

## *Annexure (ii)*

### **List of IQAC members of Shri Sanatan Dharam Girls' College**

1	Adv. Sh. Sanjay Goyal	President	SSD Group of Girls' Colleges	9417159171
2	Sh. Chander Shekhar Mittal	Secretary	SSD Girls' College, BTI.	9814074067
3	Adv. Sh. Rajiv Gupta	Patron	SSD Group of Girls' Colleges	9814248909
4	Sh. Rajinder Mittal	Industrialist		9815184020
5	Sh. Krishan Kumar	Industrialist		9915030203
6	Dr. Parminder Kaur	Principal	SSD Girls' College, BTI.	8146432222
7	Dr. Neeru Garg (Sr. Administrator)	Principal	SSD Women's Institute of Technology	8968398200
8	Mrs. Neelam Gupta	Director/Convener of IQAC	SSD Girls' College, BTI.	9464354979
9	Mrs. Rajni Pandhi	Co-Convener of IQAC	SSD Girls' College, BTI.	9646033011
10	Dr. Suman Bawa	Senior Faculty	SSD Girls' College, BTI.	8427644622
11	Dr. Savita Bhatia	Senior Faculty	SSD Girls' College, BTI.	9814395395
12	Dr. Usha Sharma	Senior Faculty	SSD Girls' College, BTI.	8146582780
13	Dr. Pomy Bansal	Senior Faculty	SSD Girls' College, BTI.	9872065150
14	Mrs. Taru Gupta	Senior Faculty	SSD Girls' College, BTI.	9417159121
15	Mrs. Isha Sareen	Senior Faculty	SSD Girls' College, BTI.	9463039139
16	Mrs. Rekha Rani	Assistant Prof. Computer Sci.	SSD Girls' College, BTI.	8557901414
17	Ms. Nidhi Bansal	Alumni	SSD Girls' College, BTI.	7707881579
18	Ms. Taveer Sharma	Student M.A.-II (Eng.)	SSD Girls' College, BTI.	9465061755
19	Ms. Diksha	Student M.Com-II	SSD Girls' College, BTI.	9780576607
20	Ms. Bhumika	Student B.A.-III	SSD Girls' College, BTI.	9041136049
21	Ms. Jahanvi	Student B.Com-III (Reg.)	SSD Girls' College, BTI.	6280494958 8288032008

## **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.