

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**.

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**.

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-centered 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**.

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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