

**Functions and Responsibilities:**

The recomposed IQAC will retain its core functions while incorporating new responsibilities to address emerging needs:

- The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members.
- The Agenda, Minutes, and Action Taken Reports are to be documented with official signatures and maintained electronically and physically in the retrievable format.
- The role of IQAC Coordinators & members is to ensure effective functioning of IQAC.
- The IQAC has to ensure that whatever is done in the institution for higher education is done efficiently and effectively.
- In order to do this, the IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution.
- Review and refinement of quality assurance mechanisms based on feedback and evaluation.
- The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, SSR, Data Templates, AQAR, and Certificate of Accreditation.
- During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken.
- Institutions are requested to submit the AQAR every year. NAAC has designed a format for online submission of AQAR.
- Advocacy for a culture of quality consciousness and continuous improvement among stakeholders.