



INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY DOCUMENT

Harivandana College

Introduction

Harivandana College is committed to continuous improvement in the quality of its educational programs and services. The Internal Quality Assurance Cell (IQAC) is established to play a pivotal role in achieving this objective. This policy document outlines the composition, functions, and responsibilities of the IQAC.

Composition Policy of the IQAC

Principal (Chairperson)

Senior faculty members from various departments

A representative from the non-teaching staff

A representative from the alumni

A student representative

The IQAC may co-opt additional members from industry or other relevant stakeholders as needed. The tenure of the IQAC members shall be for a period of three years.

Functions of the IQAC

The primary functions of the IQAC are to:

Define the internal quality parameters for various academic and administrative activities.

Develop a quality assurance framework for the college.

Regularly monitor and evaluate the effectiveness of the quality assurance system.

Organize workshops and seminars to promote quality consciousness among stakeholders.

Develop and implement departmental quality improvement plans.

Prepare the Annual Quality Report (AQAR) of the college.

Liaise with external quality assurance agencies.

Responsibilities of the IQAC Members

The Chairperson shall provide overall leadership and direction to the IQAC.

Members shall actively participate in meetings and contribute to the deliberations.

Members shall assist in the development and implementation of quality improvement initiatives.

Members shall provide feedback on the quality assurance framework.

Meetings of the IQAC

The IQAC shall meet at least twice a semester to review progress and plan future activities. Additional meetings may be convened as needed.

Reporting

The IQAC shall submit its Annual Quality Report (AQAR) to the Principal for approval. The AQAR shall be a comprehensive document that reflects the quality initiatives undertaken by the college during the year.

Review and Amendment of the Policy

This policy shall be reviewed periodically and amended as deemed necessary by the college management.

Effective Date

6 Jun 2023



Principal
Harivandana College
Rajkot