



# ***STANDARD OPERATING PROCEDURE***

***INTERNAL QUALITY ASSURANCE CELL***  
***SANJAY GANDHI POST GRADUATE INSTITUTE OF MEDICAL SCIENCES***

**Lt Col Varun Bajpai VSM**  
Executive Registrar  
SGPGIMS, Lucknow

## ***VISION***

To ensure quality culture as the prime concern for the SGPGIMS through institutionalizing and internalizing all the initiatives taken with internal and external support.

## ***OBJECTIVES***

- To develop a system for conscious, consistent and catalytic action to improve the academic, Research and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.



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# Standard Operating Procedures

## 1. SGPGIMS IQAC shall evolve mechanisms and procedures for –

- 1.1 Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- 1.2 Equitable access to and affordability of academic programmes for various sections of society.
- 1.3 Effective delivery of traditional and latest pedagogical innovations
- 1.4 Objective evaluation system
- 1.5 Development of state of art infrastructure
- 1.6 Effective collaborations with reputed international and national institutions for optimal research output.

## 2. Composition of SGPGIMS IQAC –

The IQAC consists of the Head of the institution, Heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The membership of such nominated members shall be in vogue till next orders.

## 3. The SGPGIMS IQAC meeting will be held at least once in every 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 Head of the Institution may call for an urgent meeting whenever necessary.

## 4. The IQAC Co-ordinator will be the custodian for all documents and records.

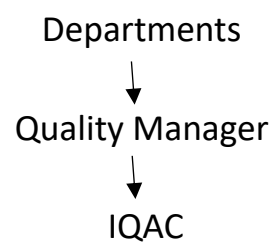


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5. The IQAC will prepare an annual calendar of events and implement the same after the approval of the appropriate authority. All members will actively participate in the IQAC events.

6. The SGPGIMS IQAC will prepare the Annual Quality Assurance Report (AQAR)

7. IQAC will collect all the reports from all the departments. Three-tier system for reporting:

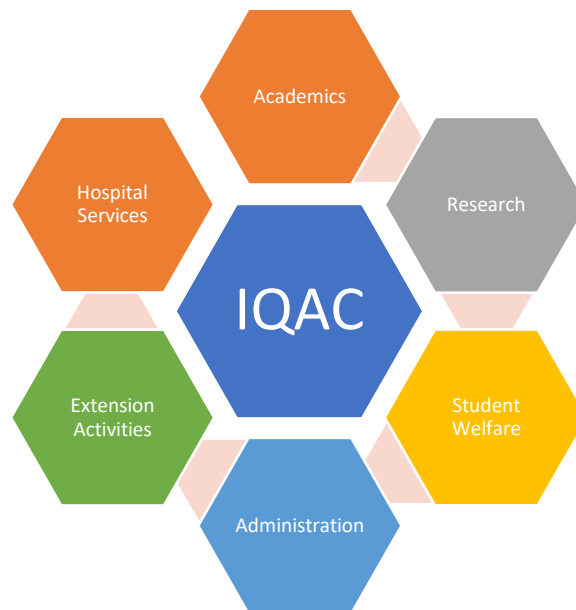


All the reports are entered into a centralized database. All correspondence to and from IQAC is via a dedicated email ID of IQAC & Official correspondence

All the data is compiled as per academic year which starts from 1<sup>st</sup> July and ends on 30<sup>th</sup> June. However, the data in relation to financial matters is gathered for financial year which starts from 1<sup>st</sup> April and ends on 31<sup>st</sup> March. The data in relation to research publications is gathered from 1<sup>st</sup> January to 31<sup>st</sup> December.



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### Functional Areas of IQAC

#### 8. Activities of IQAC:

- a) Coordination and monitoring of activities of all Institutional and University Committees
- b) Periodic Meetings with Departmental Quality Managers and Institutional IQAC
- c) Relevance and quality of academic and research activities
- d) Feedback Analysis
- e) Organization of CMEs and Workshops related to Quality enhancement
- f) Preparation of the Annual Quality Assurance Report

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