



# ST XAVIER'S COLLEGE OF MANAGEMENT & TECHNOLOGY

NAAC Accredited with B++ Grade (1<sup>st</sup> Cycle)

(Affiliated to Aryabhata Knowledge University)

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## CODE OF CONDUCT AND PROFESSIONAL ETHICS FOR INTERNAL QUALITY ASSURANCECELL (IQAC)

The Internal Quality Assurance Cell (IQAC) stands as a pivotal entity within the institution, dedicated to upholding and enhancing the standards of academic and administrative excellence. Tasked with developing quality benchmarks, fostering a learner-centric environment, and coordinating various quality-related activities, the IQAC plays a crucial role in promoting a culture of continuous improvement and excellence. By ensuring the dissemination of information, organizing workshops, and preparing quality reports, the IQAC serves as the cornerstone for instilling a commitment to quality across all facets of the institution.

Main Responsibilities of the Internal Quality Assurance Cell (IQAC) Development and

### 1. Implementation of Quality Standards:

- Establish quality benchmarks for academic and administrative activities.

### 2. Foster a Learner-Centric Environment:

- Enhance faculty skills and promote participatory teaching methods for quality education.

### 3. Feedback Mechanism:

- Collect feedback from students, parents, and stakeholders to improve institutional processes.

### 4. Dissemination of Quality Information:

- Share information on various quality parameters in higher education.

### 5. Organization of Workshops and Seminars:

- Conduct workshops and seminars on quality-related themes to enhance services.

### 6. Documentation for Quality Improvement:

- Document programs and activities aimed at enhancing quality.

### 7. Coordination of Quality Activities:

- Serve as the central coordinating agency for quality-related initiatives and best practices.

### 8. Institutional Database Management:

- Develop and maintain an institutional database through ICT for quality enhancement.

**9. Cultivate a Quality Culture:**

- Promote a culture of quality within the institution.

**10. Annual Quality Assurance Report (AQAR) Preparation:**

- Prepare and submit the Annual Quality Assurance Report (AQAR) following NAAC guidelines and parameters.

**Strategies of Internal Quality Assurance Cell (IQAC)**

**1. Performance Enhancement Mechanisms:**

Develop procedures to ensure timely, efficient, and progressive performance in academic, administrative, and financial tasks.

**2. Academic and Research Program Quality:**

Focus on enhancing the relevance and quality of academic and research programs through continuous evaluation and improvement.

**3. Modern Teaching and Learning Methods:**

Optimize and integrate modern teaching and learning techniques to enhance the educational experience for students and faculty.

**4. Evaluation Procedure Credibility:**

Maintain the credibility of evaluation procedures to ensure fair and accurate assessment of academic performance.

**5. Support Services Adequacy:**

Ensure the adequacy, maintenance, and smooth functioning of support services essential for academic and administrative operations.

**6. Research Collaboration and Networking:**

Encourage research sharing and establish networks with other educational institutions to foster collaboration, exchange of ideas, and enhancement of academic standard

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