



INSTITUTE OF PRINTING TECHNOLOGY AND GOVERNMENT POLYTECHNIC COLLEGE

SHORANUR, PALAKKAD DIST.-679122

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Abstract

The Internal Quality Assurance Cell – Assigning charge to the Staff – Orders issued

No: IPT/222/2025-C1

23-10-2025

ORDER

Internal Quality Assurance Cell in this establishment is hereby constituted with the following members.

Sri. Anoop R M	Lecturer In Printing Technology	Convenor
Sri.Pradeep Chandran	Lecturer In Computer Engineering	Member
Smt. Sheeba M H	Lecturer In Electronics Engineering	Member
Smt. Sunitha Murali	Asst.Professor, English	Member
Sri. Rajesh P	Forman	Member

Shoranur

08-12-25

Principal

IPT & Govt. Polytechnic College,
Shoranur

Vision: Technical institution of the highest order with a transformative impact on society.

Mission: * To create and sustain an academic environment that accelerates intellectual growth and skill acquisition. * To realise(enhance/develop) a collaborative relationship between the institute and the industry. *To facilitate an active involvement in the society through technology transfer, entrepreneurship development and societal outreach programmes.

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GOVERNMENT POLYTECHNIC COLLEGE,
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PROCEEDINGS

IPT & GPTC, Shoranur - Academic Year 2025-26 - Appointment of Members in Internal Quality Assurance Committee (IQAC) - Re-constituted Order - Issued.

ACADEMIC (C1) SECTION

IPT/222/2025-C1

08.12.2025

ORDER

The Internal Quality Assurance Committee (**IQAC**) of this institution is reconstituted with the following members. The objectives and key functions of the committee are given below. They are directed to look after and ensure the said matters and submit reports on time.

MEMBERS OF IQAC COMMITTEE

Sl. No.	Component	Designation	Name
1	Chairperson	Head of the Institution	Smt. Asha. G. Nair
2	Teachers to represent all levels	All HoDs of three departments + W/s Superintendent + NBA coordinators from each department	Mr. Sudheer K T(Computer) Mr. Prakash P (Electronics) Mr. Anoop. R. M (Printing) Mr. Rajesh P (Foreman) Mrs. Sheeba M H(Electronics) Mr. Pradheep Chandran (Computer) Mr. Sabeesh K (Printing)
3	One member from the Management	Internal BoG member or BoG nominated faculty	Mr. Sabeesh. K (Printing)
4	A few senior administrative officers	Senior Superintendent/ Junior Superintendent	Mr. Anoop. K. M
5	Nominee from local society	PAC member	Mr. Abdul Salam M Deputy Superintendent Government Press,

			Shoranur-2
			Mr. Anoop R Managing partner Prominent group, Kozhikode
			Mr. Rakesh Krishnan CEO and Founder Skyline Business and Software Solutions KINFRA Park, Ottappalam
6	Nominee from students	Union representative	Mr. Akshay P (Union President)
7	Nominee from alumni	Alumni representative	Mr. Sudheer V P(Computer)
8	Nominee from employer	Employer representative	Mr. G Venugopal Executive Director Sterling print house pvt.ltd Kochi-34
9	Nominee from industry	An industry expert	Mr. Rakesh Krishnan CEO and Founder Skyline Business and Software Solutions KINFRA park, Ottappalam
10	Nominee from stakeholder	PTA representative	Mr. Kaja Hussain (PTA VP)
11	Director/Coordinator of IQAC	One senior faculty	Mr. Anoop. R. M (Printing)

The following are the internal committees to be constituted under IQAC and their functions are also given below.

- 1. Academic Quality Enhancement Committee**
- 2. Faculty Development Committee**
- 3. Institution Transparency and Functioning Committee**
- 4. Stakeholders Committee**

1. Academic Quality Enhancement Committee:

Objectives: Monitoring and enhancing quality of entire academic activities in the college.

Sub committees & responsibilities

Sl. No.	Sub committees	Members	Functions

1.	Academic Activities Monitoring Committee	1. Mr. Prakash P((Electronics)- Coordinator. 2. Smt. Sunitha Murali (Assistant Professor of English) 3. Mr. Jamseer N (Electronics) 4. Smt. Asha P (Printing) 5. Mr. Sudheer V P(Alumni) 6. Mr.G. Venugopal (Employer) 7. Mr.Rakesh Krishnan (Industry expert) 8. Mr. Kaja Hussain (PTA VP) 9. Smt.Thulasi C (Computer) 10. Mr. Rajesh P (Forman)	1. Auditing student induction program 2. Auditing Theory courses 7. Vetted program calendar 8. Initial Course file verification report from departments 9. Course feedback (after completion of 10%, 50%, 100%) 10. Submission of remedial plan after each assessment stage for random audit 11. Dissemination of innovative teaching learning tools, methods and assessments 12. Interim status report on course by faculty 13. Submission of scholar support plan for random verification 3. Auditing Practical courses 7. Lab facility feedback 8. Course feedback (after completion of 10%, 50%, 100% classes) 4. Auditing of Project 7. Guidelines for project topic selection 8. Initial and final audit 5. Auditing of E- learning programmes 7. Audit based on reports from departments (once in each
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			semester) 8. Library (Direct auditing once in each semester)
2	Exam monitoring cell Committee	1. Mr. Prakash P (Electronics) Convenor 2. Smt. Thulasi C (Computer) 3. Smt. Baby Salini. C (Computer) 4. Smt. Divya E (Assistant Professor- Mathematics) 5. Anoop R M (Printing)	Auditing of Internal examinations 7. Notices, Minutes of Meeting 8. Timetable 9. Seating arrangement 10. Duty list 11. Approval of DACs and vetted question papers with answer keys 12. Rubrics for assessment 13. Examination Monitoring cell register – Internal Exams 14. Student attendance 15. Feedback and analysis 16. Consolidation of marks Auditing of External Examinations Theory and Practical 7. Exam notification 8. Notices 9. Timetable 10. Duty list 11. Question papers 12. Feedback and complaints 13. Result analysis 14. Examination Monitoring cell register – External Exams

2. Faculty Development Committee:

Objectives: Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for

participatory teaching and learning process;

Committee Members & responsibilities

Sl. No.	Members	Functions
1.	1. Mr. Prakash P (Electronics) Coordinator 2.Smt. Sheeba M H (Electronics) 3. Mr. Sudheer. K. T (Computer) 4. Smt. Asha P(Printing)	Faculty appraisal form (Teaching and Non-Teaching) based on Calendar Year

3. Institution Transparency & Functioning Committee:

Sl. No.	Members	Functions
1.	1. Mr. Sudheer. K. T (HoD In charge, Computer) Coordinator 2. Smt.Sheeba M H (Electronics) 3. Mr. Sabeesh K (Printing) 4. Mr. Anoop. K. M (Senior Superintendent) 5. Mr. Prasad. P (Ward Member) 6. Mr. Akshay P(College Union President) 7. Mr. Kaja Hussain (PTA VP)	1. Auditing of all the functional bodies of the college like grievances &redressed cell, anti- ragging etc. 2. Auditing of College website.

4. Stakeholders Committee:

No	Members	Functions
1.	1. Mr. Sabeesh K (PTA Secretary) - Coordinator 2. Mr. Akshay P(College Union President) 3. Mr. Kaja Hussain(PTA VP) 4. Mr. G Venugopal (Employer) 5. Mr.Rakesh Krishnan (Industry expert)	1. Auditing of feedbacks from all stake holders

ASHA G NAIR
PRINCIPAL, GPTC

Signed by
Asha G Nair
Date: 08-12-2025 15:15:31