

## Quality Assurance Procedures and quality control procedures

### 1. Introduction

The Vishan Institute of Technology (VIT) is committed to maintaining high standards of academic and operational excellence through comprehensive quality assurance (QA) processes. These procedures ensure compliance with Fiji's Higher Education Act 2008, align with the Fiji Higher Education Qualifications Framework (FHEQF), and promote continuous improvement in all areas of the institution's operations.

### 2. Objectives of Quality Assurance

- Ensure all academic programs meet national accreditation standards.
- Monitor and enhance teaching, learning, and assessment practices.
- Foster a culture of continuous improvement across academic and administrative functions.
- Engage stakeholders in evaluating and improving institutional performance.

### 3. Key Quality Assurance Processes

- **Program Accreditation and Review:**
  - All academic programs undergo rigorous initial accreditation by the Higher Education Commission Fiji (HECF).
  - Periodic reviews (every 3–5 years) ensure programs remain relevant, innovative, and aligned with labor market needs.
- **Internal Quality Reviews:**
  - Conducted annually by the Quality Assurance Committee (QAC) to evaluate academic programs, administrative functions, and student support services.
  - Includes faculty performance reviews, assessment audits, and resource utilization evaluations.
- **Student Feedback Mechanisms:**
  - Regular surveys and focus groups are conducted to gather student input on teaching quality, facilities, and overall satisfaction.
  - Results are analyzed to inform improvements and shared with stakeholders.
- **Faculty Evaluation and Development:**
  - Teaching staff are evaluated through peer reviews, student feedback, and performance appraisals.
  - Professional development workshops and training sessions are organized to enhance teaching methodologies and subject expertise.
- **Examination and Assessment Audits:**
  - All assessment tools (e.g., exams, projects, assignments) are reviewed to ensure validity, reliability, and alignment with learning outcomes.
  - **External examiners** are involved in moderating final assessments for impartiality and fairness.

### 4. Quality Control Measures

- **Policies and Guidelines:**
  - All institutional policies, including the [Academic Integrity Policy](#), are reviewed regularly to ensure alignment with national standards and emerging trends.
- **Benchmarking:**
  - VIT benchmarks its programs and processes against other leading institutions in Fiji and the Pacific region.
  - Regular participation in national and international quality assurance forums provides insights into best practices.
- **Audit Compliance:**
  - External audits by HECEF and other regulatory bodies ensure institutional compliance with accreditation standards and policies.
  - Recommendations from audits are implemented promptly to address gaps and enhance quality.

## 5. Data Collection and Reporting

- **Performance Indicators:**
  - Key Performance Indicators (KPIs) include graduation rates, student satisfaction scores, employment outcomes, and faculty-student ratios.
  - Data is collected systematically and reported to the Board of Governors and relevant committees.
- **Annual Quality Reports:**
  - A comprehensive quality assurance report is prepared annually, summarizing achievements, challenges, and improvement plans.
  - Shared with stakeholders, including HECEF, to demonstrate transparency and accountability.

## 6. Stakeholder Engagement

- **Industry Partnerships:**
  - Regular consultations with industry stakeholders ensure programs remain relevant to labour market needs.
  - Industry experts participate in curriculum reviews, guest lectures, and internship programs.
- **Alumni Feedback:**
  - Alumni surveys are conducted to evaluate the impact of VIT's programs on graduates' career success.
  - Insights are used to refine curriculum and support services.
- **Community Involvement:**
  - Community feedback is sought for programs with local relevance, ensuring alignment with societal needs and expectations.

## 7. Continuous Improvement Framework

- **Action Plans:**
  - Improvement plans are developed based on internal reviews, external audits, and stakeholder feedback.
  - Progress is tracked quarterly by the QAC, and adjustments are made as needed.
- **Innovation in QA Practices:**
  - Adoption of digital tools for quality assurance, such as online feedback systems and real-time performance tracking dashboards.
  - Ongoing training for QA staff to stay updated on global trends and practices.

## 8. Conclusion

VIT's quality assurance procedures are integral to its mission of delivering excellence in education and institutional performance. By fostering a culture of accountability, stakeholder engagement, and continuous improvement, VIT ensures that it remains a trusted provider of higher education in Fiji and beyond

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