



SRI KRISHNA DUTT ACADEMY

Recognized by NCTE & Affiliated to University of Lucknow

2D/HS-1, Vrindavan Yojna, Raibareilly Road, Lucknow, Ph. : 2443963, 7080111596

Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of SKD Academy Degree College was set up as a quality sustenance and enhancement measure on July 28, 2018. The prime task of the IQAC is to develop a system for conscious and consistent improvement in the overall performance of the College. Its work is towards internalization and institutionalization of quality enhancement initiatives. IQAC depends upon all the constituents of the institution and is a facilitative and participative system. At SKD Academy Degree College, the IQAC is a vehicle for ushering in quality enhancement by working out planned interventionist strategies and by constantly monitoring their progress using its arms including the Academic and Administrative Audit (AAA) Cell.

The IQAC under the Chairmanship of the Principal has Heads of Departments, external advisors and representatives of the management and other stakeholders as its members. The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Objectives

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

Vision

The Internal Quality Assurance Cell (IQAC), established in accordance to NAAC guidelines, aim to work towards quality sustenance and enhancement of the academic and administrative performance of the Institution.

Mission

- Developing a system for conscious, consistent and catalytic improvement in the performance of its principal stakeholders, that is staff and students of the Institution.



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- Promoting innovative practices that continually improves the effectiveness of the learning experiences of students/staff.
- Upholding the goals of quality enhancement and sustenance towards organizing various activities and programmes on the Campus.
- Promoting a learner centric environment for students and staff that foster the mission and vision of the Institution.

Functions

- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the institution.
- Dissemination of information on the various quality parameters of higher education.
- Organisation of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- Organising orientation programmes for the Staff and the Administrative Staff.
- Administering Feedback Mechanism for the College.

Strategies

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Optimization and integration of modern methods of teaching, learning and evaluation.
- Ensuring the adequacy, maintenance and functioning of the support structure.



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Benefits

IQAC will facilitate / contribute:

- To a heightened level of clarity and focus in institutional functioning towards quality enhancement and facilitate internalization of the quality culture.
- To the enhancement and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision-making to improve institutional functioning.
- To act as a change agent in the institution.
- To better inter communication.

The role of coordinator

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Operational Features of the IQAC

Quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality. The right balance between the health and growth of an institution needs to be struck. The IQAC has to ensure that whatever is done in the institution for "education" is done efficiently and effectively with high standards. In order to do this, the IQAC will have to first establish



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procedures and modalities to collect data and information on various aspects of institutional functioning.

To meet the above said standards of the college, the committee meetings are held quarterly or in necessity.

The coordinator of the IQAC and the secretary will have a major role in implementing these functions. The IQAC may derive major support from the already existing units and mechanisms that contribute to the functions listed above. The operational features and functions discussed so far are broad-based to facilitate institutions towards academic excellence and institutions may adapt them to their specific needs.

Achievements

1. Development and application of quality benchmarks/parameters to evaluate various activities of the college.
2. Preparation all the major activities record which the achievements made by the college towards quality enhancement.
3. The IQAC has helped in better and efficient functioning and performance of the college in different spheres of activities on the basis of the valuable feedback received from students, faculty and parents.
4. The IQAC has been instrumental in introducing innovative practices like Practicum Sessions, use of ICT in teaching and learning and continuous feedback system which have won appreciation.
5. IQAC of Shri Krishna Dutt Academy, Vrindavan Yojna, Lucknow conduct Teaching Skill Improvement workshop for local and surrounding area of working Teacher.



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Notice

This is to inform that the following members are included in the IQAC for the session 2018-19:

S.No.	Name	Designation
1.	Mr. Manish Singh	Director
2.	Dr. Nahar Singh	Principal
3.	Dr. Krishna Kumar	Coordinator IQAC
4.	Dr. Bhupendra Singh Niranjana	Assistant Professor, B.Ed.
5.	Mr. Mohd. Salim	Assistant Professor, B.Com.
6.	Dr. Jaya Sharma	Assistant Professor, B.Sc.
7.	Mr. C. L. Gupta	Administrative Member
8.	Ms. Kshama Pandey	Student Member
9.	Mr. Amit Saxena	Student Member

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Role of IQAC Co-ordinator

- 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

All present members 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



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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



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