

Appointment, Terms & Conditions of Service and Powers and Functions of the Director, IQAC

In pursuance of the provisions of subsection (vi) of Section 6 of the Act, Director, IQAC may be appointed by the Vice-Chancellor, from amongst teachers of the University or who has been teacher of any other University who shall not be below the rank of Professor or with the equivalent research and industrial experience, on the recommendations of the Selection Committee chaired by the Vice-Chancellor and confirmed by the Chancellor. The Director, IQAC is expected to plan, guide and monitor Quality Assurance (QA) and Quality Enhancement (QE) activities of the University. Director, IQAC is responsible for development of quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the University. When the office of the Director, IQAC is vacant or when the Director, IQAC is by reason of illness or absence or any other cause, unable to perform the duties of his office, the duties of the office shall be performed by such person as the Vice-Chancellor may appoint for the purpose.

Powers and Functions of Director, IQAC

The Director, IQAC is the key university officer responsible for promoting measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. He/she shall report directly to the Vice-Chancellor and shall exercise the authority commensurate with the following responsibilities:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University;
- b) 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;
- c) Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- d) Dissemination of information on the various quality parameters of higher education;

- e) Organization of inter and intra University workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities of the University, leading to quality improvement;
- g) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of good practices;
- h) Development and maintenance of Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Preparation of the Annual Quality Assurance Report (AQAR) of the University based on the quality parameters/assessment criteria developed by the relevant quality assurance body in the prescribed format and submission of the same to the accreditation bodies and its follow up reports to the UGC.
- j) Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.
- k) Create its exclusive window on University website, to regularly report on its activities, as well as for hosting the AQAR.
- l) The Director, IQAC shall exercise such other powers and perform such other duties, as may be prescribed/ assigned to him/her by the Vice-Chancellor and the Chancellor.