IQAC QUALITY POLICY

PREFACE

Naipunnya School of Management, Cherthala **(NSMC)**, a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003. Naipunnya affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnya became synonymous with academic and professional excellence. In 2023, Naipunnya College achieved a significant milestone by being accredited with an A grade by the National Assessment and Accreditation Council (NAAC). This recognition underscores our commitment to academic excellence and continuous improvement. In 2024, the college further strengthened its credentials by receiving approval from the All-India Council for Technical Education (AICTE). Additionally, Naipunnya College is recognized under Section 2(f) of the University Grants Commission (UGC) Act of 1956, affirming our adherence to the highest educational standards. In our pursuit of excellence and continuous improvement, the Internal Quality Assurance Cell (IQAC) at Naipunnya School of Management is committed to fostering a culture of quality and accountability. The Quality Policy outlined in this document represents our dedication to achieving and maintaining high standards across all facets of our institution. The primary objective of this Quality Policy is to provide a structured framework for ensuring quality enhancement in academic and administrative processes. The policy encompasses a comprehensive approach that includes systematic planning, effective implementation, thorough assessment, and ongoing refinement of our strategies and practices. Quality policy reflects our belief in the value of continuous improvement and our dedication to providing an exceptional educational experience. By adhering to these principles, we aim to uphold the highest standards of quality in teaching, research, administration, and service, ultimately contributing to the holistic development of our students and the advancement of our institution.

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1. SCOPE

The Quality Policy applies to all academic and non-academic staff employed at or contracted to Bharata Mata College. This includes members of the Management, the administration, the faculty, the technical staff and the support staff. The Policy has an all-encompassing nature which applies equally to the College's academic operations (design and all modes of delivery of taught programmes and courses, research and innovation) and non-academic operations (design and delivery of administrative, financial, technical, professional and support services), as well as its formal and public engagement.

2. INTERNAL QUALITY ASSURANCE CELL (IQAC)

As a post-accreditation quality sustenance measure prescribed by NAAC, the college established the Internal Quality Assurance Cell (IQAC) under the auspices of NSMC, in 2016. The IQAC being an integral part of the college works towards realizing the goals of quality enhancement by developing a system for conscious, consistent and catalytic improvement in different aspects of functioning of the college. The IQAC assures the stakeholders i.e., students, parents, teachers, staff, Management, employers and society, accountability and transparency in the quality management system of the institution and its concern for ensuring high quality of education is being imparted.

2.1 Vision

To establish methodical and transparent quality processes in the college for maturing, strengthening and upholding eminence in its academic and administrative practices and to set benchmarks for their cyclic evaluation.

2.2 Mission

IQAC of the college will ensure a learner-centric environment furnished with the latest techniques and technologies of learning, teaching, research and sharing knowledge. It will endeavor to facilitate ICT tools for teaching and learning process and also to inculcate value–based education systems. IQAC will always strive to evolve a reliable, uniform and catalytic quality improvement system that supports the pursuits of the staff and students of the college.

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2.3 Objectives

IQAC aims to develop a system for conscious, consistent and catalytic action and to improve the academic and administrative performance of the institution. It promotes measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

2.4. Functions of IQAC

IQAC assures the stakeholders - students, faculty, administrative staff, quality circle members and society in general - of the accountability and transparency in the quality management system of the institution. IQAC is actively involved in the following functions.

i. Development and application of quality benchmarks
ii. Parameters for various academic and administrative activities of the institution
iii. Securing NAAC accreditation/reaccreditation
iv. Facilitating the creation of a learner-centric environment conducive to quality education and evolution of faculty to adopt the requisite knowledge and technology for participatory teaching and learning process
v. Collection and analysis of feedback from all stakeholders on quality-related institutional processes
vi. Dissemination of information on various quality parameters to all stakeholders
vii. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
viii. Documentation of the various programmes/activities leading to quality improvement
ix. Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices
x. Development and maintenance of institutional database.
xi. Annual review on the achievements in terms of Strategic Plan – performance targets set and recommending appropriate revisions of strategies / targets.

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xii. Periodical conduct of Academic and Administrative Audit and its follow-up.
xiii. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
xiv. Organise Performance appraisal process.
xv. Organise programmes for capacity building on teaching pedagogy, OBE and awareness on NEP etc.

2.5. Composition of IQAC

The composition of the institution's IQAC is as recommended by NAAC;

i. Chairperson: Head of the Institution
ii. A few senior administrative officers
iii. Three to eight teachers
iv. One member from the Management
v. One/two nominees from local society, students and alumni
vi. One/two nominees from employers /industrialists/stakeholders
vii. One of the senior teachers as the coordinator/Director of the IQAC
viii. The membership of such nominated members shall be for a period of three years.
ix. The IQAC Core committee should meet at least twice in an academic year.
x. The minutes of the meetings and action taken reports are documented periodically

3. NAIPUNNYA COLLEGE EXCELLENCE FRAMEWORK (NCEF)

The Naipunnya College Excellence Framework (NCEF) is a structured approach developed by the IQAC to enhance quality in all aspects of the college's operations.

The college is committed to:

- Carefully planning its activities and establishing goals
- Tracking and assessing these activities along with their results and impacts

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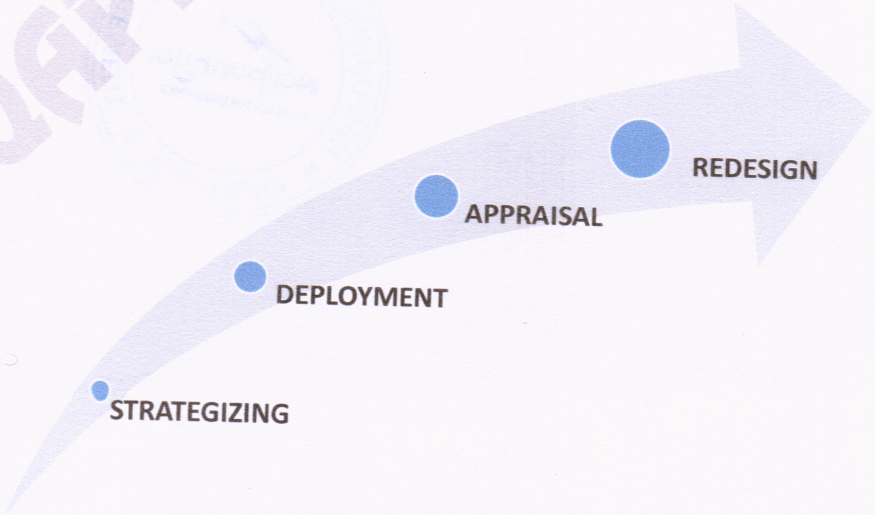
- Applying the findings to enhance its operations and outcomes across teaching, research, innovation, public service, intellectual leadership, outreach, governance, and administration.

To achieve the **NCEF**, the following ten initiatives will be taken

i. Annual retreat programme for faculties
ii. Internal quality assurance audit
iii. A three-tier induction programme for students
iv. Mentoring and counselling platform for students
v. Incubation centre to demonstrate and develop student skills
vi. Faculty development programme cell
vii. Promotion of quality research and the generation of new knowledge
viii. An add-on committee to enrich student knowledge and skills through various add on courses and improve their employability.
ix. Training initiatives
x. Performance appraisal system
xi. Industry collaborations
xii. Certifications
xiii. Environment education initiatives
xiv. Outcome based education and its measurement
xv. Learner centred education initiatives

4. APPROACH BASED ON A FRAMEWORK



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Strategizing refers to the process of developing and organizing strategies for the plans and activities of the Internal Quality Assurance Cell (IQAC). deployment is about effectively carrying out the strategized activities to achieve the quality improvement goals set by the IQAC. Appraisal refers to the process of evaluating the effectiveness and impact of the strategies implemented by the Internal Quality Assurance Cell (IQAC). Redesign involves revising and improving the strategies developed by the Internal Quality Assurance Cell (IQAC) based on the apprisal outcomes.

5. POLICY REVIEW

This policy shall be reviewed annually and may be amended as and when required to retain its contemporary relevance. Any stakeholder of the institution may submit proposal for the improvement of policy to the IQAC. The proposed changes shall be reviewed by IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration. Person in charge: 1) Principal 2) IQAC Coordinator

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