

22/07/2022

PREAMBLE

Microtek College of Management & Technology, Jaunpur, is committed to academic excellence and the holistic development of its students in the fields of Management (BBA), Computer Applications (BCA), Commerce (B.Com., M.Com.) and Science (B.Sc.). In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation, the College establishes the Internal Quality Assurance Cell (IQAC).

The IQAC functions as a post-accreditation quality sustenance measure, recognizing that quality enhancement is a continuous process. The cell will work towards realizing the goals of quality enhancement and sustenance, channelizing the efforts and measures of the institution towards academic excellence and institutionalizing a quality culture.

1. VISION OF IQAC

To ensure a quality culture as the prime concern of Microtek College by institutionalizing and internalizing all quality-enhancing and sustaining initiatives, ultimately striving for academic and administrative excellence to meet the needs of higher education standards and stakeholder expectations.

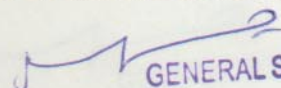
2. MISSION / OBJECTIVES

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the overall performance of the institution. The key objectives are:

1. **Quality Culture:** To promote measures for institutional functioning towards quality enhancement through the internalisation of a quality culture and the institutionalization of best practices.
2. **Mechanism Development:** To develop a mechanism for conscious, consistent and catalytic action plans to improve both academic and administrative performance.
3. **Learner-Centric Environment:** To facilitate the creation of a learner-centric environment conducive to quality education.
4. **Stakeholder Participation:** To ensure the involvement of all stakeholders' students, parents, teachers, alumni, management and industry in quality assurance processes.
5. **Benchmarking:** To develop and apply quality benchmarks/parameters for the various academic and administrative activities of the College.

3. COMPOSITION OF THE IQAC

As per NAAC guidelines, the IQAC shall be constituted with the following composition. The cell is designed to be representative of all the courses offered at the College (BBA, BCA, B.Com, B.Sc. and M.Com.).


GENERAL SECRETARY



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mcmmt

**MICROTEK COLLEGE OF
MANAGEMENT & TECHNOLOGY**
(An ISO 9001:2000 Certified College)

Governed By Microtek Educational Society, Approved By AICTE, MHRD Govt. of India, New Delhi

S. No.	Name of the Member	Designation in the Institution	Role in IQAC	Category/Representation
1.	Dr. R. K. Singh	Principal	Chairperson	Head of the Institution
2.	Dr. Neeraj Rajhans	Representative from Managing Committee	Member	Management Representative
3.	Mr. Brij Mohan Srivastava	Senior Most Faculty Member	Coordinator	Senior Teacher (Coordinator)
4.	Mr. Praveen Kumar Singh	Assistant Professor	Member	Teacher Representative (UG)
5.	Mr. Sanjay Mishra	Assistant Professor	Member	Teacher Representative (UG)
6.	Dr. Gaurav Srivatava	Assistant Professor, B. Com & M.Com.	Member	Teacher Representative (UG)
7.	Mr. Ramesh Yadav	Assistant Professor	Member	Teacher Representative (UG)
8.	Mr. Jai Mangal Singh	Registrar	Member	Registrar /Senior Administrative Officer
9.	Mr. Vishal Jaishwal	[Business Owner, IT Professional]	Member	Nominee from Alumni
10.	Ms. Archita Drivedi	Student Secretary / Topper	Member	Student Representative (UG)
11.	Mr. Aditya Gupta	Student Representative (PG)	Member	Student Representative (PG)

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[Signature]
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S. No.	Name of the Member	Designation in the Institution	Role in IQAC	Category/Representation
12.	Mr. Suraj Sinha	Parent of a current student	Member	Stakeholder (Parent)

4. TERM OF THE CELL

The tenure of the IQAC members shall be **two years**. The Coordinator may be appointed by the Chairperson for the same term. The composition may be reviewed annually and new members can be nominated to fill vacancies.

5. FUNCTIONS OF THE IQAC

The IQAC at Microtek College shall perform the following functions to meet NAAC criteria and ensure holistic quality enhancement:

1. **Benchmarking:** Development and application of quality benchmarks/parameters for all academic (teaching, evaluation, research) and administrative activities of the College.
2. **Learner-Centric Environment:** Facilitating the creation of a learner-centric environment conducive to quality education. This includes organizing Bridge Courses, Remedial Classes and coaching for advanced learners specific to the needs of BBA, BCA, B.Com, B.Sc. and M.Com. students.
3. **Stakeholder Feedback:** Arranging for and analysing systematic feedback responses from students, alumni, parents and employers on curriculum, teaching-learning and institutional processes.
4. **Dissemination of Information:** Disseminating information on various quality parameters of higher education to all departments and stakeholders.
5. **Workshops and Seminars:** Organizing inter and intra-institutional workshops, seminars and Faculty Development Programmes (FDPs) on quality-related themes and promoting quality circles.
6. **Documentation:** Maintaining a comprehensive documentation of the various programmes, activities and best practices of the College leading to quality improvement.
7. **Acting as a Nodal Agency:** Acting as the nodal agency for coordinating all quality-related activities, including the adoption and dissemination of good practices across all departments.
8. **Database Management:** Developing and maintaining a complete institutional database through a robust Management Information System (MIS) for the purpose of maintaining and enhancing institutional quality.
9. **Academic & Administrative Audit (AAA):** Conducting regular internal academic and administrative audits, followed by preparing action plans to address the findings.
10. **Preparation of AQAR:** Preparing and submitting the Annual Quality Assurance Report (AQAR) to NAAC based on the quality parameters and criteria.

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6. POWERS AND RESPONSIBILITIES

- The IQAC will have the authority to access information from all academic and administrative departments for quality assurance purposes.
- It will recommend quality improvement measures to the Principal and the Managing Committee.
- The IQAC will meet at least **once a quarter** (four times a year) to review progress and plan future activities.
- The minutes of all IQAC meetings will be documented and decisions will be communicated to the concerned departments for implementation.
- The Coordinator will be responsible for the preparation of the AQAR, maintaining records and acting as the secretary of the cell.

7. BENEFITS

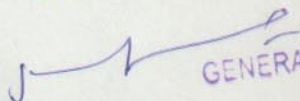
The existence of a functional IQAC will ensure the following for Microtek College:

- Enhanced clarity and focus in institutional functioning towards quality enhancement.
- Internalisation of a quality culture among faculty, staff and students.
- Better integration and coordination among the various activities of the college and the institutionalization of good practices.
- A sound basis for decision-making to improve institutional functioning based on data and feedback.
- A dynamic system for implementing quality changes and a well-organized methodology for documentation.

8. AMENDMENT

The Chairperson and the IQAC members reserve the right to amend this constitution as and when required, subject to the approval of the College Managing Committee and in line with the latest guidelines issued by NAAC/UGC.

Approved by:



GENERAL SECRETARY

Chairperson, IQAC

(Director/Principal)

Microtek College of Management & Technology, Jaunpur

Date: 8/2/2022

Seal of the Institution