



REVIEW DATE 05/10/2026

INTERNAL QUALITY ASSURANCE CELL (IQAC)

IQAC is established at Sree Gokulam Nursing College in the year 2021 based on the guidelines of NAAC. It plays a significant role in maintaining and enhancing the quality of education.

1. Objective

The Internal Quality Assurance Cell (IQAC) is a vital component of a higher education institution's quality assurance framework. Its primary aim is to develop and implement a system for conscious, consistent, and catalytic improvement in academic and administrative performance, ensuring alignment with the institution's vision and mission.

2. Strategies [As per NAAC]

IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
- The relevance and quality of academic and research programme
- Equitable access to and affordability of academic programme for various sections of society
- Optimization and integration of modern methods of teaching and learning
- The credibility of evaluation procedures
- Ensuring the adequacy, maintenance and functioning of the support structure and services
- Research sharing and networking with other institutions in India and abroad

3. Functions [As per NAAC]

Some of the functions expected of the IQAC are:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- 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
- Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters of higher education





SREE GOKULAM NURSING COLLEGE, VENJARAMOODU

Recognised by Indian Nursing Council, Kerala Nurses and Midwives Council and
Affiliated to Kerala University of Health Sciences

- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- Development of Quality Culture in the institution
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

4. Benefits [As per NAAC]

IQAC will facilitate/contribute:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes in HEIs
- Build an organised methodology of documentation and internal communication



SREE GOKULAM NURSING COLLEGE, VENJARAMOODU

Recognised by Indian Nursing Council, Kerala Nurses and Midwives Council and
Affiliated to Kerala University of Health Sciences

5. Composition of IQAC

It was decided to hold regular meetings of the IQAC with the following members every 6 months or as and when necessary. Discussion of Agenda, feedback from stakeholders, ATR (Action taken report) on previous agenda and outcome analysis would be done at each meeting.

SL.NO	NAME	DESIGNATION
1.	Dr. K K Manojan	Vice Chairman
2.	Dr. Chandramohan P	Dean Emeritus
3.	Lt. Col. Prof. Meera K Pillai	Principal, Chairperson
4.	Dr. Lija R Nath	Vice Principal, Nodal Officer
5.	Dr. Gigi P John	IQAC Coordinator
6.	Ms. Remya R	IQAC Secretary
7.	Prof. Preetha Carolin C	Faculty representatives
8.	Dr. Archana K Raj	
9.	Prof. Sreelekshmy U R	
10.	Prof. Smitha J S	
11.	Prof. Sheeja mole K N	
12.	Prof. Sumam P	
13.	Ms. Sarika S R	
14.	Ms. Remya.U.R	
15.	Mr. Githosh	Secretary to Chairman
16.	Mr. Sujith Kumar S	Asst. Administrative Officer
17.	Mr. Davoode K	PTA President
18.	Ms. Anju Dev S S	Alumni Representative
19.	Ms. Chithra G	Student Representative



6. Standard Procedures

6.1 Meetings

- IQAC meetings will be held **quarterly** to assess progress and plan future activities.
- Emergency meetings may be convened if necessary.
- Minutes of meetings will be documented and maintained.

6.2 Planning and Implementation

- Develop an Annual Quality Plan (AQP) based on institutional priorities.
- Identify areas for improvement and implement specific action plans.

6.3 Monitoring and Evaluation

- Conduct periodic audits of academic and administrative processes quarterly.
- Evaluate the effectiveness of initiatives using defined metrics and benchmarks.
- Document best practices for institutional learning.

6.4 Feedback Collection

- Gather feedback from stakeholders (students, faculty, parents, alumni, employers).
- Analyze feedback and share actionable recommendations with relevant departments.

6.5 Capacity Building

- Organize training programs and workshops for faculty and staff.
- Facilitate collaborations with external experts and institutions.

6.6 Reporting and Documentation

- Prepare the Annual Quality Assurance Report (AQAR) for submission to NAAC.
- Maintain records of all IQAC activities and initiatives.
- Ensure transparency in processes and share outcomes with stakeholders.

7. Reporting Mechanism

- **Monthly Updates:** Department-level reports submitted to IQAC Coordinator.
- **Quarterly Reports:** Presented during IQAC meetings.
- **Annual Report:** The AQAR will be submitted to NAAC and shared with institutional leadership.

8. Key Performance Indicators (KPIs)

The performance of the IQAC will be evaluated using:

1. Accreditation outcomes (grades, rankings, certifications).
2. Stakeholder satisfaction (based on feedback analysis).





SREE GOKULAM NURSING COLLEGE, VENJARAMOODU

Recognised by Indian Nursing Council, Kerala Nurses and Midwives Council and
Affiliated to Kerala University of Health Sciences

3. Number and quality of seminars, workshops, and training programs conducted.
4. Institutional progress in research output and publications.
5. Implementation of innovative teaching and learning practices.
6. Compliance with the academic calendar and quality benchmarks.

9. Review and Amendments

- The SOP will be reviewed annually by the IQAC members.
- Amendments will be based on stakeholder feedback and emerging quality assurance trends.

10. Annexures

1. **Annexure I:** Sample Feedback Form Template
2. **Annexure II:** Format for Quarterly Reports
3. **Annexure III:** Guidelines for AQAR Preparation
4. **Annexure IV:** Checklist for Academic and Administrative Audits

Prepared by:

Dr. Gigi P John
IQAC Coordinator
SGNC

Verified by

Lt. Col. Prof. Meera K Pillai
Principal
SGNC

Approved by:

Dr. K K Manojan
Vice Chairman
SGMC&RF

