



Sunbeam Women's College Varuna

(Affiliated to M.G. Kashi Vidyapith, Varanasi)

904/1, Central Jail Road, Sikraul, Varanasi-221002

www.sunbeamwcv.com email : info@sunbeamwcv.com

IQAC POLICY

Policy Title: <u>IQAC Policy</u>		
1.	Administrative Policy Number (APN): 01/IQACP/2018-19	Functional Area: Functioning and Governance of Institution
2.	Brief Description of the Policy:	Purpose: To promote quality assurance and initiatives in the governance of the institution Audience: All stakeholders of college.
3.	Policy Applies to:	Administrations, staff members and students of the organization
4.	Effective from the Date:	August 2018
5.	Approved by:	Principal and Members of IQAC
6.	Responsible Authority	Coordinator
7.	Superseding Authority	Principal
8.	Last Reviewed/ Updated:	New policy
9.	Reason for the policy	Constant revision and implementation of good governance and quality initiatives
10.	References for the policy	UGC/ NAAC/ University/ RUSA, etc





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Policy Statement: The college's mission is to promote excellence in nearly every area of academics, administration, and governance for the benefit of society and systemic growth. The college's vision, purpose, goals, and objectives are promoted by it. The quality policy is developed, finalized, disseminated, and understood by all college stakeholders. It will also undergo periodic reviews to ensure its continued applicability and efficacy.

Objectives

1. The first of the objectives is to work in compliance with the UGC, NAAC, Mahatma Gandhi Vidyapith, and College Management.
2. To modernize: -
 - a. Infrastructure while maintaining safety for optimal and efficient use.
 - b. Establish efficient channels for the dissemination of knowledge and value-based knowledge systems.
 - c. To enhance the learning resources (books, journals, reading materials, e-resources, etc.) in order to transform the library into a center for learning.
 - d. To encourage ongoing professional development for teaching staff members through faculty development initiatives, workshops, and seminars.
 - e. Using technology to provide the ideal teaching-learning environment in a friendly, corrective, and promotional learning setting for their overall growth.
 - f. To maintain procedures and, consequently, quality in place by strengthening the institutional values through effective numerous and ongoing feedback from stakeholders.

Definitions

Quality: It is the intrinsic qualities of a product or service that enable meeting explicit or implicit needs. It makes it possible to contrast that product or service with similar ones (Geneva Business News).

Stakeholder: According to Investopedia, a stakeholder is any person with an interest in an institution that has the potential to influence or be affected by its operations.

Infrastructure: The basic physical design of an organization, area, or country is referred to as infrastructure.





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Internal Cell for Quality Control (IQAC): a formal organization established in accordance with NAAC principles to advance educational institution quality.

Methodology

1. Establishing Institutions for Excellence: This includes the following:

- Establishing an effective and operational IQAC in accordance with NAAC criteria.
- Holding IQAC meetings on a regular basis.
- Linking the IQAC to Management and the Head of the Institution to institutionalize it.
- Recognizing the culture of the college and developing ways to make it better.

2. Formulating Institutional Process Policies: This involves:

- Academic (Teaching and Learning)
- Administration (Work efficacy, financial accounting, distribution of resources, responsibilities)
- Ensuring Safety and Environment of the stakeholders

3. Audits: Planning, preparing, conducting, creating audit formats, conducting the audit, and complying are all involved.

4. Periodic Assessment of NAAC documentation, Teaching Learning methodologies, ISO certifications, Environmental audits, MoUs and performance appraisal systems.

5. Feedback entails:

- Identifying areas for feedback to be made
- scheduling feedback
- compiling an analysis and action taken report
- presenting the report to the principal and getting their approval.

6. Documentation: IQAC's main duty is to provide documentation. This covers format explanation, preparation, and distribution. The data gathering, display, categorization, filing, and analysis are all included.

7. Collaboration: The IQAC aims to foster partnerships and cooperative efforts with various organizations and groups for certain uses, including industry-academia exchanges, research, placement, and social work (ISR), among others. A collaborative effort should take into account the following factors: a. goal of the partnership; b. duration; c. complementary abilities that are required, used, and gained; and d. mutual benefit from the partnership.

