

SAHRDAYA COLLEGE OF ADVANCED STUDIES, KODAKARA

**INTERNAL QUALITY ASSURANCE CELL**

**ANNUAL REPORT 2020-'21**

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	Shiji V K	Assistant Professor	Member
6	Sandhya Gopinathan	Assistant Professor	Member
7	Dr. Preeji KP	Assistant Professor	Member
8	Renjith M	Assistant Professor	Member
9	Jisha Sivadasan	Assistant Professor	Member
10	Ajish Paul George	Assistant Professor	Member
11	Dr. Fr. Devis Chenginiyadan	Executive Director	Member
12	Pretty Victor	Senior Clerk	Member
13	Jilly N J	Librarian	Member
14	STUDENT	Students' Council Chairperson	Member
15	Sheena Sarah Winny	Assistant Professor	Coordinator

The college entered into formal agreements with various organisations and institutions (for facilitating Add-on courses/academic exchange programmes) as furnished below:

### MEMORANDUM OF UNDERSTANDING 2020-'21

Sl. No	Organization Name	Date of Signing
1	The Tax Study vocational Training Centre	01.02.2021
2	Technova Tech	22.03.2020
3	Miles Education Private Limited	12.03.2020
4	Association of Chartered Certified Accountants	01.04.2020
5	Das Certification India Pvt.Ltd	08.04.2021
9	Technova Tech	22.07.2021
10	Naipunya Institute of Management and Information Technology	05.08.2020
12	CILT	15.09.2020
13	Speedwings Academy of Aviation Studies	01.10.2020
14	St.Joseph's College (Autonomous), Irinjalakuda	06.01.2021

# EVER TO EXCEL

**COLLABORATIVE ACTIVITIES:**

Faculty Exchange Programme(Computer Science) with Naipunnya Institute of Management and Information Technology,Pongam. From 10-08-2020 to 14-08-2020

Faculty Exchange Programme(Computer Science) with Naipunnya Institute of Management and Information Technology,Pongam. From 10-08-2020 to 13-08-2020

One Day Workshop on NAAC RAF Criterion Overview held on 06-02-2021 in collaboration with Vimala College (Autonomous), Thrissur, under UGC Paramarsh Scheme

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 16-03-2021 & 18-03-2021

Faculty Exchange Programme (English) with Naipunnya Institute of Management and Information Technology 18-03-2021 & 26-03-2021

**INITIATIVES:**

1. Course Files (semester wise) of members of faculty released in June 2020, November 2020 and distributed to all.
2. Feedback on syllabus collected from students, members of faculty, alumni and parents.
3. Self-appraisal by as well as performance appraisal of members of faculty taken.
4. ISO internal and external audits conducted. External audits conducted on 21.01.2021
5. Internal examinations of UG and PG Programmes conducted as per academic calendar.
6. Add-on programmes offered to all students.
7. Issues of Laureola, trimonthly newsletter of the college published.

8. Gurukula mentoring initiative carried out in online/offline modes effectively, to address the academic as well as emotional well-being of the students.
9. Remedial classes (online/offline mode) offered to students to enhance academic score.
10. Student for Student (S4S), group study system (online/offline mode) in all UG classes under the supervision of respective class animators.
11. Internet connection enhanced to 50mbps in January 2021.
12. Institution's Innovation Council (IIC) started functioning.
13. Internal academic and administrative audits conducted in March-April 2021.



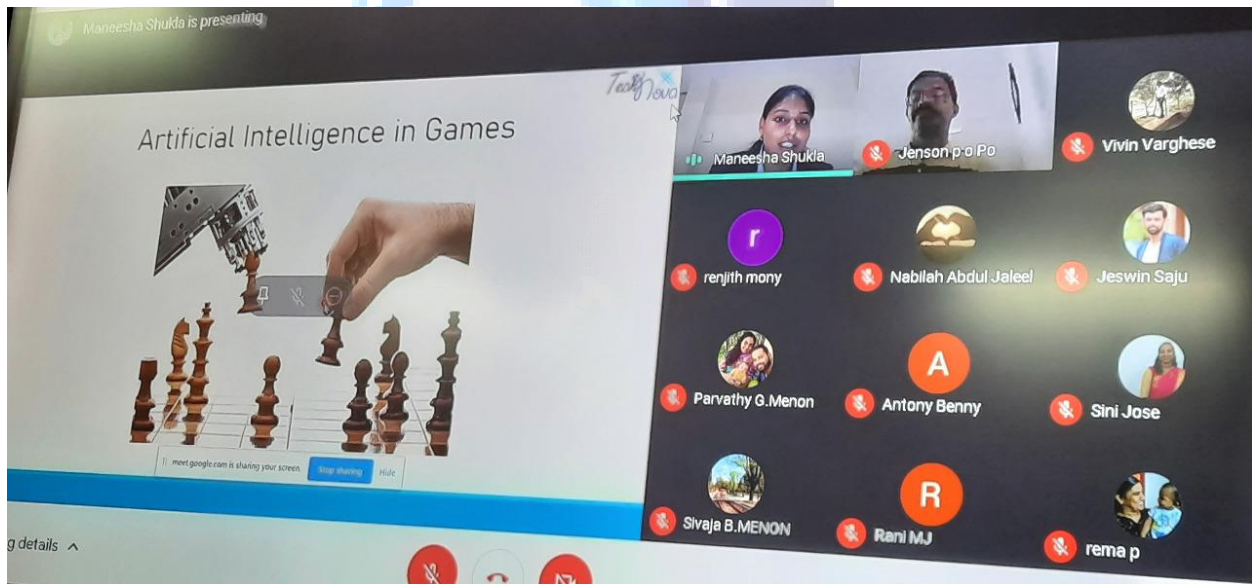
**Members of faculty attended FDPs/Refresher/Orientation/Short Term courses for academic upskilling. Details furnished below:**

Name of faculty	Title of the FDP/orientation/refresher/short term course	Date
Anu Jose	Research Paper Writing for High Index Journal	From 24-05-2021 to 30-05-2021
Jancy T.T.	Policy initiative and quality enhancement in higher education	From 05-05-2021 to 11-05-2021
Jinu M. J.	One week international FDP on "application and implements of mathematics"	From 17-08-2020 to 23-08-2020
Jinu M. J.	Online webinar on an introductory course on fluid dynamic	From 17-08-2020 to 28-08-2020
Metty Joby	Annual Refresher Programme in English Language Teaching,UGC,HRDC of Gujarat University	From 01-12 2020 to 31-03-2021
Metty Joby	1 Week workshop/Faculty Development Programme on Academic Writing	From 12-03-2021 to 18 -03-2021
Metty Joby	FDP - Philosophical Methodologies in Higher Education :Research and Teaching	From 22 -03-2021 to 28 -03-2021
Neethu U.P.	Policy initiative and quality enhancement in higher education	From 05-05-2021 to 11-05-2021
Parvathy G. Menon	Online course on career edge - knockdown the lockdown	From 04-05-2020 to 11-05-2020
Parvathy G. Menon	Two-week refresher course in "mathematics"	From 16-03-2021 to 30-03-2021
Rema P.	International FDP on Advanced Methodologies for contemporary research -A pragmatic Approach	From 16-08-2021 to 23-08-2021
Rema P.	Data science & Business analytics	From 18-05-2021 to 24-05-2021

Sandhya Sarma K.N	Teaching Learning and Research Pedagogy for Excellence Education	From 31-05-2021 to 14-06-2021
Savithri M	Covid-19 and its impact on Women	15-09-2020 to 15-10-2020
Seena A.O	Research Paper Writing for High Index Journal	From 24-05-2021 to 30-05-2021
Sheena Sarah Winny	1 Week workshop/Faculty Development Programme on Academic Writing	From 12-03-2021 to 18 -03-2021
Sheena Sarah Winny	4 Week Induction Programme for Faculty in Universities/Colleges/Institutes of Higher Education	From 16-04-2021 to 15-05-2021
Smera Thomas	Complete python boot camp go from zero to hero in python	From 25-04-2020 to 14-05-2020
Sneha Sasidharan	Research Paper Writing for High Index Journal	From 24-05-2021 to 30-05-2021
Sunitha P.R	Course on Understanding Literary Criticism : History and Principles	From 08-03-2021 to 22-03-2021
Varsha Palliyil	Refresher course on Laws Democracy and institutions	From 26-04-2021 to 11-05-2021

<b>IQAC ACTIVITIES CONDUCTED IN THE COLLEGE</b>	
<b>Date</b>	<b>Title of activity</b>
16-09-2020	Webinar on “The Role of Machine Learning and AI in your Digital Transformation Journey”
09-10-2020	Webinar on Crisis Management & Mental Health
06-02-2021	One Day Workshop on NAAC RAF Criterion Overview
19-02-2021	International webinar “Irish Pharmaceutical Industry Awaits Graduates- with 100% placement assistance”
27-02-2021	Webinar on “Understanding Internal Complaints Committee in Workplace
06-03-2021	Workshop on NAAC RAF Criterion Overview





IQAC meetings held regularly and Minutes book maintained.

Sd/-  
Sheena Sarah Winny  
IQAC Coordinator

31-05-2021

Sd/-  
Dr. Jenson P.O  
Principal