

**RAWAL INSTITUTE OF MANAGEMENT**  
**Sohna Road, Near Village-Zakopur, Fridabad-121004**

Ref: RIM/ADMIN/2023-24/151

08.02.2024

**Internal Quality Assurance Cell (IQAC)**

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution and to promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices the following committee have been constituted for Internal Quality Assurance Cell (IQAC):

Sr. No.	Name	Designation	Duties Assigned
1.	Dr. Bhawna	Director-IQAC	Head of Cell
2.	Dr. Priyanka	Deputy Director- IQAC	To monitor the activities of IQAC
3.	Mr. Jitender Kumar	Coordinator- IQAC	To coordinate activities of IQAC along with other coordinators
4.	Mr. Aman	Coordinator	To monitor different Criterion of IQAC
5.	Ms. Deepika	Coordinator	To monitor different Criterion of IQAC
6.	Ms. Chahat	Coordinator 360° Feedback	Collection of feedback and analysis of the same
7.	Mr. Anuj Kumar Sinha	Asst. Registrar	Data entry and other maintenance of office record
8.	Mr. Sanjay	Attendant	File movement and other assistance

**Functions:**

- Development and application of quality benchmarks;
- Setting parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process;
- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters to all the stakeholders;
- Organization of intra- and inter-institutional workshops and seminars on quality- related themes and promotion of quality circles;
- Documentation of various programmes/activities leading to quality improvement;
- Acting as a nodal agency of the institution for coordinating quality-related activities, including adoption and dissemination of the best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining and enhancing institutional quality;
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities; and Preparation and submission of the Annual Quality Assurance Report (AQAR) as per the guidelines and parameters of NAAC.

  
Director  
08/02/24