

Internal Quality Assurance Cell at a Glance:

In compliance with the norms for Higher Educational Institutions, Swami Vivekananda College of Science and Management, Bhubaneswar, Odisha has formally set up IQAC in June 2016, to carry forward the momentum with a host of discernible quality initiatives committed to holistic development of the institution in all its academic and administrative endeavors, The tenure of IQAC members shall be for a period of three years.

Functions of IQAC

- ❖ Develop quality benchmarks/parameters for the various academic and administrative activities of the Institute.
- ❖ Facilitate creation of a learner-centric environment conducive for quality education by faculty adopting technology driven participatory teaching and learning process.
- ❖ Providing quality of education to student through a teaching -and Learning Process.
- ❖ Providing a Meticulous Planning and action for development of Research and Development in the minds of student and staff.

Role and Responsibilities of IQAC:

Serial No	Name	Designation	Position in Committee	Responsibilities
01	Prof. (Dr.) Ramesh Chandra Rath	Professor and Principal	Chairperson	a)Chaired the Meeting and overall supervision of IQAC activities b) Approve IQAC minutes of meeting c) Communicate the Decisions taken during the IQAC Meeting to the Management.
02	Prof. Subrat Kumar Choudhury	Professor	Advisor	a) Advise to IQAC Coordinator and Committee Member for smooth function of the IQAC activities.
03	Prof. Mrs, Sani Rath	Associate Professor	Convener	a)Ensure active participation of all members in meetings/deliberations

				b) Co-ordinate activities of IQAC c) Enable in preparing Annual Quality Assurance Report (AQAR) d)Scheduling of meetings, preparation of the agenda and minutes of the meeting e)Maintain documents relating to IQAC activities, communication (within the organization) and archival
04	All members of IQAC as per notification		Member	a)Attend the meetings of IQAC regularly b) Participate actively in preparation of AQAR c) Contribute actively in academic audits d)Participate actively in all other activities of IQAC

Meetings of IQAC

Honourable members of IQAC, SVCSM, and Bhubaneswar will meet quarterly i.e. four times in an academic calendar. Additional meetings may be held as and when required. Coordinator in consultation with chairperson decides the agenda and sends communication to all members. The date, time, venue and agenda of the meeting will be communicated to the members at least one week in advance. Minutes of the meeting will be sent to the members by e-mail and uploaded to institution's website.

Academic audit

Academic audit will be done after completion of every Trimester. Schedule of the audit will be finalized by the Chairperson after discussion with the members during IQAC meeting. Audit will be done as per the Academic audit module. Audit reports submitted by the auditors are sent to the department/activity heads for corrective action.

Preparation of Annual Quality Assurance Report (AQAR)

AQAR will be prepared and discussed during IQAC meeting. Finalized AQAR will be placed before Managing Committee for the approval and the approved AQAR will be uploaded to the institution's website.

Academic Curriculum and Teaching –Learning Process:

S.L.No	Nature of Activity	Subject/Questions	Observations	Remarks
01	Academic	Does the institute have Vision and Mission Statement?	Yes	Executed with Meticuls Plan
02	Academic Curriculum Based	Does the programme follow Academic Calendar and Semester-wise class time-table?	Yes	As per Utka university Norms
03	Objective based	Does the Programme have Educational Objectives (PEOs), Programme Outcomes (POs), and Course Outcomes (COs)?	Yes	As per NAAC Guide lines
04	Program Based	What are the core subjects offered in the programme? (Enclosed Syllabus for reference)	Programme Offered a)Post Graduate Courses such as PMIR, MSc. Computer Science, MSW, PGDCA, MSc. ITM etc.	As per Utkal university affiliation and approved by DHE, Govt.of Odisha
05	Optional	What are the electives offered in the programme?	Yes, Elective Courses, Like Physics, Chemistry, IT, JAVA, Oracle, C.E	As Per U.U Norms
06	Training and Placement	Do you offer courses on employability and entrepreneurship?	Training, GD/PI/Mock etc to Student	As per Calendar list
07	Academic (Teaching & Learning)	Does the programme have adequate faculty?	Yes(Refer website)	As per UGC Norms and University Guide lines)
08	Scholarship	Does the student receive scholarship and financial support?	Yes	As per Govt. Norms
09	Academic Curriculum	Does the faculty provide the course file as per the subject?	Yes	As per Lesson Plan
10	Approval	Verify the approved intake, applications received, and students enrolled during the year	Yes	Letter displayed on web page

11	Academic	What is the student-teacher ratio?	Yes	15:1 (PG Level) 20:1(U .G Level)
12	Academic	Assessment of Programme Outcomes	Yes (After each Class and end Result)	Analysis of PO
14	Academic	Do you follow rubrics for internal assessment?	Yes (When Need to be examine)	As per Calendar
15	Examination	Do you have examination policy?	Yes (For Internal exam, only)	Followed University exam policy
16	Academic	Are the question papers mapped with Course Outcomes and Blooms taxonomy Levels?	Yes	As per CO and PO Mapping
17	Campus Placement	Are the students opting SIPs in all specializations offered?	Yes	As per UU norms Training and Placement
18	Placement	Verify the documents submitted by students who have opted out of placements	Yes	By T&P Dept and Dept.
19	Extra-Curriculum	Is there a documentation of student activities (extra curriculum activities like sports/quiz competitions/case studies/Swachh Bharat) in other, management institutions?	Yes	Executed and Documented as per calendar list.
20	Feed-back System	Is there any Feed- Back system in institution?	Yes	Feed-back Collected as per rule with 5Point Likert Scale
21	Beyond Syllabus	Whether faculty teaches the student on beyond syllabus?	Yes	When they needed, it is free hold for them
22	Academic Administration	Whether Faculties submitted they daily work report?	Yes	Submitted with proper channel Through Dept heads /Academic heads

IQAC Coordinator

Chairperson (IQAC)