

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Committee Constitution and Policy Formulation

SAHRDAYA INSTITUTE OF MANAGEMENT STUDIES, KODAKARA

Internal Quality Assurance Cell (IQAC)

As a post-accreditation quality sustenance measure prescribed by NAAC and NBA, Internal Quality Assurance Cell (IQAC) is constituted under the Chairmanship of the Head of the institution with a few distinguished educationists, industrialists and representatives of local management and stakeholders, alumni and student representatives. The cell will be constituted for the tenure of two years.

Composition of IQAC for the academic year 2021 – 22

Sl	Name and Designation	IQAC Designation	Contact Info
1	Dr. George A. P. , Director, SIMS	Chairman	98955 45476 director@sahrdayasims.ac.in
2	Fr. Linto Thaliyanayath , Finance Officer, SIMS	Member from Management	73564 35576 finance@sahrdayasims.ac.in
3	Rev. Fr. Dr. Jino Johny Malakkaran , Associate Professor, SIMS	Faculty Member	80783 63748 jinoachan@sahrdayasims.ac.in
4	Mr. Antony Vinod , Assistant Professor, SIMS	Faculty Member	98467 32202 antonyvinod@sahrdayasims.ac.in
5	Mr. Mesjer Geo , Librarian, SIMS	Member	94963 71861 mesjer@sahrdayasims.ac.in
6	Ms. Nivitha Thomas , HR Executive, SIMS	Member	70251 65333 nivitha@sahrdayasims.ac.in
7	Dr. Elizabeth Elias , Director, Sahrdaya College of Engineering and Technology	Nominee from Local Community	94479 49205 director@sahrdaya.ac.in
8	Dr. K. B. Pavithran , Former Director, School of Management Studies, CUSAT	Nominee from Local Community	98479 56553 pavithrankb@hotmail.com dr.k.b.pavithran@gmail.com
9	Mr. Jain Joy , Student (2020-22), SIMS	Nominee from Students	99475 01396 jainjoyc@gmail.com
10	Ms. Angel Francis , alumni (2018-20)	Nominee from Alumni	81118 06085 angelfrancisv@gmail.com

11	Mr. Manoj Kumar M., Manager HR, Apollo Tyres	Member from Industry	98953 69431 m.manoj@apolloytyres.com
12	V Bindu Jayarajan Income Tax Officer	Member from PTA	85470 00475 vjbindu68@gmail.com
13	Dr. Divya P. Velayudhan, Assistant Professor, SIMS	IQAC Coordinator	95266 28896 divya@sahridayasims.ac.in

STRATEGIES

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programmes
- Equitable access to and affordability of academic programmes for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

FUNCTIONS

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- Dissemination of information on various quality parameters of higher education;
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Analyzing all statistical data of all the activities of the institution;
- h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- j) Development of Quality Culture in the institution;
- k) Preparation of the Annual Quality Assurance Report (AQAR)

BENEFITS

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- b) Ensure internalization of the quality culture;
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- c) Provide a sound basis for decision-making to improve institutional functioning

IQAC INITIATIVES AND REVIEW PROCESSES

Sl No.	Practices	Description
I	Best practices under IQAC initiatives	
1	Student Knowledge Forum	Seminars on various topics (academic related, general topics)
2	FDPs/Workshops	Conducted by institution; Participation in other institution's FDPs/Workshops
II	Review Process: teaching – learning process, structures and methodologies of operations and learning outcomes	
1	Curriculum Audit	Learning Objectives, Learning outcomes, curriculum, learning and teaching methods, student learning assessment, evaluation
2	Review format for Tutor Ward System	Mentoring, Exam Results, Slow Learners(remedial classes) etc.
3	PEOs, POs and PSOs	Documentation, Adherence

4	Course Outcomes	Documentation, Adherence
5	Institutional Review Process	Department Reviews, Management Meetings- Current state evaluation, Feedback, Recommendations
6	Academic Administrative Audit	Staff Strength, Initiatives, FDPs, Publications, Consultancies, Awareness Programmes-club activities, infrastructure, activities and program initiative etc.
7	Teacher Audit	Teacher evaluation-categorization
8	Monthly Review on Department Activities	Meeting Agenda-Monthly, minutes
9	Student Satisfaction Survey	Analysis and Findings
III	Quality Initiatives	
1	Program evaluation feedback – Student/Alumni	Feedback forms- Data Collection Analysis and Report
2	Institutional evaluation feedback – Student/Alumni	Feedback forms- Data Collection Analysis and Report
3	Program evaluation by employer	Feedback forms- Data Collection Analysis and Report
4	Parents feedback	Feedback forms- Data Collection Analysis and Report
5	Faculty feedback	Feedback forms- Data Collection Analysis and Report
6	Program wise feedback analysis report	Feedback forms- Data Collection Analysis and Report
7	Base – Line Survey	Test- ABCD Analysis (Mark based)
8	E-Governance Workshop	
9	Digital Learning Monitoring Cell (DLMC)	Utilization of digital resources