



ST. FRANCIS COLLEGE

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Affiliated to Bengaluru City University: Recognized by Govt. of Karnataka & Approved by AICTE
Recognized under section 2(f) of the UGC Act, 1956: ISO 9001:2015 Certified

COLLEGE CODE : 1214

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

1. PREAMBLE

The Internal Quality Assurance Cell (IQAC) is a quality assurance mechanism in educational institutions, primarily in higher education, aimed at ensuring continuous improvement in the overall performance of institutions. The IQAC is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the colleges. It functions to plan, guide, and monitor quality assurance and enhancement activities of an institution. The IQAC may channelize and systematize the efforts and measures of an institution towards academic excellence. The Internal Quality Assurance Cell (IQAC) at St. Francis College started in June 2020. This initiative was / is part of our continuous effort to enhance the quality of education and institutional processes, ensuring that we meet and exceed standards.

2. VISION

To ensure a quality culture remains the prime concern at St. Francis College by institutionalizing and internalizing all initiatives undertaken with both internal and external support

3. MISSION

- To promote quality culture and transparency in all institutional operations.
- To ensure the integration of modern methods of teaching, learning, evaluation, and governance.
- To foster institutional accountability and stakeholder engagement.

4. OBJECTIVES

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



- To develop and implement quality benchmarks and parameters for various academic and administrative activities.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- To document and report progress for quality assurance purposes.

5. COMPOSITION OF IQAC

| Sl. No. | Position | Name |
|---------|---|--|
| 1 | Chair Person | Dr. R.N. Subba Rao, Principal |
| 2 | Management Representatives | Bro. Peter, Director, Bro. Dr. Titus Anto, Deputy Director |
| 3 | IQAC Coordinator | Dr. Karthik P, Vice-Principal |
| 4 | External Member (Industry Representative) | Mr. Vadiraj Managoli, Senior Director- Cybersecurity- GRC Capgemini |
| 5 | Teaching, Non-Teaching, Alumni, and Student Members | Ms. Sabitha S, Department of CSA Dr. Nazura Javed, Department of CSA Dr. Annie John, Department of Arts Dr. Lathif Ahamed B, Department of Hindi Dr. Santhosh Kumar R M, Department of Kannada Dr. Ramya K, Department of Commerce Dr. Pankaj A Tiwari, Department of Management Mr. Sathish Kumar T, Department of English Dr. P B Deepa, Department of Commerce Ms. Nethra R, Department of Management Ms. Anusha N, Department of Commerce Ms. B Chitra, Department of Commerce Ms. Prabha Susy Mathew, Department of CSA Mr. Sachin S Nayak, Department of PED Dr. Ramakrishna, Chief Librarian Mr. H K Chandrashekar, University Liaison Officer Ms. Bindu Prince, HR and Accounts Head Mr. Gunashekar, Alumni representative Mr. Malcom, Alumni representative Ms. Menmozhi Senkathiravan, Student representative Mr. Krithik Venkatesan, Student representative |

6. FUNCTIONS OF IQAC

- Development and application of quality benchmarks.
- Parameters for various academic and administrative activities of the institution.



- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining / enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit and its follow-up.

7. STRATEGIES OF IQAC

- Timely, efficient, and progressive execution of academic, administrative, and financial tasks.
- High-quality and relevant academic and research programmes to enhance academic excellence
- Equitable access and affordability of academic programmes for all sections of society.
- Effective use and integration of modern teaching, learning methods and governance using ICT.
- Credibility and transparency in the assessment and evaluation process.
- Establishing collaborations and linkages with industries and other academic institutions.
- Embedding sustainability and community engagement in institutional practices.
- Adequate, well-maintained, and properly allocated support structures and services.



8. QUALITY ASSURANCE MECHANISMS

- Periodic internal and external academic and administrative audits.
- Departmental meetings to set quality targets.
- Use of Learning Management Systems (LMS) and digital tools for outcome monitoring.
- Student satisfaction surveys and stakeholder feedback mechanisms.
- Continuous professional development of faculty and staff.

9. INSTITUTIONALIZATION OF BEST PRACTICES

- Systematic documentation of successful strategies in teaching, learning, research, and administration.
- Benchmarking institutional practices against national and global standards.
- Dissemination of best practices across departments for wider implementation.

10. REPORTING AND REVIEW

- IQAC shall submit an Annual Quality Assurance Report (AQAR) to NAAC.
- The policy shall be reviewed every three years or earlier as required to incorporate changes in the regulatory environment or institutional goals.

11. POLICY IMPLEMENTATION AND MONITORING

- The IQAC Coordinator, in consultation with the Chairperson and members, shall oversee the effective implementation of this policy.
- Key Performance Indicators (KPIs) will be defined for tracking progress.
- Regular meetings and review sessions will ensure timely interventions and improvements.




PRINCIPAL

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