



S.A. COLLEGE OF EDUCATION

A Minority Institution, Run by Nalanda Minority Educational & Welfare Trust
(Recognised by Govt of Bihar)

Ref. No. :

Date : 10/12/2025

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Internal Quality Assurance Cell (IQAC)
For BBA, BCA & MBA College

1. Introduction

The **Internal Quality Assurance Cell (IQAC)** is constituted as per the guidelines of the **University Grants Commission (UGC)** with the primary objective of developing a system for conscious, consistent, and catalytic improvement in the overall performance of the institution.


The IQAC works towards institutionalizing quality assurance strategies and processes in academic, administrative, and infrastructural activities for BBA, BCA, and MBA programmes.

2. Vision

To promote a culture of quality and excellence through continuous improvement in teaching-learning, research, and governance.

3. Objectives of IQAC

- To develop quality benchmarks for academic and administrative activities
- To facilitate a learner-centric environment
- To ensure continuous improvement in institutional functioning
- To promote best practices and innovations
- To prepare the institution for accreditation and ranking processes


Secretary
S. A. College of Education
Silao (Nalanda)



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4. Functions of IQAC

- Development and application of quality parameters
- Documentation of academic and administrative activities
- Organization of workshops, seminars, and quality initiatives
- Collection and analysis of feedback from stakeholders
- Preparation and submission of AQAR to NAAC
- Encouraging faculty development and research culture

5. Composition of IQAC

5.1 Members

- Director- SALMAN AKHTAR
- Senior Administrative Officer – CHANDRA BHUSHAN
- Coordinator: Senior Faculty Member – ABHISHEK KUMAR
- Faculty Members (BBA, BCA, MBA)- RANU SINGH
- One Member from Management – ARSHAD RAZA
- One Nominee from Local Society – WARD CONCELLOR- SUNIL YADAV
- One Student Representative :- N/A


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6. Roles & Responsibilities

6.1 Chairperson

- Provide leadership and direction to IQAC activities

6.2 IQAC Coordinator

- Plan, guide, and monitor quality initiatives
- Prepare reports and documentation

6.3 Members

- Participate in quality enhancement activities
- Support implementation of best practices

7. Quality Initiatives

- Academic audits
- Student and faculty feedback systems
- Curriculum enrichment activities
- Faculty development programs
- ICT-enabled teaching-learning practices

8. Meetings & Documentation

- IQAC meetings held at least twice a year
- Maintenance of minutes and action-taken reports
- Documentation of best practices and institutional distinctiveness


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9. Monitoring & Review

- Periodic review of quality benchmarks
- Continuous monitoring of academic outcomes
- Reporting to Management and University authorities

10. Conclusion

The Internal Quality Assurance Cell plays a pivotal role in fostering a quality-driven academic environment and ensuring sustainable institutional development through continuous evaluation and improvement.

This IQAC policy is applicable to all BBA, BCA, and MBA programmes of the institution.


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