

# Review of Structure & Methodology of Operation



**MES ASMABI COLLEGE**

AN IQAC INITIATIVE

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### REPORT ON REVIEW OF STRUCTURE AND METHODOLOGY OF OPERATION

#### Introduction

The Internal Quality Assurance Cell (IQAC) plays a vital role in maintaining and improving the quality of education within an institution. This report outlines the IQAC's review mechanism, focusing on its systematic approach to evaluating the structure and methodology of its operations, with specific attention to regular IQAC meetings, academic and administrative audits, student exit surveys, self-appraisal for staff, green energy, and environmental audits, and monthly reporting.

#### 1. Regular IQAC Meetings

Regular IQAC meetings serve as a cornerstone of the review mechanism. These meetings assess the effectiveness of current practices, identify areas for improvement, and strategize for future initiatives. Through collaborative discussions with IQAC team members, the IQAC ensures alignment with institutional goals and fosters a culture of continuous improvement.

[Link to the IQAC Minutes](#)

[Click Here](#)

## 2. Internal and External Academic and Administrative Audit

The IQAC conducts internal and external audits to evaluate academic and administrative processes comprehensively. Internal audits assess conducted by the IQAC team itself and external audits conducted by the All Kerala Principal's Council. Findings from these audits inform decision-making and drive quality enhancement efforts across various facets of operations.

[Link to the AAA Audit details](#)

[Click Here](#)

## 3. Student Exit Survey

Student feedback is crucial for evaluating the overall educational attainment. The IQAC administers exit survey on students to gather insights into their academic journey, including teaching quality, support services, canteen, placement, sports and arts, campus environment etc. Analysis of survey data enables the IQAC to address areas of concern and implement targeted improvements to enhance student satisfaction and retention and sustainable institutional growth.

[Link to the exit survey report](#)

[Click Here](#)

## 4. Self-Appraisal for Teachers and Non-Teaching Staff

Self-appraisal processes empower staff members to reflect on their performance and professional development goals. Through structured self-assessment tools, teachers and non-teaching staff evaluate their strengths, weaknesses, and areas for growth. The IQAC supports staff members in identifying opportunities for skill development and aligning their efforts with institutional objectives.

[Link to the Self-appraisal for TS & NTS](#)

[Click Here](#)

## 5. Initiated Green, Energy, and Environmental Audit

Environmental sustainability is integral to institutional responsibility. The IQAC initiates audits to assess the institution's environmental impact, energy consumption, and green practices. By evaluating environmental performance and identifying opportunities for improvement, the IQAC promotes sustainable practices and fosters a culture of environmental stewardship within the institution.

| ITEM  | WEBLINK                    |
|---|----------------------------|
| Green Audit Report                                    | <a href="#">Click Here</a> |
| Green Audit Certificate from approved agency.         | <a href="#">Click here</a> |
| Energy Audit Report                                   | <a href="#">Click Here</a> |
| Energy Audit Certificate from approved agency.        | <a href="#">Click Here</a> |
| Environmental Audit Report                            | <a href="#">Click Here</a> |
| Environmental Audit Certificate from approved agency. | <a href="#">Click Here</a> |

## 6. Monthly Reports

Monthly reporting provides a mechanism for tracking academic progress of the institution. This report highlights key performance indicator such as monthly syllabus completion status, hourly class engagement of the teachers, extra classes and tutorial hours of the teachers, examination duties taken by the teachers, remedial classes taken, class PTA meeting status, details of slow and advanced learners status, ITC tools usage, teachers involvement in various duties in the college, publication and presentation of the faculties, workshops, seminars and FDP participation of the teachers etc. By maintaining transparency and accountability, the IQAC ensures that efforts to enhance institutional quality.

|  |                            |
|--|----------------------------|
| <a href="#">Link to the monthly report</a> | <a href="#">Click Here</a> |
|--|----------------------------|

## **Conclusion**

The IQAC's review mechanism plays a pivotal role in evaluating and improving the structure and methodology of its operations. By focusing on regular meetings, audits, surveys, self-appraisal, environmental audits, and monthly reporting, the IQAC ensures alignment with institutional goals, fosters continuous improvement, and enhances overall institutional quality. Through the data-driven decision-making, the IQAC contributes to the sustained excellence of the institution.