



St. Joseph's College for Women (A)

Gnanapuram, Visakhapatnam - 530004 (A.P)

(Affiliated to Andhra University)

Reaccredited by NAAC - ISO 9001:2015 Certified

Phone Nos: 0891-2558346, 7075856500, E.mail: info@stjosephsvizag.com, Web: www.stjosephscollegevisakhapatnam.ac.in

Internal Quality Assurance Cell Policy Document

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Introduction

The Internal Quality Assurance Cell (IQAC) at St. Joseph's College for Women (Autonomous) Visakhapatnam, is a pivotal entity established to ensure continuous improvement in the overall performance of the institution. This policy document outlines the purpose, functions, and responsibilities of the IQAC to maintain and enhance the quality of education.

Objective:

The primary objective of the IQAC is to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

The functions of the IQAC include:

- Development and application of quality benchmarks for various academic and administrative activities.
- Facilitation of a learner-centric environment conducive to quality education.
- Arrangement for feedback responses from students, parents, and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra-institutional workshops, seminars on quality-related themes, and promotion of quality circles.
- Documentation of the various programs and activities leading to quality improvement.
- Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of an institutional database to maintain and enhance institutional quality.
- Periodic conduct of Academic and Administrative Audit and its follow-up.

Membership: The IQAC shall be headed by a Chairperson, Principal of the college. The cell will also include faculty members, administrative staff, student representatives, alumni, and stakeholders from the local community.

Meetings: The IQAC will meet at least once every quarter to review the progress of the activities and to plan future actions.

Reporting: The IQAC will prepare an Annual Quality Assurance Report (AQAR) to be submitted to the relevant higher education authorities, reflecting the policies and practices of the institution in pursuit of excellence.

S. Shygi
PRINCIPAL
St. Joseph's College for Women
(Autonomous)
VISAKHAPATNAM - 530 004