



KOTTAKKAL FAROOK ARTS & SCIENCE COLLEGE

KOTTAKKAL, PARAPPUR P.O, MALAPPURAM DISTRICT, KERALA, 676503

QUALITY POLICY KFASC WORKING

Introduction:

Kottakkal Farook Arts and Science College (KFASC) recognizes the importance of quality education in shaping the future of its students. With a strong commitment to excellence, KFASC has established a comprehensive quality policy to ensure the highest standard of education within its institution. This policy serves as a guiding framework that enables the college to continually improve its teaching, learning, and support services, fostering an environment conducive to the holistic development of its students.

Background

KFASC boasts a rich legacy of providing quality education in the fields of Arts and Science. Since its establishment, the college has consistently upheld the values of academic integrity, innovation, and student-centric learning. The college has been at the forefront of implementing modern teaching methodologies, nurturing a culture of research, and fostering an atmosphere of inclusivity and diversity.

OBJECTIVES AND PRINCIPLES

The quality policy of KFASC is driven by the following objectives:

- 1) **Academic Excellence:** To provide an educational experience that emphasizes academic rigor, intellectual growth, and critical thinking, enabling students to excel in their chosen disciplines.
- 2) **Holistic Development:** To foster an environment that promotes the holistic development of students by emphasizing character building, ethical values, and interpersonal skills. (value and skill based education)
- 3) **Continuous Improvement:** To continuously enhance the quality of education through self-evaluation, feedback mechanisms, and a commitment to ongoing professional development for faculty and staff.
- 4) **Industry Alignment:** To bridge the gap between academia and industry by aligning the curriculum with industry requirements, facilitating internships, and promoting industry-academic collaborations.
- 5) **Student Support:** To provide comprehensive support services that cater to the diverse needs of students, ensuring their academic success and personal well-being.

PRINCIPLES

The quality policy of KFASC is guided by the following principles:

1. **Student-Centric Approach:** Placing the needs and aspirations of students at the centre of all educational endeavours, fostering an inclusive and supportive learning environment.
2. **Excellence in Teaching and Research:** Encouraging faculty members to engage in innovative teaching practices, research activities, and professional development to maintain a high standard of academic delivery.
3. **Ethical Conduct:** Upholding the principles of academic integrity, ethical conduct, and social responsibility, promoting a culture of honesty, fairness, and respect among all members of the college community.
4. **Stakeholder Engagement:** Collaborating with stakeholders, including students, parents, faculty, staff, alumni, and the local community, to foster a sense of ownership and shared responsibility in achieving the college's quality objectives.

IMPLEMENTATION AND MONITORING

To ensure the effective implementation of the quality policy, KFASC will:

- Develop and regularly update a comprehensive quality assurance framework that encompasses all aspects of teaching, learning, and support services.
- Establish clear mechanisms for student feedback, incorporating their suggestions and concerns into the decision-making process to improve the quality of education.
- Encourage faculty members to engage in continuous professional development programs, research activities, and pedagogical innovation.
- Establish a system for regular curriculum review, aligning the courses offered with industry needs and emerging trends in the respective disciplines.
- Promote a culture of collaboration, teamwork, and knowledge sharing among faculty and staff through seminars, workshops, and interdisciplinary initiatives.

MONITORING

KFASC is committed to monitoring the effectiveness of its quality policy through:

- Regular internal audits and assessments to identify areas for improvement and implement corrective measures.
- External accreditation processes such as accreditation from recognized educational bodies, ensuring compliance with industry standards and best practices.

- Periodic reviews of student outcomes and performance indicators to assess the effectiveness of educational programs and support services.
- Engaging in benchmarking exercises and learning from best practices in the field of higher education to enhance the quality of education.
- Soliciting feedback from stakeholders, including students, parents, employers, and alumni, to gather insights and perspectives on the college's performance and areas for improvement.

CONTINUOUS IMPROVEMENT

KFASC is committed to a continuous improvement cycle that involves:

- Setting measurable quality objectives aligned with the college's mission and strategic goals.
- Collecting and analysing data on key performance indicators to evaluate the college's progress towards its quality objectives.
- Identifying areas for improvement based on the analysis of data and feedback from stakeholders.
- Implementing action plans and initiatives to address the identified areas for improvement.
- Monitoring and reviewing the effectiveness of the implemented actions and making adjustments as necessary.
- Communicating the progress and outcomes of the continuous improvement efforts to stakeholders, ensuring transparency and accountability.

RECOGNITION AND APPRECIATION

KFASC acknowledges and appreciates the contributions and efforts of its faculty, staff, and students in upholding the college's quality policy. It recognizes and celebrates achievements, innovations, and exemplary practices that enhance the overall quality of education provided by the institution.

KFASC's quality policy reflects its unwavering commitment to providing a superior educational experience to its students. By prioritizing academic excellence, holistic development, continuous improvement, and stakeholder engagement, the college aims to create a dynamic learning environment that prepares students for success in their academic pursuits and professional careers. Through effective implementation, monitoring, and a culture of continuous improvement, KFASC strives to be a beacon of quality education in the field of Arts and Science.

QUALITY MANUAL

The rationale for developing a Quality Policy Manual is to provide a comprehensive and standardized document that serves as a guide for all stakeholders involved in the educational processes of Kottakkal Farook Arts and Science College (KFASC). This manual outlines the college's commitment to quality education and serves as a reference point for maintaining and enhancing the highest standards of education within the institution. The manual also establishes a framework for quality assurance processes, ensuring that all stakeholders are aware of their roles and responsibilities in maintaining and improving the quality of education.

The key reasons for developing a Quality Policy Manual include:

1. **Clarity and Consistency:** The manual provides clear and concise guidelines that define the college's quality policy, objectives, and principles. It ensures that all stakeholders have a common understanding of the expectations and standards set by the institution. By having a standardized manual, consistency in quality assurance processes is promoted across different departments and functions within the college.
2. **Stakeholder Guidance:** The manual serves as a valuable resource for all stakeholders, including faculty members, administrative staff, students, parents, and governing bodies. It provides a clear roadmap for stakeholders to understand their roles and responsibilities in maintaining and improving the quality of education. By outlining the expectations and processes, the manual helps stakeholders align their efforts and contribute to the college's quality objectives.
3. **Compliance and Accreditation:** The Quality Policy Manual ensures that the college follows regulatory requirements and accreditation standards. It serves as a reference document during external audits and assessments, demonstrating the college's commitment to quality education. By following the guidelines outlined in the manual, the college can maintain its accreditation status and meet the expectations of regulatory bodies.
4. **Continuous Improvement:** The manual plays a vital role in fostering a culture of continuous improvement within the college. It provides a structured framework for assessing and improving the quality of education. By documenting quality assurance processes and performance indicators, the manual enables the identification of areas for improvement and the implementation of corrective measures. It ensures that the college is consistently evaluating its practices and striving for excellence.

5. **Communication and Transparency:** The manual serves as a means of communication, ensuring that the college's quality policy and processes are effectively communicated to all stakeholders. It promotes transparency by providing a clear understanding of the college's approach to quality education. The manual can be shared with external stakeholders, such as parents and potential students, to demonstrate the college's commitment to providing a high-quality educational experience.

DEFINING THE QUALITY ASSURANCE PROCESSES

KFASC recognizes the importance of implementing effective quality assurance processes to ensure the highest standard of education. To fulfil this commitment, the college has established an Internal Quality Assurance Cell (IQAC). The IQAC serves as a dedicated body responsible for monitoring, evaluating, and enhancing the academic and administrative activities within the institution. It acts as a central hub for quality assurance, ensuring that all processes and practices align with the college's quality policy and objectives.

The IQAC is responsible for designing and implementing various quality assurance processes that cover different aspects of the college's operations. These processes may include:

- **Curriculum Review:** Regular evaluation of the curriculum to ensure its relevance, alignment with industry needs, and integration of emerging trends in the respective disciplines.
- **Teaching-Learning Evaluation:** Assessment of teaching methodologies, instructional materials, and classroom interactions to ensure effective and student-centered learning experiences.
- **Student Assessment and Evaluation:** Monitoring the assessment practices and evaluation methods employed by faculty members to ensure fairness, accuracy, and alignment with learning outcomes.
- **Feedback Mechanisms:** Establishing mechanisms for collecting feedback from students, parents, faculty, and staff to gather insights, identify areas for improvement, and make informed decisions.
- **Faculty Development:** Facilitating professional development programs for faculty members to enhance their teaching skills, keep up with the latest educational practices, and foster a culture of continuous improvement.
- **Infrastructure and Facilities:** Regular inspection and maintenance of infrastructure, laboratories, libraries, and other facilities to provide a conducive learning environment for students.

- Institutional Research: Conducting research and surveys to gather data and insights on various aspects of education, student satisfaction, and stakeholder expectations, which can inform decision-making and improvement initiatives.

OUTLINING THE PRINCIPLES OF QUALITY ASSURANCE PROCESSES:

KFASC adheres to a set of principles that guide its quality assurance processes. These principles include:

- Student-Centric Learning: Placing the needs, interests, and aspirations of students at the centre of all educational endeavours. The college emphasizes personalized attention, individual growth, and fostering a supportive learning environment.
- Continuous Improvement: Embracing a culture of continuous improvement by regularly evaluating existing practices, gathering feedback, and implementing necessary changes to enhance the quality of education.
- Stakeholder Involvement: Engaging all stakeholders, including students, parents, faculty, staff, alumni, and the local community, in quality assurance processes. Their involvement and feedback provide valuable insights and perspectives that contribute to the college's improvement initiatives.
- Accountability: Ensuring accountability at all levels within the institution. KFASC holds itself accountable for meeting the defined quality objectives and expects accountability from faculty, staff, and students for their roles in maintaining and enhancing the quality of education.

QUALITY ASSURANCE IN THE INSTITUTION

Quality Policy and Objectives of the Management:

The management of KFASC is committed to providing quality education that meets the needs of students, stakeholders, and society. The quality policy outlines the management's dedication to maintaining the highest standards of education within the institution. The objectives of the management include:

- Academic Excellence: Ensuring that the college provides an educational experience that emphasizes academic rigor, intellectual growth, and critical thinking.

- **Student Success:** Supporting the holistic development of students by fostering an environment that promotes character building, ethical values, interpersonal skills, and overall well-being.
- **Continuous Improvement:** Establishing a culture of continuous improvement by regularly evaluating educational practices, gathering feedback, and implementing changes to enhance the quality of education.
- **Industry Relevance:** Aligning the curriculum with industry requirements and emerging trends to equip students with the knowledge and skills necessary for their future careers.
- **Stakeholder Satisfaction:** Ensuring the satisfaction of stakeholders, including students, parents, faculty, staff, and the wider community, by actively seeking their input, addressing their concerns, and incorporating their feedback into decision-making processes.
- **Social Responsibility:** Instilling a sense of social responsibility and ethical conduct among students, encouraging them to contribute positively to society.
- **Resource Optimization:** Ensuring the efficient utilization of resources, including infrastructure, facilities, and human capital, to provide a high-quality educational experience while maintaining sustainability.

To achieve these objectives, the management of KFASC is dedicated to implementing effective quality assurance processes that monitor, evaluate, and enhance the various academic and administrative activities within the institution. These processes aim to ensure that the college's operations align with the defined quality policy, meet regulatory requirements, and continuously strive for excellence. Through the management's commitment to quality assurance, KFASC aims to provide a transformative educational experience that prepares students for success in their personal and professional lives.

ESTABLISHMENT OF THE INTERNAL QUALITY ASSURANCE CELL (IQAC) AT KFASC:

KFASC has established an Internal Quality Assurance Cell (IQAC) with the responsibility of developing, implementing, and monitoring quality assurance processes within the institution.

ROLE OF IQAC IN QUALITY ASSURANCE, SUSTENANCE, AND ENHANCEMENT:

The IQAC plays a crucial role in ensuring quality assurance, sustenance, and enhancement within KFASC through the following:

- ***Guidelines:*** The IQAC develops guidelines for quality assurance processes, sustenance, and enhancement.
- ***Structure and Functionaries:*** The IQAC consists of faculty members, administrators, and other stakeholders who work together to ensure the effective implementation of quality assurance processes.
- ***Areas of Activities:*** The IQAC is involved in various areas such as curriculum development, teaching and learning, research, consultancy, and extension activities.
- ***Coordination with Committees:*** The IQAC coordinates with different committees, including the curriculum development committee, research committee, and student welfare committee, to ensure quality assurance processes are implemented effectively.
- ***Year-to-Year Planning:*** The IQAC plans quality assurance activities on an annual basis and monitors their effectiveness through evaluation.
- ***Coordination with Various Units:*** The IQAC maintains a functional relationship with other units of the institution, such as academic departments and administrative units, to ensure the implementation of quality assurance processes.
- ***Collaboration with NAAC:*** The IQAC closely collaborates with the National Assessment and Accreditation Council (NAAC) to ensure adherence to quality assurance processes and maintenance of academic standards.

• **1.QUALITY RESOURCES AND COMPONENTS**

- ***Library Resources:*** KFASC's library is equipped with the latest books, journals, and online resources that support the educational needs of students and faculty members. The college also provides access to digital libraries and other online resources that supplement the library's collections
- ***Student Participation in Institutional Quality:*** KFASC encourages students to participate in quality assurance processes by providing feedback on their educational experiences. The college also provides opportunities for students to participate in committees that oversee quality assurance processes.

- ***Faculty Participation in Institutional Quality:*** KFASC encourages faculty members to participate in quality assurance processes by providing opportunities for professional development and engagement in research, consultancy, and extension activities.
- ***Support Staff and Alumni Participation in Institutional Quality:*** KFASC values the contributions of support staff and alumni and encourages their participation in institutional quality by involving them in various committees and activities related to quality assurance processes.
- ***Institution-Industry Interface :*** KFASC has established links with industries to provide students with opportunities for practical training and exposure to real-world situations, which helps them develop the skills necessary for their future careers. KFASC recognizes the importance of collaborating with industry partners to ensure that its educational programs are relevant to the needs of the job market. The college encourages faculty members and students to engage with industry partners through internships, research projects, and other collaborative efforts.
- ***Institutional Social Responsibility:*** KFASC is committed to fulfilling its social responsibilities by engaging with the community and promoting sustainable practices. The college encourages faculty members and students to engage in community outreach programs, such as volunteering and service learning activities. KFASC also implements sustainable practices, such as waste reduction and energy conservation, to promote environmental responsibility.

2.TOWARDS STUDENT SATISFACTION

- **Remedial and Bridge Courses** KFASC provides remedial and bridge courses to help students overcome academic difficulties and to facilitate their smooth transition from school to college.
- **Value-Added Courses, Value Education, and Holistic Education** KFASC offers value-added courses, value education, and holistic education to provide students with a well-rounded education that prepares them for their future careers and to become responsible citizens.
- **Feedback Mechanisms, Feedback Analyses, and Corrective Measures** KFASC has established feedback mechanisms to gather input from stakeholders and to evaluate the effectiveness of quality assurance processes. Feedback analyses are used to identify areas for improvement, and corrective measures are taken to address any issues.

- Towards Enhancing the Quality of College Life (QCL) of the Students
KFASC is committed to enhancing the quality of college life for students by providing a safe, inclusive, and supportive environment that fosters their academic and personal growth.
- ANNEXURES IN THE QUALITY POLICY MANUAL
- KFASC provide additional information and specific guidelines on various aspects of quality assurance processes, further supporting the implementation of the college's quality policy. The annexures cover different areas and roles within the institution, as well as policies and code of student ,staff conduct and professional ethics. They exemplify the extent of areas where the college has evolved policies and procedures for quality assurance. [They are described below and their subsequent reference sites are provided in the end of this document](#)
 - 1) Attendance Requirement: This annexure outlines the college's policy regarding student attendance, including minimum attendance requirements and consequences for non-compliance.
 - 2) Staff Grievance Cell: It provides guidelines on how staff members can address their grievances and seek resolution through the designated grievance cell.
 - 3) Student Grievance Cell: This annexure outlines the procedures for students to file grievances related to academic or non-academic matters and the steps taken to address and resolve them.
 - 4) Anti-Ragging Cell: It provides guidelines and policies to prevent and address incidents of ragging within the college campus, ensuring a safe and inclusive environment for all students.
 - 5) Prevention of Sexual Harassment Cell: This annexure outlines the policies, procedures, and support mechanisms in place to prevent and address instances of sexual harassment, ensuring a safe and respectful campus for all.
 - 6) NCC: Guidelines for the functioning and activities of the National Cadet Corps (NCC) unit within the college, promoting discipline, leadership, and national integration among students.
 - 7) NSS: Guidelines for the functioning and activities of the National Service Scheme (NSS) unit within the college,

- promoting community service and social awareness among students.
- 8) **Women Empowerment:** This annexure focuses on policies and initiatives to empower and support women students and staff, ensuring gender equality and creating a conducive environment for their holistic development.
 - 9) **Student Welfare Schemes:** Guidelines for various welfare schemes and initiatives implemented by the college to support students' well-being, including scholarships, financial assistance, and counselling services.
 - 10) **Cleanliness in Campus:** This annexure emphasizes the importance of cleanliness and hygiene within the campus premises and provides guidelines for maintaining a clean and healthy environment.
 - 11) **Fine Arts and Cultural Activities:** Guidelines for organizing and promoting fine arts and cultural activities within the college, nurturing students' artistic talents and cultural appreciation.
 - 12) **Tours and Trips:** This annexure provides guidelines for organizing educational tours and trips, ensuring safety, learning opportunities, and compliance with relevant policies and procedures.
 - 13) **Purchase:** Guidelines for the purchase of goods, equipment, and services by the college, ensuring transparency, efficiency, and adherence to financial regulations.

II. Role Definitions:

- 14) **Faculty, teaching staff roles:** This annexure defines the responsibilities and duties of a class teacher, including academic monitoring, student guidance, and communication with parents.
- 15) **(ii) Mentor roles:** It outlines the role and responsibilities of a mentor, who provides guidance and support to students, fostering their personal and academic development.
- 16) **Others,** as class advisors, programme coordinators, or other staff member who perform other functions also.

III. Policies:

- 17) Academic policy: This annexure elaborates on the college's academics and curriculum policy, including curriculum development, review processes, and alignment with academic standards and industry requirements.
- 18) Research, Consultancy, and Extension: Guidelines and policies related to promoting research activities, consultancy services, and extension activities within the college to contribute to knowledge creation and societal development.
- 19) Admission: This annexure outlines the college's policies and procedures for student admission, including eligibility criteria, selection processes, and reservation policies.
- 20) Recruitment: It provides guidelines and policies for the recruitment and selection of faculty and staff members, ensuring transparency, fairness, and equal opportunities.
- 21) Awards and Rewards: This annexure details the policies and criteria for recognizing and rewarding outstanding performance and achievements of students, faculty, and staff.
- 22) Class advising and Mentoring policy Class advisors play a crucial role in providing guidance and support to students. They serve as mentors, assisting students in their academic journey, personal development, and career planning. The college's mentoring policies outline the responsibilities of class advisors, such as monitoring academic progress, providing individualized guidance, facilitating student-teacher interactions, and fostering a positive learning environment. These policies ensure that students receive personalized attention and support throughout their time at KFASC
- 23) Slow learner ,advanced learner policy
- 24) Scholarships policy
- 25) Green campus policy
- 26) Examination policy
- 27) Event management policy
- 28) ITpolicy
- 29) Mobile use policy
- 30) Parking policy
- 31) Asset and inventory management policy
- 32) Value,skill based education policy

33) Punctuality policy. KFASC emphasizes the importance of staff punctuality as it contributes to the smooth functioning of the institution. Policies on staff punctuality establish expectations for all faculty and staff members regarding their attendance, timeliness, and adherence to work schedules. These policies ensure that staff members set a positive example for students, maintain professionalism, and fulfill their responsibilities efficiently

IV. Code of Professional Ethics:

34) The code of professional ethics annexure defines the expected standards of conduct and professional behavior for all stakeholders within KFASC. It sets out principles and guidelines that faculty members, students, and administrators are expected to follow, including integrity, respect, professionalism, confidentiality, and commitment to academic excellence. The code emphasizes ethical behavior, maintaining a positive and inclusive learning environment, and upholding the values and reputation of the college.

35) Management Quality: Management quality is a critical aspect of KFASC's commitment to excellence. The college implements effective management practices to ensure smooth administrative operations, resource allocation, decision-making, and strategic planning. Management quality encompasses leadership, communication, transparency, accountability, and the establishment of clear channels for collaboration and coordination within the institution. These practices contribute to the efficient functioning of the college and the realization of its goals.

36) Professional Competency in Teaching and Guidance: KFASC places a strong emphasis on professional competency among faculty members in both teaching and guidance roles. The college ensures that faculty members possess the necessary qualifications, subject expertise, and pedagogical skills to deliver high-quality education. Ongoing professional development programs, workshops, and training sessions are conducted to enhance teaching methodologies, innovative approaches, and guidance techniques. This focus on professional competency ensures that students receive instruction and guidance that aligns with current educational standards and best practices.

- 37) **Avenues for Sports, Arts, and Extracurricular Activities:** KFASC recognizes the significance of sports, arts, and extracurricular activities in the holistic development of students. The college provides various avenues for students to participate in sports teams, cultural events, and other extracurricular activities. It encourages students to engage in these activities to nurture their talents, develop teamwork skills, foster creativity, and promote a well-rounded education. Policies and guidelines are established to facilitate and support these activities, ensuring a vibrant and inclusive campus life that goes beyond academic pursuits.
- 38) **Office administration** plays a crucial role in ensuring the smooth functioning of Kottakkal Farook Arts and Science College (KFASC). It involves managing administrative tasks, providing support services, and facilitating effective communication and coordination within the institution.
- 39) **Administrative Support:** The office administration team provides administrative support to various departments, faculty, staff, and students. This includes managing correspondence, handling inquiries, scheduling appointments, maintaining records, and organizing meetings and events.
- 40) **Resource Management:** Office administrators are responsible for managing resources such as office supplies, equipment, and facilities. They ensure proper allocation, utilization, and maintenance of these resources to support the operational needs of the college.
- 41) **Financial Management:** Office administrators contribute to financial management by assisting in budgeting, expense tracking, and financial record keeping. They work closely with finance departments to ensure compliance with financial policies and procedures.
- 42) **Document Management:** Office administrators oversee the organization and maintenance of important documents and records, both in physical and digital formats. They ensure proper filing systems, document security, and timely retrieval of information when needed.
- 43) **Communication and Coordination:** Office administrators serve as a central point of contact for internal and external stakeholders. They facilitate effective communication by managing emails, phone calls, and other forms of correspondence. They also

coordinate activities among different departments, committees, and external partners.

- 44) **Data Management:** Office administrators play a role in managing data and information systems. They maintain student records, faculty profiles, and other relevant databases, ensuring accuracy, confidentiality, and compliance with data protection regulations.
- 45) **Policy Implementation:** Office administrators assist in implementing and enforcing college policies and procedures. They ensure that staff members are aware of the policies and provide guidance on adherence to relevant guidelines and protocols.
- 46) **Office Efficiency and Organization:** Office administrators strive to improve office efficiency by streamlining processes, implementing technology solutions, and optimizing workflows. They focus on creating an organized and productive work environment.
- 47) **Customer Service:** Office administrators serve as the first point of contact for visitors, students, and stakeholders. They provide friendly and helpful customer service, addressing inquiries, resolving concerns, and providing necessary information.
- 48) **Continuous Improvement:** Office administrators actively contribute to the continuous improvement of office operations. They seek feedback, identify areas for enhancement, and propose initiatives to enhance administrative processes, systems, and services.

By effectively managing office administration, KFASC ensures that administrative processes are efficient, reliable, and supportive, enabling other departments and stakeholders to focus on their core educational activities.

Bottom of Form; These annexures provide detailed information, guidelines, and policies that supplement the overall quality policy of KFASC. They ensure clarity, consistency, and adherence to established standards and expectations in various aspects of college operations, thereby contributing to the effective implementation of quality assurance processes and the overall enhancement of the educational experience at KFASC. Incorporating these aspects into the quality policy and associated guidelines demonstrates KFASC's commitment to providing a comprehensive educational experience

that encompasses academic excellence, personal development, and a diverse range of extracurricular opportunities.