

# **INTERNAL QUALITY ASSURANCE CELL (IQAC) & QUALITY ASSURANCE POLICY**

**Institution Name:** Shree Geet Law College  
**Policy Code:** QAP-10  
**Effective From:** 1 July 2025  
**Approved By:** PRINCIPAL  
**Next Review Due:** One year from the date of approval

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## **1. Preamble**

The Institution is committed to continuous quality enhancement in academic and administrative performance. In alignment with the guidelines issued by the National Assessment and Accreditation Council (NAAC) and the University Grants Commission (UGC), the Institution establishes an Internal Quality Assurance Cell (IQAC) to institutionalize quality assurance processes and promote a culture of excellence.

## **2. Objectives**

1. To develop a systematic approach to quality enhancement.
2. To promote academic and administrative excellence.
3. To ensure compliance with regulatory and accreditation requirements.
4. To foster stakeholder participation in quality initiatives.
5. To monitor institutional performance and outcomes.

## **3. Scope**

This policy applies to all academic programmes, administrative units, support services, research activities, and extension initiatives of the Institution.

## **4. Constitution of IQAC**

The IQAC shall be constituted as per NAAC guidelines and shall include:

- Head of the Institution – Chairperson
- Senior Faculty Members
- Administrative Officer
- Management Representative
- Nominees from Local Society/Industry/Alumni
- Student Representative
- IQAC Coordinator

The composition shall ensure representation of key stakeholders and promote participative governance.

## **5. Functions of IQAC**

The IQAC shall:

1. Develop and implement quality benchmarks for academic and administrative activities.
2. Facilitate the creation of learner-centric teaching and learning environments.
3. Organize academic and administrative audits.
4. Promote research, innovation, and best practices.
5. Collect and analyze stakeholder feedback.
6. Prepare and submit the Annual Quality Assurance Report (AQAR).
7. Coordinate documentation and data management for accreditation processes.

## **6. Quality Assurance Mechanisms**

The Institution shall adopt the following mechanisms:

- Academic and Administrative Audit (AAA).
- Periodic review of curriculum delivery.
- Monitoring of student progression and performance.
- Faculty development programmes and training.
- Documentation of best practices and institutional distinctiveness.

## **7. Documentation and Record Maintenance**

The IQAC shall maintain proper documentation of:

- Meetings and resolutions.
- Quality initiatives and action taken reports.
- Academic performance indicators.
- Accreditation-related submissions and compliance reports.

Records shall be maintained securely and made available for review during accreditation processes.

## **8. Stakeholder Participation**

The Institution shall encourage active participation from students, faculty, alumni, employers, and other stakeholders in quality improvement initiatives through structured feedback and consultation.

## **9. Transparency and Communication**

Quality policies, IQAC activities, and relevant reports shall be published on the institutional website to ensure transparency and accountability.

## **10. Continuous Improvement**

The IQAC shall identify gaps, recommend corrective actions, and monitor implementation. Action Taken Reports shall be prepared periodically and placed before the Governing Body.

### **11. Review and Amendments**

This policy shall be reviewed annually and amended, if necessary, with approval of the Governing Body to align with evolving accreditation requirements and regulatory updates.

#### **Declaration:**

The Institution reaffirms its commitment to continuous quality enhancement and institutional excellence through structured planning, monitoring, and evaluation mechanisms.

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