

## QUALITY ASSURANCE FRAMEWORK

### 1. Introduction

The **Quality Assurance Framework (QAF)** establishes a structured approach to ensuring **academic excellence, institutional efficiency, and continuous improvement** at **Vishan Institute of Technology**. This framework aligns with **Higher Education Commission Fiji (HECF)** standards.

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### 2. Objectives of Quality Assurance

The key objectives of this framework are:

1. To **ensure high-quality academic programs** that align with national and international standards.
  2. To promote **continuous institutional improvement** through regular review cycles.
  3. To implement **systematic monitoring of teaching, learning, and student support services**.
  4. To maintain **compliance with HECF regulatory and accreditation requirements**.
  5. To facilitate **data-driven decision-making for institutional effectiveness**.
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### 3. Key Components of the Quality Assurance Framework

The framework covers the following areas:

#### 3.1 Academic Quality Assurance

- **Curriculum Review & Development:**
  - Regular curriculum reviews every **three years** to ensure relevance and industry alignment.
  - Integration of **student, faculty, and employer feedback** in curriculum updates.
- **Teaching & Learning Quality Monitoring:**
  - Faculty evaluations based on **teaching performance, student feedback, and peer review**.
  - Implementation of **innovative and student-cantered learning approaches**.
- **Assessment & Moderation Procedures:**
  - Adherence to **national assessment guidelines and HECF moderation policies**.
  - External review of assessments to ensure **fairness, validity, and reliability**.

#### 3.2 Institutional Governance & Administrative Effectiveness

- **Policy Review & Implementation:**
  - Regular **policy audits** to ensure institutional governance remains transparent and effective.
  - Governance policies align with **institutional mission and HECF requirements**.
- **Staff Recruitment & Development:**
  - Faculty and administrative staff undergo **continuous professional development**.
  - Performance appraisal systems ensure **accountability and improvement**.
- **Financial Oversight & Resource Management:**
  - Budget planning and financial management practices **adhere to regulatory compliance**.
  - Periodic **internal audits and financial reviews** to ensure accountability.

### 3.3 Student Support & Welfare

- **Academic Advising & Career Counselling:**
  - Structured **mentoring and career guidance programs** to support student success.
  - Tracking student progress to identify **academic risks and provide interventions**.
- **Library & Learning Resources:**
  - Enhancement of **digital learning platforms and library services**.
  - Regular assessment of student **access to academic resources**.
- **Student Feedback & Grievance Redressal:**
  - Bi-annual **student satisfaction surveys** to gauge support service effectiveness.
  - A structured **grievance resolution process** ensuring fairness and transparency.

### 3.4 Industry Collaboration & Community Engagement

- **Stakeholder Consultation & Feedback Mechanisms:**
  - Active engagement with **industry partners, employers, and alumni**.
  - Inclusion of employer feedback in **curriculum enhancement and internship programs**.
- **Internships & Work-Integrated Learning:**
  - Expansion of **internship and practical training opportunities** for students.
  - Partnerships with **organizations for hands-on industry exposure**.

### 3.5 Data-Driven Institutional Improvement

- **Institutional Self-Assessment & Reporting:**
  - Annual **Institutional Self-Assessment Reports (ISAR)** to measure performance.
  - Benchmarking institutional progress against **national and global education standards**.
- **Quality Assurance Audit & Compliance Review:**
  - Regular **internal and external audits** to ensure compliance with **HECF policies**.
  - Tracking key performance indicators (KPIs) related to **student success, faculty performance, and institutional growth**.

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## 4. Continuous Improvement & Review Cycle

- **Quarterly Reviews:** Faculty meetings and administrative reviews to discuss **ongoing improvements**.
- **Annual Reports:** Comprehensive **quality assurance and institutional effectiveness reports**.
- **Accreditation Compliance:** Regular institutional reviews to ensure **ongoing accreditation status**.
- **Student & Stakeholder Feedback Integration:** Using feedback to **drive policy and service enhancements**.

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