Roles & Responsibilities of Dean (Internal Quality Assurance [IQA])

1. Development and application of quality benchmarks
2. Parameters for various academic and administrative activities of the institution
3. Facilitating the creation of a learner-centric environment conducive to quality education
4. Faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
5. Collection and analysis of feedback from all stakeholders on quality-related institutional processes
6. Dissemination of information on various quality parameters to all stakeholders
7. Organization of inter and intra institutional workshops, seminars on quality related themes
8. Documentation of the various program/activities leading to quality improvement
9. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
10. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
11. Periodical conduct of Academic and Administrative Audit and its follow-up
12. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
13. Preparation and submission of NAAC-SSR
14. Preparation and submission of NBA-eSAR
15. Preparation and submission of NIRF data

Note: Roles & Responsibilities are not limited to and to be reviewed or as and when deemed necessary.