

GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)



STANDARD OPERATING PROCEDURES OF DEPARTMENTAL IQAC COORDINATORS

ENSURING QUALITY AND EXCELLENCE

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

**SOP FOR DEPARTMENTAL IQAC COORDINATOR (DIQACC)
(Applicable to all Departments)**

1. Purpose

To define the roles, responsibilities, and procedures of the **Departmental IQAC Coordinator (DIQACC)** for effective implementation of IQAC and NAAC-related activities at the departmental level.

2. Appointment

The DIQACC shall be nominated by the **Head of the Department** with approval of the **Dean/IQAC**.

Tenure shall normally be **two years**.

3. Roles & Responsibilities

3.1 Data Coordination

Act as the **nodal person** for departmental data submission to IQAC

Coordinate collection of academic, research, extension, and administrative data

Ensure data is uploaded **only through the IQAC portal**, wherever applicable

3.2 Verification & Documentation

Verify completeness of supporting documents before submission

Maintain **departmental NAAC files (hard & soft copies)**

Ensure consistency between departmental records and IQAC portal data/Submitted data

3.3 NAAC & AQAR Support

Assist in **SSR, AQAR, IIQA, DVV, SSS** processes

Coordinate during **NAAC Peer Team Visit/Online submission (as the case may be)** for departmental presentations and files

3.4 Compliance Monitoring

Ensure faculty submit **IQAC declarations and undertakings**

Maintain departmental compliance register

4. Accountability

DIQACC shall report to **HoD and IQAC**

Data authenticity remains with **concerned faculty**, verification responsibility with department

5. NAAC Mapping

Criterion 6 (Governance, Leadership & Management)

Criterion 7 (Institutional Values & Best Practices)

IQAC GK (DTBU)