

## **FAROOK INSTITUTE OF MANAGEMENT STUDIES**

### **KOZHIKODE**

#### **Constitution of Internal Quality Assurance Cell (IQAC)**

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a 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.

In light of the proposals of UGC and NAAC, Farook Institute of Management Studies, does hereby constitute its Internal Quality Assurance Cell (IQAC).

The composition of the IQAC may be as follows:

1. Chairperson : Dr.SajiKuriakose (Director)
2. Coordinator IQAC: Prof. SujataShankaran
3. Member: Dr. AhamedRiaz K(Deputy Director & Academic Head)
4. Member: Prof. C A Rajesh
5. Member: Prof. Vinu V G
6. Member: Prof. Shiyas K J
7. Member from Management: Mr. C.P Kunhi Mohammed(Secretary)
8. Senior Administrative Officer: Mr. C. Abdul Rasheed
9. Nominee from local society : Mr. N K Niyas



10. Nominee from students: Mr. Sheik Ayaaz S

11. Nominee from Alumni: Mr. Nitin Raveendran

12. Nominee each from Employers: Mr. Shabil Majeedi P(HR Manager, Grand Hyper)

13. Nominee from Industrialists: Mr. N K Mohammed Ali(CMD, Parisons Group)

14. Nominee from Stakeholders: Mr. Baby V J (Parent)

The membership of the nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members.

The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format. It is necessary for the members of the IQAC to shoulder the responsibilities of generating and promoting awareness in the institution and to devote time for working out the procedural details.

#### **IQAC shall evolve mechanisms and procedures for**

1. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
2. Relevant and quality academic/ research programmes;
3. Equitable access to and affordability of academic programmes for various sections of society;
4. Optimization and integration of modern methods of teaching and learning;
5. The credibility of assessment and evaluation process;
6. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.

#### **Functions of the functions expected of the IQAC are:**

1. Development and application of quality benchmarks



2. Parameters for various academic and administrative activities of the institution;
3. 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;
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
5. Dissemination of information on various quality parameters to all stakeholders;
6. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
7. Documentation of the various programmes/activities leading to quality improvement;
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
9. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
10. Periodical conduct of Academic and Administrative Audit and its follow-up
11. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

It is hereby declared that the Internal Quality Assurance Cell (IQAC) of Farook Institute of Management Studies has been constituted and all the members are requested to adhere with the instructions/policies/guidelines of UGC and NAAC in the implementations of IQAC.

Dr. Saji Kuriakose  
Director-FIMS



C.P. Kunhi Mohammed  
Secretary