

IQAC

Guidelines



महाराजगञ्ज चिकित्सा क्याम्पस
MAHARAJGUNJ MEDICAL CAMPUS

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Introduction

The Internal Quality Assurance Cell (IQAC) at Maharajgunj Medical Campus (MMC) is an independent, high-level, and authorized committee established in accordance with the Directives for Internal Quality Assurance of Higher Education Institutions, 2020 by the University Grants Commission (UGC). As the primary institutional mechanism for implementing Quality Assurance and Accreditation (QAA) at MMC, the IQAC plays a pivotal role in ensuring the quality of educational, administrative, and research activities through a robust and reliable system. These guidelines are formulated in alignment with the UGC's IQAC Directives 2020, aiming to provide a structured framework for quality enhancement initiatives.

The MMC IQAC is an integral part of campus which is committed to strengthening the academic and administrative quality audit processes, maintaining the rigor and excellence of its programs, and fostering a culture of quality and best practices across the institution. By promoting a learner-centric environment, optimizing teaching and learning methods, and ensuring equitable access to educational opportunities, the IQAC seeks to enhance the overall performance of MMC. Through its strategic interventions and participatory approach, the IQAC will act as a catalyst for continuous improvement, facilitating informed decision-making and contributing to the institutionalization of quality culture.

The Committee

The MMC IQAC will comprise the following members:

Chair: Prof. Dr. Padam Raj Pant

Members:

- Prof. Dr. Mahesh Raj Sigdel
- Prof. Dr. Bishwas Pradhan
- Dr. Pawan Raj Chalise
- Chief, Fiscal Administration
- Chief, Academic Administration
- Chief, Quality Control Division, MoHP
- Dr. Anand Kumar Singh, President, FSU
- Dr. Narayan Bahadur Mahotra- Member Secretary

Secretariat

MMC will have an office or secretariat for the IQAC, with necessary staff arranged to operationalize quality assurance-related activities. The campus will provide the necessary expenses, physical infrastructure, and staff arrangements for the secretariat.

Tenure

- The tenure of the committee members will be four years.
- The membership of any ex-officio member will continue as long as they hold the relevant position.

Meetings and Procedures

- The committee's meetings will typically be held at least once a month. Additional meetings can be held as needed.
- The chairperson of the committee will preside over the meetings. In the Chair's absence, the senior-most member will chair the meeting.
- The Member Secretary will maintain the meeting minutes (document the decisions), which will be authenticated by the joint signature of the presiding person and the Member Secretary.
- Other meeting procedures and working systems shall be determined and implemented by the committee itself.

Allowance

The meeting allowance and other facilities of the committee will be as per the campus rules.

Invitees

The chairperson of the committee may invite any expert, professor, employee, student representative, and others as required to the meeting.

Duties & Responsibilities

1. The main work, duties, rights, and responsibilities of the committee will be as follows:

- Ensuring the operation, management, and regulation of quality assurance and accreditation activities by considering the criteria, benchmarks, and indicators determined by the UGC, TU and/or Medical Council.
- Assisting in maintaining educational quality by formulating and implementing additional criteria, standards, indicators, and action plans.
- Establishing an internal quality assurance system to ensure, maintain, and sustain higher education quality.
- Taking full responsibility for the UGC QAA process, including preparation, submission, and response to the LoI, SSR, and PRT.
- Facilitating the self-assessment team in preparing self-study reports, providing necessary support, and supervising team activities.
- Conducting workshops, seminars, orientations, training, and other sensitization and professional development programs to enhance higher education quality. Making all stakeholders aware of the overall QAA process and requirements to complete in each defined stage.

Duties & Responsibilities

- Activating and monitoring different quality management cells or units at the campus.
- Disseminating information and data regarding higher education quality while orienting quality improvement programs and activities.
- Providing technical assistance to the administration to prepare and manage necessary policies, strategies, programs, budgets, annual work plans, and daily work schedules for the operation and management of the campus.
- Conducting quality gap analysis, preparing plans for improvement, and implementing them.
- Preparing and implementing professional ethics and a code of conduct for stakeholders.
- Conducting an annual academic (and administrative) audit and submitting necessary reports to concerned authorities, esp. EQAAC/QAAD/UGC.
- Presenting information and reports related to the quality of activities to concerned authorities.
- Ensuring the quality and reliability of self-study reports and making them publicly available through various mechanisms.

Duties & Responsibilities

- Conducting annual reviews and assessments of campus and implementing necessary actions.
- Preparing and submitting an annual report comprising the progress of the quality improvement action plan and best practices to the UGC/HEQAAC and other concerned authorities within three months of the close of the fiscal year.
- Conducting interaction programs with stakeholders on quality issues to collect feedback and conducting annual quality audits.
- Preparing its 5-year strategic plan and annual action plan,
- Reviewing IQA criteria biennially and update them as per the good practice and feedback received from stakeholders,
- Taking other necessary and emergent actions, especially complying with the directives of the HEQAAC under UGC Nepal.

2. As per necessity, the campus may delegate the authority to implement the decisions to the committee by preparing necessary documents.

3. The IQAC, its activities, and other related arrangements will follow the guidelines/directives issued by Tribhuvan University's IQAC from time to time.

Reflection in Campus Organogram

The IQAC and its Secretariat will be included in the official organizational structure of MMC.

Compliance with the Guidelines

All matters mentioned in these guidelines will comply accordingly. Any related activities carried out before these guidelines was issued will also be considered as having been conducted according to these guidelines.

Authority to Interpret and Resolve Barriers

MMC will have the ultimate authority to interpret these guidelines and resolve any obstacles or issues arising in implementing the objectives of these guidelines.



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