

**INDRAPRASTHA COLLEGE FOR WOMEN**

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01 June 2018

IPC/62/06

**OFFICE ORDER**

In terms of NAAC requirements, an Internal Quality Assurance Cell (IQAC) has been created.

The composition of the IQAC shall be as under:-

- Chairperson** : Principal - Dr. Babli Moitra Saraf
- Coordinator** : Dr. Meena Bhargava
- Administrative Officials** : Vice-Principal  
Bursar  
Coordinator, Library  
Administrative Officer  
Section Officer (Admin)  
Section Officer (A/Cs)
- Teacher Representatives  
Convenors/Coordinators** : Academic Standards Committee  
Multi Media & Mass Communication  
Science Committee  
Physical Education & Sports  
Equal Opportunity Cell  
Enabling Unit  
Extra-Curricular Activities
- Co-opted Members** : Dr. Vinita Sinha  
Dr. Anindita Roy Saha
- Member from the Management** : Ms. Mira Pradeep Singh
- Nominees from Local Society,  
Students and Alumni** : - Prof. Biswajit Das, Director, Centre for Culture Media  
and Governance, Jamia Millia Islamia  
University – Academic Peer (Local Society)  
- Ms. Renu Nawani – Alumna  
- President, Students' Union
- Nominee from Stakeholders  
Parent** : Mr. Rajendra Bhatt

**Secretary to the Coordinator, IQAC** : Ms. Nikita Gupta

It is notified that:-

1. The membership of nominated members shall be for a period of two years.
2. The IQAC should meet at least once in every quarter.
3. The quorum of the meeting shall be two-third of the total number of members.
4. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in the retrievable format.

Dr. Babli Moitra Saraf  
Principal