AVID COLLEGE
GATEWAY TO Lifelong Learning

QUALITY ASSURANCE POLICY

AC/P13/QAD/20/QAP-01

AVID COLLEGE, 2020

Name		Policy No.	Version:
Quality Assurance Policy		AC/P13/QAD/20/QAP-01	**2**
Compiled by	**Checked by**	**Date Approved:** 12.12.2020	
Quality Assurance Department	Dr. Suneena Rasheed	**Date to be revised:** 12.12.2022	

This document has been permitted to proceed on (DD/MM/YEAR)

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Dr. Suneena Rasheed

Rector

Quality Assurance Policy

Approved Date: December 12, 2020

1. STATEMENT

Avid College is committed to striving for excellence and assuring quality in all its activities, if it is to pursue its vision to be the leading higher education provider the country. Thus, the Quality Assurance Policy (QAP) aims to describe the quality assurance system and strategies in place at Avid College to achieve high quality, and to monitor the effectiveness thereof.

The main objectives of the QAP are:

1.1. To ensure that all staff of Avid College are informed and aware of as well as support the college's approach to quality

1.2. To implement an appropriate quality assurance system with a set of quality policies, procedures and performance indicators, in order to realise the vision and mission of the college

1.3. To ensure structures are in place to monitor and review the effectiveness of such quality policies

1.4 To practice continuous improvement in all areas in order to enhance outcomes for students, staff, partners and other stakeholders

2. SCOPE

This policy applies to all organisational units/departments/faculties or all staff and functions of Avid College.

3. POLICY IMPLEMENTATION

3.1. THE STRATEGIES, ACTIONS AND PROCESSES BY WHICH THE OBJECTIVES OF THE POLICY WILL BE ACHIEVED:

3.1.1. Quality Assurance Structure in Place to Achieve Stated Objectives

The **Director of Quality Assurance**, reporting directly to the Vice-Rector, is the most senior quality manager. S/he is a member of the Academic Board, the Examination and Assessment Committee, the Human Resource Development Committee and the Senior Management Committee. The Quality Assurance Department provides a facilitatory service to staff and students in order to assist Avid College in determining its strategic direction and in achieving its mission and goals. Through the Quality Assurance Department, the Vice-Rector submits annually revised three-year rolling plans to the Academic Board, and reports to the College Council on quality assurance structures and systems.

A joint Academic Board and College Council committee, the **Quality Assurance Committee**, is responsible for quality assurance at Avid College. The Committee is chaired by the Vice-Rector, and includes the Deputy Vice-Rector, Dean of each faculty, Registrar, Dean of Research, Dean of Student Services, President of the Student Council, one Council member, two staff representatives, the Human Resources Development Director, the Director of Quality Assurance.

The aforesaid Committee meets at least once a month and is tasked with:

- Ensuring Avid College formulates and adheres to policies in respect of quality assurance, and
- Ensuring that Avid College is prepared to face institutional audits and programme accreditation.
- Ensuring that the below mentioned Quality Assurance Mechanisms (Table 1) are well aligned with the institutional quality assurance procedures.

Quality Assurance	Mechanisms
1. External Quality Assurance	a) Internal and External Stakeholder Consultations / Feedback b) Accreditation of the program c) Institutional Audit
2. Internal Quality Assurance	a) Self-Evaluations b) Regular Self - Accreditation c) Assessments d) Student/Staff Feedback

Table 1: Quality Assurance Mechanisms

Whilst the Quality Assurance Committee is charged with ex ensuring appropriate policies are developed and implemented, its role is to advise Academic Board and College Council on such activities rather than direct them.

A College Council Committee, the **Teaching and Learning Committee**, is focused on improvement, promoting teaching excellence, and the formulation of policy to achieve teaching excellence.

Specifically, the College Council Committee aims to:

- advise the Academic Board on the formulation and implementation of Avid College policy for effective teaching and learning;
- facilitate the development of an appropriate total environment for teaching and learning;
- promote greater understanding within Avid College of learning processes;
- assess, on an ongoing basis, the effectiveness of policies, programmes and systems relating to teaching and learning and to recommend improvements; and
- monitor the quality of facilities and technology provided by Avid College for teaching and learning and to motivate new developments where necessary.

The **Human Resource Development Committee** aims to assist Avid College in realising its objectives through promoting and ensuring excellence in staff development. It is responsible for:

- advising Academic Board and College Council on the formulation and implementation of policy, systems and programmes for effective staff development;
- ensuring consistency in the design, implementation and evaluation of the skills development systems, procedures and programmes
- raising awareness of the importance and need for effective staff development
- assisting in the identification of development priorities
- ensuring the provision of quality, effective training and development programmes
- facilitating the development of an appropriate total environment for staff development
- linking skills development and employment equity initiatives particularly in terms of the need to redress past imbalances.

The **Student Council** is charged with assuring quality in the area of student life. The Student Council proposes policy in areas such as sports administration, student societies, the residence system and counselling and health services, and deals with any problems which arise. Both the Student Council have direct access to management, including the Vice-Rector, at any time in order to deal with urgent matters. In addition, students are represented on all major University committees.

The **Dean of Research** is tasked with formulating policy and assuring quality in research and postgraduate matters. These include training, development and monitoring of staff and postgraduate students, administration, funding and resource allocation, and the management of associated research institutes. The productivity and quality of research is regularly monitored and the Dean of Research publishes an annual research report detailing activities, publications, statistics, etc of all college related research activities. A **Higher Degrees Guide** provides a ready reference for postgraduate students and their supervisors. This booklet sets out the procedures which must be followed by higher degree candidates in that it brings together the College rules, the procedures for examination of theses, and various Academic Board requirements (such as the guidelines for the supervision of higher degrees).

In addition, the **Examination and Assessment Board** contributes to the assurance of quality by supporting staff in meeting the demands of teaching with international standards. It does this by running an on-going staff development programme and by providing assistance with curriculum development, assessment and evaluation.

Review committees, representing all Avid College stakeholders, conduct **academic and administrative reviews** every three to five years, where departments/divisions present their future plans and describe their quality assurance policies and procedures.

These reviews aim to:

- plan at the departmental level - to consider the range of courses offered and their long term viability as well as to give departmental staff and the Avid College community an opportunity to be involved in academic planning;

- review the existing use of resources in academic departments and divisions;

- look for synergies at departmental/divisional level, not simply to economise but in order to free up resources for new initiatives;

- appraise and encourage research;

- identify and develop community service activities;

- consider progress made in relation to previous review recommendations;

- highlight areas of good practice;

- ensure college activities fit in with the institutional strategic plan;

- view departments/divisions in their institutional as well as national and international contexts;

- identify quality assurance procedures and ensure that these are consistent with the quality assurance policies covering Avid College as a whole;

- consider feedback from departments and divisions on the review process.

3.1.2. Quality Assurance Philosophies and Strategies

Quality Assurance at Avid College is viewed as a **shared responsibility** in that it is both centralised and decentralised. Whilst the Vice-Rector and senior management play a major role in 'driving' Avid College's quality assurance system, all members of Avid College are expected to strive for high quality in their activities.

An ethos of individual pride and responsibility is encouraged in that responsibility for defining the quality of teaching and courses rests with individual lecturers. Heads of departments are responsible for ensuring that policy requirements are met within their own departments.

Avid College sees quality assurance as a **developmental process** which does not have an endpoint. The focus is on **improvement**, where good practice is identified and shared, and the emphasis in college policies is on improving the status quo rather than censuring areas of weakness.

Quality Assurance and Academic Planning are combined wherever possible in order to best utilise limited resources and maintain a holistic view.

Avid College's assessment system is based on self-evaluation and peer review.
Individuals/departments are encouraged to set their own targets (within the broader mission of the College) against which they are evaluated by internal and external peers. In addition, the principle of 'self-reflective practice' is built into all recent Avid College policies.

Appropriate Performance Indicators are provided annually in a widely distributed 'Digest of Statistics' and are used to indicate and monitor performance in relation to the College's mission as well as provide a central source of essential information for those responsible for the planning and management of Avid College.

A **Head of Department's Guide** is continuously revised and published annually as a resource for all heads of departments. It provides information on the responsibilities

of headship, on recent developments in higher education and at Avid College, as well as on the various administrative divisions and services offered at Avid College.

Frequent communication is ensured by keeping staff and students fully informed of all quality assurance initiatives and developments via Avid College website, the Quality Assurance Department, the Heads of Departments' Guide and reports to Faculties, Academic Board and College Council. Input from as wide a range of people as possible is sought in the development of new policies, the introduction of new systems and the production of review reports. In addition, the following communication strategies are employed:

The College's senior management, including the Rector, Vice-Rector, Deputy Vice-Rector, Registrar, Deans of Faculties, Research and Student Services, meets on a weekly basis to discuss administrative policy and management issues.

4. QUALITY ASSURANCE POLICIES AND PROCEDURES

An overarching policy document, entitled the **Policy Protocol,** requires all policy proposals to conform to a standard framework. This ensures essential information is consistently provided and is available to all those affected by the policy. Essential information includes when the policy was introduced, what it aims to achieve, and who has responsibility for its implementation and review

A Policy Register, who is easily accessible and regularly updated, ensures all existing College-wide policies are recorded on Avid College website.

Proposals for new academic programmes are initiated by Curriculum Department whereafter they require faculty approval before consideration by the Academic Board and College Council.

Quality Assurance Policies have been developed in key areas in order to facilitate a high quality environment for teaching, learning and research. The major policies are:

- Quality Assurance Policy
- Plagiarism and Academic Malpractice Policy
- Academic Policy
- Policy on Teaching and Learning
- Assignment Policy
- Evaluation Policy
- Appeal-Policy
- Registration Policy

Further policies will be introduced as considered necessary.

6. GUIDING DOCUMENTS FOR QUALITY ASSURANCE

Avid College primarily relies on the following guiding documents (Standards and Guidelines; Table 02) set forth by **Maldives Qualifications Authority** who assure the quality of post-secondary qualifications awarded in testimony of educational attainments in the Maldives.

Document	Web Link
1. Entry Criteria for MNQF Qualifications	https://www.mqa.gov.mv/static/uploads/Entry-Criteria-for-MNQF-Qualifications-with-effect-from-01st-Jan-2017-7_11_2-16-BM9_2018-06-26T00-43-32.pdf
2. Implementing Language Requirement	https://www.mqa.gov.mv/static/uploads/circular_3_2018-06-26T00-47-34.pdf
3. Highlights of the Policy to Articulate the Linguistic Proficiency Required for MNQF 2009 Level 7 and above.	https://www.mqa.gov.mv/static/uploads/Highlights_of_the_Policy_to_Articulate_the_Linguistic_Proficiency_for_Enquiry_and_Research_2018-06-26T00-48-03.pdf
4. The Maldives National Qualifications Framework (MNQF)	https://www.mqa.gov.mv/static/uploads/Maldives-National-Qualifications-Framework-V2_2-witheffectfrom01stJan2017_2018-06-26T00-49-48.pdf
5. Guidelines for E-Learning	https://www.mqa.gov.mv/static/uploads/Guidelines_for_eLearning_2022_G_28_2022-08-25T02-45-05_2022-09-15T09-57-43.pdf

6. Guidelines for Institutional Audit	https://www.mqa.gov.mv/static/uploads/GUIDELINES_FOR_INSTITUTIONAL_AUDIT_2022_G_30_2022-09-04T07-28-53_2022-09-15T09-57-58.pdf
7. Manual for Institutional Audit	https://www.mqa.gov.mv/static/uploads/MANUAL_FOR_CONDUCTING_INSTITUTIONAL_AUDIT_2022_G_31_2022-09-04T07-27-16_2022-09-15T09-58-15.pdf
8. Guidelines for Program Accreditation	https://www.mqa.gov.mv/static/uploads/GUIDELINES_FOR_PROGRAMME_ACCREDITATION_G_39_2022_2022-10-19T03-02-34.pdf

7. REVIEW PROCEDURE:

7.1. The Quality Assurance Committee reconsiders the effectiveness of the Quality Assurance Policy every two years, preferably at the first meeting of the relevant year.

7.2. The Committee's recommendation is submitted (via the Quality Assurance Committee Minutes) to Academic Board and College Council for consideration

7.3. If revisions are recommended and approved, a copy of the revised policy is widely distributed by the Committee Secretariat, and the web version is replaced by the new policy.

8. REVISION HISTORY

Revision No	Revised by	Revised Date	Amendment

9. RESPONSIBLE STAFF

The below mentioned staff of Avid College have gone through the *Quality Assurance Policy* and are aware of the policy. If any responsible person neglects any of this policy, they will have to be answerable.

Name	Faculty and Position	Date	Signature