



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

Internal Quality Assurance Cell

IQAC of SNGCE plays an important role in improving and maintaining the quality of education delivery in the Institute. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Vision

To develop systematic quality processes in the institution for evolving and sustaining excellence in its academic and administrative practices and ensuring their periodic evaluation.

Mission

- 1. To formulate and streamline the procedures and activities of the institution towards academic excellence.*
- 2. To ensure the readiness of the quality system for academic and administrative activities by periodic assessment and elimination of deficiencies.*

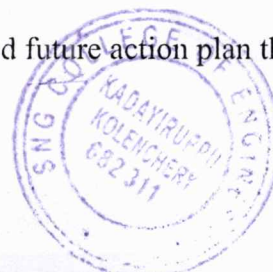
IQAC Policy

The Internal Quality Assurance Cell (IQAC) of SNGCE was functioning since 2015 and was re-constituted on 17-09-2019 as per Academic audit manual published by KTU. The IQAC is committed to maintain quality by regularly improving all our activities. We shall endeavour to achieve expected level of satisfaction of our stakeholders by implementing a quality management system.

Quality policy of IQAC focuses on

- Internalisation of quality and act as a catalyst for the institution's performance improvement.
- Internal quality awareness while also establishing credibility for external quality assessment.
- Commitment to the creation of a culture that values quality and assures quality in the work place.
- Evaluation of students using a set of defined criteria, rules, and processes that are followed regularly.
- Organising programmes to improve the quality and competency of staff.
- Ensuring that the resources provided to aid student learning are sufficient and appropriate for each programme offered.
- Documentation for both the internal and external evaluations. The objective, procedures and content expectations for the self-evaluation process are documented.
- External quality assurance of the College and/or programmes would be performed. The duration of the cycle, as well as the review methods to be used, would be clearly established and made public ahead of time.
- Regular follow up of actionable recommendations and future action plan through a predefined follow-up procedure.

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Objectives of the IQAC

The IQAC of the College is constituted to achieve the following objectives:

- To ensure academic accountability.
- To monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure that qualified engineers/researchers are passing out from the Institution.
- To define effectiveness of teaching learning process and to devise methodologies for confirming maximum output from faculty members as well as students.
- To ensure that the college is following OBE in its true spirit.
- To facilitate the integration of the various activities of the institution and institutionalize the best practices.
- To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning.
- To coordinate and improve internal communication to facilitate better policy implementation and quality assurance towards its stakeholders.

Functions of the IQAC

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the College, leading to quality improvement.
- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the College.
- Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.

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The composition of the IQAC may be as follows:

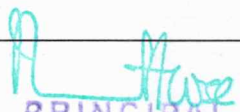
1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

Role and Responsibilities of different Committees

IQAC Core Committee

SI No	Name & Designation	Role
1	Dr.Kemthose P Paul, Principal	Chairperson
2	Dr. E P Yesodharan , CEO	Member from Management
3	Mr. Suresh T.K.- Manager	Member from Management
4	Mr. Ajayan E.A, Administrative Officer	Administrative Officer
5	Dr. Alby S, Associate Professor, CA	Coordinator
6	Ms. Saritha Sathyan	Dept.Coordinator, EEE
7	Ms. Jeena Mathew	Dept.Coordinator,CE
8	Mr. Rajesh Kumar R	Dept.Coordinator,ME
9	Ms. Nimmy M K	Dept.Coordinator,CSE
10	Ms. Seena George	Dept.Coordinator,ECE
11	Mr. Ananthu C B	Dept.Coordinator,NASB
12	Ms. Gisha G R	Dept.Coordinator,S&H
13	Ms. Devi Sekhar	Dept.Coordinator,MS
14	Ms. Vincy Devi V K	Dept.Coordinator,CA
15	Ms. Reji Rajan	Member from Administrative Office
16	Ms. Ranjitha K.V, Ward Member	Nominee from Local Society
17	Ms. Keerthana Vinod	Nominee from Students
18	Mr. Najdan Waris	Nominee from Alumni
19	Mr. Jyothish V.G.	Nominee from Industry
20	Mr. Anish P. Kumar	Nominee from Professional Body


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The main thrust areas improving through the above are:

1. Internal and External Audits
2. Academics
3. Documentation
4. Administration
5. Research
6. Quality Improvement Programs
7. Co-curricular and Extracurricular Activities

1. Internal and External Audits

Sectional Coordinator: Mr. Anandhu C B

Responsible to

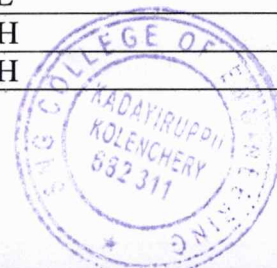
- assist IQAC coordinator to carry out internal audits with members of IQAC Audit team and maintain the following documents:
 - ✓ Audit schedule
 - ✓ Audit Plan
 - ✓ Audit Report
 - ✓ Action Taken Report
- ensure that all documents as per KTU audit manual are prepared for external audit.

Academic audit shall cover

- i. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal assessments, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- ii. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- iv. The quality criteria prescribed by NBA/NAAC.

IQAC Internal Audit Team

Sl.No	Name & Designation	Department
1	Ms Saritha Sathyan ,Associate.Professor	EEE
2	Ms Shemi P A, Asst.Professor	EEE
3	Ms Jeena Mathew ,Asst.Professor	CE
4	Ms Manju P M ,Associate.Professor	CE
5	Ms Nimmy M K, Asst.Professor	CSE
6	Mr Anil C B ,Asst.Professor	CSE
7	Ms Divya K S, Asst.Professor	CSE
8	Ms Seena George, Asst.Professor	ECE
9	Ms Nitha S Unni ,Asst.Professor	ECE
10	Ms Gisha G R, Asst.Professor	S&H
11	Ms Reji P R ,Asst.Professor	S&H



12	Mr Ananthu C B, Asst.Professor	NASB
13	Mr Rohith K Babu, Asst.Professor	NASB
14	Mr Rajesh Kumar R, Associate Professor	ME
15	Mr Vyshakh R Pillai, Asst.Professor	ME
16	Ms Devi Sekhar, Asst.Professor	MS
17	Ms Duniya P S, Asst.Professor	MS
18	Ms Vincy Devi V K, Asst.Professor	CA
19	Ms Anjali Sankar, Asst.Professor	CA

2. Academics

Sectional Coordinators: Ms. Vincy Devi V. K. & Mr. Rajeshkumar R

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Semester Plan
- ✓ Lecture Plan
- ✓ Teaching Methodologies & Assessment Tools
- ✓ Target Levels
- ✓ Course Note File
- ✓ Question papers & scheme for Internal Exam, Assignments, Tutorials
- ✓ CO -PO Attainment
- ✓ Analysis & Action Taken

3. Documentation

Sectional Coordinators: Ms. Nimmy M. K. & Ms. Jeena Mathew

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ PAC
- ✓ DQAC
- ✓ Class Committee
- ✓ Course Committee
- ✓ PTA, Alumni
- ✓ Industry interaction
- ✓ Feedback (Students, Parents, Alumni, Exit, Industry), Analysis & Action Taken
- ✓ Placement & Higher Studies
- ✓ Programs/Activities

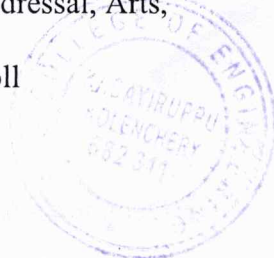
4. Administration

Sectional Coordinator: Ms. Reji Rajan

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Academic Calendar
- ✓ Constitution /Reconstitution of All Bodies
- ✓ Minutes & Action Taken reports (Governing Body, Advisory Board, Council, Welfare, Discipline Committee, Anti-Ragging, Grievance Redressal, Arts, Sports, Women Cell, IQAC)
- ✓ Teaching and Non-teaching staff details with acquaintance roll

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- ✓ Service book
- ✓ SFR
- ✓ Budget
- ✓ Library & Central Computing facility details

5. Research

Sectional Coordinator: Dr. Devi Sekhar

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Publications of Staff & students
- ✓ Research activities/Funded projects

6. Quality Improvement Programs

Sectional Coordinator: Ms. Saritha Sathyan & Ms. Seena George

Responsible to ensure that all the QIPs (Seminars/Webinars/Workshops/Conferences/FDPs) conducted /participated are documented properly.

7. Co-curricular and Extra-curricular Activities

Coordinator: Ms. Gisha G R

Responsible to ensure that all the Co-curricular and Extra-curricular activities conducted/participated are documented properly.


IQAC Executive Committee

- Principal
- Dean UG
- Dean PG
- IQAC Coordinator

Responsible for

- **Initiating** academic & administrative policies, quality improvement & curriculum development programmes and research activity.
- **Internal monitoring** of academic programs, audits and general academic administration.

IQAC Coordinator


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PROCEDURE FOR ACADEMIC AUDIT

IQAC, SNGCE has set its own standards and state of the art, policies and procedures for continuous quality improvement. It is made available to all stake holders for offering suggestions and to have awareness on the criteria based on which they are going to be assured. In a semester minimum 2 internal audits and one external audit will be conducted.

For internal, a panel of internal auditors is constituted and the members of the panel are from different programmes of the Institute. The audit will be scheduled in advance with the auditors from different department. Once the audit is completed the auditors will prepare an audit report pertaining to a particular department and these reports will be compiled and analyzed for further action based on the result of analysis. Once the semester is completed, the external audit will be scheduled with KTU assigned external auditors. This is all regarding the academic audit of IQAC.

IQAC Coordinator

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