



## **INTERNAL QUALITY ASSURANCE CELL-POLICY**

### **IQAC Quality Policy:**

Tilak Education Society's J.K.College of Science and Commerce is committed to take positive and proactive steps to ensure quality teaching, learning, research and outreach services relevant to the needs of the Institution and the Society.

Basic principles of Quality Policy of the institution include holistic approach, benchmarking, methodologies for accountability, self-assessment, evaluation by students, continuous efforts for improving the quality of academic, administrative and supporting staff, optimum utilization of resources and efforts for continuous improvement. We lean Six Sigma Principles for the quality enhancement of our institution.

- ❖ The primary goal of any change should be to deliver maximum benefit to the stakeholders.
- ❖ Find the problem and focus on it.
- ❖ Remove variation and bottlenecks.
- ❖ Communicate clearly and train teaching and non teaching staff.
- ❖ Be flexible and responsive.

### **IQAC committee:**

The quality policy and program shall be implemented through the following IQAC Committees. IQAC has been constituted under the Chairmanship of the Principal with heads of the departments, administrative members, experienced faculty, few distinguished educationalists and Stakeholders. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in a quarter. The agenda, minutes and Action Taken Reports are documented periodically.

The roles/duties of main stakeholders such as students, Alumni, Faculty and college management are indicative in nature as given below:

## **I. Role of Students**

- ❖ Students are required to abide by norms, rules, guidelines related to discipline, punctuality, and regularity.
- ❖ They have to meet the benchmarks to maintain good attendance, results and to develop required presentation skills.
- ❖ Students provide their feedback to remove any deficiencies in the course curriculum, teaching-learning process.

## **II. Role of Alumni**

- ❖ The alumni should maintain good communication with faculty and the institution by providing market feedback, technology trends, and job opportunities.
- ❖ They will maintain the goodwill of the college.

## **III. Role of Faculty**

- ❖ Faculty should maintain discipline according to the institution's rules and guidelines.
- ❖ Faculty should ensure quality teaching and learning processes.

## **IV. Role of Management**

- ❖ Embed quality as an important component of the vision/mission of the institution.
- ❖ Faculty is encouraged to attend national and international conference and workshops to update their knowledge and skills
- ❖ Faculty is supported financially to go for higher studies and research · Set up necessary empowered committees for maintaining / assuring highest levels of quality of Teaching, Infrastructure etc.
- ❖ Provide support in terms of infrastructure, manpower and financial support.

## **Mechanism of Quality Assurance (QA):**

- ❖ Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- ❖ Relevant and quality academic/research programmes.
- ❖ Equitable access to and affordability of academic programmes for various sections of society.
- ❖ Optimization and integration of modern methods of teaching and learning.
- ❖ The credibility of the assessment and evaluation process.

- ❖ Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- ❖ Sharing of research findings and networking with other institutions in India and abroad.

The policy shall apply to all the faculties, departments, administrative and support staff at institution through:

- (i) Internal quality assurance mechanism – continuous
- (ii) External quality assurance mechanisms – periodic

Regular internal audits will be conducted to ensure that the Quality Policy is implemented.

### **Amendments/Review:**

This policy shall be reviewed periodically and may be amended as and when required to retain its contemporary relevance. Any member of the institution including students may submit any proposal, for improvement of this policy, to the IQAC. The proposed changes shall be reviewed by the IQAC and, if found suitable, shall be forwarded to the higher authorities for consideration.



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## IQAC PROCESS FLOW CHART



