School of Aeronautics (Neemrana)
I-04, RIICO Industrial Area, Neemrana, Dist. Alwar, Rajasthan
Approved by Director General of Civil Aviation, Govt. of India, All India Council for Technical Education
Ministry of HRD, Govt. of India & Affiliated to Bikaner Technical University, Bikaner, Rajasthan

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Role in IQAC	Name	Designation
Chairperson	Dr. Birendra Rai	Principal
Management Representative	Dr. Debadarshi Pattnayak	Member of LNVMS
Co-ordinator	Dr. Bipin Kumar Dwivedi	C.E.O.
Member	Mr. Kuldeep	Associate Professor
Member	Mr. Sanjay Kumar	Associate Professor
Member	Mr. Jyoti Ranjan Mohapatra	Associate Professor
Member	Mr. Vikram Kapoor	Assistant Professor
Member	Mr. Gourav Sardana	Assistant Professor
Member	Mr. Vasudev Sengar	Assistant Professor
Administrative Officer	Mr. R.N. Jha	Office Superintendant
Nominated Member	Mr. Shivang Pindwal	Student Representative
Nominated Member	Mr. Mohit Kumar Gupta	Student Representative
Nominated Member	Ms. R. Prasanna	Alumni Representative
Nominated Member	Mr. Amit Sharma	Alumni Represent
Nominated Member	Mr. Anuj Mukherjee	Parent's Representative
Nominated Member	Mr. Sudhir Chand	Parent's Representative
Industry Representative	Mr. Krishan Kumar Sharma	AGM, HR & Admin, Sankhla Electrotech Pvt. Ltd.

SCHOOL OF AERONAUTICS * APPROVED BY AICTE * NEEMRANA *

Signature of Director/Principal

Dated : 26.08.2025

INTERNAL QUALITY ASSURANCE PROCEDURES

INTERNAL ANNUAL MONITORING

1. Overview

In order to improve the efficiency and effectiveness of a unit, it is essential that its activities are regularly monitored and results evaluated for continuous improvement purposes. For the intent and purpose of this policy, it will be done every six months (in the month of January and July, first week) to determine whether the unit is doing and achieving as planned. This will be done through the systematic collection and analysis of information to determine whether available resources are sufficient, appropriate, effectively utilised, available capacity is sufficient and maximised.

Monitoring will be process-based where a selected process or processes will be subjected to review using the Approach, Deployment, Results and Improvement Model such that targets set and activities planned during the planning phases of work assist in keeping planned arrangements on track, and inform management otherwise.

2. Policy

Both academic and non-academic units will be subjected to internal annual monitoring of their activities against established requirements and criteria to ensure that they have achieved as they had planned and for quality assurance purposes.

Monitoring will be conducted by Quality Office personnel and others who may be co-opted to assist in this regard.

2.1 Objectives

The object of monitoring the activities of non-academic units is to determine:

- conformity of unit objectives with University strategic goals, initiatives and direction
- the extent of compliance of unit processes to University policies, procedures and regulations
- conformity to planned arrangements
- appropriate key performance indicators are in place
- operational plans support strategic, functional, faculty & section and individual work plans
- corrective and preventative actions are instituted immediately when non-conformance(s) is/are detected
- gaps that exist between current and expected performances are bridged
- units strive for continuous quality improvement in all their activities
- best practices are established and utilised for continued improvement
- post-internal audit processes are implemented as planned
- post-external audit processes are implemented as planned

2.2 Monitoring

The following dimensions will be used to measure the unit's performance against:

1. **Approach**: Thinking & Planning
2. **Deployment**: Implementing & Doing
3. **Result**: Monitoring & Evaluation
4. **Improvement**: Learning & Adapting

3. Procedures

3.1 Annual Monitoring

The Senior Quality Assurance Coordinator (Principal) or designated person will:

3.1.1 arrange with the head of the unit of a suitable time to conduct the monitoring exercise

3.1.2 inform the head of unit of the logistics of the monitoring exercise in an Opening Meeting

3.1.3 proceed to review the unit's performance against the set dimensions and make appropriate notes or comments using the template.

3.1.4 follow through internal, external and other audit recommendations

3.1.5 interview staff for further clarification and request for additional information, data or documentation, if the need arises

3.1.6 brief the head of the unit of major findings from the review in a Closing Meeting

3.1.7 compile the Annual Monitoring Report of the monitoring exercise findings, highlighting areas for improvement, if any

3.1.8 forward the Annual Monitoring Report and Assessment Scorecard to the unit head for comments and action

Upon receiving the report, the Unit Head will:-

3.1.9 respond to the issues highlighted in the report in consultation with the immediate supervisor and staff by way of an Action Plan, how deficiencies, if any will be addressed, when and by whom

3.1.10 forward the approved Action Plan to the Senior Quality Assurance Coordinator (Principal) or designated person

3.1.11 proceed to implement the actions in the Action Plan

3.1.12 submit a Progress Report to the Senior Quality Assurance Coordinator or designated person on a quarterly basis of the **Action(s)**: (i). **Already Taken** i.e. completed; (ii). **In Train** i.e. work in progress; (iii). **Planned** i.e. planned to be done and (iv). **Status** i.e. open/closed

The Senior Quality Assurance Coordinator (Principal) or designated person will:

follow through the actions in the Progress Report against the actions in the Action Plan to ensure that they are completed as scheduled by liaising with the unit head or designated person and supported by documentary evidence.