CHINMAYA VISHWAVIDYAPEETH
DEEMED TO BE UNIVERSITY
(Under Section 3 of UGC Act 1956)
WORLD-CLASS EDUCATION BUILT ON INDIAN WISDOM

CVV/RO /2022/12 -03 **Dec 12 , 2022**

Office Order

Reconstitution of Internal Quality Assurance Committee (IQAC)

The Internal Quality Assurance Cell (IQAC) Committee was notified dated 24th September 2019 in pursuant to NAAC Guidelines, however, due to the exit of the members, the said committee is hereby reconstituted replacing the exited members.

The Vice Chancellor has been pleased to reconstitute the Internal Quality Assurance Cell (IQAC) with the following members.

The tenure of the IQAC is for two years and it shall be effective from the date of notification of this order.

S. No	Name	Designation	Position
1	Prof. Ajay Kapoor	Vice Chancellor	Chairperson Ex Officio
2	Dr Sunitha Granthee	Dean Academic	Member
3	Dr Rahul Sharma	Registrar	Member
4	Dr Johnson Alex	Director - RDC	Member
5	Mr. Bhageerathan G	Finance officer	Member
6	Dr. Satheesh Varma	Head, School of PPSH	Member
7	Dr. L. Sampath Kumar	Head, School of LLS	Member
8	Dr. Malini PM	Head, School of EGCS	Member
9	Dr. A. S. Ambily	Head, School of CKS	Member
10	Ms. Pramodini Rao	Head, School of Kalayoga	Member
11	Mr. Karthik Sharma	I/C Head School of VKS	Member
12	Mr P. Krishna Kumaran Thampi	Controller of Examinations	Member
13	Dr. Rajnish Kumar Mishra	Assistant Professor, School of LLS	Director Ex Officio

1. This cell will function w.e.f. the date of issue of this notification. All the previous notification(s) stands cancelled with the issue of this notification.

2. **The membership of such nominated members shall be for a period of two years.**

3. The term of office of ex-officio members shall continue so long as they hold the office by virtue of which they are members.

4. The IQAC should meet **at least once in every quarter**. The quorum for the meeting shall be two-third of the total number of members.

5. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

6. The IQACs may create its exclusive window tab on its institutional website for keeping the records/files of NAAC.

Functions

Some of the functions expected of the IQAC are:

a) Development and application of quality benchmarks

b) Parameters for various academic and administrative activities of the institution.

c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes. Dissemination of information on various quality parameters to all stakeholders.

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.

f) Documentation of the various programmes/activities leading to quality improvement.

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

Director- IQAC

- The role of the Director of the IQAC is in ensuring the effective functioning of IQAC
- The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.
- May create its exclusive window tab on its institutional website for keeping the records/files of NAAC



Dr Rahul Sharma

Registrar