



STANDARD OPERATING PROCEDURE (SOP) OF INTERNAL QUALITY ASSURANCE CELL



**MORIDHAL COLLEGE
P.O. MORIDHAL,**



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P.O. MORIDHAL, DHEMAJI
PIN- 787057



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OF INTERNAL QUALITY ASSURANCE CELL
MORIDHAL COLLEGE

The Rules and Regulations of IQAC, Moridhal College, 2002-2003 amended on **08-06-2023** in tune with the latest guidelines of NAAC and entitled as Standard Operating Procedure (SOP) of Internal Quality Assurance Cell (IQAC), Moridhal College.

This Standard Operating Procedure (SOP) is in force with due approval of Governing Body as modus operandi of IQAC for quality initiative and enhancement as well as internalization and institutionalization of processes for quality sustenance.

Motto: *Quality Education: A Right of Every Student*

Formation of the Cell

The Internal Quality Assurance Cell (IQAC) of the college is a permanent body constituted as per the guidelines of NAAC and its members are nominated for a term of three years (03) years. The composition of the IQAC will be as follows:

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|--|---|---|
| 1. Chairperson | : | Principal |
| 2. Coordinator | : | One of the senior teachers |
| 3. Jnt./Asstt. Coordinator | : | From Faculty |
| 4. Teacher Members | : | Three to eight teachers |
| 5. Representative from Management | : | Any one member from GB |
| 6. Senior administrative officers | : | Vice Principal, Academic In-Charge and Librarian |
| 7. Representative from Local Society | : | One |
| 8. Representative from Students | : | President and General Secretary, Student Union Body |
| 9. Representative from Alumni | : | One |
| 10. Representative from Employers | : | One |
| 11. Representative from Industrialists | : | One |
| 12. Representative from stakeholders | : | One |

OBJECTIVES

- 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



STRATEGIES

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- Maintaining a conducive environment for quality education.
- 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
- Knowledge sharing and networking with other institutions.

FUNCTIONS

- Prepare annual action plan of the college prior to the beginning of the academic session.
- Prepare Annual Report for onward submission to affiliating university at the end of the year.
- Collect and analyse Self-Appraisal of the faculty at the end of the year.
- Ensure good relation and co-operation among the college authority, faculty, administrative staff, students, alumni and parents.
- Ink MoUs with different GOs, NGOs and industries to promote student exchange, research activities and skill oriented/add on courses.
- 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

N.B.: The Cell may be re-constituted and/or its member(s) replaced or included by the college authority subject to the approval of the Governing Body as and when required.

Approved
 22/6/23
 Principal
 Moridhal College
 P.O.- Moridhal, Dhemaaj