



# St. Joseph's College of Pharmacy

Dharmagiri College Campus,  
Cherthala-688 524, Kerala, India



**INTERNAL QUALITY ASSURANCE CELL**

**POLICY MANUAL**

**VERSION 1.0**

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

The Internal Quality Assurance Cell (**IQAC**) Policy document is prepared to make all faculty members and other Staff working at St. Joseph's College of Pharmacy, Cherthala, aware the rules and regulations of the institute for enhancing quality of education and graduates. The policy is effective from June, 2022. It is expected that faculty members and other Staff strictly adhere to the policy detailed in this document. This policy is aim to transform the present education system in tune with National education Policy-2020. The IQAC in consultation with the top Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

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# St. Joseph's College of Pharmacy

Dharmagiri College Campus,

Naipunnya road, Cherthala-688 524, Kerala, India

(Approved by Pharmacy Council of India and Affiliated to Kerala University of Health Sciences)

## A. VISION AND MISSION OF THE INSTITUTION

### Vision

Inspired by Jesus Christ the Divine Healer, Medical Sisters of St. Joseph (MSJ) is deeply committed to mould quality professionals with character and competence to touch the humanity with a compassionate heart and bring about wholeness.

### Mission

As catholic health care providers deep rooted in gospel values, MSJ Educational mission aims at striving to continue the healing mission of Jesus Christ through creating committed, compassionate, skillful and integrated professionals who are responsible to build up a healthy family, society and nation.

### Core values

**SJCP: S- Service   J- Justice   C- Compassionate   P- Proficiency**

**Our Motto: Love Serves**

## **ST. JOSEPH'S COLLEGE OF PHARMACY, CHERTHALA - 688 524, Kerala**

### **INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY MANUAL**

#### **B. Vision of IQAC**

- To ensure quality culture in every deed as the prime concern of the institution through institutionalizing and monitoring all the initiatives taken with internal and external support.

#### **C. Mission of IQAC**

- To develop a conscious, consistent and catalytic system to improve the academic and administrative performance.
- To foster global Competencies to enhance value system among students.
- To channelize and systematize the best practices and measures of the institution towards excellence.

#### **D. IQAC Quality Policy**

- The institution is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to needs of the Institution and the Society.

#### **E. Objectives**

- To develop a quality system for conscious, consistent and Catalytic programmed action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Basic principles of Quality Policy of the institution include holistic approach, benchmarking, methodologies for accountability, self-assessment, peer feedbacks, evaluation by students, and 360 degree feedback, continuous efforts for improving the quality of academic, administrative and supporting staff, optimum utilization of resources and efforts for continuous improvement.

#### **F. IQAC committee**

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with Heads of the departments,

administrative members, experienced faculty members, few distinguished educationalists and Stakeholders. The membership of such nominated members shall be for a period of two years. The top Management can take a decision on the repeated tenure of the members of IQAC depend upon their work performance in this regard. The IQAC shall meet at least once in six months. The agenda, minutes and Action Taken Reports are documented periodically.

The roles/duties of main stake holders such as students, Alumni, Faculty and college management are indicative in nature as given below:

### **I. Role of Students**

- Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- Students to provide their feedback to rectify any issues in the course curriculum, teaching-learning process.

### **II. Role of Alumni**

- The alumni shall maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- They shall maintain goodwill and work for the betterment of the College.

### **III. Role of Faculty**

- Faculty shall maintain discipline according to the rules and guidelines of the institution.
- Faculty shall ensure quality teaching and learning processes.

### **IV. Role of Management**

- Embed quality as an important component of vision/mission of the institution.
- Encouraging faculty members to attend national and international conference and workshops to update their knowledge and skills.
- Faculty shall be supported financially to pursue higher studies and research.

- Set up necessary empowered committees for maintaining / assuring highest levels of quality of Teaching, Infrastructure etc.
- Provide support in terms of infrastructure, manpower and finance.
- Encouraging patent filing of the research outcomes, Industry-Institutional MOUs, Publications etc.

## **G. Mechanism of Quality Assurance (QA)**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/research programmes.
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning.
- The credibility of assessment and evaluation process.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

The policy shall apply to all the faculties, departments, administrative and support staff at institution through:

- i. Internal quality assurance mechanism –continuous
- ii. External quality assurance mechanisms – periodic

Regular internal audits will be conducted to ensure that the Quality Policy is implemented.

## **H. Amendments/Review**

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be implemented after the general meeting.

### THE PRESENT IQAC MEMBERS (2024)

Dr. Sr. Daisy PA	Chairperson
Dr. Sr. Betty Carla	Management Representative
Dr. Bobby Johns G	IQAC Coordinator, Professor & HOD, Dept. of Pharmaceutics
Dr. Vinod B	Professor & HOD, Dept. of Pharmaceutical Chemistry
Mr. Thahimon PA	Professor & HOD, Dept. of Pharmacology
Mr. R Praveenraj	Professor, Dept. of Pharmaceutics
Dr. Kavitha Vasudevan	Professor & HOD, Dept. of Pharmacognosy
Dr. Jeny Samuel	Assoc.Professor, Dept. of Pharmacy Practice
Ms. Neena Rajan	Assoc. Professor, Dept. of Pharmaceutical Chemistry
Mr. Shanoj VV	Member-Senior Administrative Officer
Ms. Fasma Nargees	Student Member
Ms. Neha Joshi	Alumni Member
Mr. Unnikrishnan TT	Alumni Member
Mr. Jackson	Parent, Member of Local Society
Sr. Miriam	Employer Member