

*Dates of Approvals: 15th March, 2022 (approved at the 10th IQAC-PGIS)
23rd April, 2022 (approved at the 166th BoM)*

Terms of Reference
Internal Quality Assurance Cell (PGIS-IQAC)
Postgraduate Institute of Science

MAIN OBLIGATION: Quality Assurance (QA) is the means by which an institution can guarantee with confidence and certainty, that the standard and quality of its educational provision are being monitored, maintained and enhanced. PGIS-IQAC has a broad mandate of coordinating all the quality assurance related activities within the institute in liaison with the Center for Quality Assurance (CQA) of the University. The PGIS-IQAC promotes measures for institutional level functioning towards quality enhancement through internalizing of best practices in academic, academic-related and administrative processes.

MEMBERSHIP: The Chairman - Director/PGIS
The Coordinator appointed by the Board of Management
Chairpersons or his/her nominee of all the Boards of Study
Representatives from all the Boards of Study
Chairpersons or his/her nominee of all Committees
Staff members appointed by the Board of Management
Representatives of important external stakeholders
Assistant Registrars and Deputy Bursar of the PGIS
All senior academic members attached to the PGIS
Members from different staff categories of the PGIS
Two representatives from students

The term of office for elected ex-officio members will be maximum 3 years from the date of appointment.

ROLES AND RESPONSIBILITIES:

- PGIS-IQAC establishes its own internal policies and procedures for quality assurance: including,
 - ❖ curriculum revision
 - ❖ continuous improvement in programme delivery
 - ❖ student assessment
 - ❖ student and peer evaluation of teaching
 - ❖ monitoring key performance indicators such as research output
 - ❖ develop operational procedures with respect to governance and management

- Arranging workshops, awareness programmes, seminars and training programmes to students, academic and non-academic staff members of the institute to enhance the quality of the education
- Preparation of survey forms to get feedback from students, staff, stakeholders, etc., related to quality assurance and based on the outcome of surveys PGIS-IQAC shall submit recommendations to the Coordinating Committee and the Board of Management to continuously improve the quality of the institute
- Facilitating and promoting the sharing of good practices followed in other institutes/faculties
- Preparing QA-related guidelines, manuals and evaluation forms for the institutional usage

ADMINISTRATION

PGIS-IQAC shall meet once in two month or depending on the need and report the progress to the CQA of the university. The Quorum for meetings is 1/3 of members eligible to attend. As the Coordinator is a member of the Management Committee of the CQA, information, internalized best practices, updates on review processes are shared at the CQA Management Committee Meetings.

REPORTING PROCEDURE

The minutes of meetings of the Committee will be circulated to all its members in the immediate subsequent meeting for necessary approval before forwarding it to the Coordinating Committee meeting (CCM) and Board of Management (BoM) meeting. The Coordinator of the PGIS-IQAC reports the progress to the CQA Management Committee Meeting of the University.