

Empowering Health



Estd. 2004

## Maharajah's College of Pharmacy

Phool baugh, Vizianagaram- 535002 ( A.P)

(A Unit of MANSAS Educational Institutions)

Affiliated to Andhra University, Visakhapatnam

Approved by PCI, New Delhi; SBTET Govt of A.P

Inspiring Minds



✉ [principalmrcp@gmail.com](mailto:principalmrcp@gmail.com) [www.mrpharmacy.co.in](http://www.mrpharmacy.co.in) ☎ +918121530528, 08922-277255

### Internal Quality Assurance (IQAC) Policy

**IQAC Co-Ordinator**

**Principal**

**PRINCIPAL**

**Maharajah's College of Pharmacy**  
**Phoolbaugh, Vizianagaram-535 002**

**IQAC POLICY DOCUMENT**  
**(Academic & Administrative Quality Assurance Policy)**  
**Version: 2024-25**

**1. Purpose**

The Internal Quality Assurance Cell (IQAC) at Maharajah's College of Pharmacy aims to establish, sustain, and enhance the academic and administrative quality of the institution through structured internal audits, feedback mechanisms, and external quality assurance interventions.

**2. Scope**

This policy is applicable to:

- All staff members and departments
- Students, Parents, alumni, and employers
- External auditors and quality reviewers

**3. Core Activities of IQAC**

The IQAC is responsible for:

- Establishing and implementing quality benchmarks for academic and administrative activities.
- Promoting learner-centric education through the integration of ICT-based teaching and learning methodologies.
- Conducting internal academic and administrative audits every semester to monitor and enhance performance.
- Ensuring departmental compliance with institutional policies, processes, and documentation standards.
- Coordinating external quality audits and maintaining records of compliance and corrective actions.
- Compiling and submitting the Annual Quality Assurance Report (AQAR) to NAAC in a timely and accurate manner.
- Facilitating institutional preparedness for NBA, NAAC, and other accreditation/assessment processes.

- Promoting structured stakeholder feedback mechanisms to support data-driven continuous improvement.
- Encouraging a culture of institutional research, innovation, extension activities, and community outreach.

#### **4. Internal Academic & Administrative Audit (IAA)**

##### **4.1 Schedule**

- Conducted twice every academic year (once per semester).
- Report submitted to IQAC by all departments using the Department Audit Report Format.

##### **4.2 Areas of Review**

- Teaching–Learning Process and Course File
- Curriculum Planning and Delivery
- Student Academic Performance
- Faculty FDPs and Publications
- Research, Consultancy & Patents
- Departmental Infrastructure & Maintenance
- Extension & Outreach
- Feedback Collection and Action Taken
- Best Practices and Institutional Distinctiveness

##### **4.3 Reporting**

- Each department submits the filled IQAC – Department wise Periodical Audit Format.
- An Action Taken Report is attached to show progress from previous audits.

#### **5. External Academic & Administrative Audit (EAA)**

##### **5.1 Frequency**

- Conducted once a year by external experts or Internal IQAC

##### **5.2 Components Evaluated**

- Curriculum relevance and innovation
- CO-PO attainment analysis
- Research and consultancy metrics

- Community engagement
- Governance and leadership practices
- Infrastructure and learning resources
- Environmental and gender sensitization initiatives

### 5.3 Outcome

- External Audit Report includes:
  - Strengths
  - Weaknesses
  - Suggestions for Improvement
  - Department-level feedback

### 6. Feedback Mechanism

- Stakeholders: Students, parents, faculty, alumni, and employers
- Collected via structured digital forms (Google Forms / MIS)
- Action Taken Reports must be documented and disseminated

### 7. Plan–Do–Check–Act (PDCA) Cycle

IQAC follows the PDCA model for continuous quality improvement:

| Phase        | Activity                                                             |
|--------------|----------------------------------------------------------------------|
| <b>Plan</b>  | Define targets for teaching, research, mentoring, and administration |
| <b>Do</b>    | Execute academic plans, outreach, training programs, and audits      |
| <b>Check</b> | Perform internal and external audits, feedback evaluations           |
| <b>Act</b>   | Implement corrective actions, update quality benchmarks              |

### 10. Policy Implementation Strategy

- IQAC will circulate audit formats before the semester ends
- Training sessions for faculty on audit compliance and data maintenance
- Progress of action points will be reviewed and reported to the College Governing Body

## **11. Review and Updates**

- This policy is reviewed every two years by the IQAC core team
- Modifications are made based on audit findings, NAAC/NBA guidelines, and stakeholder feedback

\*\*\*\*\*