MARIAN ENGINEERING COLLEGE

KAZHAKUTTOM

THIRUVANANTHAPURAM

Affiliated to APJ Abdul Kalam Technological University &

Recognised by AICTE

IQAC MANUAL

VISION

To be an institution offering quality technical education and promoting research with strong ethical values for public good.

MISSION

To mould the young men and women into technologically up to date, socially conscious and morally sound individuals by providing an inspiring environment of learning for the welfare of the society.

QUALITY POLICY

MARIAN ENGINEERING COLLEGE is committed to quality Engineering Education, conforming to international standards, to transfer young women and men to competently face the challenges of the modern world. Continual improvement of the educational and formational system is facilitated through constant effective reviews with appropriate resources to the satisfaction of all.

IQAC-Vision

To ensure quality culture as the prime concern for the Higher Education Institutions through institutionalizing and internalizing all the initiatives taken with internal and external support.

Objective

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies

IQAC shall evolve mechanism and procedures for;

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;

b) Relevant and quality academic/ research programmes;

c) Equitable access to and affordability of academic programmes for various sections of society;

d) Optimization and integration of modern methods of teaching and learning;

e) The credibility of assessment and evaluation process;

f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;

g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

a) Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution;

b) 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;

c) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;

d) Dissemination of information on various quality parameters to all stakeholders;

e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;

f) Documentation of the various programmes/activities of the institute leading to quality improvement;

g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;

h) Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality;

i) Periodical conduct of Academic and Administrative Audit and its follow-up

j) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Benefits of IQAC:

a) Ensure clarity and focus in institutional functioning towards quality enhancement;

b) Ensure internalization of the quality culture;

c) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;

d) Provide a sound basis for decision-making to improve institutional functioning;

e) Act as a dynamic system for quality changes in the Institute

f) Build an organised methodology of documentation and internal communication.

Plan of Action:

1. To conduct the meeting of the cell at the beginning of each academic year.
2. Agenda of the meeting would be to review academic policies for the effective implementation
3. To develop a monitoring system for quality assurance practices
4. To coordinate the process of online feedback from students about Teaching-Learning process in respective classes and communicate the assessment of the same to respective faculty members and Department
5. To prepare a detailed Annual Quality Assurance Report (AQAR) at the end of the academic year and submit the same to Governing Body
6. To organize Academic Activities as per the guidelines given by Governing Body/ Academic Council of the college
7. Preparation of list of faculty coordinator/conveners for various committees and cells, to plan the activities for the academic year
8. To conduct the meeting of faculty coordinators for various academic tasks to discuss the plan of action for their respective responsibilities
9. Preparation of mentor and mentee list at the department level and distribution of mentoring registers along with guidelines to follow based on attendance, performance etc
10. Preparation of common slots for seminars, sports, skill based program and value added programs and communicate the same to the respective Departments for inclusion in their timetable

11. Collection of teaching outcome feedback (course assessment) from students at the end of the semester
12. To organize the review /audit of all the academic activities by a team of internal experts and present the observation in the meeting of GB/CAC/DAC for further guidelines
13. Collection and compilation of self appraisal forms from faculty members at the end of academic year
14. To prepare/modify various application/information formats at least once in a year
15. To prepare the Activity calendar of the Institute based on the individual plans submitted by Departments/various forums
16. To coordinate the flow of information to the website administrator from various forums/Departments before and after the activities/achievements
17. To coordinate the process of preparation and submission of Activity Report files by various forums after the activity

Composition of IQAC:

IQAC has internal as well as some eminent external experts well known in their chosen domain of expertise. The composition of the IQAC is as follows:

1	Chair Person	Dr. Ruby Abraham, Principal
2	Coordinator, IQAC	Prof M. B Joisy
3	Management Representatives	Very Rev. Msgr. Wilfred E , Manager
4		Rev Fr. Sudheesh A.,Bursar
5	Director	Prof. Tomy Michael
6	Head of the Departments	Dr.Sabu K. (ME)
7		Dr,Narayanan S.(CE)
8		Dr. Vijayalekshmi S. (EEE)
9		Dr. Jayaprakash (CSE)
10		Ms. Vinitha B Elza(ECE)
11		Dr.Manoj M.(1st Year)
12	Administrative Officer	Mr.Suhurvardheen. C. K
13	Finance Officer	Mr.Thomas Joseph Lopez
14	Local community member	Ms. Sheela Gregory, Ex. Block Panchayath Member, Kazhakuttom

15	Students (2017-21 Batch)	Jay Krishna Jayapal(CE)
16		Marvin Clement(CSE)
17		Mohammed Akshay(EEE)
18		Arjun Arun (ME)
19		Sruthi Savithri Vijayakumar (ECE)
20	Alumni	Mr. Hari Krishnan V. S.
21	Members from Industry	Mr. Biju Varghese , HR Manager , In app software
22		Dr. K. G. Satheesh Kumar ,Director, NISH,Trivandrum
23	Parent	Ms. Lalu Kumari P. S ,Senior Purchase & Store Officer, VSSC
24	Coordinator, KTU Audit Cell	Dr. Sheeja Augustin
25	Coordinator, ISO	Ms. Sajini. Nirmal
26	Coordinator, NBA Accreditation	Mr. Mebil Bernaldu
27	Dept.Coordinators, NBA Accreditation	Ms.Tara Leander (CE)
28		Ms.Nisha J. R. (CSE)
29		Mr.Deepu R.S. (EEE)
30		Mr.Arunkumar V (ME)
31		Ms.Nurul Hidaya S. (ECE)
32		Ms.Sini S (1st Year)
33	Placement officer	Mr.Abel George