

**SREEPATHY INSTITUTE OF
MANAGEMENT AND TECHNOLOGY
VAVANOOR**



**IQAC ANNUAL REPORT
2019-2020**

VISION of SIMAT

“Strive for excellence in generation and dissemination of knowledge.”

Introduction

Internal Quality Assurance Cell (IQAC) was established at Sreepathy Institute of Management and Technology (SIMAT) in the year September 2019 as per the guidelines of KTU and NAAC. The IQAC at SIMAT has consistently striven to institutionalize quality assurance strategies and processes at every level of the institution's functioning. From devising strategies to improve the teaching-learning process through increased use of ICT, and formulation of standard procedures and forms for equalizing the procedures across all departments, IQAC is re-defining the boundaries of a vitalizing, meaningful and holistic education.

SIMAT has plans to go for accreditation and in this regard IQAC suggested finding a mentor college in the neighborhood and eminent persons who are familiar with the process to guide us. SIMAT has a tie up with St. Thomas College in this regard and a MOU was signed. A number of programs that were conducted by the mentor college had participants from SIMAT. IQAC also conducted awareness program on accreditation to both students and faculty of SIMAT.

Meetings Conducted

IQAC at SIMAT has conducted meetings at regular intervals since its inception in September '19 in the past year till March'2020 in the offline mode. Once the lockdown due to COVID pandemic started, the meetings were conducted in the online mode. The meetings conducted are listed below

Sl No	Date of Meeting	Mode of Conduct	Major Decisions
1	04/10/2019	Offline	<ul style="list-style-type: none">• Introduction of Members• Dissemination of information on formation of IQAC to stakeholders and display in website• Documentation of activities to be improved
2	05/12/2019	Offline	<ul style="list-style-type: none">• Finalization and standardization of forms for feedback and internal auditing
3	8/01/2020	Offline	<ul style="list-style-type: none">• Dissemination of Importance of accreditation and OBE to all stake holders• Programs on gender equality/ health for women as a part of women's day activities.
4	18/03/2020	Offline	<ul style="list-style-type: none">• Keeping the learning alive during lockdown by conducting webinars• FDP/Webinars on online teaching tools
5	April – August 2020	Online	<ul style="list-style-type: none">• Regularly met in the online mode to discuss on progress of classes, methodology of feedback to be taken in online mode, internal auditing for the online classes and the webinar/FDP to be conducted

Quality Enhancement Programs Conducted by IQAC

SI No	Name of the Program	Date (From-To)	No. Of Participants	Resource Person
1	Accreditation and OBE awareness for senate members	17-10-2019	13	Sushma M
2	NAAC awareness for Steering committee members	22/10/2019	16	Dr. Anil George, IQAC Coordinator, St. Thomas College Thrissur
3	NAAC Accreditation Process-Overview	27-11-2019	75	Prof. Jayan, NAAC Advisor, SIMAT
4	A workshop on “NAAC – How to approach Certification”	20-02-2020	70	Prof. Harry Cleetus, Former Principal, St. Albert’s College, Ernakulum.

Quality Enhancement Programs Attended

SI No.	Date	Programme	Attendees	Venue
1	31/01/2020	Orientation program on accreditation for coordinators of mentee institution	Mr.Praveen Mr.Sugesh M S	St Thomas College, Thrissure
2	11/2/2020	Academic Administrative Audit and Academic enhancement in Higher Education	Mr.Praveen Mr.Nisanth P Mr.Janardhanan Ms.Asathy PG Ms.Bagyasree PG Mr.Saneesh PS	Jubilee Mission Medical college, Thrissure
3	18/2/2020	FDP on NAAC revised manual 2020	Mr.Sugesh M S Ms.Asathy PG	St Thomas College, Thrissure
4	7/3/2020	Effective Skills and Tools fo Excellence in Teaching Learning Process	Mr.Jyothis KP	Elims college of Arts and Science, ponganamkadu, Thrissur
5	13/5/2020	Outcome Based Education	Ms Sushma M Mr.Praveen Mr.Sugesh M S	Online platform- Microsoft Teams
6	27/5/2020	Webinar on Online Learning Apps and Tools for Higher Education	Prof.Sushma M Mr.Praven	Online platform- Microsoft Teams

Feedback Conducted

- Regular feedback on conduct of classes as per academic schedule
- Course Exit Survey
- Program Exit Survey
- Feedback on Online Classes as directed by KTU
- Feedback from Stakeholders on resources provided at SIMAT

Audits Conducted

- Internal Auditing twice per semester as directed by KTU
- Assisting the auditor from KTU – Once per semester – Took place in Nov 2019, odd semester only. Was cancelled in the even semester during 2020 due to pandemic. In 2020 e-auditing was carried out.