

SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

INTERNAL QUALITY ASSURANCE CELL

REPORT 2019-'20

The Internal Quality Assurance Cell of the college started functioning on 01-06-2019.

The prime task of the IQAC is to develop a system for conscious, consistent & catalytic improvement in the overall performance of institutions. It will channelize all efforts & measures of the institution towards promoting its holistic academic excellence.

FUNCTIONS

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
2. 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
3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
4. Dissemination of information on various quality parameters of higher education
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
6. Documentation of the various programmes/activities leading to quality improvement
7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices

8. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
9. Development of Quality Culture in the institution

COMPOSITION:

Sl.No.	Member	Designation	Role in IQAC
1	Dr. Jenson P.O	Principal	Chairperson
2	Dr. Rani M J	Vice Principal	Member
3	Dr. Karuna K	Assistant Professor	Member
4	Savio Francis Fernandez	Assistant Professor	Member
5	Greeni K I	Assistant Professor	Member
6	Annie Faith	Assistant Professor	Member
7	Dr. Preeji KP	Assistant Professor	Member
8	Renjith M	Assistant Professor	Member
9	Jisha Sasikumar	Assistant Professor	Member
10	Ajish Paul George	Assistant Professor	Member
11	Dr. Fr. Devis Chenginiyadan	Executive Director	Member
12	Pretty Victor	HR Manager	Member
13	Ligy Jose	Junior Accountant	Member
14	Joshi Antony	Academic staff	Member
15	STUDENT	Students' Council Chairperson	Member
16	Sheena Sarah Winny	Assistant Professor	Coordinator

The college entered into formal agreements with various organisations and institutions to conduct Add-on courses/academic edeavours, as furnished below:

MEMORANDUM OF UNDERSTANDING 2019-2020

Sl. No	Organization Name	Date of Signing
1	ILLC Ligate	25.02.2019
2	ILLC Ligate	04.02.2019
3	ILLC Ligate	01.04.2019
4	ILLC Ligate	01.04.2019
5	Finmark Trainers India Private Limited	01-06-2019
6	Quest Alliance	07.06.2019
7	Technova Development and Training	07.06.2018
8	Right Image Enterprises	19.06.2019
9	ISDC	20.06.2019
10	The Institute of Cost Accountants of India	25.06.2019
11	Trichur Educational Trust (TET)	01.07.2019
12	Topmans Education and Career Horizons PVT Ltd	08.07.2019
13	BSS	17.07.2019
14	Centre for Environment and Development	04.08.2019
15	Vimala College	19.09.2019
16	Speedwings Academy of Aviation Studies	01.10.2019
17	The Institute for counselling and Transactional Analysis	20.11.2019
	Invisor Management Solutions India Private Limited	24.11.2019
18	Linways Technologies Private Limited	01.12.2019
19	The Institute for counselling and Transactional Analysis	20.11.2019
20	The Institute for counselling and Transactional Analysis	13.02.2020

INITIATIVES & ACTIVITIES

1. Course Files (semester wise) of members of faculty released in June 2019, & November 2019 and distributed to all.
2. FDP on Conventional to Thinking Classroom conducted on 16-09-2019 to give orientation to members of faculty of the college. Dr. Varghese Vaidyan, former Principal, St. Mary's College, Sulthan Bathery was the resource person.
3. Memorandum of Understanding signed between the principals of Vimala College (Autonomous), Thrissur and the college on 19-09-2019 under the UGC Paramarsh scheme, the former being the mentor college and the latter, mentee.
4. Internal Audit of faculty profile conducted on 17-09-2019 and 25-01-2019.
5. One day regional seminar on Quality Enhancement and Sustenance was conducted on 05-10-2019. The seminar was inaugurated by Prof. (Dr.) M. Manoharan, Director IQAC & former Registrar of University of Calicut.

Technical session 1: Prof. (Dr.) M. Manoharan - session entitled "Institutional Accreditation Strategies: Revised Accreditation Framework of NAAC".

Technical session 2: Dr. Jacob P.M, Director - Naipunnya Business School, Pongam, Koratty session entitled "Accountability: Identifying, Analysing and Processing Institutional Data".

Technical session 3: Dr. Chacko Jose P, Assoc. Prof & Head, Department of Economics, Sacred Heart College, Chalakudy - session entitled "Academic Excellence in Higher Education: A Teaching-Learning Collective".

Participation certificates were presented in the Valedictory session.



6. Second internet connection (30mbps in leased line mode - ISP is D-WAN) installed in December 2019, to meet the data requirements for the day to day functioning of the college.
7. Memorandum of Understanding between Linways Technologies Pvt. Limited and the college was signed on 01-12-2019 for the purchase of AMS & LMS, to facilitate academic data management.
8. The UGC Paramarsh team members from the mentor institution Vimala College (Autonomous), Thrissur visited the college on 10-03-2020. Dr. Joycee O.J, Accreditation Ambassador and Dr. Jerin Paul represented the mentor institution.
9. Feedback on syllabus collected from students, members of faculty, alumni and parents.
10. Self-appraisal by as well as performance appraisal of members of faculty taken.

11. ISO external audit was conducted on 14.03.2019.
12. Internal examinations conducted as per academic calendar.
13. Add-on programmes offered to all students.
14. Gurukula mentoring initiative carried out effectively to address the academic as well as emotional well-being of the students.
15. Remedial classes offered to students to enhance academic score.
16. Student for Student (S4S), group study system in all UG classes under the supervision of respective class animators.
17. Three issues of Laureola, trimonthly newsletter of the college published.
18. Five members of faculty attended training programmes for academic upskilling.

Details furnished below:

Sl.no	Name of Faculty	Title of the programme attended	Date
1	Sheena Sarah Winny	Training Programme on Academic Leadership	From 09-04-2019 to 12-04-2019
2	Sneha Sasidharan	Teaching in Globally Connected World	From 18 -05-2020 to 24-05-2020
3	Vidya V Menon	Online Teaching -Learning for Beginners	From 25-05-2020 to 31-05-2020
4	Esmi Davis	Online Teaching -Learning for Beginners	From 25-05-2020 to 31-05-2020
5	Sivaja B Menon	Online Teaching -Learning for Beginners	From 25-5-2020 to 31-05-2020

19. IQAC meetings held regularly and Minutes book maintained.

Sd/-
Sheena Sarah Winny
IQAC Coordinator

31-05-2020

Sd/-
Dr. Jenson P.O
Principal