



Office of the Principal

06434 222412 (O)
94722 88006 (M)

ADITYA NARAYAN COLLEGE, DUMKA

NAAC ACCREDITED B+

(A Permanent Affiliated & Govt. Aided Unit of S. K. M. University, Dumka & Regd. u/s 2(F) & 12(B) of UGC Act, 1956)

DUMKA - 814 101 (JHARKHAND)

Email: ancollege1979@gmail.com

Ref. No.

Date. 08.06.18

Internal Quality Assurance cell Notification of Composition for the formation of IQAC

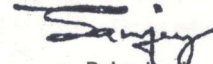
Dear Sir,

I hereby write to inform you that, a new IQAC committee for the period of two year from 2018-19 and 2019-20 is scheduled to be formed as per the latest use guidelines. The staff meeting to form the IQAC committee has been called on 8th June 2018. You are requested to send your consent by SMS or a letter to the principal or attend the meeting directly on 13th July 2018 at Principal chamber at 2:00 PM without Fail.

The detail of the new committee to be formed is as follows with the names of the personalities, who are requested to become the members.

Sl. No.	Designation	Name of the Member
1	Chairperson	Dr. Sanjay Kr. Singh, Principal, A.N.College, Dumka.
2	Senior faculty Member	1. Dr. Md. Rabiul Islam, Coordinator of IQAC. 2. Prof. O.P. Verma, HOD. of Pol.Sc. Dept. 3. Dr. Anil Kr. Singh, HOD. of Chemistry. 4. Dr. Ejaz Ahmad, Examination Controller. 5. Dr. Amarkant Poddar, Department of Economics. 6. Dr. Pradip Kr. Gorain, Department of Bengali. 7. Dr. Champaklata Kumari, Department of PM.
3	GB Member	Mr. Dinesh Kumar Dutta.
4	Senior Administrative Officer	Mr. Mritunjay Singh, Head Clerk.
5	Local Society Nominee	MD. Haider Ali, Deputy Head.
6	Alumni Representative	Mr. Sudarshan Sah, Social Worker.
7	Student's Representative	1. Rebeka Khatun, B.Sc. Semester- III 2. Sahiba Khatun, BA Semester- III

Thanking you in anticipation.


Principal
Prof. In-charge
A. N. College, Dumka.
A. N. College
Dumka

Recent Notification of Composition of the IQAC

IQAC may be constituted in every institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The composition of the IQAC will depend on the size and complexity of the institution, accordingly the representation of teachers may vary. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross-sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities.

The membership of such nominated members shall be for a period of two years. 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. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details. While selecting these members several precautions need to be taken. A few of them are listed below:

- It is advisable to choose persons from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and learning.
- It is advisable to change the co-ordinator after two to three years to bring new thoughts and activities in the institution.
- It would be appropriate to choose as senior administrators, persons in charge of institutional services such as library, computer center, estate, student welfare, administration, academic tasks, examination and planning and development.
- The management representative should be a person who is aware of the institution's objectives, limitations and strengths and is committed to its improvement. The local society representatives should be of high social standing and should have made significant contributions to society and in particular to education.