



SANTOSH

Deemed to be University

(Established u/s 3 of the UGC Act, 1956)

F. No. SU/2019/1471

Date: 10.10.2019

NOTIFICATION

Subject: Re-constitution of the Internal Quality Assurance Cell (IQAC).

The Internal Quality Assurance Cell (IQAC) of the Santosh Deemed to be University is re-constituted consisting of the following members:-

1. Dr. Tripta S Bhagat, Vice Chancellor - Chairperson
2. Dr. Gajendra Kumar Gupta, Dean, Medical Faculties - Member
3. Dr. S. V. Singh, Dean, Dental Faculties - Member
4. Dr. Alka Agarwal, Medical Superintendent - Member
5. Dr. Alpana Agarwal, Professor & Head of Obst.&Gynae. - Member
6. Dr. Shalabh Gupta, Professor & Head of Surgery - Member
7. Dr. Rajiv Ahluwalia, Professor & Head of Orthodontics - Member
8. Dr. Jyoti Batra, Professor of Biochemistry - Member
9. Dr. Seema Sharma, Professor & Head of Oral Pathology - Member
10. Dr. Pradeep Kumar, Professor of Biochemistry - Member
11. Sh. D. Balram, Nominee of the BOM - Member
12. Dr. R. K. Sharma, Controller of Examinations - Member
13. Sh. J. Kamalakannan, Finance Officer - Member
14. Sh. A. Uthirapathy - Member



15. Sh. G. Arivazhagan - Member
16. Mr. Rajender Kumar Sharma - Member
Partner, Shiva Empires
[Nominee Local Society]
17. Ms. Shivangi Vashisth, MBBS [2016-17] - Member
[Nominee Student]
18. Dr. Sankalp Khatri, MD Community Medicine [2015-16] - Member
[Nominee Alumni]
19. Dr. Parvesh Miglani, - Member
Chairman, Diplomatic Dental Centre
[Stakeholder]
20. Dr. Dakshina Bisht, Professor of Microbiology - Director of IQAC

A copy of the Guidelines for creation of Internal Quality Assurance Cell and submission of the Annual Quality Assurance Report (AQAR) in Accredited Institutions is enclosed for their ready reference.

The above Committee may meet from time to time [Quarterly] and the information about the meetings and minutes thereof may be sent to the Registrar [hard copy as well as soft copy] for the information and necessary action.


[DR. V. P. GUPTA]
REGISTRAR

10-10-19

Distribution: As above.

Copy to:

1. The Secretariat
2. The Chancellor, Santosh Deemed to be University
3. The Vice Chancellor, Santosh Deemed to be University
4. Dean, Santosh Medical College & Hospital
5. Dean, Santosh Dental College & Hospital
6. Medical Superintendent, Santosh Hospital
7. Director, IQAC
8. Guard file



NAAC

Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.


The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. 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 to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
 - ♦ It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
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- ♦ It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- ♦ The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.

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The composition of the IOAC will depend on the size and complexity of the institution. The representation of teachers may vary. It helps the institution in planning and monitoring. IOAC also gives representatives or representatives a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institution in quality enhancement activities.

The membership of such nominated members shall be for a period of two years. The IOAC should meet at least once in every quarter. The program 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 IOAC to exercise the responsibility of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- ♦ It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the present realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- ♦ It is advisable to change the composition after two to three years to bring new thoughts and activities in the institution.