

## **IQAC – Policy for Institutionalizing Strategies and Processes**

### **PURPOSE OF POLICY**

Internal quality assurance cell should adhere to the policy for Institutionalizing Strategies and processes at SKNCOA. Policy should be referred and followed at all the levels of the institute by all the stakeholders wherever applicable.

### **POLICY**

Institutionalizing strategies and processes refers to the formalization and standardization of practices and approaches SKNCOA has adopted in order to ensure consistency and efficiency. Key components that are included in SKNCOA institutional policy for institutionalizing strategies and processes:

1. Discussions of IQAC with internal and external experts, academicians to finalize the best practices.
2. Adoption of 3P's management framework for Inception, Implementation, Monitoring and review of Strategies and processes.
3. Strategic Alignment: Highlight the importance of aligning institutional strategies and processes with the overall organizational goals and objectives as well as vision and mission.
4. Documentation and Implementation: Creating standard operating procedures (SOPs), guidelines, templates, or other supporting documents to ensure consistency and clarity.
5. Monitoring and Evaluation: Regular review meetings, performance indicators, feedback mechanisms, and periodic audits.
6. Continuous Improvement: Continuous improvement by encouraging staff to provide feedback and suggestions for enhancing and refining institutionalized strategies and processes. This can be achieved through regular review cycles and a formal process of IQAC meetings.
7. Communication and Awareness: Develop a communication plan to ensure that all relevant stakeholders are aware of the institutionalized strategies and processes.
8. Review and Revision: Establish a periodic review process to assess the effectiveness of the institutionalized strategies and processes and make any necessary revisions.