



Internal Quality Assurance Cell

Objective of the Cell

- To develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Assisting the institution in maintaining accreditation standards set by regulatory bodies like NAAC, RUSA, etc.
- Enhancing infrastructure, library resources, career guidance, and other student-centric initiatives.
- Ensuring active participation of students, faculty, alumni, and industry partners in institutional development & ensuring regular feedback and assessment to improve overall institutional quality.

Function of the Cell

- Development and application of quality benchmarks/ parameters for the various academic and administrative activities of the institution.
- Facilitating a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Periodical conduct of Academic and Administrative Audit and its follow-up.
- Provide support to prepare Annual Quality Assurance Report (AQAR), University SAR etc.
- Coordinates the principal's office to submit quality parameter reports to external auditing agencies like RUSA, NAAC etc.

Roles & Responsibilities

Role of the Coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have a sound knowledge about the computer, its various functions and usage for effective communication.

Responsibilities of the Coordinator

- To coordinate the dissemination of information on various quality parameters of higher education.
- To coordinate the documentation of the various activities leading to quality improvement.
- To coordinate the quality-related activities of the institution.
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee.

Roles and Responsibilities of Student Members

- Student core committee members will coordinate with all the performing members regarding their practice for the upcoming intra and inter college events.
- Maintain discipline on the day of event.

Committee Composition

- Chairperson: Head of the Institution.
- Teachers to represent all levels (Three to eight).
- One member from the Management.
- Few senior administrative officers.
- One nominee each from local society, Students and Alumni.
- One nominee each from Employers/Industrialists/Stakeholders.
- One of the senior teachers as the coordinator/Director of the IQAC.

Committee Members

Present Structure

SL.NO.	Name	Designation
1.	Prof. (Dr.) Arijit Saha,	Chairperson
2.	Dr. Sabitri Dutta,	Jt. Coordinator
3.	Sri. Subhabrata Bhattacharya,	Jt. Coordinator
4.	Dr. Sarmistha Roy Chowdhury	Member
5.	Smt. Swatilekha Halder	Member
6.	Smt. Nafisa Khatun	Member
7.	Dr. Shyamal Dalapati	Member
8.	Dr. Moumita Banerjee	Member
9.	Sri. Ratul Nandi	Member
10.	Dr. Pranam Dhar,	External Member (WBSU)
11.	Dr. Antara Chowdhury,	External Member (GB)
12.	Sri. Prasenjit Shome	Member
13.	Municipal Chairman's Nominee	External Member
14.	Students Representative	Member
15.	Alumni Representative	Member
16.	Guardian's Representative	Member

Former Structure

SL.NO.	Name	Designation
1.	Prof. (Dr.) Arijit Saha,	Principal Chairperson
2.	Dr. Sabitri Dutta	Jt. Coordinator
3.	Sri. Subhabrata Bhattacharya,	Jt. Coordinator
4.	Dr. Diptendu Simlai	Member
5.	Smt. Doyel Chatterjee	Member
6.	Sri Nikhilendu Bikash Das	Member
7.	Smt. Swatilekha Halder	Member
8.	Smt. Nafisa Khatun	Member
9.	Dr. Sarmistha Roy Chowdhury	Member
10.	Dr. Sompita Das	Member
11.	Smt. Dipasree Ray	Member
12.	Smt. Sangita Bhattacharya	Member
13.	Dr. Suparna Das	Member
14.	Sri. Prasenjit Shome,	Member
15.	Smt. Debjani Roy,	Member
16.	Sri Mithu Roy	University Nominee to GB External Member
17.	Dr. Antara Chowdhury,	University Nominee to GB External Member
18.	Students Representative	Member
19.	Guardians Nominee External	Member
20.	Municipal Chairman's Nominee	External Member