

IQAC - SOP

CHAIRMAN

IQAC COORDINATOR

MANAGEMENT MEMBER

ADMINISTRATIVE OFFICER

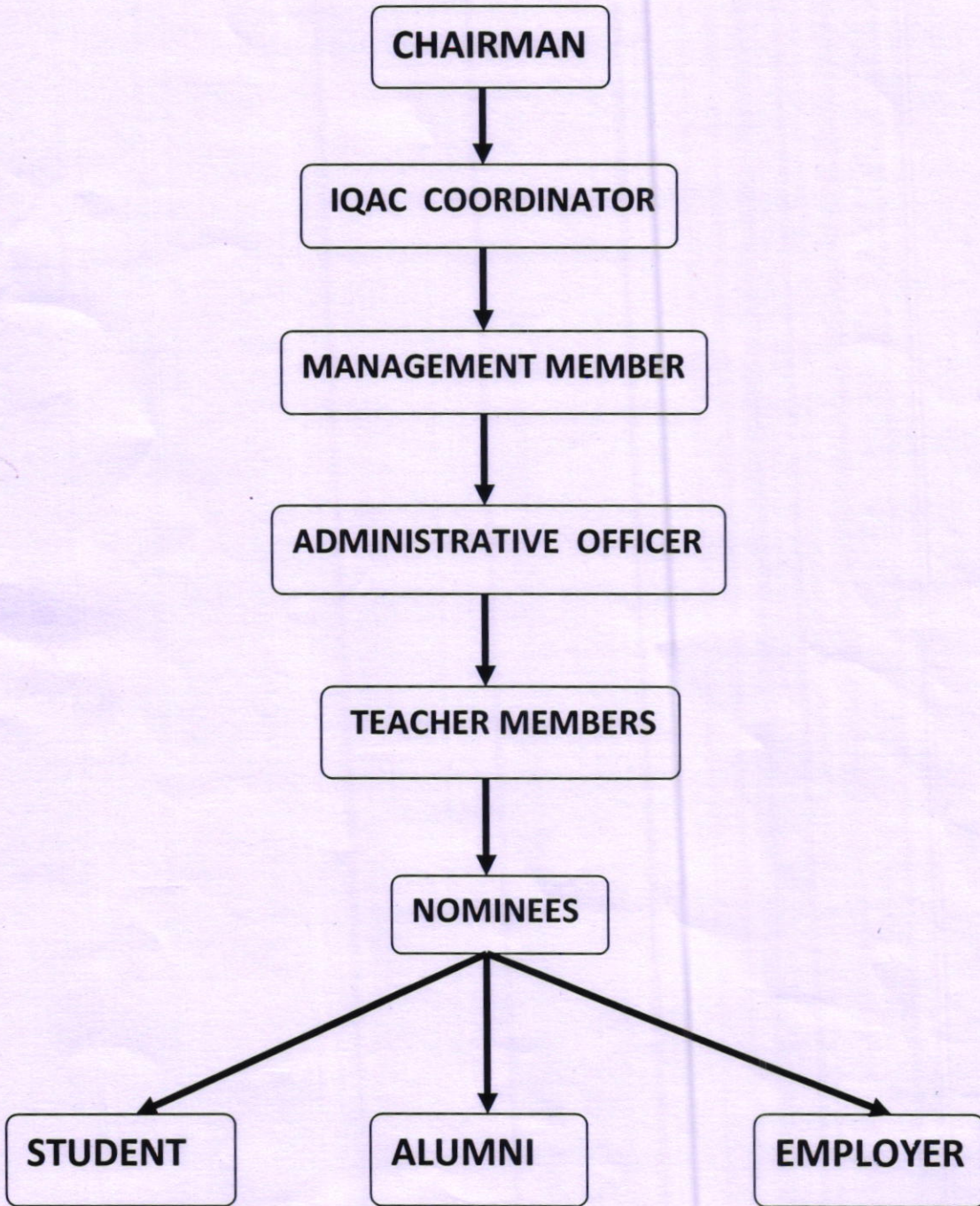
TEACHER MEMBERS

NOMINEES

STUDENT

ALUMNI

EMPLOYER





AZEEZIA

COLLEGE OF DENTAL SCIENCES & RESEARCH
KOLLAM -691537

INTERNAL QUALITY ASSURANCE CELL

POLICY MANUAL

Internal Quality Assurance Cell (IQAC) Policy Document

The Internal Quality Assurance Cell (IQAC) Policy document is prepared to make all faculty members working at Azeezia Dental College of Sciences & Research aware of rules and regulations of the institute. The policy is effective from January 2017. It is expected that faculty members strictly adhere to the rules and regulations spelled out in this document. The Management reserves the right to change/modify the policy as and when necessary and apply their discretion in specific cases.

AZEEZIA COLLEGE OF DENTAL SCIENCES & RESEARCH

KOLLAM – 691537

(An Affiliated Institution)

A. VISION AND MISSION OF THE INSTITUTION

VISION

Our vision is to create a healthier society by providing affordable healthcare services and to inspire the building aspirants to reach the unreached for the betterment of the community

MISSION

- To provide a comprehensive and quality dental education with ethical values.
- To stimulate and extend the frontiers of knowledge through faculty development and continuing education programmes.
- To promote competent and qualified manpower of health care services.
- To master the art of healing and explore the frontier of health with a mandate to reach the unreached through compassionate practice , committed teaching and constant research.
- To make research the significant activity involving student , faculty and other stakeholders of education in our college.

**AZEEZIA COLLEGE OF DENTAL SCIENCES AND RESEARCH
KOLLAM - 691537**

INTERNAL QUALITY ASSURANCE CELL (IQAC) POLICY MANUAL

B . VISION OF IQAC

- To ensure quality culture as the prime concern of the institution through institutionalizing and internationalizing all the initiatives taken with internal and external support.

C . MISSION OF IQAC

- To develop a conscious ,consistent and catalytic system to improve the academic and administrative performance.
- To foster Global Competencies to enhance value system among students.
- To Channelize and systematize the best practices and measures of the institution towards excellence.

D . IQAC QUALITY POLICY

- The institution is committed to take positive and proactive steps to ensure quality teaching,learning,research and outreach services relevant to needs of the Institution and the society.

E . OBJECTIVES

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

Basic principles of Quality Policy of the institution include holistic approach , benchmarking, methodologies for accountability , self-assessment , evaluation by students , continuous efforts for improving the quality of academic , administrative and supporting staff, optimum utilization of resources and efforts for continuous improvement.

F . IQAC Committee

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with heads of the departments , administrative members , experienced faculty, few distinguished educationalist and stakeholders. The IQAC should meet at least thrice a year. The agenda, minutes and Action Taken reports are documented periodically.

The roles/duties of main stake holders such as Students , Alumni, Faculty and College management are indicative in nature as given below :

I . Role of Students

- Students are required to abide by norms, rules, guideline related to discipline, punctuality and regularity.
- They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- Students to provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.

II . Role of Alumni

- The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends and job opportunities.
- They will maintain goodwill of the college.

III . Role of Faculty

- Faculty should maintain discipline according to the institution rules and guidelines.
- Faculty should ensure quality teaching and learning processes.

IV Role of Management

- Embed quality as an important component of vision/mission of the institution.
- Faculty is encouraged to attend national and international conference and workshops to update their knowledge and skills.
- Set up necessary empowered committees for maintaining /assuring highest levels of quality of Teaching, Infrastructure etc.
- Provide support in terms of infrastructure, manpower and financial support.

G . Mechanism of Quality Assurance (QA)

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- Relevant and quality academic/research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.

- Optimization and integration of modern methods of teaching and learning.
- The credibility of assessment and evaluation process.
- Ensuring the adequacy ,maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

The policy shall apply to all the faculties ,departments ,administrative and support staff at institution .

Regular internal audits will be conducted to ensure that the Quality Policy is maintained.

H . Amendments /Review:

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal,for improvement of this policy ,to the IQAC. The proposed changes shall be reviewed by the IQAC and ,if found suitable,shall be forwarded to the higher authorities for consideration.

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