi annual academic & administrative audits.
- Standardize academic related mechanisms and SOP's to be followed and introduce accountability at all levels.
- Assessment and enhancement of teaching - learning & evaluation processes being followed at school levels.
- Plan & Promote activities in the form of FDP's, seminars and workshops in order to improve quality education aspect of the university.

- Substantiation of all academic and administrative activities and provision of inputs for strengthening weak areas.
- Implement quality improvement measures in academic and curricular aspects through sound curriculum enrichment policies, feedback systems & curriculum development policies.
- Monitor & Strengthen the research quotient and promote quality research in the institute through quality research publications & Funded Research projects.
- Introspect the academic and administrative functions of the university, propose suggestions based on areas of improvement and monitor the implementation and adherence of the same.

### **Standard Operating Procedure (SOP) for IQAAC:**

The mandate of this Committee is to conduct semester wise academic audit of the constituent Schools of the University. The Committee has the responsibility to collect and assess the following information, processes and outcomes. It is established for conducting periodic reviews of the collective intellectual progress and impact of the teaching-learning systems in each School.

The Committee will audit the responsibilities and tasks undertaken by the Dean, faculty members and administrative staff. It will also assess the academic and non-academic gains of the students through their affiliation to the School. Towards fulfilling this mandate, the Committee will review the materials used, knowledge generated and shared and values imparted.

- Every year IQAAC will conduct academic audits during the months of November and April.
- IQAAC will be responsible for scheduling academic audits of the constituent Schools. The Committee will inform the individual Schools about the dates for the audit 30 days before the audit. It will send a reminder 7 days before the audit.
- The audits will be held during regular working days of the University and each School has to allocate two working days for conducting the audit.
- The audit process will involve review of the teaching and assessing materials (lesson plans, presentations, research papers/documents, assignments, question papers).
- The audit will also involve review of the tools and techniques used for teaching and knowledge exchange (laboratories, instrumentation, materials and chemicals, if any).
- IQAAC will examine the gaps between stated and actual learning outcomes through interaction with the students.
- Since the effective learning is a result of purposeful intellectual engagement between the faculty member and the student, IQAAC will review the intellectual progress of

both the faculty members and the students through the quality and impact of academic/research outputs.

- IQAAC will have the mandate to assess the learning ecosystem and the internal processes within the School along with co-curricular activities and outreach activities.
- Once the audit is conducted, the IQAAC team will share the draft report with the respective School to confirm that the outcomes are based on the evidence provided by the School.
- IQAAC will also review the need for awareness creation, training and research engagements by the faculty members of the Schools.
- Once the School level audits are completed, the IQAAC team will compile them into a single report and submit to the Vice Chancellor.
- Once the academic audit is initiated by the IQAAC team, the entire process including submission of the final report to the Vice Chancellor will be completed within a period of 30 days.

## **INTERNAL QUALITY ASSURANCE TRAINING COMMITTEE (IQATC)**

### **Role of IQATC:**

This committee is established with an objective of ensuring conduct of faculty development programs, student training programs, monitor research related activities of the institute and prepare Annual Quality Assurance Report (AQAR) as per the guidelines of National Assessment and Accreditation Council (NAAC). The committee will work with all the Schools of the Sushant University for achieving the desired goals. This may include preparing annual plans for training & development activities, expected research outcomes and gathering information related to AQAR. Further, quarterly progress reviews of these activities will be done through various quantitative trackers. The reports of these reviews will be shared with all the Schools, and office of Hon'ble Vice Chancellor.

The members of the committee are as follows-

- Prof (Dr) Latika Singh, (In-charge)
- Assoc Prof (Dr) Nadeem Luqman
- Mr Aryan Bahl (student member)

### **Objectives:**

The objectives of IQATC are as follows:

- To plan an annual university level calendar for Faculty Development Programme in association with all the schools of Sushant University and HR department. This will be according to the academic year

- To plan an annual university level calendar for Non-academic Staff Development Programme in association with all the schools of Sushant University and HR department. This will be according to the academic year
- To plan an annual university level calendar for Student Development Programme in association with all the schools of Sushant University and HR department. This will be according to the academic year
- To define annual target for school-wise expected research outcomes in terms of publications in Journals with good indexing, books, conference proceedings in consultation with Deans' of the respective schools. Further conducting quarterly progress reviews of the same.
- To define annual target for school-wise expected revenue through consulting assignments, certificate courses and corporate training programs in consultation with Deans' of the respective schools. Further conducting quarterly progress reviews of the same.
- To define annual target for school-wise expected sponsored projects in consultation with Deans' of the respective schools. Further conducting quarterly progress reviews of the same.
- To define annual target for patent publications in consultation with Deans' of the respective schools. Further conducting quarterly progress reviews of the same.
- To prepare and submit AQAR

### **Standard Operating Procedure (SOP) for IQATC:**

The committee will prepare annual calendars for Faculty Development Programs, Staff Development Programs and Student trainings and workshops in consultation with Deans and HR. Further, a tracker will be shared with all the schools for analyzing their quarterly research outcomes in terms of publications, sponsored projects, consultancy projects and corporate trainings. In addition, quarterly details of research outcomes will be taken from the schools in NAAC format. A quarterly report will be prepared which will consist of progress review of University's research outcomes. This report will be shared with Hon'ble Vice Chancellor and Deans'.

## **INTERNAL QUALITY ASSURANCE EVENT COMMITTEE (IQAEC)**

### **Role of IQAEC:**

The IQAEC committee is formed to conduct seminars/workshops for all stakeholders to increase awareness about quality aspects and also collaborate with other institutes to learn about other best practices and innovations. This committee is also responsible for the conduct and create the format of various surveys with all stakeholders like students/alumni/parents and to analyse the same and suggest /recommend a way forward.

The members of the committee are as follows-

- Prof (Dr) Sudipto Sarkar (Incharge)
- Dr. Sachin Datt
- Mr. Jitender Chawla (Industry member)
- Ms. Devika Diwan (Alumni)

### **Objective:**

The objective of IQAEC committee are as follows:

- To identify faculty from other Universities having knowledge and experience of Quality Assurance and maintain communication channels with them.
- To conduct workshops with SU students to discuss quality issues through interaction with expert faculty from other institutes.
- To select student members from the existing student council if any or from another student body who would be a communication point with the entire student community to spread the awareness of quality.
- Form a network of alumni who are willing to educate students about quality requirements from industry point of view. The favourable attributes required in a student at a professional level can be discussed by a select group of alumni.



- To create a separate feedback form for parents to get them interested and involved in the quality assurance process.
- Finally, to publish a draft document of quality expected from university students and make it available to all stakeholders, i.e., students, parents, faculty and alumni.

### **Standard Operating Procedure (SOP) for IQAEC:**

The committee will prepare annual calendars for conduct of awareness program for all stakeholders that is students, alumni and parents in consultation with Deans. Further, a tracker will be shared with all the schools for monitoring such workshop and seminars. In addition, Surveys will be conduct to assess student's satisfaction in the middle of semester, and for parents and faculty once a year in the month of May to gauge the quality standards. An analysis of survey reports will be prepared which will be shared with Hon'ble Vice Chancellor and Deans'. A report about the activities related to awareness workshops and seminar and collaboration with other university will also be prepared at shared with IQAC in the month of July and January.