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Internal Quality Assurance Cell (IQAC) Policy

1. Preamble

In pursuance of quality enhancement and sustenance initiatives recommended by the National Assessment and Accreditation Council (NAAC), the institution establishes the Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure. The IQAC functions as a facilitative and participative unit to ensure continuous improvement in academic and administrative performance.

2. Vision

To promote a culture of excellence through continuous quality enhancement in teaching, learning, research, innovation, extension, governance, and institutional best practices.

3. Mission

- To institutionalize quality assurance mechanisms.
- To develop benchmarks for academic and administrative activities.
- To ensure continuous improvement in institutional functioning.
- To promote stakeholder participation in quality initiatives.
- To facilitate periodic assessment and accreditation processes.

4. Objectives of IQAC

The IQAC shall:

1. Develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
2. Promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
3. Encourage innovative and learner-centric teaching-learning processes.
4. Facilitate quality-related research, consultancy, and extension activities.

5. Ensure timely collection, analysis, and documentation of institutional data.
6. Prepare the institution for NAAC accreditation and quality audits.

5. Functions of IQAC

The IQAC shall perform the following functions:

- Development and application of quality benchmarks.
- Organization of workshops, seminars, FDPs, and quality-related programs.
- Documentation of various academic and administrative activities.
- Collection and analysis of feedback from students, teachers, alumni, employers, and other stakeholders.
- Promotion of ICT-enabled teaching-learning and e-governance.
- Conduct of Academic and Administrative Audit (AAA) and Green Audit.
- Preparation and submission of:
 - Annual Quality Assurance Report (AQAR)
 - SSR-related data
 - Quality reports required by statutory bodies
- Monitoring institutional best practices and quality initiatives.

6. Composition of IQAC

The IQAC shall be constituted as per NAAC guidelines and may include:

Sl. No.	Category	Composition
1	Chairperson	Head of the Institution
2	Management Representative	Nominee from Management
3	Member Secretary	Senior Faculty Member
4	Teacher Educator	Representatives from various departments
5	Administrative Staff	Office Superintendent/Administrative Officer
6	Employer/Industrialist	External expert from industry/community
7	Nominee from Local Society	Stakeholder representative
8	Alumni Representative	Distinguished alumnus/alumna
9	Student Representative	Nominee from the student community

7. IQAC Strategies

The IQAC shall adopt the following strategies:

- Ensuring timely and efficient academic, administrative, and financial practices.
- Adoption of modern methods of teaching and evaluation.
- Promotion of research culture and innovation ecosystem.
- Strengthening student mentoring and support services.
- Enhancing collaboration with industries and institutions.
- Monitoring outcome-based education and attainment processes.

8. Roles and Responsibilities of IQAC Coordinator

The IQAC Coordinator shall:

- Coordinate all quality assurance activities.
- Organize IQAC meetings and maintain records.
- Liaise with departments and stakeholders.
- Prepare AQAR and accreditation documentation.
- Monitor implementation of quality initiatives.

9. Meetings

- IQAC meetings shall be conducted at least once every quarter.
- The quorum shall be as per institutional norms.
- Minutes and Action Taken Reports (ATR) shall be documented and maintained.

10. Documentation and Record Maintenance

The IQAC shall maintain records related to:

- Meeting minutes
- Academic audits
- Feedback analysis
- Best practices
- Institutional data
- Quality initiatives
- AQAR and accreditation documents

11. Review and Continuous Improvement

The IQAC policy shall be reviewed periodically to ensure alignment with revised NAAC guidelines and institutional requirements.

12. Expected Outcomes

- Sustained quality culture in the institution
- Improved academic and administrative performance
- Enhanced stakeholder satisfaction
- Better accreditation outcomes
- Promotion of innovation, research, and institutional excellence


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