

GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)



STANDARD OPERATING PROCEDURES OF ACADEMIC DEPARTMENTS (IQAC)

FOSTERING ACADEMIC EXCELLENCE

**INTERNAL QUALITY ASSURANCE CELL (IQAC)
STANDARD OPERATING PROCEDURES (SOPs)
GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)**

**DEPARTMENT-LEVEL SOP FOR ACADEMIC PLANNING &
CURRICULUM IMPLEMENTATION**

1. Purpose

To ensure effective planning, delivery, and documentation of curriculum as per University regulations and NAAC requirements.

2. Scope

Applicable to all academic departments.

3. Responsibilities

- **Head of Department (HoD)**
 - Prepare and approve departmental academic calendar
 - Ensure timely completion of syllabus
- **Faculty Members**
 - Prepare course plans and lesson plans
 - Maintain teaching diaries and attendance records

4. Procedure

4.1 Departmental academic calendar shall be aligned with University academic calendar

4.2 Course files shall be maintained for each course

4.3 Records to be preserved:

- Syllabus
- Course plan
- Attendance
- Internal assessment records

5. NAAC Mapping

- Criterion 1 (Curricular Aspects)
- Criterion 2 (Teaching-Learning & Evaluation)

DEPARTMENT-LEVEL SOP FOR TEACHING–LEARNING & EVALUATION

1. Purpose

To standardize teaching methodologies and evaluation practices.

2. Responsibilities

- Faculty shall adopt **Outcome-Based Education (OBE)**
- Use ICT tools and learner-centric methods
- Conduct internal assessments transparently

3. Procedure

3.1 Teaching methods shall include lectures, tutorials, seminars, and ICT tools

3.2 Internal assessment marks shall be documented and communicated to students

3.3 Remedial classes and mentoring shall be recorded

4. Records

- Internal assessment sheets
- Student performance analysis
- Remedial class records

5. NAAC Mapping

- Criterion 2

DEPARTMENT-LEVEL SOP FOR RESEARCH, INNOVATION & PUBLICATIONS

1. Purpose

To promote ethical research and proper documentation.

2. Responsibilities

- Faculty shall maintain updated research profiles
- Publications shall comply with University and UGC norms

3. Procedure

- 3.1 Research data shall be uploaded on IQAC portal with evidence
- 3.2 Publications shall be supported by acceptance letters/DOI links
- 3.3 Consultancy and funded projects shall be documented

4. Records

- Publication list
- Research project files
- Consultancy records
- Patents

5. NAAC Mapping

- Criterion 3

IQAC GK (DTBU)

DEPARTMENT-LEVEL SOP FOR EXTENSION & OUTREACH ACTIVITIES

1. Purpose

To ensure structured planning and reporting of extension activities.

2. Responsibilities

- Department shall organize extension activities aligned with social needs
- Faculty shall maintain participation records

3. Procedure

3.1 Activity proposal → approval → execution → report submission

3.2 Geotagged Photographs, attendance, and reports shall be preserved

4. Records

- Activity reports
- Attendance sheets
- Geo-tagged photographs

5. NAAC Mapping

- Criterion 3

IQAC GK (DTBU)

DEPARTMENT-LEVEL SOP FOR FEEDBACK & QUALITY IMPROVEMENT

1. Purpose

To use stakeholder feedback for continuous improvement.

2. Responsibilities

- Collect feedback from students, alumni, stakeholders
- Analyse feedback and implement corrective actions

3. Procedure

3.1 Feedback collected annually as per IQAC format

3.2 Action Taken Report (ATR) shall be prepared

4. Records

- Feedback forms
- Analysis reports
- ATR documents

5. NAAC Mapping

- Criterion 1 & Criterion 6

IQAC GK (DTBU)

DEPARTMENT-LEVEL SOP FOR DATA MANAGEMENT & NAAC COMPLIANCE

1. Purpose

To ensure authenticity and traceability of departmental data.

2. Responsibilities

- **Departmental IQAC Coordinator**
 - Coordinate data submission
 - Verify supporting documents
- **Faculty Members**
 - Submit/Upload correct and verifiable data

3. Procedure

3.1 Data shall be uploaded/submitted through IQAC portal (wherever applicable)

3.2 Faculty declaration forms are mandatory

3.3 Records shall be maintained for minimum **Ten years**

4. Accountability

- Responsibility of data correctness lies with concerned faculty
- HoD shall ensure departmental compliance

5. NAAC Mapping

- Criterion 6 & Criterion 7