



AIMAN COLLEGE OF ARTS AND SCIENCE FOR WOMEN

(Sponsored by AIMAN EDUCATION AND WELFARE SOCIETY)

Accredited with "A" Grade by NAAC (First Cycle)

Affiliated to Bharathidasan University

Recognized by UGC under section 2(f) & 12 (B) | ISO 9001:2015 Certified Institution

K. Sathanur, Tiruchirappalli - 620 021.

Ref : IQAC/2024-2025/POLICY/001

Date: 07.04.2025

Internal Quality Assurance Cell (IQAC) Policy

1. Vision

To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

2. Mission

- Ensure continuous improvement in all academic and administrative operations.
- Promote measures for institutional functioning towards quality enhancement through internalization of quality culture.
- Develop a system for documentation and internal communication of best practices.

3. Objectives of IQAC

- To establish a quality culture in the institution.
- To develop and apply quality benchmarks/parameters for various academic and administrative activities.
- To facilitate the creation of a learner-centric environment conducive to quality education.
- To initiate and monitor institutional strategies for quality enhancement.
- To document and disseminate best practices.

4. Composition of IQAC

As per NAAC guidelines, the IQAC will consist of:

- Chairperson (Head of Institution)
- Faculty Members (Senior teachers representing different departments)
- Nominee from the Management
- Administrative Officers
- External Experts (Academic/Industry)
- Alumni and Student Representatives

5. Functions of IQAC

- Development and application of quality benchmarks for academic and administrative activities.



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- Organization of workshops/seminars/FDPs on quality themes.
- Documentation of institutional best practices and quality initiatives.
- Preparation of Annual Quality Assurance Report (AQAR) to be submitted to NAAC.
- Monitoring academic performance, faculty appraisal, and outcome-based education (OBE) practices.
- Promote research, consultancy, and extension activities.
- Encourage the use of ICT in teaching, learning, and evaluation.

6. Quality Initiatives Supported by IQAC

- Academic and Administrative Audit (AAA)
- Green and Eco Audit
- Feedback Collection from stakeholders
- Curriculum development and revision with industry input
- Institutional social responsibility (ISR) projects
- Quality enhancement in teaching-learning through innovative practices

7. Meeting and Reporting

- IQAC shall meet **at least four times a year**.
- Minutes of meetings will be documented and communicated to all stakeholders.
- The **AQAR** shall be prepared annually and submitted to NAAC through the institutional portal.

8. Institutional Support for IQAC

- The institution shall provide necessary support in terms of infrastructure, budget, and autonomy to IQAC to carry out its functions effectively.
- IQAC will collaborate with various departments and cells to collect data and facilitate quality enhancement processes.

9. Policy Review

- This IQAC Policy shall be reviewed and updated **once every two years** or as required based on NAAC/NBA and UGC guidelines.

