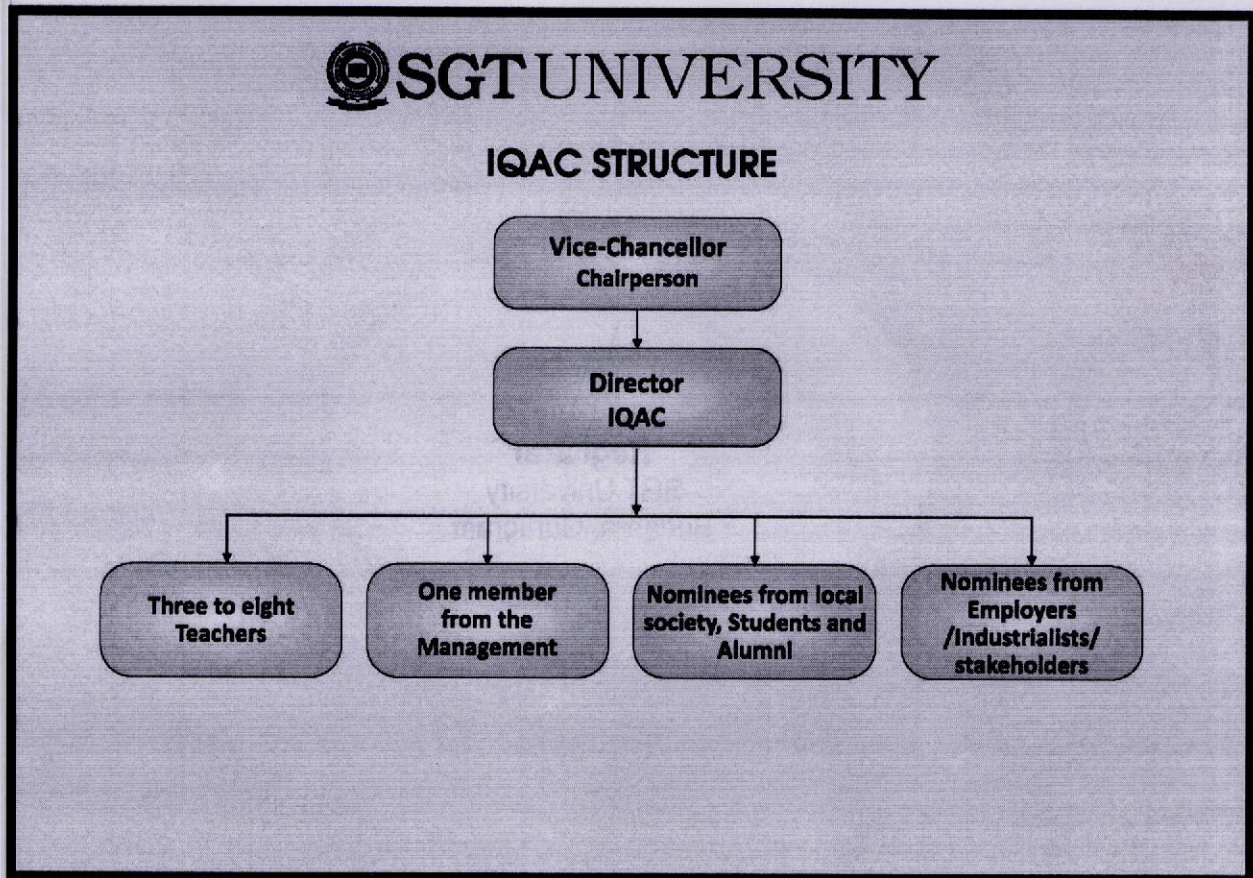


Composition of the IQAC

The IQAC may be constituted in every institution under the Chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. One member from the Management
4. One / two nominee each from the Local Society/Trust, Students and Alumni
6. One / two nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC



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Responsibilities:

- a. Chairperson: Head of the Institution- To Chair the sessions of IQAC meetings and give proper directions and guidelines for functioning of IQAC team.
- b. A few senior administrative officers- To give advice and inputs and also be a part of team for improving the quality and functioning of different constituent institutions departments and cells.
- c. Three to eight teachers- Core members in IQAC team to co-ordinate the work of IQAC at central level and involved in auditing of all the parameters, segregating the data and disseminating information and guidelines to the concerned areas.
- d. One member for the Management- To provide necessary inputs guidelines and the needed support from the management to improve the overall quality of institution.
- e. One/two nominees from local society, Students and Alumni- To act as representative of the body they are representing and to give necessary inputs whenever required.
- f. One/two nominees from Employers / Industrialists / Stakeholder – To provide necessary inputs, guidelines wherever needed.
- g. One of the senior teachers as the coordinator / Director of the IQAC- To steer the IQAC team in conducting regular IQAC meetings, conducting quality related conferences, implementing the quality parameters for the institution and conduct regular audits, preparation of quality assurance reports and to adhere to timelines given by NAAC for submission of various documents as asked.




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