VTM NSS College

Dhanuvachapuram, Neyyattinkara

Thiruvananthapuram, Pin – 695503

Affiliated to the University of Kerala

Accredited by NAAC at B+ Level
www.vtmnsscollege.ac.in

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY

Introduction

The Internal Quality Assurance Cell (IQAC) functions as a core component within the academic and administrative framework of VTM NSS College, Dhanuvachapuram. The prime objective of IQAC is to ensure quality and progress, holistically. The IQAC Policy is a key document formulated to ensure the college's unwavering commitment to excellence and quality assurance. The policy is designed to familiarise all stakeholders with the institution's established rules, regulations and procedural methodologies. The policy document serves its purpose of guiding the academic fraternity towards the shared goal of upholding the highest standards in quality education and institutional functioning.

VISION AND MISSION OF IQAC

Vision: "To promote and ensure a culture of quality and equity by integrating both internal and external initiatives, ensuring excellence at both academic and administrative level"

Mission: "To seamlessly blend internal and external initiatives, fostering a unified approach to quality by maintaining excellence in all its procedural methodologies encompassing the heterogenous academic community"

QUALITY POLICY

- The institution is firmly dedicated to adopting proactive and progressive methodologies aimed at ensuring and elevating quality by enhancing the capabilities of the students through innovative teaching and learning approaches.
- Elevating research standards, which encompass quality publications, innovation, the protection of intellectual property rights (IPR), and the pursuit of funded projects.
- Fostering interactions with industries to facilitate internships and collaborative/entrepreneurial linkages and activities.
- Promoting and supporting entrepreneurship and the development of start-ups.
- Engaging in outreach activities and extensions for the betterment of the community and its development.

IQAC OBJECTIVES

- To instil a sense of quality awareness among the stakeholders and engage them actively in the quality assurance process.

- To formulate quality assurance strategies that nurture and strengthen a culture of excellence within the institution.
- To create and conduct Skill Development Programmes and Faculty Development Programmes for students and teachers and administrative staff, respectively, empowering them with the necessary skills and competence.
- To facilitate and encourage quality research and publications among both students and teachers.

IQAC STRATEGIES

IQAC shall evolve mechanisms and procedures for:
- ❖ Ensuring timely, efficient and progressive performance of academic and administrative processes.
- ❖ The relevance and quality of academic and research programs.
- ❖ Equitable access to and affordability of academic programmes for the heterogenous community.
- ❖ Optimization and integration of novel methods of teaching and learning.
- ❖ Transparent and robust evaluation procedures and grievance redressal system.
- ❖ Ensuring the adequacy, maintenance and functioning of the infrastructural facilities and other support services.
- ❖ Promoting research, skill development, innovation and entrepreneurship.

FUNCTION OF IQAC

- ➢ Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution by formulating policies.
- ➢ Facilitating the creation of a student-centric environment conducive to quality education.
- ➢ Collecting regular feedback from students, parents and other stakeholders on quality - related institutional processes.
- ➢ Dissemination of information on various quality parameters of higher education
- ➢ Organization of workshops, seminars and research conferences
- ➢ Documentation of the various programs/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
- Preparation and submission of the Annual Quality Assurance Report (AQAR) and Self Study Report (SSR) as per guidelines and parameters of NAAC - to be submitted to NAAC.
- Participation in NIRF, AISHE
- Conducting Academic, Administrative, Green Audits

IQAC COMPOSITION

- ❖ The IQAC, functions under the leadership of the Principal, Management representative, comprises of senior faculty members, department heads, administrative staff, alumni, distinguished educators/industry experts, local body member and student. The IQAC convenes on a quarterly basis to deliberate on different qualitative parameters items and document minutes, along with Action Taken Reports.
- ❖ The roles and responsibilities of the key stakeholders, including students, alumni, faculty, and college management, are outlined as follows:
  - Principal
    - The Principal serves as the Chairperson of the IQAC, providing overall leadership and guidance for quality assurance activities.
    - Ensures the implementation of quality policies and strategies across the institution, aligning them with the institution's mission and vision.
    - Is involved in the planning and review of quality assurance processes, including setting objectives and strategies for improvement.
    - Plays a key role in allocating resources necessary for quality enhancement, which includes faculty development, infrastructure improvement, and support services.
  - Coordinator
    - The coordinator provides leadership and direction for the IQAC, ensuring that its activities align with the institution's mission and vision for quality.
    - Is responsible for developing and implementing the institution's quality assurance policies, strategies, and action plans.
    - Facilitates and coordinates the functioning of the IQAC, working closely with faculty, staff, and other stakeholders to ensure the smooth operation of quality assurance mechanisms.

- Coordinates the collection and analysis of feedback data related to various quality indicators, identify areas for improvement and augment the same.
- Convenes quality-related activities, meetings, and documentation of reports - maintained, and readily accessible for internal and external reviews.
- Preparing and guiding the institution for accreditation processes and compliance with quality standards.

- Faculty
  - Faculty members have the responsibility of upholding discipline in accordance with the institution's regulations and ensuring the delivery of high-quality teaching and learning experiences.
  - Continuously update their knowledge and teaching methods to stay current in their fields.
  - Provide mentorship and guidance to students beyond classroom instructions.
  - Engage in research to contribute to the advancement of knowledge in their respective disciplines.
  - Foster an inclusive and diverse learning environment, respecting the varied backgrounds and perspectives of their students.

- Students
  - Students are expected to adhere to the institution's regulations, policies, and guidelines concerning discipline, punctuality, and attendance.
  - Accountable for meeting specified attendance and academic performance criteria while developing essential technical and presentation skills.
  - Participate in co-curricular and extracurricular activities to foster holistic development.
  - Should exemplify responsible and ethical conduct within the academic community, upholding principles of academic integrity.

- Alumni
  - Alumni are encouraged to maintain open lines of communication with both faculty and the institution, providing valuable insights into technological trends, and potential job opportunities.
  - Act as mentors to current students by sharing their experiences and insights to guide them in their intellectual, academic and career paths.
  - Have the opportunity to contribute to the college's growth by providing philanthropic support.

- Management

- Incorporates quality as a fundamental component of the institution's vision and mission.
- Encourages faculty members to attend national and international conferences and workshops for the continual enhancement of their knowledge and skills.
- Establishes empowered committees dedicated to maintaining and assuring the highest levels of quality in teaching, infrastructure, and other areas.
- Provides inherent support in terms of infrastructure, personnel, and financial resources to further the institution's quality objectives.
- Industry Experts
  - Fostering interactions with industries to facilitate internships and collaborative/entrepreneurial linkages and activities.
  - Promoting and supporting entrepreneurship and the development of start-ups.
  - Engaging in outreach activities and extensions for the betterment of the community and its development.
  - Contributing in kind to the academic community
  - Participating in quality initiatives by the institution

CONCLUSION

IQAC ensures and promotes strategies and mechanisms fostering the development of relevant and high-quality academic and research programs. Promotes equitable access to and affordability of academic programs for the diverse sections of the society, thereby ensuring a holistic development of the academic community and contribute towards the progress of the society.

****

Principal
V.T.M.N.S.S. College
Dhanuvachapuram