

# BIU COLLEGE OF HUMANITIES & JOURNALISM

## Bareilly International University

Rohilkhand Medical College Campus, Pilibhit by Pass Road, Bareilly- (U. P.) – 243006 INDIA

Phone: - 0581-2526011, 2526012 (EPABX) Fax: 2526054, 2303345

### Department Quality Assurance Cell

(2023-24)

For smooth and effective functioning of the IQAC, a step towards decentralization was taken up and Department Quality Assurance Cell (DQAC) is constituted for the purpose. The DQAC is a statutory body entrusted with the task of enhancing quality in all departmental activities. It consists of the Chairman, Faculty Members, and a few representatives from Parents, Alumni or Students. They would meet once in a semester or as and when required to look after the quality parameters of the Department. It is involved in framing and executing policy initiatives and planning future programmes consistent with the vision of the NAAC.

#### Composition of the Cell

S. No.	Name	Designation	Role
1.	Dr Abnish Singh	Prof. & Head, Department of English and Principal, BIUCHJ	Chairman
2	Ms. Shivani saxena	Asstt. prof, Department of management, BIUCM	Member
3	Mr Ankit Yadav	Lecturer, Department of Mass Communication	Member
4.	Ms. Barshani Gupta	Student, BA (Mass Comm.)	Member
5.	Ms. Yusra Zaidi	Student, BA (Mass Comm.)	Member

As per the guidelines of NAAC –

#### Objectives:

- To coordinate with IQAC of the University for the submission of required data and information.
- To improve the quality in all the aspects of the department.
- To meet to discuss the activities of the future and review the activities of the past.
- To chalk out yearly plans at the beginning of the academic year and to assure the implementation of activities planned.
- To conduct discussions/ collegiums on various topics on Quality parameters within the department.
- To create awareness on Quality parameters of NAAC to all the other colleagues of the department.
- To assist the colleagues of the department in filling of the API formats and preparing for the Academic and Administrative Audit.

#### Strategies

DQAC shall evolve mechanisms and procedures for:

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;

- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

### **Functions**

Some of the functions expected of the DQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students and other stakeholders on quality-related processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;

### **Benefits**

DQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus on quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning;
- d) Act as a dynamic system for quality changes in HEIs;
- e) Build an organized methodology of documentation and internal communication.



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**Date: 23/06/2023**

### **DQAC Committee: Minutes of Meeting for Academic Year 2023-2024**

#### **Attendees:**

Dr Abnish Singh

Mr Ankit Yadav

Ms Shivani Saxena

Ms Yusra Zaidi

Ms Barshani Gupta

#### **Agenda of Meeting:** Review of incidence of DQAC Committee

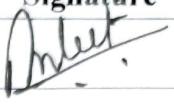
DQAC Committee meeting was conducted on 23/06/2023 for the academic year 2023-2024

#### **Following points were discussed in the Meeting:**

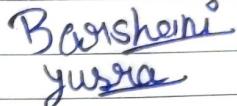
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**Proceedings:** Co-curricular activities would be planned as per the provisions of the college.

**Members:**

S. No.	Faculty Member	Designation	Signature
1	Mr Ankit Yadav	Lecturer	

**Special Invitees (Students):**

S. No.	Student Member	Course	Signature
1	Barshani Gupta	BA(MC)	
2	Yusra Zaidi	BA(MC)	

  
**(Dr Abnish Singh)**

Chairperson  
DQAC Committee

  
**(Ms Shivani Saxena)**

Member Secretary  
DQAC Committee