

ROLES & RESPONSIBILITIES OF DQAC MEMBERS

DQAC- Department Quality Assurance Cell is primarily responsible for the development of quality in the department in compliance with IQAC guidelines.

1. Ensuring high level of clarity and focus on efficient functioning of the department towards quality enhancement.
2. Coordinating various activities of department and ensuring adoption of all best practices of Institution in the department.
3. Adhering to the procedures and modalities framed by IQAC in collecting data or information on various activities of the department.
4. Monitoring and collecting departmental feedback responses from students, parents and other stakeholders.
5. Coordinating timely and efficient execution of decision taken by IQAC.
6. Dissemination of information on various quality culture that to be maintained in the department.
7. Organizing workshops, seminars related to themes that promote quality and research.
8. Maintaining of departmental database for the purpose of NAAC.
9. Providing required details for IQAC in preparation of AQAR, SSR as per parameters of NAAC.
10. Documenting all departmental activities in chronological order for quality improvement.