



# *St. Paul Institute of Professional Studies, Indore*

## *Quality Policy*



### **Preamble**

The quality policy of the St. Paul Institute of Professional Studies, Indore is derived from the motto of the college, ***Let your light shine***. The pursuit of excellence is embedded in all the mission statements of the college.

- Moulding the students into competent, committed and contributing citizens of the global family.
- Inculcating true Christian values in the future professionals and creation of integrated personality with discipline and quality in both professional and personal life.
- Enabling the students to set goals ever higher, inspiring them to relentlessly pursue the goals set, and motivating them to enthusiastically work towards achieving them.

This quality policy document policy is integral to the setting of the Internal Quality Assurance Cell (IQAC) in the college in accordance with the UGC guidelines, which emphasizes the essential need for 'an internal mechanism for sustenance, assurance and enhancement of the quality culture of education imparted' by higher education institutions and adds that 'every College should have an internal quality assurance system, with appropriate structure and processes, and with enough flexibility to meet the diverse needs of the stakeholders'. It also recognizes the vital role of the teaching faculty in the pursuit of excellence.

The quality policy of the college endorses the students' rights 'for quality education' enshrined and attaches great importance to the call given to the students to 'demand quality education and demonstrate their commitment to quality education by accepting their responsibilities'.

### **Objectives of Quality Policy**

1. Facilitate, promote, assure and sustain, an institutional culture which is aligned with the mission and vision of the college and is capable of truthful, transparent and constructive critical self-evaluation and adoption of ethical practices;
2. Commit to a structured Quality Program that satisfies the requirements as outlined by University Grants Commission;
3. Involving industry in both the development and evolution of our training programs and courses & facilitate industry-academia interface;
4. Ensuring that programs and services are designed and implemented with a
5. commitment to meet stakeholder's requirements;
6. Ensuring induction of staff who are qualified and facilitate the provision for training and development;
7. Ensuring that standards are maintained and improved by active mentoring & monitoring, reviewing and refining of all activities;
8. Internal Quality Assurance Cell (IQAC) as a monitoring mechanism to monitor the academic, co-academic, extra-curricular, administrative and financial functions of the college;
9. Empower the faculty and staff to update their knowledge from time to time for aligning teaching-learning with the contemporary requirements.

## Statement of Policy

The IQAC will plans, direct, implement and evaluate the teaching, research and publication activities in the College. It will deal with various activities and departments implement the IQAC guidelines and report the feedback. It will assist the College to prepare Perspective Plan by taking into consideration the quality indicators of Seven Criteria determined by NAAC.

In the preparation of the Perspective Plan, the Internal Quality Assurance Cell (IQAC) of the College has taken initiatives. Inputs from all stakeholders, their expectations, management policies and goals and objectives of the College will be considered as a base for formulation of the perspective plan.

The draft of proposal by IQAC for enhancement of quality of education at SPIPS will be discussed, reviewed and approved in the Governing Body Committee of the College. Feedback from all the stakeholders and the recommendations of the IQAC will be taken into consideration and innovations are incorporated in further perspective plans.

Student feedback mechanism, self-appraisal by teachers, introduction of teachers training programmes, faculty improvement programmes, establishment of staff academy, encouragement to teachers for research are some of the measures that will be taken for quality sustenance and enhancement as a strategy.

- ✓ The IQAC will consistently work on to magnify the quality culture in its all spheres of the college activities by channelizing efforts towards promoting holistic academic excellence.
- ✓ IQAC will strive to assure that the quality of its functions and services and the practices and procedures & uphold the relevant academic standards laid down by UGC, NAAC and the affiliating university.
- ✓ The specific areas of quality assurance commitment include processes and practices as well as resources and services relating to



1. Curriculum Enrichment
2. Teaching, Learning and Evaluation
3. Research
4. Student Progression
5. Governance and Leadership
6. Community Engagement

### **IQAC been set up with the following composition**

- Principal – Chairperson
- Director
- Governing Body Representative
- Finance Committee Representative
- Five Senior staff members
- One senior administrative official – Member
- Librarian
- One external expert from Local Community – Member
- Parent Representative
- Two Alumni Representatives
- Two representatives of Students

### **The core responsibilities of IQAC for Quality enhancement, Assurance and Sustenance will include the following:**

1. It will develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
2. It will channelize and systematize the efforts and measures of the institution towards academic excellence.
3. It will work towards standardization of activities and strive for continuous

4. Improvements and their achievement.
5. Its goal will be to ensure that whatever is done in the college for academic
6. Enhancement is done efficiently and effectively with high standards.
7. It will focus on improving quality and productivity and managing it cost-effectively.
8. Develop systematic method of documentation and internal communication.
9. It will seek to achieve quality improvement by developing leadership and by focusing on human resource development through well planned Faculty Enrichment Programmes (FDPs)
10. It will also develop appropriate communication strategies with the stakeholders to motivate them to support and contribute to the success of quality improvement initiatives.
11. It will also work towards ensuring heightened level of clarity and focus in institutional functioning towards quality enhancement and for the internalization of the quality culture.
12. IQAC will coordinate with the college website administrator to regularly inform the students and other stakeholders about all its initiatives and make available all the relevant, reports, documents, templates and data.
13. Besides shouldering the broad responsibilities, IQAC will also be responsible for specific functions required to respond to internal and external stakeholders.

**The following are some of the specific functions as per the guidelines given by NAAC:-**

- IQAC will facilitate the development and application of quality benchmarks/parameters/templates for the various academic and

administrative activities of the College and compile these in to a quality manual, which is easily accessible to everyone;

- IQAC will facilitate the creation of a learner-centric environment conducive for quality education and faculty enhancement to adopt the required knowledge and technology for participatory teaching and learning process;
- IQAC will promote the setting up of Quality Circles with the participation of students wherever feasible for identifying, studying, experimenting and recommending quality improvement measures in any specific area or for any specific purpose.
- IQAC will coordinate the organization of workshops, seminars on quality related themes;
- IQAC will coordinate the arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes;
- IQAC will coordinate the proper documentation of the various programmers/activities of the College, leading to quality improvement.
- IQAC will coordinate the filing of AQAR (Annual Quality Assurance Reports) post first cycle.

Sr. Alice Thomas

**Dr. Sr. Alice Thomas**  
**Principal**

PRINCIPAL  
St Paul Institute of Professional Studies  
INDORE

  
**Rev. Fr. Simon Raj**  
**Director**

