



## ST. ANN'S COLLEGE FOR WOMEN

(Affiliated to Acharya Nagarjuna University,

Recognized Under Section 2(f) of UGC Act 1956-New Delhi)

Amravati Road, Gorantla, Guntur – 522034 (A.P)

Email: [st\\_anns\\_coll@yahoo.co.in](mailto:st_anns_coll@yahoo.co.in) Website: [www.stannscollegeforwomen.org](http://www.stannscollegeforwomen.org)

### Internal Quality Assurance Cell Policy

#### Introduction:

St. Ann's College for Women is a minority institution established in the year 1997 under the management of Society of Congregation of Sisters of St. Anne, Phirangipuram with the vision of Academic Excellence and 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.

#### Vision:

To promote quality culture as the prime concern of Higher Education Institutions towards Quality Enhancement through innovation, internalization of quality culture and institutionalization of best practices to sustain initiatives taken with internal and external support.

#### Objectives:

- To play the role of a catalyst and develop a mechanism to promote conscious and consistent action plans to improve the academic and administrative performance of the institution.
- To promote institutional quality enhancement and sustenance through the internalization of quality culture and institutionalization of the best practices.
- To Modernize the class room experience by integrating ICT in regular teaching, learning and research and create globally competent students.
- To ensure effective and progressive Academic Programs.
- To plan for adequate student support structure and services.

#### Strategies:

IQAC shall evolve a mechanism and procedures for

- Ensuring timely, efficient and progressive performance of academic, administrative and financial units.
- Adoption of relevant and quality academic and research programmes;
- Ensuring equitable access and affordability of academic programmes for various sections of the society.





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- Optimization and integration of modern methods of teaching and learning.
- Ensuring the proper allocation, adequacy and maintenance of support structure and services.

### Functions:

The IQAC will facilitate/co-ordinate/ organize the following:

- Annual Institutional Plan
- Academic Calendars
- Curriculum Review
- Student Seminars & Workshops
- Faculty Development Programmes/Administrative Training Programmes
- Academic Audit – Internal and External
- Feed back- Mechanism
- Creation of Student –Centric methods
- Preparation of Annual Quality Assurance Report of the Institution
- Preparation of Annual Reports

### 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 stake holders 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 levels ( Three to eight)
3. One member from the Management
4. One Nominee from Local Society/Trust
5. Senior administrative officers
6. Student Representatives
7. One member from Alumni
8. One Nominee from Employers/Industrialist /Parents
9. Senior Faculty Member as the Co-Ordinator/Director of IQAC
10. Senior Faculty Member as the Additional Co-Ordinator





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### Roles & Responsibilities

- IQAC encompasses all the faculty, administrative and supporting staff, students, academic visitors and other stake holders.
- To serve as a facilitator providing academic and professional guidance, technical support and recommendation for infrastructure updation, networking opportunities
- To monitor the results, hold regular meetings with the IQAC members, departments and committees. .
- To prepare the circulars and communicate to all the departments in the first week of the month regarding the quality initiative developmental activities of that month.
- To review the quality initiatives and activities of the college by organizing meetings with all the staff with at least one meeting in month compulsorily.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- To prepare the institutional plan and submit it to the Principal within a week from the date of commencement of classes.
- To gather and consolidate all the information of the various activities conducted in the college monthly.
- Documentation of the various programs of the college, leading to quality improvement.
- To prepare the college activity register and submit it to the principal in the last week of the academic year.
- To identify and adopt the best practices that are suitable to the college.
- To report any issues in the quality improvement aspects to the principal timely.



*D. S. Fatima Huss*

PRINCIPAL  
St. Ann's College for Women  
GORANTLA, GUNTUR-522 034