



**SADHANA EDUCATION SOCIETY'S**  
(Registered under society's act of 1860 & Bombay Public Trust Act 1950)  
Linguistic (Gujarati) Minority

**L. S. RAHEJA COLLEGE OF ARTS & COMMERCE**

Estd : 1980  
Relief Road, Santacruz (W), Mumbai - 400 054.  
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Website : www.lsraheja.org

## **Standard Operating Procedure (Sop)**

IQAC Committee/NAAC Steering Committee

### **PREPARATION OF ACADEMIC CALENDER**

- Notification Of IQAC Committee
- Notice to All Staff Of Degree Aided And Unaided Section To Submit Respective Planned Activities Of Departments And Committees For The Academic Year And To Prepare Academic Calendar.
- To Upload Academic Calendar On The Website.

### **ORGANISING ANY ACTIVITY BY THE DEPARTMENT/ COMMITTEE**

- Notice to All Departments/Committee Chairperson That Before Organising Any Activity And After Approval From Principal, All Details Should Be Communicated To IQAC. All Major Activities Will Be In Association With IQAC. Send Them To iqac@lsraheja.org
- After Conducting The Activity, A Brief Report Should Be Sent To IQAC, Magazine And Website Committee

### **CONDUCTING IQAC ACTIVITIES**

- To Decide The Quality Initiatives Of IQAC And Get It Approved And Budgeted By The Principal Through CDC
- To Keep The Details Of Documentation And Data For AQAR And SSR

### **PREPARATION OF AQAR**

- Preparation Of AQAR Part A Which Includes Information About College And Iqac
- Preparation Of AQAR Part B By Criteria Heads
- Checking By IQAC Of Supporting Documents/Links/Website
- Submitting AQAR To Principal For Inputs And Suggestions
- Placing Before IQAC External Committee Members And CDC For Approval
- Submitting Final AQAR Before December 31 St.

## **PREPARATION OF SSR**

- Preparation of Executive Summary
- Preparation of Report Criteria wise/Year wise
- Checking Documents
- Sending IIQA
- Sending SSR

  
PRINCIPAL