

ALLAMA IQBAL INSTITUTE OF MANAGEMENT

(Affiliated to the University of Kerala and Approved by A.I.C.T.E New Delhi)

DAIVAPPURA P.O., PERINGAMMALA, THIRUVANANTHAPURAM. 695 563

Email : aiimmba@hotmail.com Website: aiim.net.in

INTERNAL QUALITY ASSURANCE CELL

Document Reference: AIIM/Pros/02/Issue 2

Issued by: Director, AIIM

Date of Issue: 15.12.2023

Valid Until: 14.12.2025

The Internal Quality Assurance cell of Allama Iqbal Institute of Management will consist of the following members:

- Professor as the head of the cell, assigned by the Chairman of the board on a yearly basis at the beginning of the academic year.
- Assistant Professor selected by the Professor for the year.

The objectives of the Internal Quality Assurance Cell include the following:

- Ensure that the MBA program is conducted to meet the highest possible standards
- Conduct periodic assessment, at least at a frequency of 6 months, of the conduct of the academic and extra-curricular activities and recommend improvements when applicable.
- Coordinate with the University of Kerala as required to ensure the requirements and stipulations related to academic matters are complied with and/or resolved.
- Apprise the Governing Board of the institution on necessary enhancements that may be required from time to time to move toward realizing the Vision of the institution.

The scope of the activities/ responsibilities of the Internal Quality Assurance Cell will include, but not limited to, the following areas/aspects:

1. Curriculum design and development

- a. Syllabus analysis and review
 - b. Dimensions of employability – addition to the course content as required.
 - c. New courses introduced by the University and inclusion as appropriate.
 - d. Inclusion of appropriate Value-added courses – addition for transferable skills
 - e. Field projects - facilitating students to carry out high quality projects
2. Internships – help students to maximize the value to be derived from internships in organizations.

3. Course Administration:

- a. Lesson Plans – review of the plans by the faculty and approval.
- b. Assignment plans – review and approval
- c. Tests – scope and frequency
- d. Group work
- e. Syllabus coverage
- f. Use of ICT for effective course delivery, Smart class rooms

4. Augmented academic activities

- a. Conducting relevant Workshops and Seminars
- b. Organizing Talks by eminent personalities/ industry experts

5. Students performance Management: Review the following:

- a. Test scores
- b. Presentation skills
- c. Communication skills
- d. Leadership activities
- e. Teamwork skills
- f. Language lab
- g. Bridge courses
- h. Yoga
- i. Meditation
- j. Personal counselling
- k. Participation in social and other public activities

6. Faculty Development

- a. Recognition system for faculty, Students feedback improvement actions
- b. Faculty knowledge and skills enhancement

7. Physical facilities enhancements

8. Institution Image Enhancement through

- a. Institution publications – develop as feasible
- b. Consultancy assignments – by the institution for industry
- c. Provide Corporate training programmes
- d. Establish collaborations with other institutions/industry

9. Institution

- a. Clarify the Vision, Mission, Values of the institution, and Strategic Planning in the context of achieving the Vision.
- b. Enhance Stakeholders involvement for the betterment of the institution.

9. Meetings:

The Internal Quality Assurance Cell will meet at during the beginning and end of the semester. In addition, the IQAC may meet as required to review the stipulations of university.

Dr.Sanjay Bhaskaran, Internal Quality Assurance	Dr. M.H.Salim Director
Reviewed By	Approved By

Distribution:

1. File
2. All faculty
3. Notice Board