

GURUKULA KANGRI (DEEMED TO BE UNIVERSITY)



STANDARD OPERATING PROCEDURES OF INTERNAL QUALITY ASSURANCE CELL (IQAC)

ENSURING QUALITY IN EDUCATION

INTERNAL QUALITY ASSURANCE CELL (IQAC) STANDARD OPERATING PROCEDURES (SOPs)

**Gurukula Kangri (Deemed to be University)
Haridwar, Uttarakhand**

1. PREAMBLE

In accordance with the **UGC Regulations, NAAC guidelines**, and the University's commitment to quality assurance, **Gurukula Kangri (Deemed to be University)** has established the **Internal Quality Assurance Cell (IQAC)** as a central mechanism to develop, implement, and monitor quality benchmarks across academic and administrative activities.

These **Standard Operating Procedures (SOPs)** are framed to ensure **systematic, transparent, and evidence-based quality assurance processes** in line with **NAAC accreditation requirements**.

2. OBJECTIVES OF IQAC

The IQAC shall function with the following objectives:

- To develop a **quality culture** in teaching, learning, research, and governance
- To ensure **continuous improvement** in academic and administrative performance
- To facilitate **NAAC accreditation, AQAR, SSR, IIQA**, and other statutory submissions
- To institutionalize **best practices, innovations, and reforms**
- To promote **stakeholder participation** in quality enhancement

3. COMPOSITION OF IQAC

The IQAC shall be constituted as per **UGC/NAAC norms**, including:

- Vice-Chancellor – Chairperson
- Director/Coordinator, IQAC
- Senior administrative officers
- Nominees from teachers, management, alumni, students
- External experts from academia/industry

The tenure, roles, and responsibilities shall follow University statutes.

4. FUNCTIONS OF IQAC

IQAC shall:

- Develop **quality benchmarks** for academic and administrative activities
- Monitor **curriculum delivery, evaluation, and feedback systems**
- Facilitate **faculty development programs (FDPs)**
- Coordinate **NAAC-related documentation and verification**

- Promote **research, innovation, and extension activities**
- Maintain institutional data for **NIRF, AISHE, UGC, NAAC**
- Document and disseminate **best practices and institutional distinctiveness**

5. SOP FOR DATA MANAGEMENT & DOCUMENTATION

5.1 Faculty Responsibilities

- All faculty members shall **personally and timely upload/submit data** related to academics, research, extension, and professional activities on the **IQAC Portal/Departmental Coordinator (as the case may be)**
- Uploaded/Submitted data must be **accurate, verifiable, and supported by documents**
- Faculty shall submit a **signed declaration/disclaimer** accepting responsibility for correctness

5.2 Department Responsibilities

- Departments shall verify data submitted by faculty
- Maintain **departmental records and registers** as per IQAC formats
- Nominate **Departmental IQAC Coordinators**

5.3 IQAC Responsibilities

- Compile and cross-check data
- Maintain **centralized digital and physical repositories**
- Ensure traceability of data for NAAC peer team verification

6. SOP FOR NAAC ACCREDITATION PROCESS

IQAC shall coordinate:

- **Institutional Information for Quality Assessment (IIQA) submission**
- **Self-Study Report (SSR) preparation (Criteria 1–7)**
- **Data Validation and Verification (DVV) clarification**
- **Student Satisfaction Survey (SSS)**
- **Peer Team Visit (PTV)/Online submission (as the case may be)**

All stakeholders shall cooperate in providing timely and authentic inputs.

7. SOP FOR AQAR PREPARATION & SUBMISSION

- **Annual Quality Assurance Report (AQAR)** shall be prepared annually as per NAAC format
- Data shall be sourced from **verified departmental submissions**
- AQAR shall be approved by the **IQAC and competent authority** before submission

8. SOP FOR FEEDBACK MECHANISM

IQAC shall ensure structured feedback from:

- Students
- Teachers
- Alumni
- Stakeholders

Feedback shall be:

- Collected annually
- Analyzed and documented
- Used for academic and administrative improvements

9. SOP FOR TEACHING–LEARNING & EVALUATION

IQAC shall promote:

- Outcome-Based Education (OBE)
- Use of ICT and e-learning platforms
- Transparent internal and external evaluation systems
- Continuous assessment and remedial measures

10. SOP FOR RESEARCH, INNOVATION & EXTENSION

IQAC shall facilitate:

- Research promotion policies
- Ethical research practices
- Consultancy and industry linkage documentation
- Extension and outreach activity reporting

11. SOP FOR GOVERNANCE, LEADERSHIP & MANAGEMENT

IQAC shall:

- Support participative governance
- Ensure policy documentation and compliance
- Promote e-governance in administration, finance, and academics

12. SOP FOR BEST PRACTICES & INSTITUTIONAL DISTINCTIVENESS

IQAC shall:

- Identify at least **two best practices annually**
- Document **institutional distinctiveness**
- Disseminate achievements through reports and website

13. SOP FOR RECORD MAINTENANCE

All records shall be:

- Maintained for **minimum five assessment cycles**
- Available in **hard and soft copies**
- Indexed for easy retrieval during audits

14. COMPLIANCE & ACCOUNTABILITY

- All faculty and staff shall comply with IQAC directives
- Submission of incorrect or misleading information shall invite action as per University rules
- IQAC shall periodically review SOP implementation

15. REVIEW & AMENDMENT

These SOPs shall be:

- Reviewed annually by IQAC
- Updated as per **NAAC/UGC revisions**
- Approved by the **competent authority of the University**

16. EFFECTIVE DATE

These SOPs shall come into force with immediate effect upon approval.

Issued with the approval of the Competent Authority