



TAGORE MEDICAL COLLEGE & HOSPITAL

Rathinamangalam, Melakkottaiyur Post, Chennai - 600127.

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(Affiliated to the Tamil Nadu Dr.MGR Medical University & Recognized by the Ministry of Health & Family welfare. Govt. of India New Delhi)

IQAC Policy	Policy No : 17
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Policy	Policy statement guiding the function of Internal Quality Assurance Cell - Tagore Medical College and Hospital
Objective	To establish quality as the branding element of Institution through implementation of internal and external quality promotion, quality assurance and sustenance initiatives.
Purpose	IQAC policy is developed to create a system to improve the Academic and administrative performance of Institution by a consistent and catalytic action of institutionalization and internalization of quality culture.
Procedure with SOP	<p>Vision:</p> <p>To impart quality systems in academics and administration through internalization of quality culture in the institution and strive for quality sustenance and overall institutional excellence.</p> <p>Mission:</p> <ul style="list-style-type: none">• To develop and implement robust quality initiatives to achieve academic and administrative excellence.• To recommend measures based on periodic surveys, stakeholders' feedbacks and inputs of the various academic and administrative committees of the institution in order to promote beneficial practices.• To monitor and periodically assess the standards of various academic and administrative activities and to provide directions to enhance quality standards and achieve quality assurance and sustenance. <p>Composition:</p>


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The IQAC will be chaired by the Dean, Tagore Medical College and Hospital. The chairperson of the institution will be representing the management side.

An eminent faculty, not less than the cadre of the head of the department will hold responsibility as the IQAC coordinator. The board will comprise a minimum of 8 teaching faculties (max 10), two faculties from hospital/ college administration (Medical superintendent/ Vice Principal), three members from general administration (administrative officer/ General Manager/ Human Resource officer), 1 Student member (Final year batch representative), 1 alumni member, 1 local activist, 1 stakeholder member and one industrial member.

Selection/ Nomination of Members:

The faculty members will be nominated by the Chairperson of IQAC, based on willingness, seniority and representational need.

The coordinator of IQAC will be nominated by Dean

Roles and Responsibilities:

Coordinator:

- Convene IQAC meetings in conjunction with the IQAC Chairperson.
- Inviting and setting agendas for discussion.
- Setting recommendations based on discussions

Chairperson:

- Heads the conventions
- Final approval of the recommendations

Decision making in IQAC:

The policymaking in IQAC will be based on Voting (majority (>50%) votes of faculty, alumni and student members together, along with 2/2 votes from hospital administration, 2/3 of the votes from general administration, and a compulsory vote from management representative.

Functions of IQAC:

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1. Development of a strategic/perspective plan for attaining the institutional goals as stated in its mission and vision.
2. Development and implementation of quality benchmarks/standards for various academic and administrative activities of the institution.
3. Creation of a learner-centric environment conducive for participatory teaching and learning process and faculty empowerment to adopt the required knowledge and technology for delivering quality education.
4. Enhancement of quality processes and procedures of various functions of the institute and dissemination of information on various quality parameters to the relevant stakeholders.
5. Collection and analysis of feedback from all stakeholders on quality-related institutional processes and execution of remedial measures.
6. Conduction of workshops, seminars on quality related themes.
7. Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality
8. Act as a nodal centre of the institution for monitoring and documentation of various academic, research, administrative and student support programs/ activities of the institution, thus leading to quality improvement.
9. Conduction of periodic Academic and Administrative Audit and its follow up for quality assurance.
10. Review of the annual achievements of the institution in terms of Strategic/perspective plan, performance targets set for faculty and staff and recommendations for appropriate revisions of strategies / targets.
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and recommendations of NAAC.
12. Preparation of the Annual report of the institution.

Working Mechanism of IQAC:


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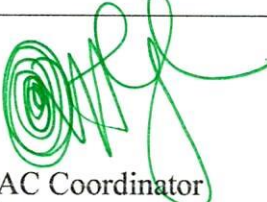

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	<p>The salient task of the IQAC is to ensure quality assurance and quality enhancement by directing the efforts and measures of the institution towards attaining academic excellence and robust internal governance. IQAC will function by comprising the various college committees under its wings. All the recommendations from the various committees will be scrutinized and approved by the IQAC. The heads of various committees hold responsibility of communicating with the IQAC coordinator, the important decisions and recommendations from time to time. IQAC will also receive inputs from the local activist and industrialist members on the local needs and recent updates in the field of medicine so as to enhance the performance of the institution.</p> <p>Convention:</p> <p>IQAC will meet once in 6 months and the interim meeting for special needs may be convened by the chairperson as and when needed. The minutes of the meetings and the action taken reports are to be documented periodically.</p>
Frequency	3 Years
Related/Supportive documents	As Per Guidelines
Custodian	IQAC Coordinator

Prepared by	Verified by	Approved by
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