SITAM
Satya Institute of Technology And Management
NAAC ACCREDITED
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Qualitative Metrics
Criterion VI-Governance, Leadership, and Management

6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes.

IQAC sows the seed of development by institutionalizing quality practices in every aspect of the institution. SITAM has strong IQAC team that looks into every academic and nonacademic activity supported by the institution and tries to set it right. IQAC thus looks into the quality policy of the institute to guarantee quality assurance. The institutional policy with regard to quality assurance is:

- To improve the academic and administrative performance of the institution through a system for conscious, consistent and catalytic action.

- To internalize quality culture and institutionalize best practices in order to promote measures for institutional functioning towards quality enhancement.

IQAC continuously monitors and sets checks and balances to ensure that everybody develops the habit of streamlining the procedures and adheres to the procedures. IQAC evolves Mechanisms and procedures for
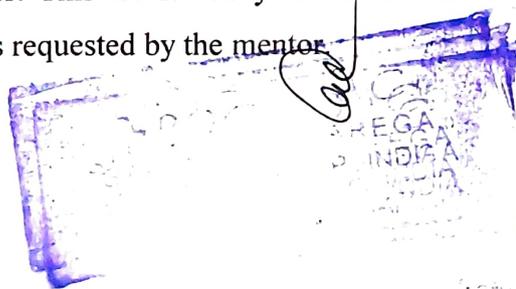
- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks

- The relevance and quality of academic and research programs.

- Optimization and integration of modern methods of teaching and learning

- The integrity of evaluation procedures and stakeholders feedback.

- Propose and conduct workshops, seminars on quality related themes.

- Ensuring the adequacy, maintenance and proper allocation of support structure and services

- Monitoring and analysis of activities for overall development of students as per need of industry and society

- Sharing of research findings and networking with other institutions in India and abroad.

- Internal Audits to ensure quality system implementations.

SPOC, IQAC
SITAM, GAJULAREGA
VIZIANAGARAM, A.P., INDIA

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✓ <u>Mentoring System</u>: One of the first steps IQAC took up was to institute a mentoring system into place. Each teacher is assigned about 15 students as a mentees. The idea was that the teacher acts as friend, philosopher, brother/sister, guide, helper, mentor, and as an inside-person to provide assistance to the mentees in his group to the best possible extent. Thus, the mentor provides both academic and moral support to the student to ensure all round growth of the student. Each mentor:

- ➢ Keeps complete record of academic and other related history of the student in a Mentor's Diary.
- ➢ Meets and encourages students on a periodic basis to ensure correct trajectory for all round growth of the student.
- ➢ Maintains contact with the parents and gains their confidence to ensure proper ambience and support from family.
- ➢ Provides counseling where it is needed by the student in difficult times.
- ➢ Attempts to coordinate with training placement officer to ensure fullest support for his mentee.

✓ <u>Remedial Classes</u>: Another important initiative of IQAC is to practice the concept of remediation in all aspects. Owing to the background and innate inclination, some students may falter a little bit in one or more area. It is the duty of the institute to provide help to such students and ensure their success. IQAC initiated this activity by planning and preemptive approaches. In specific, IQAC set the following plan in motion:

- ➢ At the time of admission, provide a tool for the student to assess his strengths and seek appropriate help. Teachers also use this tool, usually an examination of sorts, to see what is the specific need of the student and provide the requisite input. The whole process of this preemptive intervention is termed as induction training in higher education parlance.
- ➢ During the examination season, based on prior examination results, IQAC institutes personalized assistance to hostellers and to day Scholars as per their need and convenience. This may be termed as help for summative assessment.
- ➢ After the examinations, if a student finds it difficult to clear the examination, remedial classes are arranged so that student can surmount the difficulty with expert help from the teacher. This teacher may be the mentor of the student or another teacher whose help is requested by the mentor.

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✓ <u>Tutorial Classes</u>

➤ SITAM follows the broad guidelines regarding the conduct of Tutorial classes,

➤ Choose one typical question from the end-semester exam. In fact, announce two questions one day before and pick one question from the two.

➤ Give a brief outline of the solution be it theoretical question or the problem-based question.

➤ This outline process may take maximum FIVE minutes.

➤ While students are working on it in groups, go round the class and monitor their progress.

➤ Give hints to those who are struggling with the problems...No need to give the entire solution.

➤ At the end of one hour, give the entire solution. Write the complete solution to indicate exactly what the students need to write in the examination, neatly.

➤ Give tips on how they need to write the answer in the examination:

   - Put the full question number (such as "Q1 (a) (ii)" etc) as the heading at the top of each page

      - Draw neat diagrams using pencil if need be

      - Underline each important point and the answer.

      - Be brief and to the point

➤ In the beginning, we may get the students to work on ONE question to begin with but gradually, we will have the students solve TWO problems.

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