



**RAGHUNATH GIRLS' POST GRADUATE COLLEGE**

**Western Kutchery Road, Meerut-250001**

Re-Accredited 'B+' Grade by NAAC (CPE Status, 2006)

College of Excellence, 2014

AISHE Code: C-28817



Principal - 9520886032

E-mail : [rgpgcollegemrt@gmail.com](mailto:rgpgcollegemrt@gmail.com)

IQAC - 9520886033

Website : <https://rgcollege.ac.in>

Chief Adm. - 9520886031

Facebook ID : Raghunandini Rgpg Meerut

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## **POLICY FRAMEWORK OF THE** **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **1. INTRODUCTION**

The Internal Quality Assurance Cell (IQAC) of Raghunath Girls' Post Graduate College, Meerut functions as a central mechanism to plan, guide, monitor, and document quality-related initiatives of the institution. Established as per NAAC guidelines, the IQAC aims to ensure continuous improvement in academic and administrative performance through systematic and participative processes.

#### **History**

IQAC in RGPG was established on 12th April 2005 as per the guidelines of the National Assessment and Accreditation Council (NAAC). Till now the college has successfully completed four cycles of Accreditation and Assessment under the able guidance of the following chairpersons and coordinators.

Cycle	Chairperson	Coordinator
1	Dr. Madhu Mittal	Dr. Saroj Sharma
2	Dr. Seema Jain	Dr. Saroj Sharma
3	Mrs. Sneha Gupta	Dr. Rekha Saraswat
4	Prof. Nivedita Kumari	Dr. Seema Jain

This policy document serves as a guiding document defining the policy framework, operational procedures, roles, and annual planning of IQAC.



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## 2. IQAC POLICY FRAMEWORK

### 2.1 Motto

Excellence via Communication, Commitment, Collaboration

### 2.2 Vision

To build and ensure a quality culture system that aims to enhance and sustain the excellence in academic and administrative performance of the institution.

### 2.3 Mission

To act as nodal agency and driving force to channelize and systematize the efforts and measures towards overall excellence of the institution and students.

### 2.4 Objectives

- Development and application of quality benchmarks
- Enhancement of teaching-learning and evaluation practices
- Promotion of research, innovation, and extension
- Strengthening documentation and data management
- Preparation and facilitation of accreditation and audits
- Facilitation and monitoring of Career Advancement Scheme (CAS) related quality requirements, documentation, and academic performance review



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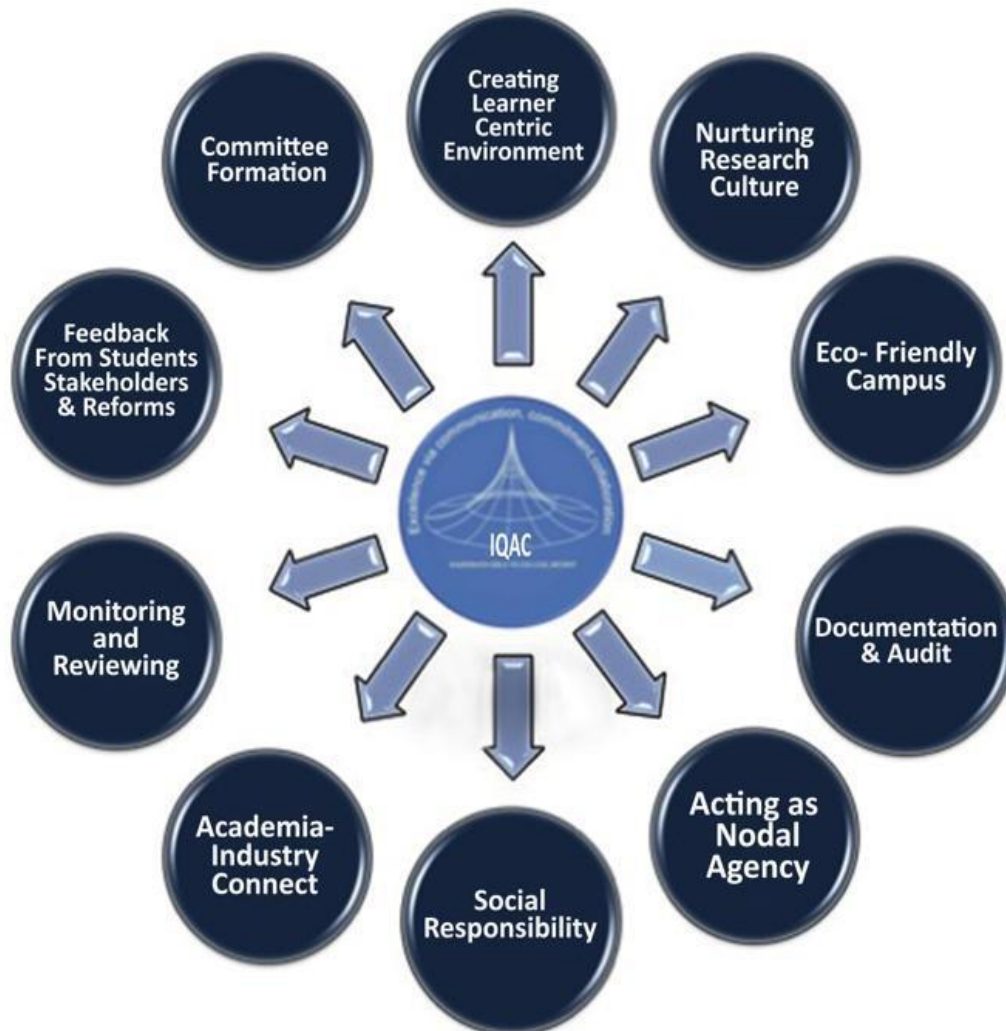
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## INITIATIVES OF INTERNAL QUALITY ASSURANCE CELL





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### 3. COMPOSITION OF IQAC

IQAC shall be constituted as per NAAC norms and include:

- Chairperson: Principal
- IQAC & NAAC Coordinator
- Faculty members from different departments
- Administrative officer (one from Accounts and one from Library)
- Management representative
- External expert (academician/industry/society)
- Alumni representative
- Student representative (one each from Humanities, Science, Education and Commerce)

The composition shall be reviewed periodically.

### 4. NAAC CRITERION-WISE ROLE OF IQAC

#### ***Criterion I: Curricular Aspects***

- Monitoring curriculum delivery and enrichment
- Encouraging add-on, value-added, and skill-based courses
- Integrating cross-cutting issues

#### ***Criterion II: Teaching–Learning and Evaluation***

- Promoting learner-centric pedagogy and ICT integration
- Monitoring evaluation transparency and student progression

#### ***Criterion III: Research, Innovations and Extension***

- Encouraging standard research publications and projects
- Promoting extension, outreach, and MoUs

#### ***Criterion IV: Infrastructure and Learning Resources***

- Monitoring infrastructure utilization and maintenance
- Strengthening library and ICT resources

#### ***Criterion V: Student Support and Progression***

- Monitoring mentoring, scholarships, placements, and progression
- Ensuring effective grievance redressal

#### ***Criterion VI: Governance, Leadership and Management***

- Supporting participative governance and strategic planning
- Monitoring internal audits and AAA

Instagram : <https://www.instagram.com/rgpg58?igsh=aGpveDZ4OGxxaGFu>



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- Facilitating quality review and verification of academic, research, and extension activities relevant to Career Advancement Scheme (CAS) promotions, as per UGC norms
- Internal academic and administrative audit is conducted annually through systematic analysis of data received via the Learning Management System (LMS), supplemented by physical documentation, records, and files maintained at the departmental level.
- Departments are required to ensure timely data upload on LMS along with proper maintenance of files, registers, and supporting documents for verification and review.

## **Criterion VII: Institutional Values and Best Practices**

- Promoting gender equity, inclusiveness, and sustainability
- Identifying and documenting best practices

## **5. ROLES AND RESPONSIBILITIES**

### **5.1 Chairperson (Principal)**

- Provides leadership and direction to IQAC
- Approves quality initiatives and reports

### **5.2 IQAC & NAAC Coordinator**

- Plans and coordinates IQAC activities
- Organizes meetings and prepares AQAR
- Ensures proper documentation

### **5.3 Faculty Members**

- Support academic quality initiatives
- Coordinate departmental inputs and records

### **5.4 Administrative Officer**

- Supports administrative data and records of main office and library
- Assists in audits and reporting

### **5.5 External Member**

- Provides independent quality inputs and benchmarking

### **5.6 Alumni and Student Representatives**

- Provide stakeholder feedback
- Support quality initiatives





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## 6. STANDARD OPERATING PROCEDURES (SOPs)

### **SOP 1: IQAC Meetings**

- Minimum four meetings per academic year
- Agenda circulation, minute recording, and ATR preparation mandatory

### **SOP 2: Annual Quality Planning**

- Preparation of Annual Quality Assurance Plan
- Allocation of responsibilities to departments and committees

### **SOP 3: Academic Quality Monitoring**

- Review of teaching-learning, results, and evaluation
- Promotion of FDPs and innovative practices

### **SOP 4: Feedback System**

- Annual structured feedback collection
- Analysis and corrective actions

### **SOP 5: Documentation and Record Management**

- Maintenance of physical and digital records
- Centralized data storage for NAAC and AAA

### **SOP 6: AQAR Preparation**

- Criterion-wise data collection
- Verification, approval, and timely submission

### **SOP 7: Best Practices and Institutional Distinctiveness**

- Identification and documentation of at least two best practices annually

### **SOP 8: Academic and Administrative Audit (AAA)**

- Coordination with External Experts for External Audit.
- Internal audit is carried out every academic year.
- The audit process is based on LMS-generated data, departmental reports, and documented records and files maintained at the departmental level.
- IQAC reviews, verifies, and consolidates LMS data with departmental documentation to ensure accuracy, transparency, and compliance.
- Audit findings are communicated to departments for corrective action and continuous improvement
- Coordination with experts
- Compliance monitoring and follow-up

### **SOP 9: Continuous Improvement**

- SWOC analysis and benchmarking
- Policy review and improvements



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## **SOP 10: CAS Promotion Review and Quality Support**

- IQAC shall facilitate awareness of UGC CAS regulations among faculty members.
- IQAC shall assist in verification of academic, research, extension, and professional development records submitted for CAS promotion.
- IQAC shall support departments in maintaining authenticated records, APIs, and supporting documents relevant to CAS.
- IQAC may constitute or assist a CAS support or scrutiny committee, as per institutional policy.
- IQAC shall ensure transparency, quality benchmarking, and proper documentation in CAS-related processes, without interfering in statutory decision-making

## **7. IQAC ANNUAL CALENDAR**

### **July**

- IQAC reconstitution and orientation
- Preparation of Annual Quality Plan

### **August**

- First IQAC meeting
- Finalization of quality targets

### **September**

- Teaching-learning feedback collection
- Academic progress review
- Review and approval of faculty data on Samarth portal

### **October**

- Feedback analysis and action planning

### **November**

- Second IQAC meeting
- Review of infrastructure and student support
- Documentation of best practices
- Orientation / guidance session on CAS documentation and quality benchmarks
- AQAR data compilation

### **December**

- Mid-year academic and administrative review
- Finalization, approval and submission of the AQAR for the previous academic year.
- Review and approval of faculty data on Samarth portal



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## January

- Third IQAC meeting

## February

- Student Satisfaction Survey and alumni feedback

## March

- Review of institutional values

## April

- Fourth IQAC meeting

## May-June

- Planning for next academic year
- Record archiving and policy review

★ Preliminary and final review of CAS-related academic and research documentation as and when submitted

## 8. REVIEW AND AMENDMENT

This IQAC Policy document shall be reviewed periodically to align with revised NAAC guidelines, higher education policies, and institutional needs. Amendments shall be approved by the Chairperson in consultation with IQAC.

## 9. CONCLUSION

The IQAC of Raghunath Girls' Post Graduate College, Meerut shall function as a proactive, facilitative, and monitoring body to ensure continuous quality enhancement and institutional excellence.

In addition to accreditation and quality assurance, IQAC shall also play a supportive role in strengthening faculty quality systems through structured assistance in CAS-related academic and professional advancement processes.

  
IQAC Coordinator  
Raghunath Girls' Post Graduate College  
Meerut

  
Principal  
Raghunath Girls' Post Graduate College  
Meerut