

FROM: INTERNAL QUALITY ASSURANCE CELL

TO: ALL CHAIRPERSONS/DIRECTORS

REQUEST FOR PROVIDING SECRETARIAL ASSISTANCE TO IQAC IN-CHARGE AND CREATION OF A DEPARTMENT LEVEL IQAC COMMITTEE

The feedback received from IQAC in-charge of various departments in the workshop on 8th February 2016, suggests that:

1. There is a lot of paper work involved in handling quality control matters even at the departmental level
2. In tech-heavy departments the technical personnel need to be involved in providing inputs on quality matters
3. In departments that have a close connect with possible employers and alumni these persons could provide a lot of support regarding quality matters.

Hence it is suggested that

Secretarial assistance to the IQAC in-charge

- A. Each department provide secretarial assistance to the department IQAC in-charge. An office staff could be assigned to provide this help as and when needed.

IQAC Committee of the Department

- B. Each department in the university create a Departmental Internal Quality Assurance COMMITTEE with one IQAC in-charge. The IQAC in-charge would coordinate the efforts of the departmental IQAC and help the Office of the Chairperson maintain information regarding quality control activities within the department.

Following the pattern of the university level IQAC, and depending on the requirements of the department, its complexity and size the Departmental Internal Quality Assurance Cell could be composed of:

- i) The Departmental IQAC in-charge who would be the core person in charge of quality related matters in the department—who could be any faculty member of the department
- ii) A technical staff of the department be involved in the internal quality assurance cell of the department to provide inputs on technical matters
- iii) Include an alumni or a representative of potential employers to provide inputs
- iv) Include one or more student who could be nominated by the Chairperson, in consultation with the IQAC in-charge to help out with quality related work. The student gets professional experience in the process and a certificate regarding the help rendered will help their CV.

Director, IQAC