EAST POINT COLLEGE OF PHARMACY

East Point Campus, Jnana Prabha, Virgo Nagar Post,
Bengaluru – 560049, Karnataka

ACADEMIC YEAR-2022-2023

Internal Quality Assurance Cell
(IQAC)

East Point Campus, Jnana Prabha, Virgo Nagar Post,
Bengaluru – 560049, Karnataka

IQAC MANUAL

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1. INTRODUCTION

At East Point College of Pharmacy, the Internal Quality Assurance Cell (IQAC) was established during the year 2017 with the following objectives

- To develop a system for conscious, consistent, and catalytic 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.

1.1 Strategies:

IQAC shall evolve mechanisms and procedures for:

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
2. The relevance and quality of academic and research programmes.
3. Equitable access to and affordability of academic programmes for various sections of society.
4. Optimization and integration of modern methods of teaching and learning.
5. The credibility of evaluation procedures.
6. Ensuring the adequacy, maintenance and functioning of the support structure and services.
7. Research sharing and networking with other institutions in India and abroad.

1.2 Functions:

Attaining academic excellence relies on implementing quality enhancement measures that optimize an institution's operational effectiveness. As outlined in the guidelines, the Internal Quality Assurance Cell (IQAC) performs the following key functions.

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for the participatory teaching and learning process.
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.
4. Dissemination of information on various quality parameters of higher education.

5. Organization of inter and intra-institutional workshops, seminars on quality-related themes and promotion of quality circles.

6. Documentation of the various programmes/activities leading to quality improvement

7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.

8. Development and maintenance of institutional database through Management Information Services for the purpose of maintaining/enhancing institutional quality.

9. Development of Quality Culture in the institution.

10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of relevant quality assurance bodies like NAAC, NBA, etc. to be submitted in the prescribed format (post accreditation).

1.3 Benefits:

IQAC will facilitate/contribute:

1. Ensure a heightened level of clarity and focus in institutional functioning towards quality enhancement.

2. Ensure internalization of the quality culture.

3. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.

4. Provide a sound basis for decision-making to improve institutional functioning.

5. Act as a dynamic system for quality changes in HEIs.

6. Build an organised methodology of documentation and internal communication.

1.4 Composition:

The Internal Quality Assurance Cell (IQAC) was constituted as per the guidelines under the Chairmanship of the Head of the institution, along with heads of important academic and administrative units, a few teachers, distinguished educationists, and representatives of local management and stakeholders.

The current composition of the IQAC is as follows:

Sl.No	Name and Designation	Role in IQAC
1	**Chairperson – Head of the Institution**	
	Dr Anna Balaji, Principal	Chairperson
2	**One of the senior teachers as the coordinator/Director of the IQAC**	
	Dr Chandrakala V, Professor	Coordinator
2	**Few Senior Administrative Officers**	
	Mrs Soosamma John	Member
	Dr Archana Swamy P	Member
3	**Three to eight teachers**	
	Dr Kannan R, Asso Professor	Member
	Dr Tathagata Dey, Asso Professor	Member
	Dr Deepthi D Kini, Professor	Member
	Dr. Kanala Siva Sankara Prasad	Member
4	**One member from the Management**	
	Dr. Jagadeesh Singh S.D, Director	Member
5	**One/two nominees from local society, Students and Alumni**	
	Ms Arshitha S (22PU484)	Member
	Mr Somashekar (Alumni)	Member
6	**One/two nominees from Employers /Industrialists/stakeholders**	
	Dr Utpal Kumar Sanki	Member

The IQAC plays a crucial role in institutional planning and monitoring. Additionally, it facilitates the involvement of stakeholders and beneficiaries in the institution's quality enhancement initiatives.

1.5 Guidelines:

a) **IQAC Meetings:** The Institutional Quality Assurance Cell (IQAC) should convene at least once every six months.

b) **Documentation:** Agenda, minutes, and Action Taken Reports must be officially documented and maintained electronically for easy retrieval.

c) **Responsibilities:** IQAC members should actively promote awareness within the institution and dedicate time to address procedural details.

d) Member Selection Precautions:

- Choose individuals from diverse backgrounds who have earned respect for their integrity and excellence in teaching and research.
- Ensure they are aware of the institutional environment's realities.
- Prioritize commitment to enhancing teaching and learning quality.
- Include senior administrators responsible for various institutional services.
- The management representative should understand the institution's objectives, limitations, and strengths.
- Local society representatives should have a strong social standing and significant contributions to education.

e) Role of Coordinator:

The IQAC coordinator plays a crucial role in ensuring effective collaboration among all members. The coordinator, ideally experienced in quality aspects, maybe a full-time functionary or a senior academic/administrator. Familiarity with computers and effective communication is essential.

IQAC Functions
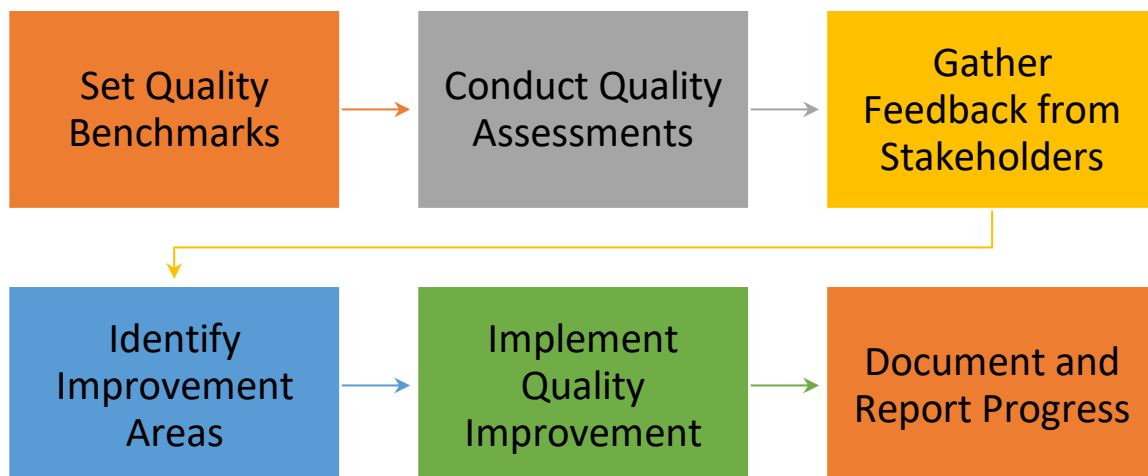
2. VISION AND MISSION

Vision

The Vision of the Internal Quality Assurance Cell (IQAC) at East Point College of Pharmacy is to foster a culture of excellence in pharmacy education and practice by setting high standards for teaching, learning, and institutional performance. The IQAC aims to be a cornerstone in ensuring the highest levels of integrity, ethics, and quality in all aspects of the college's operations, facilitating continuous improvement and innovation.

Mission

The Mission of the IQAC at East Point College of Pharmacy encompasses several key objectives:

1. **Quality Enhancement:** Continuously strive to enhance the quality of education and faculty performance to achieve quality standards in pharmacy education.
2. **Stakeholder Engagement:** Facilitate open forums to provide an interface between students, faculty, and officials, promoting transparency and continuous feedback mechanisms.
3. **Policy and Practice Review:** Regularly review and refine policies and practices to ensure they are aligned with the evolving educational landscape and stakeholder expectations.
4. **Innovation and Creativity:** Encourage innovation and creativity in curriculum development and teaching methodologies to foster a learning environment that is both stimulating and effective.
5. **Accountability:** Implement mechanisms for regular self-assessment and accountability in all institutional processes.
6. **Student Development:** Ensure that programs and initiatives are in place to support the holistic development of students as ethical, knowledgeable, and highly skilled pharmacy professionals.

3. ACADEMIC AUDITING

2.1 Introduction

The academic auditing manual is designed to provide a comprehensive framework for conducting academic audits within educational institutions. It encompasses various aspects of the academic environment, including course delivery, co-curricular and extracurricular activities, discipline, faculty and student responsibilities, research, consultancy, administration, extension activities, committees, lesson and course planning, and more.

2.2 Objectives of Academic Auditing

1. Quality Assurance: Ensure that the academic standards and delivery meet the prescribed benchmarks and quality measures.

2. Continuous Improvement: Identify areas for improvement and implement strategies to enhance the overall academic environment.

3. Compliance: Ensure adherence to regulatory requirements and institutional policies.

4. Promoting Best Practices: Encourage the adoption of best practices for effective teaching, learning, and overall academic administration.

2.3 Academic Audit on Course Delivery

The IQAC (Internal Quality Assurance Cell) academic audit on course delivery is an essential process that ensures the excellence and relevance of higher education institutions. This audit scrutinizes various aspects including teaching methodologies, assessment practices, curriculum relevance, and feedback mechanisms. Here's a detailed overview of each component based on the available information:

2.3.1 Teaching Methodologies

a) Innovation and Adaptability:

Audits evaluate the adaptability and innovation within teaching methodologies to ensure they meet the diverse learning needs of students. This includes the integration of technology in the classroom, flipped classrooms, and other interactive learning models.

b) Engagement and Interaction:

The focus is also on how well teaching methodologies engage students and promote interaction, critical thinking, and problem-solving skills. It assesses the effectiveness of small group discussions, project-based learning, and other participatory approaches.

2.3.2 Assessment Practices

a) Alignment with Learning Outcomes:

The audit assesses whether the assessment practices are effectively aligned with the learning outcomes of each course. This ensures that assessments accurately measure students' understanding and mastery of the course content.

b) Diversity and Fairness:

The diversity of assessment methods and their fairness are also reviewed. This includes a mix of formative and summative assessments, such as quizzes, assignments, presentations, and exams, ensuring all students have equal opportunities to demonstrate their knowledge and skills.

2.3.3 Curriculum Relevance

a) Industry and Societal Needs:

The relevance of the curriculum to the current and future needs of industry and society is a crucial evaluation criterion. This pertains to the inclusion of topics that prepare students for real-world challenges and opportunities.

b) Continuous Updating:

The audit checks for mechanisms in place to regularly update the curriculum to keep pace with advances in the field, ensuring that students receive an education that is current and relevant.

2.3.4 Feedback Mechanisms

a) Efficiency and Effectiveness:

The audit evaluates the efficiency and effectiveness of feedback mechanisms in place for gathering and responding to feedback from students, alumni, employers, and other stakeholders.

b) Improvement and Action:

It also considers the impact of feedback to make informed decisions and improvements in course delivery, teaching methodologies, and curriculum design.

2.4 Co-Curricular and Extracurricular Activities

Extracurricular Events: Audit the planning, execution, and impact of extracurricular events on student development and engagement.

Co-Curricular Programs: Evaluate the integration of co-curricular programs with the academic curriculum to enhance overall learning outcomes.

2.5 Discipline

Code of Conduct: Verify the implementation and adherence to the institution's code of conduct and discipline policies.

Grievance Redressal: Assess the effectiveness of mechanisms for addressing disciplinary issues and conflict resolution.

2.6 Duties and Responsibilities of Faculty and Students

Faculty Performance: Review the performance of faculty members in terms of teaching, research, and academic contributions.

Student Obligations: Verify the adherence of students to academic and ethical standards.

2.7 Research, Consultancy, and Administration

Research Endeavors: Audit the quality of research conducted by faculty and students, along with the support provided by the institution.

Consultancy Services: Assess the involvement of faculty members in consultancy projects and their impact.

Administrative Efficiency: Evaluate the administrative processes and their efficiency in supporting academic activities.

2.8 Extension Activities

Community Engagement: Review the institution's initiatives in community outreach and social engagement.

Industry Collaboration: Evaluate the collaborations with industries for knowledge exchange and skill development.

2.9 Committees

Committee Effectiveness: Assess the efficiency and impact of academic and administrative committees in decision-making and policy implementation.

2.10 Lesson Plan and Course Plan

Planning Standards: Review the standards and effectiveness of lesson and course planning in achieving educational objectives.

Alignment with Learning Outcomes: Assess the alignment of lesson and course plans with the desired learning outcomes and competencies.

Significance of IQAC Academic Audit

The IQAC academic audit is significant as it ensures quality assurance in higher education institutions by reviewing and enhancing course delivery. By focusing on teaching methodologies, assessment practices, curriculum relevance, and feedback mechanisms, these audits aim to improve the academic environment and outcomes for students, in line with the best practices and standards expected in higher education. Through this process, institutions can not only maintain but continuously elevate their academic offerings, aligning with the goal of fostering a rich, dynamic, and impactful learning experience for students.

4. CODE OF CONDUCT FOR FACULTIES

Preamble

As esteemed members of the academic fraternity at East Point College of Pharmacy, we recognize our pivotal role in shaping the future of our students and the institution. Our commitment to excellence, ethics, and professionalism drives us to uphold the following principles:

1. **Academic Integrity:**
   - We maintain the highest standards of academic honesty.
   - Plagiarism, cheating, or any form of academic misconduct is strictly prohibited.

2. **Respect and Professionalism:**
   - We treat colleagues, students, and staff with respect and dignity.
   - Professional behaviour, punctuality, and adherence to institutional norms are essential.

3. **Effective Communication:**
   - Clear communication fosters a positive learning environment.
   - We actively engage in constructive dialogue with students and peers.

4. **Commitment to Teaching Excellence:**
   - We continuously enhance our teaching methodologies.
   - Regular workshops and faculty development programs contribute to our growth.

5. **Research Ethics:**
   - We conduct research with integrity, adhering to ethical guidelines.
   - Dissemination of knowledge through scholarly work is our responsibility.

6. **Safety and Well-Being:**
   - We prioritize safety in laboratories, classrooms, and research areas.
   - Mental and physical well-being are crucial for effective teaching.

5. CODE OF CONDUCT FOR STUDENTS

Preamble

As students of East Point College of Pharmacy, we recognize that our education extends beyond textbooks. Our conduct shapes our character and contributes to the institution's reputation. Let us commit to the following principles:

1. **Academic Integrity:**
   - We uphold honesty in all academic endeavours.
   - Plagiarism, cheating, and any form of academic dishonesty are unacceptable.

2. **Respect and Courtesy:**
   - We treat fellow students, faculty, and staff with respect.
   - Diversity is celebrated, and discrimination is strictly forbidden.

3. **Attendance and Participation:**
   - Regular attendance and active participation are essential.
   - We engage in classroom discussions and extracurricular activities.

4. **Professionalism and Dress Code:**
   - We adhere to the prescribed dress code during academic hours.
   - Professional behaviour reflects our commitment to learning.

5. **Safety and Environment:**
   - We maintain a safe and clean campus.
   - Responsible use of facilities ensures a conducive learning atmosphere.

6. **Ethical Conduct:**
   - We act ethically in all interactions.
   - Honesty, integrity, and empathy guide our behaviour.

By adhering to these codes, we contribute to a harmonious and thriving educational community. Let us collectively uphold these principles and create an environment conducive to learning and growth.

6. IQAC QUALITY POLICY

At East Point College of Pharmacy, we are committed to ensuring and enhancing the quality of education, administrative processes, and overall institutional excellence—our IQAC endeavours to create a learner-centric environment that fosters continuous improvement and innovation.

Here are the key elements of our Quality Policy:

1. **Development of Quality Benchmarks:**
   - We establish clear benchmarks for academic and administrative activities, ensuring alignment with national and global standards.
   - These benchmarks guide our efforts toward quality enhancement.

2. **Learner-Centric Environment:**
   - We create an environment conducive to quality education.
   - Faculty members are encouraged to adopt modern knowledge and technology for effective teaching and learning.

3. **Feedback and Stakeholder Engagement:**
   - We actively collect and analyze feedback from students, faculty, and other stakeholders.
   - Dissemination of quality-related information ensures transparency and accountability.

4. **Capacity Building and Best Practices:**
   - We organize workshops, seminars, and quality circles to promote best practices.
   - Documentation of programs and activities contributes to continuous improvement.

5. **Institutional Database and Audit:**
   - We maintain an institutional database through Management Information Systems (MIS).
   - Regular academic and administrative audits help us identify areas for improvement.

Our IQAC strives to uphold these principles, ensuring that East Point College of Pharmacy remains a centre of excellence in pharmaceutical education.

6. QUALITY INITIATIVES AND MEASURES TAKEN BY EAST POINT COLLEGE OF PHARMACY AND THEIR OUTCOMES

1. **Quality Initiatives in Teaching:**

- Lesson Plan: Instructors prepare written descriptions of the subjects taught, including titles, objectives, session dates, duration, and assessment methods.

- Teacher's Manual and Course Portfolio: Instructors create concise manuals containing essential subject information.

- Boards of Studies Meetings: Frequent meetings advise the Academic Board on academic matters related to program development and implementation.

- Workshops and Faculty Development Programs: Conducted to promote innovative teaching methodologies and evaluation.

2. **Quality Measures in Administrative Activities:**

- Administrative Audit: Regular assessments cover areas such as infrastructure, staffing, admission procedures, examination arrangements, student records, and communication systems.

- Introduction of ICT (Information Communication Technology): Enhances management information systems, online testing, and communication.

3. **Stakeholder Feedback Analysis:**

- Feedback from Stakeholders: Collection and analysis of feedback from students, faculty, and other stakeholders.

- Quality Parameters Dissemination: Sharing information on quality parameters with all stakeholders.

4. **Institutional Documentation and Improvement:**

- Documentation of Programs/Activities: Records various initiatives leading to quality improvement.

- Nodal Agency for Quality Coordination: IQAC coordinates quality-related activities and disseminates best practices.

- Institutional Database Maintenance: Ensures data for enhancing institutional quality.

- Academic and Administrative Audit: Conducted periodically with follow-up actions.

These initiatives contribute to maintaining and enhancing the quality of education and administrative processes at East Point College of Pharmacy.

This academic auditing manual serves as a comprehensive guide to uphold academic standards, promote continuous improvement and ensure the overall enhancement of the educational experience within the institution.