IQAC MANUAL

VISHVESHWARYA GROUP OF INSTITUTIONS · GAUTAM BUDH NAGAR ·

V Victory
G Guidance
I Inheritance

SINCE 2000

Vishveshwarya Group of Institutions

Greater Noida Phase -II, Gautam Buddha Nagar, UP-201314

(2025 -26)

IQAC

INTERNAL

QUALITY

ASSURANCE CELL

PREFACE

The Internal Quality Assurance Cell (IQAC) manual offers a set of guidelines and the processes to facilitate the functioning of the IQAC. It aims to improve quality of teaching, learning and research in institutions. It covers every aspect of operations of the quality assurance process within the institute and defines a comprehensive set of policy instruments and concepts to introduce an effective internal QA system. This also includes various useful QA guidelines for faculties and administrators.
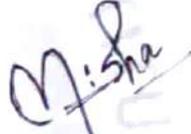
Dr. Nisha Choudhary
Coordinator-IQAC

Approved by:
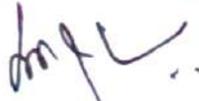
Dr. S.P. Pandey
Advisor, (VGI)
Chairperson, IQAC

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LIST OF IQAC FORMATS:

1. Minutes of Meeting (MOM)
2. Report on Seminar/Guest lecture
3. Student Feedback form
4. PPT format
5. Assignment format
6. Proposed Event format
7. Industrial Visit Proposal
8. Industrial Visit Report
9. Parent/Guardian Consent form
10. Faculty Consent form
11. Student Consent form
12. Course file front page
13. Student Project file format

ABOUT IQAC:

As the name reflects **IQAC – Internal Quality Assurance Cell** is a structure that would help educational institutions to improve their work processes and achieve learning outcomes & goals.

The IQAC ensures effective implementation of quality initiatives through continuous reviews and periodic meetings. The IQAC works towards attaining excellence in all academic and administrative endeavours of the institute. Since quality enhancement is a continuous process, the IQAC is an integral part of the institute system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the overall performance of university.

The work of the IQAC is the first step, towards internationalization and institutionalisation of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation by all the constituents of the university. It will not be yet another hierarchical structure or a record keeping exercise in the university. It will be a facilitative and participative organ of the university. It has the potential to become a vehicle for ushering in quality enhancement by working out planned dominant strategies by IQAC to remove deficiencies and enhance quality of the university functions.

IQAC VISION AND MISSION:

Speaking of the vision, IQAC primarily focuses on quality enhancement. Its aim is to introduce a consistent plan of action that would lead the organization towards progress. It involves preparing strategies for –

- Efficient & timely work processes
- Academic research & programs
- Affordable & innovative approaches
- Use of ICT for modernization of education
- Best assessment process for maintaining quality
- Ensuring the best infrastructure to achieve goals

Thus, IQAC considers all the possible aspects that hold the power to bring positive impact of teaching-learning on the students as well as institutions. Assessment, evaluation & improvement may seem simple steps but can turn the game around when performed consistently.

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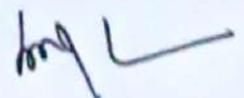
STRATEGIES OF IQAC:

IQAC shall evolve mechanisms and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

- Relevant and quality academic/ research programmes.

- Equitable access to affordability of academic programmes for various sections of society.

- Optimization and integration of modern pedagogy of teaching and learning.

- The credibility of assessment and evaluation process.

- Ensuring the adequacy, maintenance and proper allocation of support structure and services.

- Sharing of research findings and networking with other universities in India and abroad.

FUNCTIONS OF IQAC:

Functions expected of the IQAC are:

- Setting quality benchmarks with consistent work

- Creating parameters to reach academic as well as non-academic learning goals

- Creating a student-centric teaching-learning environment

- Considering the feedback of students, faculty & parents for the best practices

- Organizing various workshops & seminars for the quality education environment

- Documenting all the activities in chronological order & keeping a tab on improvements

- Preparing & submitting one of the most important - Annual Quality Assurance Report (AQAR) as per the instructions of the NAAC.

CORE TEAM OF IQAC:

Name	Responsibility
Dr. S.P. Pandey	Approving Authority
Dr. S P Pandey (I/C)	Coordinating All Criteria of NAAC and NBA All Ranking frameworks, Curriculum developments
Dr. Nisha Choudhary	Drafting Manuals, Policies, Brochures, Event Organization
Dr. Manjul Pratap Singh	Research
Mr. Gyanendra Singh Yadav	Accounts and Finance Related Matters
Dr. Vipin Kumar Tomar	Innovation Council, Starts-ups, and Entrepreneurship
Mr. A.K Shahi	Online Certification Courses
Dr. Nisha Choudhary	Record Maintenance

COMPOSITION OF IQAC:

The composition of IQAC is as follows:

IQAC Nomenclature	Name	Designation	Role
Chairperson	Dr. S.P. Pandey	Advisor & Director, (Academics)	Chairperson
Nominee from Industries	Sh. S.K Jindal (B.Tech+MBA)	Chairman, VGI	Member
Member from Management	Dr. Poornima Sharma	CEO, VGI	Member
Senior Teachers to represent	Dr. V.K Singh	Addl. Director Pharmacy	Member
	Dr. Manjul Pratap Singh	Principal Pharmacy	Member
	Dr. Waseem Ahmad	HOD, CS	Member
	Dr. R.K Pandey	HOD, 1st Year	Member
	Mr. Gyanendra Singh Yadav	Principal, VIP	Member
Senior Administrative Officers	Ms. Parul Patrick		Member
Nominee from local society	Mr. Anil Kumar Verma	IRS, Executive Director, RDSO New Delhi	
Nominee from Students	Ms. Rachna Singh Sisodiya		Alumni
	Aniket Singh		Student B. Tech- 3rd year
Coordinator	Dr. Nisha Choudhary	Assistant Professor, Pharmacy	Coordinator

ROLE OF COORDINATOR:

IQAC coordinator would be the **"Captain of the ship"**

There are multiple reasons he/she would have years of experience, will be a full-time worker in the institution, would have a responsible approach towards the work processes, and most importantly, he/she would work on the goal of achieving NAAC accreditation. In a nutshell, the role of the IQAC co-coordinator is the most important of all the committee members. Here are the key duties of IQAC that help institutions to improve their processes.

- Effective Leadership
- Practice Decentralization and Participate Management
- Perspective/Strategic Plan
- Organizational Structure
- Administrative Setup and E-governance
- Effectiveness of various bodies/ Cells/Committees
- Financial Support
- Professional Development
- Co-curricular and Extra-curricular Activities
- Academic Administrative Audit (AAA)
- Participation in various Accreditation and Rankings
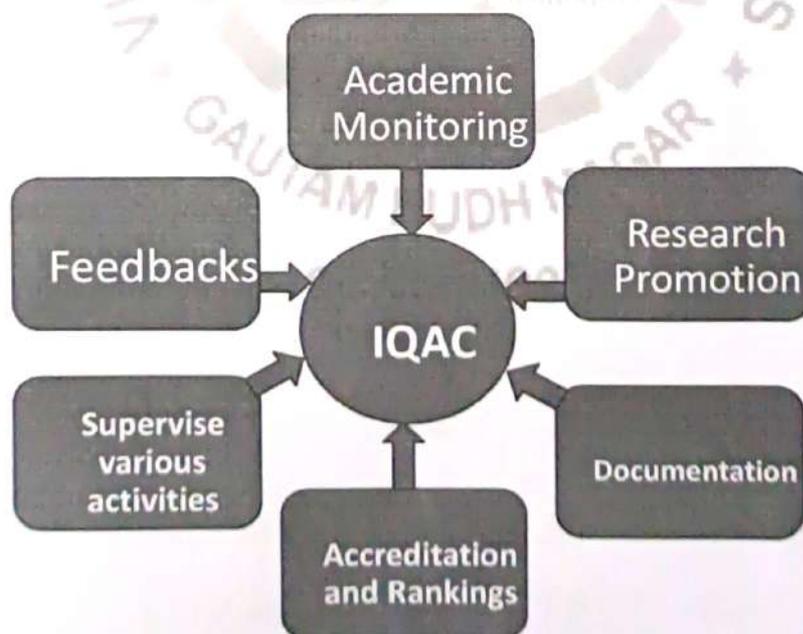
IQAC ACTIVITY CALENDAR 2025-26

Month/Week	Date	Day	Plan of Action
July	03/07/2025	Tuesday	Institute Academic Calendar Meeting
1st & 2nd Week	04/07/2025	Friday	ERP Committee Meeting
	05/07/2025	Saturday	IQAC 1st meeting for session 2025-26
	07/07/2025	Monday	Release of IQAC Road Map
3rd, 4th. & 5th Week	14/07/2025	Monday	Planning and Evaluation Committee Meeting on submission of departmental Action Plans and Departmental Academic Calendar
August			
1st & 2nd Week	07/08/2025	Thursday	Departmental Monthly meeting
4th & 5th Week	18/08/2025	Monday	Progress report meeting- Research progress
	29-30/08/2025	Friday/5th Saturday	Workshop on Outcome Based Education (OBE) and Bloom Taxonomy
September			
1st & 2nd Week	06/09/2025	Saturday	Addl.Director/Dean/Principal/HOD Website Committee meeting
	10-12/09/2025	Wed-Friday	**Faculty Development Program**
3rd, 4th. & 5th Week	27/09/2025	4th Saturday	Gender Sensitization Program (Women Empowerment Cell)
October			
1st & 2nd Week	04/10/2025	1st Saturday	Sensitization program on Indexing databases (Web of Science, PUBMED, ICI, UGC Care) and Guidelines for selection of journal for publication
	06/10/2025	Monday	Departmental Monthly meeting
3rd, 4th. & 5th Week	25/10/2025	4th Saturday	IQAC 2nd meeting
	17/10/2025	Friday	Workshop on Research Grant Writing

November			
1st & 2nd Week	07/11/2025	Friday	Meeting on IIC Activities
	13/11/2025	Thursday	IQAC Academic Audit- I
3rd, 4th. & 5th Week	22/11/2025	4th Saturday	Expert Lecture on Teaching Methodologies & Pedagogical Innovations
	14/11/2025	Friday	Departmental Audit (2024-25)
	29/11/2025	5th Saturday	**FDP (One Day)**
December			
1st & 2nd Week	04/12/2025	Thursday	Workshop on research quality indicators- citations, i-10, h-Index, Impact Factor
	06/12/2026	Saturday	Sports Committee meeting on Submission of events Reports (July 2025- June 2026)
	13/12/2026	Saturday	Placement Cell meeting on Submission of Placed Students Data (July 2025- June 2026)
3rd, 4th. & 5th Week	17/12/2025	Wednesday	Departmental Monthly meeting
	27/12/2025	4th Saturday	Student Faculty Feedback
	31/12/2025	Wednesday	Departmental Curriculum Analysis Report Submission (July-December)
January			
1st & 2nd Week	10/01/2026	2nd Saturday	IQAC 3rd meeting
3rd, 4th. & 5th Week	29/01/2026	**Thursday**	**FDP on code of ethics**
February			
1st & 2nd Week	02/02/2026	Monday	Sports Committee meeting on Submission of events Reports (July 2025- June 2026)
	13/02/2026	Friday	Placement Cell meeting on Submission of Placed Students Data (July 2025- June 2026)
3rd, & 4th. Week	20/02/2026	Thursday	Departmental Monthly meeting

March			
1st & 2nd Week	06/03/2026	Friday	Collection of Student Exit Survey from all departments
3rd, 4th. & 5th Week	27/03/2026	**Friday**	**FDP on leadership development Qualities**
April			
1st & 2nd Week	10/04/2026	Friday	Departmental Monthly meeting
3rd, 4th. & 5th Week	25/04/2026	4th Saturday	Addl.Director/Dean/Principal/HOD Website Committee meeting
May			
3rd, 4th. & 5th Week	25/05/2026	Monday	Addl.Director/Dean/Principal/HOD meeting on preparation of Departmental Academic Calendar for the next academic session
June			
1st & 2nd Week	13/06/2026	2nd Saturday	Departmental Monthly meeting
3rd, 4th. & 5th Week	19/06/2026	Friday	IQAC Academic Audit- II
	24/06/2026	Wednesday	Submission of Placement/Sports events Data