



## **ST. JOSEPH'S COLLEGE OF PHARMACY**

Dharmagiri College Campus, Cherthala-688 524, Kerala, India

[Accredited by NAAC & KUHS Quality Assurance System]

**Certified Green Institution by the Government of Kerala**

Established: 2004



# **INTERNAL QUALITY ASSURANCE CELL**

# **POLICY MANUAL**

## **VERSION 2.0**



## Internal Quality Assurance Cell (IQAC) Policy Manual

St. Joseph's College of Pharmacy, established in the year 2004, is a pioneering institution recognized by the Pharmacy Council of India and affiliated with the Kerala University of Health Sciences. It is approved by the Government of Kerala and accredited by NAAC (2024) and the KUHS Quality Assurance System (2024). The institution is certified as a Green Institution by the Government of Kerala through the Haritha Keralam Mission (2025). Quality in pharmacy education is the prime motto of the institution, as evidenced by the ranks achieved by the college over the past 20 years of its existence. It is the only Pharmacy College in the state that is fully owned and managed by a women-led management, the Medical Sisters of St. Joseph (MSJ).

The Internal Quality Assurance Cell (IQAC) Policy Manual has been prepared to familiarize all faculty members, students and other staff working at St. Joseph's College of Pharmacy, Cherthala, with the rules and regulations of the Institute, with the objective of enhancing the quality of education and graduate outcomes. Policy Version 1.0 came into effect on 7<sup>th</sup> June 2022 and was subsequently amended as Version 2.0, effective from 2<sup>nd</sup> June 2025.

All faculty members, students and other staff are expected to strictly adhere to the provisions outlined in this manual. This policy seeks to transform the existing education system in alignment with the National Education Policy- 2020 (NEP-2020) and to maintain quality in all domains in accordance with the guidelines of the National Assessment and Accreditation Council (NAAC). The Internal Quality Assurance Cell (IQAC), in consultation with the top management, reserves the right to revise or modify the policy as and when required and to exercise discretion in specific cases.



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**ST. JOSEPH'S COLLEGE OF PHARMACY, CHERTHALA - 688 524**  
**INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY MANUAL**

**I. VISION AND MISSION OF THE INSTITUTION**

**Vision**

Inspired by Jesus Christ the Divine Healer, Medical Sisters of St. Joseph (MSJ) is deeply committed to mould quality professionals with character and competence to touch the humanity with a compassionate heart and bring about wholeness.

**Mission**

As catholic health care providers deep rooted in gospel values, MSJ Educational mission aims at striving to continue the healing mission of Jesus Christ through creating committed, compassionate, skillful and integrated professionals who are responsible to build up a healthy family, society and nation.

**SJCP**  
**Core values**

**S- Service    J- Justice    C- Compassionate    P- Proficiency**

**Our Motto: Love Serves**

## **II. Vision of IQAC**

To ensure quality culture in every deed as the prime concern of the institution through institutionalizing and monitoring all the initiatives taken with internal and external support.

## **III. Mission of IQAC**

1. To develop a conscious, consistent and catalytic system to improve the academic and administrative performance.
2. To foster global competencies to enhance value system among students.
3. To channelize and systematize the best practices and measures of the institution towards excellence.

## **IV. IQAC Quality Policy**

The institution is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to needs of the Institution and the Society.

## **V. Objectives**

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. Basic principles of Quality Policy of the institution include holistic approach, benchmarking, methodologies for accountability, self-assessment, peer feedback, evaluation by students, and 360 degree feedback, continuous efforts for improving the quality of academic, administrative and

supporting staff, optimum utilization of resources and efforts for continuous improvement.

## **VI. IQAC committee**

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with Heads of the departments, administrative members, experienced faculty members, few

distinguished educationalists and Stakeholders. The membership of such nominated members shall be for a period of two years. The top Management can take a decision on the repeated tenure of the members of IQAC depends upon their work performance in this regard.

## **VII. Periodicity of IQAC Meetings**

The IQAC shall meet at least once in six months. The agenda, minutes and Action Taken Reports are documented periodically.

The roles/duties of main stakeholders such as students, Alumni, Faculty and College Management are indicative in nature as given below:

### **I. Role of Students**

- Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- Students to provide their feedback to rectify any issues in the course curriculum, teaching-learning process.

### **II. Role of Alumni**

- The alumni shall maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities
- They shall maintain goodwill and work for the betterment of the College.

### **III. Role of Faculty**

- Faculty shall maintain discipline according to the rules and guidelines of the institution.
- Faculty shall ensure quality teaching and learning processes.

### **IV. Role of Management**

- Embed quality as an important component of vision/mission of the institution.
- Encouraging faculty members to attend national and international conference and workshops to update their knowledge and skills.
- Faculty shall be supported financially to pursue higher studies and research.



- Set up necessary empowered committees for maintaining / assuring highest levels of quality of Teaching, Infrastructure etc.
- Provide support in terms of infrastructure, manpower and finance.
- Encouraging patent filing of the research outcomes, Industry-Institutional MOUs, Publications etc.

### **VIII. Mechanism of Quality Assurance (QA)**

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/research programmes.
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning.
- Maintaining the credibility of assessment and evaluation process.
- Ensuring the adequacy, and proper allocation of support structure and services.
- To digitise processes and documentation in alignment with the PM's Digital India policy, thereby minimizing errors and achieving excellence in quality.

*The policy shall apply to all faculty members, students, departments, administrative staff, and support staff of the institution through:*

#### **i. Internal quality assurance mechanism - Continuous**

#### **ii. External quality assurance mechanisms - Periodic**

Regular **Academic and Administrative Audits (AAA)** will be conducted to ensure that the Quality Policy is implemented in every activity.

### **IX. Academic Administrative Audit**

AAA stands for Academic and Administrative Audit by the National Assessment and Accreditation Council. It is a method of evaluating the academic and administrative practices of higher education institutions (HEIs) in India. The institution conducts a self-study,

followed by a site visit by peers from both inside and outside the institution. AAA's mission is to foster quality development and excellence in higher education institutions by evaluating their performance to NAAC norms. It also helps institutions in identifying their strengths, weaknesses, opportunities, and threats, as well as recommending improvement strategies.

#### **a. Academic Audit**

Academic audit refers to a systematic way of reviewing the quality of education in an institute. It is aimed towards quality assurance and in bringing improvements in the education system of the college.

#### **b. Administrative Audit**

Administrative audit refers to thorough evaluation of the administrative processes in an institute with respect to its efficiency, and effectiveness. The audit aims towards building and assessing policies, strategies, operations and functions of the institutes.

#### **c. Aim of Academic & Administrative Audit (AAA)**

The main aim of the AAA is to encourage reviews about the college from the peers that are inside and outside of the institution by visiting the sites and conducting a self-study about the processes carried out there. This helps them to ensure the quality of the standards in comparison with the previously set benchmarks by the NAAC. Further, the institutes get an opportunity to understand the shortcomings and improve the quality of education of the various processes and systems of the college. This includes evaluation of all the curricular and co-curricular programs and activities which eventually helps the institutes to maintain the high education standards on a long run.

### **X. Periodicity of AAA**

St. Joseph's College of Pharmacy conducts the AAA annually with the involvement of internal and external audit members, both department-wise and institution-wise.

**a. Selection of External for AAA:** Reputed Pharmacy Faculty members with rich experience from



other institutions as entrusted by the management.

#### **b. Internal & External Approach towards AAA**

The internal and external audits are conducted by the institution's IQAC, with the external AAA carried out by auditors appointed by the institution. It is essential that the peer reviewers command the respect of the college faculty through their academic achievements, professionalism, and industry experience.

#### **c. Role of the External Audit Team**

The external audit team will visit the institute with a planned schedule and conduct the audit according to it. After a thorough evaluation of the parameters, and talking with the principal and IQAC team and HoDs, they will submit a report to the principal in the exit meeting.

#### **d. Implementing Suggestions from the Audit**

The external audit team gives suggestions to the college principal, which are then passed on to the IQAC director/Coordinator for their implementation. After that, they will come up with a detailed plan which will implement those suggestions in various phases across the institute.

In this way, by undertaking the AAA and implementing it, the institute can maintain the highest quality of education regularly. This requires a lot of work by the institute's staff along with the creation of reports, collecting evidence, getting involvement from all the departments, and scheduling tasks. If the suggestions and recommendations offered by the audits are implemented properly, they can ensure the highest quality of education in the institutes.

### **XI. Green Audit**

The term "Green" refers to anything that are environmentally friendly or do not harm the environment. This might be referred to as "Global Readiness in Ensuring Ecological Neutrality" (GREEN).

It entails identifying, measuring, analyzing, and reporting on the environmental features and consequences of the activity or practice. A green audit can assist an organization enhance its

environmental management, compliance, and sustainability. Some advantages of a green audit are:

- It can help decrease the organization's environmental risks and liabilities.
- It can help to improve environmental awareness and performance among employees and stakeholders.
- It can assist in identifying potential for cost savings and resource efficiency.
- It can assist an organization demonstrate its environmental responsibility and commitment to the public and authorities.
- Internal or external auditors can conduct a green audit, depending on the scope and objective of the audit.

**a. A green audit involves the following steps:**

- Planning the audit includes identifying the audit's objectives, scope, criteria, and methodology.
- Selecting an audit team that possesses the necessary skills, experience, and independence.
- Conducting the audit, which may involve site visits, interviews, document reviews, observations, measurements, and tests.
- Preparing the audit report, which should summarize the audit's findings, conclusions, and recommendations in an understandable and concise manner.
- Communicating the audit results should include sharing the audit report with the audited entity and any relevant parties, as well as asking views and recommendations.

In order to implement the audit recommendations, a plan of action to resolve the identified flaws and gaps should be developed and executed, and progress and results should be monitored and evaluated.

## **XII. Periodicity of Green Audit**

The Green Audit will be conducted every three years.

## **J. Internal & External Financial Audit**

The purpose of an internal financial audit is to examine and validate the dependability and precision of financial statements and records. It is carried out by the internal audit team of the organization, which operates on behalf of management. An internal financial audit furnishes management with suggestions for enhancing the organization's financial performance and control systems. An annual external financial audit is also conducted.

## **XIII. Periodicity of Financial Audit**

Every financial year

## **XIV. Gender Audit**

Assessing the extent to which an organization supports and promotes gender equality in its internal and external operations is the purpose of a gender audit. The periodicity for conducting a gender audit is three years.

### **a. Importance of gender auditing**

- The organization can accomplish its goals and objectives regarding gender equality and women's empowerment with the assistance of a gender audit.
- The organization can assess its performance and impact on gender issues, as well as identify the gaps and challenges that require attention, by executing a gender audit.
- Gender audit has the potential to aid in the advancement of social justice, sustainable development, and human rights.

## **XV. Periodicity of Gender Audit**

Gender Audit is conducted every three years.

## **XVI. Amendments/Review**

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed at the IQAC general meeting and, if found suitable, shall be implemented.

## CONSTITUTION OF INTERNAL QUALITY ASSURANCE CELL

**SJCP/IQAC/CIR.MISC/2024-25/1-19/06/2025**

Dr. Sr. Daisy PA	Chairperson
Dr. Sr. Betty Carla	Management Representative
Dr. Bobby Johns G	IQAC Coordinator, Professor & HOD, Dept. of Pharmaceutics
Dr. Vinod B	Professor & HOD, Dept. of Pharmaceutical Chemistry
Dr. Thahimon PA	Professor & HOD, Dept. of Pharmacology
Dr. R Praveenraj	Professor, Dept. of Pharmaceutics
Dr. Kavitha Vasudevan	Professor & HOD, Dept. of Pharmacognosy
Dr. Jeny Samuel	Professor, Dept. of Pharmacy Practice
Ms. Neena Rajan	Assoc. Professor, Dept. of Pharmaceutical Chemistry
Mr. Shanoj VV	Member-Senior Administrative Officer
Ms. Fasna Nargees	Student Member
Ms. Ancy Sebastian	Alumni Member
Ms. Shainatha Baiju	Municipal Councilor, Member of Local Society
Sr. Divya MSJ	Employer Member
Mr. Mathew Kokkad	Industry Expert- MD, Kokkad Pharmaceuticals Limited, Pala