



SMVMCH/IQAC/01	 <p>Sri <b>MANAKULA VINAYAGAR</b> Medical college and Hospital</p>	Page 1 of 7
Amendment No:01		Issue No: 02
Amendment Date: 01.06.2017	<b>POLICY AND PROCEDURE – INTERNAL QUALITY ASSURANCE CELL</b>	Issue Date: 06.06.2017

## STANDARD OPERATING PROCEDURES



**INTERNAL QUALITY ASSURANCE CELL (IQAC)**


**SMVMCH**

<b>SMVMCH/IQAC/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 2 of 7</b>
<b>Amendment No:01</b>		<b>Issue No:02</b>
<b>Amendment Date: 01.06.2017</b>	<b>POLICY AND PROCEDURE – TABLE OF CONTENT</b>	<b>Issue Date: 06.06.2017</b>

### TABLE OF CONTENT

<b>Sl. No</b>	<b>SOP</b>	<b>Page No</b>
1	INTERNAL QUALITY ASSURANCE CELL	3



<b>SMVMCH/IQAC/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 3 of 7</b>
<b>Amendment No:01</b>		<b>Issue No:02</b>
<b>Amendment Date: 01.06.2017</b>	<b>POLICY AND PROCEDURE - INTERNAL QUALITY ASSURANCE CELL</b>	<b>Issue Date: 06.06.2017</b>


## 1. PURPOSE:

In pursuance of its action plan for performance evaluation, assessment, accreditation and quality up-gradation of institutions of higher education, 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 the institution's system and work towards realization of 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 overall performance of institutions. For this, during the post-accreditation period, it will channelize all efforts and measures of the institution towards promoting its holistic academic excellence.

## 2. STRATEGIES:

IQAC shall evolve mechanisms and procedures for:

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

<b>SMVMCH/IQAC/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 4 of 7</b>
<b>Amendment No:01</b>		<b>Issue No:02</b>
<b>Amendment Date: 01.06.2017</b>	<b>POLICY AND PROCEDURE - INTERNAL QUALITY ASSURANCE CELL</b>	<b>Issue Date: 06.06.2017</b>


### 3. FUNCTIONS:

The functions expected of the IQAC are:

- 3.1. Development and application of quality benchmarks/ parameters for various academic and administrative activities of the institution
- 3.2. 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
- 3.3. Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- 3.4. Dissemination of information on various quality parameters of higher education
- 3.5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- 3.6. Documentation of the various programmes/ activities leading to quality improvement
- 3.7. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- 3.8. Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality
- 3.9. Development of Quality Culture in the institution
- 3.10. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC

### 4. BENEFITS:

- 4.1. IQAC will facilitate/contribute:
- 4.2. Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- 4.3. Ensure internalization of the quality culture
- 4.4. Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- 4.5. Provide a sound basis for decision-making to improve institutional functioning
- 4.6. Act as a dynamic system for quality changes in HEIs


<b>SMVMCH/IQAC/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 5 of 7</b>
<b>Amendment No:01</b>		<b>Issue No:02</b>
<b>Amendment Date: 01.06.2017</b>	<b>POLICY AND PROCEDURE - INTERNAL QUALITY ASSURANCE CELL</b>	<b>Issue Date: 06.06.2017</b>

4.7. Build an organized methodology of documentation and internal communication


## 5. COMPOSITION:


IQAC is constituted under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders. The composition is as follows



Chairperson	Dr.R.N.Kagne	Deputy Director / Dean
Senior Administrative officers	Dr.D.Rajagovindan	Director
	Dr. K.Karthikeyan	Dean (Academic)
	Dr.M.Pragash	Medical Superintendent
Teachers	Dr.M.Vimal	Professor of Pathology
	Dr.Soundariya.K	Professor of Physiology
	Dr.Ramya.G	Professor of Pathology
	Dr.Mangaikarasi.T	Professor of Microbiology
	Dr.Udhaya sankar.R	Associate Professor of Microbiology
	Dr.T.Preethi	Associate Professor of Paediatrics
	Dr.T.Kanimozhi	Associate Professor of Paediatrics
	Dr.Deepa Somnath	Associate Professor of Anatomy
	Dr.M.Rajalakshmi	Assistant Professor of Community Medicine
Management	Mr.M.Dhanasekaran	Chairman and Managing Director
Local Society	R.Rajesh,	
Expert	Dr.Kalyani .R	Professor and HOD of Community Medicine, Rajah Muthiah Medical College Hospital(RMMCH)
Student	Miss Sri harini	2 <sup>nd</sup> Professional year

<b>SMVMCH/IQAC/01</b>	 <b>Sri MANAKULA VINAYAGAR</b> Medical college and Hospital	<b>Page 6 of 7</b>
<b>Amendment No:01</b>		<b>Issue No:02</b>
<b>Amendment Date: 01.06.2017</b>	<b>POLICY AND PROCEDURE - INTERNAL QUALITY ASSURANCE CELL</b>	<b>Issue Date: 06.06.2017</b>

	Dr.S.Subalakshmi	3 <sup>rd</sup> year
Alumni	Dr.Balasubramanian.S	
Employers industrialist	Dr. D. Duraimurugan	Chairman and MD, Durai Castro Care ,Villupuram
Stockholders	Dr.S.Vijayasundaram	Parent of Shreevardhan.V 2020 Batch
Coordinator	Dr.G.Kalaiselvan	Dean (Research)
Co-coordinator	Dr.V.Deepika	Assistant Professor of Physiology

Sl.N o.	Page No	Section/ Clause/ Para/Line	Date of Amendment	Amendment Made	Reasons For Amendment	Amended By	Approved by
1	5	5 Composition	01.06.2017	IQAC composition revised	Updation of IQAC	Dean (Research)	

SMVMCH/IQAC/01	 <p>Sri <b>MANAKULA VINAYAGAR</b> Medical college and Hospital</p>	Page 7 of 7
Amendment No:01		Issue No:02
Amendment Date: 01.06.2017	<b>POLICY AND PROCEDURE - INTERNAL QUALITY ASSURANCE CELL</b>	Issue Date: 06.06.2017

	Designation	Signature
Prepared by	<b>Dr. G. Kalaiselvan</b> IQAC Co-ordinator	
Reviewed and approved by	<b>Dr. R. N. Kagne</b> Deputy Director and Dean	
Issued by	<b>Dr. D. Rajagovindan</b> Director	