

Narayana Medical College, Nellore

Structure and Mechanism for Internal Quality Assurance (IQAC)

1. Introduction

The Internal Quality Assurance Cell (IQAC) of Narayana Medical College serves as a nodal agency for planning, guiding, and monitoring quality assurance and enhancement activities of the institution. It ensures continuous improvement in the academic, administrative, and clinical services of the college and hospital.

The IQAC functions in accordance with NAAC guidelines and the recommendations of the National Medical Commission (NMC) on quality assurance and institutional governance.

2. Objectives

- To develop a system for conscious, consistent, and catalytic improvement in the performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture.
- To integrate modern teaching-learning and evaluation practices into institutional functioning.
- To ensure accountability and transparency in all academic, research, and administrative processes.

3. Structure of IQAC

The IQAC of Narayana Medical College comprises the following members:

Category	Representation
Chairperson	Principal/ DEAN
Senior Administrative Officers	Vice-Principal, Medical Superintendent
Teachers	Representatives from all departments
Management Representatives	Members from the Narayana Educational Society
Nominees from Local Society / Community	One member from NGO / Local Body

Students and Alumni	One student representative and one alumnus
Employer / Industry Representative	One healthcare or pharmaceutical industry expert
Coordinators	IQAC Coordinator and Assistant Coordinator

4. Organizational Hierarchy

Governing Body → Principal → IQAC → Departmental Quality Circles → Faculty / Staff / Students

Each department has a Departmental Quality Nodal Officer (DQNO) who coordinates with IQAC for data collection, implementation of quality initiatives, and reporting outcomes.

5. Mechanism of Internal Quality Assurance

Process Area	Mechanism Adopted	Responsible Body
Academic Quality	Curriculum planning, teaching schedule monitoring, feedback from students	Academic Dean, HODs
Administrative Quality	Digital documentation, e-governance, office automation	Administrative Officer
Research Quality	Encouraging publications, CME/Conference participation, ICMR projects	Research Cell, IQAC
Clinical Quality	NABH standards, clinical audits, patient feedback	Medical Superintendent
Student Support	Mentorship, counseling, grievance redressal, career guidance	Student Welfare Committee
Faculty Development	FDPs, workshops, performance appraisal	IQAC, HR Department
Feedback Mechanism	Feedback from students, parents, alumni, employers	IQAC

Quality Audit

Internal and external
academic audit

IQAC and External Experts

6. Quality Assurance Process Flow

Step 1: Collection of feedback/data from stakeholders → Step 2: Review by IQAC → Step 3: Action plan and dissemination to departments → Step 4: Implementation by concerned committees → Step 5: Monitoring and evaluation by IQAC → Step 6: Documentation and reporting to Principal & Governing Council.

7. Documentation and Reporting

IQAC maintains records of all meetings, decisions, and quality initiatives. Annual Quality Assurance Report (AQAR) is prepared and submitted to NAAC. Progress reports are presented before the College Council and Management for review and approval. Key activities are uploaded on the institutional website for transparency.

8. Review and Evaluation

IQAC conducts quarterly meetings to review the implementation of the annual quality plan. Annual Internal Academic and Administrative Audits (AAA) are conducted. Outcomes are used to frame policies and reforms for the next academic year.

9. Outcome of IQAC Mechanism

- Improved teaching-learning outcomes and research productivity.
- Strengthened documentation and accreditation preparedness.
- Enhanced student support, mentoring, and feedback systems.
- Effective institutional participation in NIRF, NAAC, and NMC quality initiatives.

10. Approval

Approved by: College Council / Governing Body

Date of Approval: 06-11-2024

Principal, Narayana Medical College


DEAN
Narayana Medical College
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