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## IQAC SOP

Distribution List: Following are the Authorized Holders of Controlled Printed Version No. 1 of KMCT CON IQAC SOP.

Copy no.	Name of the member	Role/ Designation in KMCT CON IQAC
1.	Dr .Ayshanazreen	Management representee
2.	Mrs. R. Mageswari	Chair person
3.	Mrs.Jasna	IQAC coordinator
5.	Mrs .Steffy John	Secretary

- Secretary of KMCT CON IQAC is the custodian of the soft copy (MS word) and office copy of the KMCT CON IQAC SOP.

### 1. Introduction

In pursuance of the National Action Plan of the National Assessment and Accreditation Council (NAAC), Bangalore, for performance evaluation, assessment and accreditation, and quality up-gradation of institutions of higher education, the NAAC proposes that every accredited Institution should establish an Internal Quality Assurance Cell (IQAC) as a post accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of an institution's system and work towards realizing the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the performance of institutions. The IQAC will make a significant contribution to the post-accreditation phase of institutions. During the post-accreditation period, the IQAC will channel the efforts and measures of an institution toward academic excellence.

### 2. Definition:

The IQAC plans, guides, and monitors Quality Assurance (QA) in various academic programs/activities and Quality Enhancement (QE) activities of the various Schools and departments of the University by the Vision and Mission defined by the University. The



IQAC to develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the Institution.

3. Objectives:

- To develop and foster a system for conscious, consistent and catalytic action to improve the academic and administrative performance of KMCT College Of Nursing.
- To develop and progress a heightened level of clarity and focus in institutional functioning towards conception, sustenance and enhancement of quality and facilitate internalization of quality in every activities undertaken by KMCT College Of Nursing.
- To facilitate synchronization of various activities of the institution by linking subsystems to an effective level and institutionalize best practices
- To improve internal communication to facilitate effective policy implementation and ensure quality assurance towards its stakeholders
- To act as a change agent in the institution

4. Functions /Procedure

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



- VII. Acting as a nodal agency of the Institution for coordinating quality-related activities, including the adoption and dissemination of best practices.
  - VIII. Development of Quality Culture in the Institution.
  - IX. Periodical conduct of Academic Audit and its follow-up.
  - X. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters .
5. Composition of KMCT CON IQAC

The IQAC should be constituted in every Institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers, and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor) (Three to eight)
3. One member of the management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students, and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The composition of the IQAC will depend on the size and complexity of the Institution, and accordingly, the representation of teachers may vary. The IQAC helps the Institution in planning and monitoring quality-related activities. It ensures the various stakeholders' and beneficiaries' cross-sectional participation in the Institution's quality-enhancement activities. The guidelines given here are only indicative and will help the institutions in their quality-sustenance activities. The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once every quarter. The quorum for the meeting shall



be two-thirds of the total number of members. The Agenda, Minutes, and Action Taken Reports are to be documented and maintained electronically in a retrievable format. While selecting these members, several precautions need to be taken. A few of them are listed below: made significant contributions to society and to education, in particular.

Sl no.	Faculty name	Designation
1	Mrs. R. Mageswari	Principal
2	Dr .AyshaNazreen	Management
3.	Mrs.Jasna	Director /IQAC coordinator
4.	Mr.Vineesh .V.P	Senior administrative officer
5.	Mrs . Steffy John	Professor
6.	Mrs.Raldin George	Assistant professor
7.	Mrs. Lijina	Assistant professor
8.	Mr.Deepak M	Assistant professor
9.	Mrs.Nasheeda	Assistant professor
10.	Mrs. Dona prince	Assistant professor
11.	Mrs. Meethu Skaria	Assistant professor
12.	Mr. Raman .E	Nominee from local society
13.	Ms. Athulya	Nominee from students
14.	Mr. Nithin	Nominee from alumni
15.	Mr. John, F/O Akshara John	Nominee from parent
16.	Mrs. Renjitha Mrs.Greeshma Nair Mrs.Rubiya Mrs. Reshmi Mrs. Deepa Ann Scaria	Faculty members

## 1. Roles and Responsibilities:

### Chairperson:

#### 1. Overall supervision of activities of IQAC.



2. To approve the minutes of meeting.
3. Communication of decisions taken during IQAC meeting to the management.
4. Approval authority for SOPs.

Coordinator:

- To ensure active participation of all members in meetings/deliberations.
- To co-ordinate activities of IQAC.
- To ensure adherence of IQAC functioning as per SOPs.
- Preparation of Annual Quality Assurance Report (AQAR).

Secretary:

- Scheduling of meetings, preparation of the agenda and minutes of the meeting.
- Maintain documents relating to IQAC activities, communication (within the organization) and archival.
- Assist the coordinator in matters related to IQAC.
- Updating of SOPs as and when required.

Members:

- To attend the meetings of IQAC regularly.
- To participate actively in preparation of AQAR.
- To contribute actively in academic audit.
- To participate actively in all other activities of IQAC.

2. Tenure of membership:

The membership of members shall be for a period of two years.

3. Functioning of IQAC:

Criterion in-charge:

- One member of IQAC is made in-charge of a criterion.
- Criteria in-charge will be responsible for the activities falling under their respective criterion.



- In-charge shall co-opt members other than IQAC members.
- Members of each criterion shall hold meetings as and when required.

<b>Number Criterion</b>	<b>In-charge</b>
1. Curricular Aspects	Mrs. Jasna
2. Teaching-Learning and Evaluation	Mrs. Deepak
3. Research, Innovations and Extension Dr	Mrs. Raldin George
4. Infrastructure and Learning Resources	Mrs. Rakhi Seban
5. Student Support and Progression	Mrs. Steffy John
6. Governance, Leadership and Management	Mrs. Dona Prince M
7. Institutional Values and Best Practices	Mrs. Meethu Scaria
8. Nursing part	Mrs. Archana TM

4. Meetings of IQAC:

Members will meet on the 1st Thursday of every quartermonth. Additional meetings may be held as and when required. Secretary in consultation with chairperson and coordinator decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e mail and uploaded to institutional website also.

5. Academic audit:



Academic audit will be done after completion of the academic year. Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the departments for corrective action.

6. Preparation of Annual Quality Assurance Report (AQAR):

AQAR will be prepared and discussed during IQAC meeting. Finalised AQAR will be placed before Managing Committee for the approval and the approved AQAR will be submitted to the NAAC.