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Ghani Khan Choudhury Institute of Engineering and Technology

(A Centrally Funded Technical Institute under Ministry of Education., Govt. of India.)

Narayanpur, Dist.: Malda, Pin- 732141, West Bengal

Memo: GKCIET/ 7550

Date: 04.02.2022

Office Order

Competent Authority of GKCIET is pleased to constitute an Internal Quality Assurance Cell of GKCIET with immediate effect as detailed below under provision of UGC rules and as verified by AICTE.

Sl.No.	Name of the Official	Designation	Capacity
1.	Prof. P R Alapati	Director	Chairperson
2.	Prof P Parida	Former Dean, Academic, NERIST, Nirjuli, Arunachal Pradesh 791109	Member
3.	Mr. D V K Raju	M.D, Vizianagar Starch and Allied Products Pvt. Ltd., Malda	Member
4.	Dr. Koushik Paul	Associate Professor	Member
5.	Dr. Sandip Chanda	Associate Professor	Member
6.	Dr. Kshirod Kumar Dash	Associate Professor	Member
7.	Dr. Kiran Yarrakula	Associate Professor	Member
8.	Dr. Debrup Hui	Associate Professor	Member
9.	Md. Abdur Rajjaque	Deputy Registrar	Member
10.	Dr. Nilkanta Barman	Associate Professor	Coordinator and Member Secretary

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a 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.

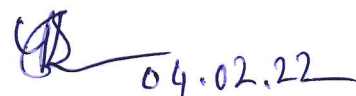
The committee will look after the following activities:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the Colleges;
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes;
- Dissemination of information on the various quality parameters of higher education;

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Acting as a nodal agency of the college for coordinating quality-related activities, including adoption and dissemination of good practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality;
- Development of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format;
- Bi-annual development of Quality Radars (QRs) and Ranking of Integral Unites of Colleges based on the AQAR;
- Interaction with SQACs in the pre and post accreditation quality assessment, sustenance and enhancement endeavours.

In addition to the above IQAC will look after any other quality assurance related issues that may come up at the Institute level and as per guidelines.

This issues with the approval of the competent authority.

 04.02.22

(Dr. Subhasis Bhattacharjee)
Asst. Registrar (A&E)

Copy to:

1. All concerned member (through e-mail)
2. HoD/HoS, GKCIET
3. Director GKCIET, Malda for kind information please
4. Chairman-BoG GKCIET, Malda for kind information please
5. Joint Secretary (NIT), Dept. of Higher Education, MoE, Govt. of India, Shastri Bhawan, 'C' Wing, New Delhi-110001
6. File copy