

# *St. Ann's College for Women*

(Autonomous), Affiliated to Osmania University  
Accredited by NAAC with A<sup>+</sup> Grade (3<sup>rd</sup> cycle), CPE by UGC

Mehdipatnam, Hyderabad.



**Internal Quality Assurance Cell (IQAC) Policy**



## Internal Quality Assurance Cell (IQAC) Policy



### Quality Connect

**Preamble** - St. Ann's College for Women is a premiere minority institution administered by Congregation of Sisters of St. Anne. Besides underlining the pursuit of academic excellence, as an honest goal in itself, the college imparts education with the mission of transforming its girls into empowered women who are socially conscious, intellectually competent, spiritually enlightened, morally upright, psychologically integrated and physically healthy.

#### 1.0 The Vision

To emerge as a '**Quality connect**' by developing a system for conscious, consistent and catalytic action towards quality enhancement through innovation, ideation, internalization of quality culture and institutionalization of best practices is at the core of IQAC policy.

#### 2.0 Objectives

The iqac policy will work towards achieving the institutional vision and mission by following objectives

1. To channelise the multi-disciplinary and interdisciplinary approach in the design of need based curriculum and its implementation and innovative changes to meet our vision of *academic excellence*.
2. To stimulate the academic environment for promotion of quality of teaching-learning and research.
3. To modernize the classroom experience by *integrating ICT* in regular teaching, learning and research and create globally competent students.



4. ensure effective and progressive academic programmes
5. ensure the integrity and innovation in teaching-learning process
6. To plan for adequate student support structure and services
7. To set bench marks for quality sustenance
8. To promote the basic moral, social and spiritual values necessary for *holistic development* in tune with our vision .
9. To act as a change agent in the institution.

### **3.0 The Quality Strategy**

- To leverage our strengths and build new competencies in tune with the changing times and in accordance with our long term vision.
- To develop quality systems with consciousness, reliability and transparency for attaining best results for the academic and administrative performance of the institution and to set benchmarks for periodic evaluation for improvements, significant growth and achievements.
- To provide a sound basis for decision-making to improve institutional functioning.
- To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.

### **4.0 Members**

The Internal Quality Assurance Cell will have total of 18 to 20 members including management representatives, faculty members, students, administrative staff, alumni, and representatives representing other stakeholders from industry, parents and employers and other external experts

The composition of the IQAC shall be as follows:

1. Chairperson: Head of the Institution
2. Faculty to represent all level (Three to eight)
3. One member from the Management
4. Two Senior administrative officers



5. Student representatives - SQAC President and Secretary
6. Alumni
7. One nominee each from Employers /Industrialists/ Parents
8. Senior faculty member as the Coordinator/Director of the IQAC
9. Senior faculty member as the Additional Coordinator

### **5.0 Scope, Roles and responsibilities**

- The college envisions a diverse, interdisciplinary landscape and they complement, enable and facilitate holistic developmental activities.
- IQAC encompasses all students, faculty, admin and support staff, academic visitors and other stakeholders.
- To serve as a facilitator providing academic and professional guidance, technical support and recommendation for infrastructure updation, networking opportunities, research maximum student exposure.
- To monitor the results, hold regular meetings with the IQAC members, departments, and committees.
- Teaching and learning should be integrated with state-of-the-art research nurturing both curiosity and creativity in an intellectually vibrant atmosphere of research.
- Carry out internal and external administrative audit.
- To work for staff members' participation in academic extension activities, recognition in educational circles and networking that will result in their contributions in different spheres of consultancy.
- The iqac will be responsible to depute staff and students to attend academic and other intercollegiate, regional and national events.
- Prepare Calendar of activities in consultation with departments and committees
- primarily to track the implementation of all initiatives outlined at the start of the academic year and the progress of the curriculum



## 6.0 Plans, Process and Procedure

In the context of the general role of planning and more so in implementing, the role of IQAC shall take center stage. It will need to leverage existing strengths and build new competencies in tune with the changing times and in accordance with our long term vision. Plans and processes will be at multiple levels –

**6.1 Institutional level** – The institutional Perspective plans, short term and long term will be prepared by IQAC

5.1.6.2 In response to the impetus provided by IQAC, there shall be a spurt in plans of intra and inter departmental, intercollegiate, regional, national and global activities. A series of meetings, spirited discussions, healthy exchange of ideas and above all else a genuine passion for excellence in education underpin our activities and support our plans for future years.

5.2 It will coordinate meetings with Deans, Heads of the Departments, Committee Convenors, Coordinators of various Cells and Clubs to discuss, review and collate the data pertaining to various plans and events for the year.

5.3 Interactive sessions will also held with resource persons from the parent university and other stake holders.

5.4 It will build an organised methodology of documentation and internal communication.

## 7.0 The functions

IQAC will ensure internalization of the quality culture; coordination among various activities of the institution and facilitate the meetings for decision-making bodies to expand institutional functioning towards total quality management.

- To keep the institution abreast of and abuzz with quality sustenance activities on a wide gamut of pertinent issues through international/national/other academic



events to expose the students and faculty to new frontiers of knowledge thereby strengthening the fortitude of the institutions leading to holistic development.

- Development of benchmarks for the various academic and administrative activities of the college.
- Development of institutional data base and documentation of the various activities leading to quality improvement.
- Formulate and suggest strategies for continuous improvement at an operational level and combine issues that need approval at appropriate levels like Academic Council or Governing Body.
- Quality Assurance through documentation and academic audit.
- Quality improvement through interactive forums.
- Preparation of mandatory quality reports, coordinate for assessment, accreditation and awards
- Dissemination of information on the various quality parameters of higher education.
- Administering Feedback Mechanism from students, parents and other stakeholders on quality-related institutional processes.
- Lead the institution for assessment and accreditation, rankings, awards and collaborations. The IQAC will facilitate/coordinate/organise the following:
  - Student Seminars
  - Statutory bodies meetings
  - Curriculum Review and Revision
  - Faculty development programmes
  - Academic Audit – External and Internal
  - Theme of the year related events



- Innovations and creativity in students through intercollegiate student centric activities and events
- Orientation programs for students
- Coordinating programs by committees
- Coffee with Coordinator
- SQAC Activities
- Submission of AQAR to NAAC
- Annual Report
- Alumni and Parents meet
- IQAC Connect and news letter
- Annofesta
- Theme of the year related events
- Monitoring of academic programs
- SAFIRe Feedbacks
- Institutional Mentorship program
- Establish new centers
- Institution Innovation Council Activities
- Maintain all reports of Academic, Extra and Co-curricular activities organised in the college.
- Facilitate participation of faculty in various human resource development events, conferences, seminars, training programmes, workshops and capacity building

The core of IQAC will be strategic planning to establish priorities, concentrate effort and resources, reinforce current procedures, and ensure that all units are working towards common quality goals.

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