

Post: Director – IQAC

Qualifications required

Qualifications and Experiences are as applicable to Professor according to UGC Norms

Job Description

1. Developing and implementing quality assurance policies and procedures.
2. Coordinating self-evaluation, periodic internal quality audits, and external quality Assessments.
3. Providing leadership and direction to the IQAC team, including staff and faculty Members.
4. Facilitating the development and maintenance of academic programs and courses.
5. Collaborating with academic departments to ensure the integration of best practices in teaching, learning, and assessment.
6. Ensuring that the institution is in compliance with accreditation standards and Requirements.
7. Building partnerships with stakeholders, including alumni, employers, and local communities, to enhance the quality of education offered by the institution.
8. Promoting a culture of continuous improvement and innovation in education.
9. Preparing and submitting reports on the activities and outcomes of the IQAC to the senior management and relevant external bodies.
10. To keep track of the departments that are accredited by the NAAC/NBA and ensure that those departments maintain the standards of the NAAC/NBA
11. To complete the NAAC/NBA-pre qualifier every year for the departments not accredited by the NAAC/NBA and notify the Head of Institutes when any department becomes eligible for accreditation.