



# BISHOP BENZIGER COLLEGE OF NURSING

Post Box No 46, Sastri Jn., Kadappakkada, Kollam - 691001

(Accredited by KUHS with A+ and Re-accredited by NAAC with B++)

Estd: 2004

Website: [www.bbconkollam.org](http://www.bbconkollam.org) email id: [office@bbcon.ac.in](mailto:office@bbcon.ac.in) Ph. No: 0474-2765582



## INTERNAL QUALITY ASSURANCE CELL POLICY MANUAL

### INDEX

Sl. No.	Content	Page No.
1.	Introduction	2
2.	Primary Aim of IQAC	2
3.	IQAC – Vision	2
4.	Quality Policy	2
5.	Objectives	2
6.	Quality Motto	2
7.	Terms of Reference	3
8.	Strategies of IQAC	3
9.	Benefits of IQAC	3
10.	Functions of IQAC	3
11.	Roles / Duties of IQAC coordinator, main stakeholders such as students, alumni and faculty and college management	4



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

The National Assessment and Accreditation Council advocates the establishment of Internal Quality Assurance Cell (IQAC) by all the accredited institutions Bishop Benziger College of Nursing. Kollam was established in the year 2004 and accredited by NAAC with B" grade in the year 2016. Internal Quality Assurance Cell (IQAC) of the institution was established on 7 January 2015, as quality sustenance activity the IQAC plans guides and monitors Quality Assurance (QA) and Quality Enhancement (QE) activities of the institution.

### IQAC VISION

Vision to ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

### QUALITY POLICY

We are committed to providing value based and skill oriented holistic health care education of developing world class nurse Leaders with professionalism and social responsibility.

### QUALITY MOTTO

**QUALITY EDUCATION: The Key to Standard Nursing Care.**

### OBJECTIVES

#### *Primary goals:*

1. To develop a quality system for conscious, consistent and catalytic programmed action to improve academic and administrative performance of the institution.
2. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.



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## STRATEGIES OF IQAC

***IQAC shall evolve mechanisms and procedures for;***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) Relevant and quality academic/research programs.
- c) Equitable access to and affordability integration of modern methods of academic programs for various sections of society.
- d) Optimization of teaching and learning.
- e) The credibility of assessment and evaluation process.
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing research findings and networking with other institutions in India and abroad.

## TERMS OF REFERENCE

The internal quality assurance cell will be called as IQAC. The committee will consist of 19 members. Meeting will be held once in three months and at least nine members of the cell shall be present, to consider the meeting valid.

## BENEFITS

***IQAC will facilitate/contribute to;***

1. ensure 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 he is;
6. build an organized methodology of documentation and internal communication.

## FUNCTIONS OF IQAC

1. Coordinate quality related activities by developing an organized methodology of documentation and internal communication.





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2. Integrating the activities of the college to ensure adoption and dissemination of good practices.
3. Spearheading the conduct of internal and external Academic Audits of departments to promote quality, accountability and transparency.
4. Creating and maintaining a system of feedback on process and policies of the college from stakeholders.
5. Initiating and coordinating the process of enriching the syllabus to create a progressive curriculum that is in tune with the demands of the time.
6. Preparing annual assurance report (AQAR) as per NAAC guidelines.
7. To coordinate program that aim at advancing the career prospectus of faculty members.
8. Organize special programs for advanced learners and slow learners to suit their needs. motivate them and provide opportunities to explore options for growth.
9. To initiate the integration of new methods of teaching, learning and evaluation, especially methods that are technology oriented.
10. Organize workshops and seminars on quality related issues/themes and thus promote a culture of quality in all areas and activities of the institution.
11. Promote the creation and maintenance of a learner-centric environment and adoption of participatory teaching and learning.
12. Contribution to the decision-making process related to the functioning of the institution.
13. Promote inter-institutional endeavors to facilitate resource sharing and promotion of research.

**Roles /duties of main stakeholders such as students, alumni, and faculty and college management are indicative in nature as given below**

### ***The role of the Coordinator***

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be a senior academic administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the

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administration. It is essential that the coordinator may have sound knowledge about the computer, data management and its various functions such as usage for effective communication.

## Students:

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

## Alumni:

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

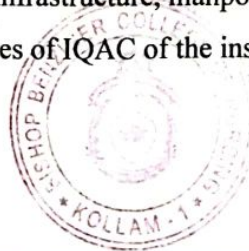
## Faculty:

- ✦ Faculty should maintain discipline according to the institution rules and regulations.
- ✦ Faculty should ensure quality teaching and learning process.

## Management:

- ✦ Embed quality as an important component of vision/mission of the institution
- ✦ Faculty is encouraged to attend national/international conference and workshop to update their knowledge and skills.
- ✦ Faculty is supported financially to go for higher studies and research.
- ✦ Set up necessary empowered committees for maintaining /assuring highest level of quality of teaching, infrastructures etc.
- ✦ Provide support in terms of infrastructure, manpower and financial support.
- ✦ Participate in all the initiatives of IQAC of the institution.

  
IQAC Coordinator



  
DR. M. K. ROCHUVILAYIL S.I.C  
Signature of the Principal Ph.D (N)

PRINCIPAL

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Page | 5