



DPG DEGREE COLLEGE

(Affiliated to MDU Rohtak)

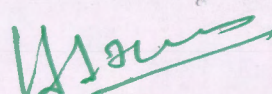
Sector-34, Near Marble Market, Gurugram, 122001

Internal Quality Assurance Cell

Policy	IQAC Policy is devised with the focus to build and ensure a quality culture at DPG Degree College (DPGDC) through a combination of self and external quality evaluation, promotion and sustenance initiatives.
Purpose	Quality is popularly defined as getting things right every time. Hence the main purpose of having an Internal Quality Assurance System in this college is to build up a system for cognizant, consistent and catalytic action to improve the academic and administrative performance of DPGDC, besides institutionalization and internalization of quality culture.
Scope	This policy applies to all the academic and administrative departments at DPG Degree college.
Procedure	IQAC is a significant administrative body that is responsible for all academic and non-academic quality matters. Creation of Internal Quality Assurance Cell with the consent of Vice chairman as the chair person and three experts from outside who are involved in quality aspect with senior members representing different constituent colleges and administration as per the guidelines of NAAC.
Composition	<p>The composition of the IQAC is as follows:</p> <ul style="list-style-type: none">• Chairperson – Principal• Senior Member from Management- Vice Chairman• Coordinator - Senior Faculty• Faculty Member Rep. – All NAAC members• Senior Administrative officers: Registrar, Dean Academics• Representative of Society - One member

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	<ul style="list-style-type: none"> • Representative of Alumni - One/two member(s) • Representative of Students - One/two member(s) • Representative of Employers - One member (Corporate Relations & Placement) • Representative of Stake Holders - One/two Parents
<p>Functions</p>	<ul style="list-style-type: none"> ➤ To develop a system for conscious, consistent and catalytic improvement in the performance of institutions by setting the quality benchmarks/parameters for various academic and administrative activities of the institution. ➤ Create 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. ➤ Coordinate and improve internal communication to facilitate greater policy implementation and quality assurance towards its stakeholders. ➤ 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. ➤ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices. ➤ Development and maintenance of suitable documentation to support the Quality Processes and Procedures adopted. ➤ Development of Quality Culture in the institution.



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	<ul style="list-style-type: none"> ➤ To facilitate implementation of MoU. ➤ To initiate best quality practices to be experimented by the constituent faculties of DPG Degree College and to participate in their internalization. ➤ Preparation of the Self Study Report (SSR) Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC. <p><u>The 5 main task of IQAC</u></p> <ol style="list-style-type: none"> 1. Setting a documentation process in motion 2. Awareness creation and generation of confidence 3. Evolving formats for information and data 4. Stipulation of schedule for work 5. Drafting of quality status report
<p>Objectives of IQAC</p>	<ul style="list-style-type: none"> • To develop and progress a high level of clarity and focus in institutional functioning towards creation, sustenance and enhancement of quality and facilitate internalization of the quality culture permeating every sphere of the Institution. • To develop quality into the academic and administrative activities of the college by educating, training, counselling and motivating all the teaching and non-teaching members of the college. <p>To Collect and collate data from all the departments so as to enable the College to participate in National Ranking programs of the governmental & non- governmental agencies and to extend to international agencies.</p>

Dr. S. S. Boken

(Chairperson, IQAC)

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