

# GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)



## STANDARD OPERATING PROCEDURES OF IQAC CRITERIA IN CHARGES

FOSTERING SYSTEMATIC EXCELLENCE

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

**STANDARD OPERATING PROCEDURES (SOP) FOR CRITERIA INCHARGES**

**1. Purpose**

To define the roles, responsibilities, and procedures of **Criteria Incharges** for effective coordination, monitoring, and documentation of departmental and institutional activities related to **NAAC Accreditation**.

**2. Scope**

Applicable to all **Criteria Incharges** appointed by IQAC for the seven NAAC criteria.

**3. Roles and Responsibilities**

**3.1 Coordination**

Serve as the **Nodal Officer** for the assigned NAAC criterion.

Coordinate between **Departments, Dean, HoDs, and IQAC**.

**3.2 Data Collection and Verification**

Ensure collection of **reliable, verifiable data** from all departments.

Verify departmental submissions and cross-check with IQAC portal data.

**3.3 Documentation**

Maintain **criterion-specific files**, including supporting documents, minutes, and evidence.

Ensure proper indexing of files according to **NAAC, SSR and DVV requirements**.

**3.4 Reporting**

Prepare **criterion-wise summary reports** for IQAC.

Highlight gaps, discrepancies, or areas needing improvement.

**3.5 Monitoring**

Ensure **timely submission** of all required documents for NAAC/AQAR processes.

Facilitate internal audits and inspections by IQAC or University authorities.

#### **4. Accountability**

Criterion Incharge is responsible for **accuracy, completeness, and proper documentation** of all data under their criterion.

Any discrepancies shall be immediately reported to **Director, IQAC**.

#### **5. NAAC Mapping**

Directly mapped to **all seven NAAC criteria**, as per the assigned criterion.

#### **6. Review & Update**

SOP and responsibilities of Criteria Incharges will be reviewed **annually** by IQAC.

Updates will be issued based on **NAAC guidelines, UGC regulations, and University directives**.

#### **7. Effective Date**

This SOP comes into effect **immediately upon approval by competent authority**.