

Naipunnya Institute of Management of Information Technology, Pongam

Internal Quality Assurance Cell Annual Report 2018-19

The year 2018-19 for NIMIT was a year moving forward towards the NAAC accreditation process.

Initiative 1: Criteria Formulation:

All the faculties were divided into 7 different for each criterion as per NAAC. The criteria were headed by:

Criteria 1: Ms. Bindu G

Criteria 2: Ms. Binju Saju

Criteria 3: Dr. Jacob P M

Criteria 4: Mr. Sebastian Poonoly

Criteria 5: Ms. Shajitha T B

Criteria 6: Ms. Sonia Thomas

Criteria 7: Ms. Anitha Mary Alex

Initiative 2: Session by Dr. Anne Mary Fernandez

The IQAC organized a 2-day training session for the core team members on 26th and 27th of July. The session was handled by Dr. Ann Mary Fernandez, NAAC Peer Team Member and Former Registrar, Karunya University and University of Madras.

Initiative 3: Department Naming

Each department was allotted with a separate program code such as; Commerce- NC, Computer Science- NCS, Hotel Management- NHM, and Languages- NLA. All the files of the department were decided to be named starting with the decided program code.

Initiative 4: National Seminars

As per NAAC requirement, each department conducted National Seminars with Intellectual Property Rights (IPR) as the core topic.

Initiative 5: Uploading of question papers in website

Another major initiative of the IQAC was to make question papers available in the institution website. The university question papers of the previous years were scanned and made available in the website to make it at hand for the students.

Initiative 6: Modification of Organizational Structure and Code of Conduct

So as to strengthen the institution, the IQAC team had made modifications to the Organizational Structure and the Code of Conduct of the institution.

Initiative 7: Audits

The IQAC initiated multiple number of internal audits in different phases. An in-house audit team was set up including the Principal, Dean of studies, HOD's and members from the faculty side. All the audits of the institution was conducted by this assigned team. Re-Audits were conducted to so as to ensure perfection and completion of the files. 3 audits were conducted in the year.

Initiative 8: E Content Development

E- Content development was also an initiative during the year. The media center was utilized for the same. The recorded vides of the faculties were then uploaded in the YouTube channel of the institution.

Initiative 9: Code of Ethics for Plagiarism

Initiative 10: Training for Non- teaching staff

One of the notable training activity organized by the IQAC for non-teaching staff was a One day training programme, Amrutham by our in-house trainers. The sessions were held by Mr. Sabu Varghese, Training Manager, Ms. Grace K Benny, HoD, Languages, Ms. Rejitha Ravi and Ms. Annu Mary Cyriac, faculties of Department of Languages.

Initiative 11: Flood Relief Mission

The flood relief mission was another noteworthy initiative during the year. Fund was collected from faculty as well as the students and utilized it for the needy. The following activities were carried out:

- Flood Relief Clean-Up Mission at Divine De-Addiction Centre, Muringoor on 30/08/2018
- Flood Relief Material Segregation at Don Bosco College, Mannuthy on 07/09/2018 and 08/09/2018
- Rebuilding Lives Relief Mission – Relief Fund/Material Raising Program.

Departments started working to effectuate program outcome and course outcome. The students were motivated to work on innovative projects in connection with the incubation center.

Initiative 12: Internet bandwidth

As per the requirement of IQAC, the internet bandwidth was increased to 20 mbps to ensure smooth flow of the uploading process of NAAC.

Initiative 13: Self-Study Report

One of the major goals of the IQAC team was getting accredited for which the team had started working way before. The accreditation process was in progress during this year. Before submission of the Self Study Report to the NAAC, a report was created within the institution with technical support from the IT team. An in-house proof-reading team was set up with the Language Department teachers. An uploading team was also set up with the aid of technical team. The first uploaded document was of the IIQA and after its approval the SSR was also uploaded in March with support of the faculty team. Student satisfaction survey was conducted by NAAC during April and the deviation report was received on 3rd May. The report was corrected by the team and send back to NAAC within 15 days. The activities of the IQAC Team ended by envisioning the NAAC Peer Visit of the next academic year.



A handwritten signature in green ink, appearing to read "Janylojan".

