

INTERNAL QUALITY ASSURANCE AUDIT

An IQAC Initiative

In the classical language Sanskrit, Naipunnnya means 'expertise' or 'mastery'. Naipunnnya, as the name signifies, aims at professionalism, discipline and holistic development of the students. The institute is unique in its approach towards professionalism whereby all get a platform to refine and mould their talents. Expansion of knowledge is an ongoing process here. Naipunnnya School of Management, Cherthala (NSMC), a project of the Archdiocese of Ernakulam-Angamaly, was established in 2003 under the visionary leadership of His Excellency Mar Thomas Chakkiath. Naipunnnya got affiliated to the University of Kerala in 2005. Within a decade of its establishment, Naipunnnya became synonymous with academic and professional excellence.

The Internal Quality Assurance Cell (IQAC) is established in the College to evolve tools and guidelines for improving quality at different levels of the institution. The monitoring and evaluation of the institutional processes require a carefully structured system of internal and external review. Internally it is being done by the IQAC through various processes such as student feedback analysis, preparation of yearly academic performance report of departments etc. Internal Quality Assurance Audit (IQAA) is a scientific and systematic method of reviewing the quality of academic process externally.

the Internal Quality Assurance Audit has been undertaken to assess the institution's adherence to its quality objectives, identify areas for enhancement, and reinforce the mechanisms that ensure sustainable and consistent growth. This audit serves as a vital tool in reflecting upon our strengths, addressing gaps, and aligning our efforts with the benchmarks set by accrediting agencies, regulatory bodies, and stakeholders. Through a systematic and transparent evaluation of academic programs, administrative processes, and stakeholder engagement, the audit aims to strengthen the institution's reputation for quality and innovation. The findings of this audit will provide actionable insights for all departments and units, enabling them to refine their practices and contribute to the collective vision of the college. The purpose of Internal Quality Assurance Audit (IQAA) is to encourage departments to evaluate quality of their teaching learning, research activities as well as extracurricular activities.



OBJECTIVES

- To understand the existing academic processes in the departments.
- To ensure quality of teaching learning processes, research activities as well as other related processes.
- To ensure quality of academic outputs.

SCOPE OF THE AUDIT

- Academic Programs
- Student Support Services
- Faculty Development and Performance
- Infrastructure and Facilities
- Governance and Leadership
- Administrative and Financial Management
- Research and Development Activities
- Stakeholder Feedback and Engagement

The Internal Quality Assurance Audit conducted by a college's Internal Quality Assurance Cell (IQAC) plays a crucial role in maintaining and enhancing the institution's standards. It ensures that quality remains a continuous process, fostering a culture of excellence and accountability.

IMPORTANCE

Following are the key reasons why the audit is essential:

- Promotes Continuous Improvement
- Ensures Accountability
- Enhances Stakeholder Confidence
- Aligns with Accreditation and Compliance Standards
- Facilitates Evidence-Based Decision Making
- Strengthens Academic Quality
- Improves Resource Utilization
- Encourages Faculty Development and Research
- Fosters a Quality Culture
- Prepares the Institution for External Reviews



The Internal Quality Assurance Audit (IQAA) is a systematic, step-by-step process that evaluates and ensures the quality standards in academic and administrative functions of a college. Below is an outline of the typical process involved in conducting the internal quality assurance audit;

PROCESS

- 1) A schedule of IQAA will be published, and that audit should start between February 20 and February 25 every year.
- 2) A list of auditors will be prepared by IQAC, and the same should be communicated to the concerned auditor.
- 3) All departments, IQAC, examination cell, library, administrative and academic office, LMS software, IT admin office, all labs, maintenance sections, and library will be part of the audit.
- 4) The Internal Quality Assurance Audit (IQAA) of the college will be based on NAAC criteria. However, the IQAC has the authority to change the audit criteria.
- 5) A non-conformity notice (NC) will be issued by IQAC after each audit based on the audit findings. The concerned faculty, department, and other sections will be given up to 10 days to clear the NC.
- 6) The auditor will decide the proposed clearance date, and the issued NC should be cleared on or before the proposed clearance date.
- 7) Conveners of each criterion will prepare a report on a prescribed format based on the audit and submit the same to IQAC.
- 8) A consolidated report will be prepared by the IQAC and submit the same to Principal for approval.

By systematically assessing academic programs, infrastructure, student services, faculty development, and governance, the audit process highlights the strengths of the institution while also pinpointing opportunities for growth and innovation. The findings and recommendations generated from the audit serve as a roadmap for strategic planning, allowing the college to make data-driven decisions that contribute to both short-term improvements and long-term sustainability.

Importantly, the IQAA promotes a culture of accountability, collaboration, and continuous enhancement, engaging all stakeholders in the pursuit of excellence. It fosters an environment where quality becomes an inherent part of the institution's DNA ensuring that students receive the best educational experience, faculty are empowered to grow professionally, and the institution remains competitive and aligned with national and international standards.



Ultimately, the IQAC's Internal Quality Assurance Audit strengthens the institution's position as a leading educational provider, committed to delivering exceptional value to its students, staff, and community. By continually refining its processes and practices, college remains dedicated to its mission of providing high-quality education and contributing meaningfully to the development of society.



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