

Sri Krishna Dutt Academy,
Vrindavan Yojna, Raibareilly Road,
Lucknow (U.P.)

(An Associated college of University of Lucknow)

Role of Criterion in charge:

All present in the meeting agreed to finalise the Role of Criterion In-charge in a broader framework of Planning – Monitoring – Reporting

1. Planning:

- To prepare the To- Do- List of all activities to be assigned to various Departments, committees, Association and cells of their respective Criterion and submit the same to the coordinator for discussion and approval in the IQAC
- To suggest measures and work out procedures to ensure quality performance in the areas pertaining to criterion assigned

2. Monitoring:

- Once the proposed activities in the to do list are approved, through IQAC will initiate meetings of various Cells/ Centres/ committees/ Departments to assign and to guide in the execution of approved activities

Provide various Departments, Committees, Associations and cells with formats for preparing proposal, budget, feedback form, report and details of documentation as per the data requirement of IQAC and NAAC

- In charge to be held responsible for only those activities pertaining to their criterion that are routed through them
- Follow up on weekly/ fortnightly basis with their respective committees/cells and departments by inviting progress reports and update the IQAC coordinator and NAAC Coordinator about the progress in the weekly meeting of IQAC

3. Reporting:

- To keep the progress report on the working of assigned activities ready for discussion and submission in the month end meeting of IQAC
- To prepare if any specific mandate to be given to Departments, committees, associations and cells apart from the general guidelines with the assistance and approval of the IQAC

- To get activities allotted by them completed which are suggested in the To- Do- List of their Criterion

Role of the IQAC Coordinator with regard to assigned activities in the “To Do List”

- To facilitate and guide criterion in charges in initiating activities of “To do List”
- To report to the higher authorities in case of difficulty in execution of work is reported by the Criterion in-charges
- To compile the grey areas to be put before the Principal for speedy completion of the task
- To coordinate with various committees in assigning tasks where two or more criterion activities are assigned to same committee
- To work as sole channel of official communication between Criterion in charge and higher authorities
- To initiate Institutional programmes as per the requirement of SSR
- To initiate the process of collecting data and other relevant information with documents from various departments, committees, associations, cell and colleges office in the prescribed format by issuing circulars.
- To ensure that the data and information related to AQAR is collected and provided to Criterion in charge in time for analysis