

## **RAJEEV MEMORIAL COLLEGE OF TEACHER EDUCATION**

Kavumpadi, Thillenkeri P.O., Mattanur (Via), PIN-670 702  
Phone: 0490 2405670

**Affiliated to University of Kannur**

Approved by NCTE/FSRO/BEEd./2007-2008/15725 dated 7/12/2007 & recognized by Govt. of Kerala

### Internal Quality Assurance Cell (IQAC)

#### The Vision of IQAC in the institution

- To achieve excellence in education through continuous quality improvement and innovation
- To become a model of quality assurance in higher education, fostering a culture of excellence and innovation
- To enhance the quality of education, preparing students to meet global challenges

#### The Mission of IQAC in the institution

- To develop and implement quality benchmarks, ensuring a culture of quality and excellence in all aspects of institutional functioning.
- To facilitate continuous improvement in teaching learning and extension activities ,ensuring stakeholder satisfaction
- To promote a culture of quality ,innovation and excellence ,ensuring accountability and transparency in institutional processes.

#### Objectives of IQAC in the institution

- To innovate in educational technology.
- To adopt and renew the relevant techniques of teaching skill development.

#### Strategies of IQAC in the institution

- Ensuring equitable access to and affordability of academic programmes for various sections of society.
- Ensuring timely, efficient, and progressive performance of academic, administrative, and financial units
- Adoption of relevant and quality academic and research programmes
- Optimization and integration of modern methods of teaching and learning;
- Ensuring credible assessment and evaluation processes;
- Ensuring the proper allocation, adequacy, and maintenance of support structure and services;

#### Functions of IQAC in the institution

- Planning and monitoring quality-related activities
- Setting parameters for various academic and administrative activities of the institution.
- Development and application of quality benchmarks
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty development to adopt the required knowledge and technology for participatory teaching and learning process.



  
**Dr. K. BEENA**  
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- Collection and analysis of feedback from all the stakeholders on quality-related institutional processes.
- Organization and participation in intra- and inter-institutional workshops and seminars on quality-related themes and promotion of quality circles.
- Documentation of various programmes/activities leading to quality improvement  
Acting as a nodal agency of the institution for coordinating quality-related activities, including the adoption and dissemination of the best practices
- Development and maintenance of institutional database for the purpose of maintaining and enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audits along with their follow-up activities.

#### Composition of IQAC

- Principal of the Institution –Dr. K Beena
- Director of RMCTE –KK Surendran
- President of the Society –
- Teaching Staff – Ambili O S
- Teaching Staff – Dr. Shafeek
- Office Superintendent –
- Society Nominee –
- Student Nominee –
- Alumni Nominee –

#### The quorum of the IQAC Meeting

The quorum for the meeting shall be two-thirds of the total number of members.


#### Validity of IQAC membership

The membership of the nominated members shall be for a period of two years and necessary modifications in the composition as per the institution's

#### Frequency of IQAC meetings and reports

The IQAC should meet at least once in every quarter (2 times in a semester)



  
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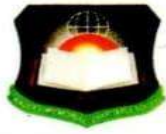
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### Action Plan of IQAC

- Plan of action at the beginning of the Academic year toward Quality Enhancement
- Preparation of Academic Calendar
- Assisting various cells/committees/clubs in their quality performance
- Analysing various Minutes of Meetings
- Feedback analysis and necessary remedial recommendations and actions.
- Ensuring effective internal assessment and proper documentation
- Preparation of outcome achieved by the end of the Academic year
- Assisting ICT-related support towards effective teaching-learning process
- Yearly budget for augmentation/extension of the infrastructure of the institution
- Plan of Action related to the professional development of the faculty members
- Plan of Action related to teaching skill enhancement
- Academic audit and teaching performance evaluation
- Enriching the institution's best practices, strategic plans, distinctiveness and etc.,



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Internal Quality Assurance Cell (IQAC)

Established

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### **Objectives of IQAC**

- Ensure a quality culture in the institution , promoting excellence in teaching and learning
- To innovate in educational technology.
- To adopt and renew the relevant techniques of teaching skill development.

- Establish and implement quality benchmarks, standards and parameters for institutional functioning
- Facilitate continuous improvement in academic and administrative processes through self-evaluation , peer review
- Foster collaborations, partnerships, and linkage with industry, academia and community for mutual benefit.

