






**POLICY FOR INTERNAL QUALITY ASSURANCE CELL**

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<b>Prepared by</b>	<b>Verified By</b>	<b>Approved By</b>

**PRINCIPAL**  
**NARAYANA PHARMACY COLLEGE**  
**NELLORE - 524 002.**



## 1. OBJECTIVES

To establish quality as a defining element of Narayana Pharmacy College through the implementation of internal and external quality promotion, assurance, and sustenance initiatives.

## 2. PURPOSE

The IQAC policy aims to create a robust system for enhancing the academic and administrative performance of Narayana Pharmacy College by fostering a culture of quality through consistent and catalytic actions.

## 3. PROCEDURE

### Composition

The IQAC will be chaired by the Principal of Narayana Pharmacy College. The composition will include:

- **Chairperson:** Principal
- **Coordinator:** An eminent faculty member, at least at the level of Head of Department
- **Teaching Faculty:** 8–10 faculty members from various departments
- **Administration:** 2 representatives from college administration
- **General Administration:** 3 members (Administrative Officer, General Manager, Human Resource Officer)
- **Student Representative:** 1 member (final year student)
- **Alumni:** 1 member
- **Local Activist:** 1 member
- **Stakeholder:** 1 member (community or healthcare representative)
- **Industrial Member:** 1 representative from the pharmaceutical industry





### **Selection/Nomination of Members**

Faculty members will be nominated by the Chairperson based on willingness, seniority, and representational needs. The IQAC Coordinator will be nominated by the Principal.

### **Roles and Responsibilities**

#### **Coordinator:**

- Convene IQAC meetings in collaboration with the Chairperson
- Prepare meeting agendas and invite participants
- Set recommendations based on meeting discussions

#### **Chairperson:**

- Lead IQAC meetings
- Provide final approval on recommendations

### **Decision-Making in IQAC**

Decisions within the IQAC will be made through a voting process. A majority (>50%) of votes from faculty, alumni, and student members, along with a consensus from the general administration, and a mandatory vote from the management representative, will guide policy decisions.

### **Functions of IQAC**

1. Develop a strategic plan aligned with the institutional mission and vision.
2. Establish and implement quality benchmarks for academic and administrative activities.
3. Foster a learner-centric environment for participatory teaching and learning.
4. Enhance quality processes and disseminate information on quality parameters to stakeholders.





5. Collect and analyze feedback from all stakeholders to inform quality-related institutional processes.
6. Conduct workshops and seminars focused on quality improvement themes.
7. Maintain an institutional database for quality enhancement.
8. Serve as a nodal center for monitoring academic, research, and student support programs.
9. Conduct periodic Academic and Administrative Audits to ensure quality assurance.
10. Review annual achievements regarding strategic plans and performance targets, making necessary revisions.
11. Compile and present the Annual Report of the institution.

#### **Working Mechanism of IQAC**

The IQAC will ensure quality assurance and enhancement by overseeing various college committees. Recommendations from these committees will be reviewed and approved by the IQAC. Heads of committees will communicate decisions and recommendations to the IQAC Coordinator. Inputs from local activists and industry representatives will be utilized to align the institution's performance with community and industry needs.

#### **Meetings**

The IQAC will convene bi-annually, with interim meetings held as necessary, called by the Chairperson. Minutes and action reports from meetings will be documented regularly.

