



**Jadeed Anjuman-e-Taleem's**  
**J.A.T. Arts, Science and Commerce College**  
**(for Women),**  
**Malegaon, Nashik**  
**Affiliated to: Savitribai Phule Pune University, Pune**



# **INTERNAL QUALITY ASSURANCE CELL's**

## **STRATEGIES AND PROCESSES FOR INSTITUTIONALIZING QUALITY ASSURANCE**

**From the Academic Year 2020-21 onwards**

PREPARED BY

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## **Internal Quality Assurance Cell: Strategies and Processes for Quality Assurance**

**2020-21 onwards**

J.A.T Arts, Science and Commerce College (for Women), Malegaon, Nashik was established in 1989 by the founder of J.A.T. Campus, Hon'ble Alhaaj Haroon Ansari Saheb. Ever since the college has been imparting higher education to the girls of minority communities which is its vision and one of the missions. It has always focused on quality-based education. For the implementation of quality education it constantly follows the guidelines issued by UGC-NAAC.

In 2003, the college established IQAC for its internal quality assurance. IQAC has continuously been striving hard to initiate, maintain and enhance quality in all aspects of the college. It has targeted some core areas in which quality matters the most such as curricular aspects, admission, teaching-learning, evaluation, seminars, conferences, workshops, research, extension activities, infrastructure, library and learning resources, use of ICT as learning resources, student support, student progression, governance, innovation etc.

Every year, IQAC contributes significantly to institutionalize quality assurance strategies and processes in the following areas. They are:

### **ADMISSION**

- Admission process must be entirely transparent for students in terms of its process and financial aspects.
- Every step of admission must be clear and consistently applied.
- Admission process should provide equality of opportunity through some policies like First Come First Serve Policy, Merit-based admission policy etc.
- Admission decisions should be taken by a specially constituted committee with expert members.
- An admission ERP-module should be applied for the ease, facility and saving time of students.

## **EFFECTIVE CURRICULUM DELIVERY**

- Curriculum shall effectively be delivered through a well-planned and documented process.
- The college shall communicate systematically its clearly stated goals and objectives to all its constituencies.
- The college shall encourage the faculty members to seek participation in curriculum development and assessment of the affiliating university i.e. Savitribai Phule Pune University, Pune.
- For the enrichment of the curriculum, the college shall offer adequate supplementary/complementary certificate/value-added/add-on courses as per the needs of the students.
- Feedback from all important stakeholders shall regularly be collected, analyzed and action-taken through ICT-enabled technologies.

## **TEACHING-LEARNING**

- The college shall maintain an academic calendar well before the commencement of academic years.
- All faculty members shall not teach less than 180 days in a year.
- Teaching and learning shall be geared considering the individual differences of the learners.
- The college shall have adequate qualified staff as per the requirement of the curriculum.
- Student-teacher ratio shall not exceed than the prescribed ratio of NAAC that is 20:1 for undergraduates and 10:1 for post graduates.
- The college shall have enough provisions for offering academic flexibility.
- The college shall facilitate effective teaching, learning process.
- Teachers shall use audio-visual aids including ICT-enabled tools for teaching-learning.
- Experiential learning has to be part of the teaching methodology in all subjects.

## **EVALUATION**

- IQAC shall have a well-conceived plan for monitoring student progress regularly through continuous internal evaluation
- The evaluation process shall be rigorous and fair and ensure confidentiality.
- The examination results are to be declared within 45 days after the examination.
- The evaluation reviews and reforms are to be undertaken periodically.
- The college shall have an open and participative mechanism evaluation of teaching learning process.
- Faculty has to be motivated by recognizing teaching innovation.

## **RESEARCH**

- The college shall promote research culture among faculty and students.
- Projects for knowledge creation in the discipline, and to benefit the society and industry shall be conducted.
- Academic linkages and MoUs with research institutions, agencies and organizations shall be promoted.
- Faculty shall publish their research articles in national and international publications.
- The college shall promote collaborations with industry and national and international funding agencies.

## **SEMINARS, CONFERENCES AND SEMINARS**

- Faculty members of the college shall be encouraged to participate in conferences and development programmes.
- The college shall conduct a number of seminars, conferences and workshops for updating the knowledge in the field as well as for capacity building in teaching and research.

## **INFRASTRUCTURE**

- To run the educational programmes effectively, the college shall have adequate physical facilities like classrooms and laboratories.
- The college shall provide necessary facilities for classrooms like audio-visual aids, ICT-enabled teaching tools, furniture and fixtures etc.
- All laboratories shall have all essential furniture and fixtures and equipment.
- Infrastructure facilities are to be used optimally.
- The growth of the infrastructure shall keep abreast of the academic growth of the college.
- The college should ensure that an effective support infrastructure exists for differently-abled students.
- The college should make provision of enough staff room facilities and common room facility for students.
- Staff and students have to be provided with rest room facilities separately.
- Female students be provided enough facilities.
- An exclusive health centre/health care arrangement for the students shall be there.
- Adequate canteen facilities for the students and staff shall be there.
- The campus and the building shall have adequate provisions for lighting and electricity.
- For creating the general ambience for learning, the college shall have approach roads/garden/greenery with landscaping.

## **LIBRARY AND LEARNING RESOURCES**

- There shall be adequate library and learning resources in the college.
- The number of books per student shall be as per the ratio prescribed by NAAC.
- The number of books per subject shall be > 1000.
- The college shall provide adequate reading room facilities for students and staff.
- Library operations shall be guided by an expert advisory committee.
- There shall be reprographic facilities.
- The library shall have effective user-friendly library operations.
- The library shall be computerized and students can access any book/journal/magazine etc. from anywhere.

## **ICT AS LEARNING RESOURCES**

- The college shall provide enough ICT and computer facilities to all staff and students.
- The college shall have and emphasize computer use and education for all students.
- The communication facilities in the college premises shall be adequate for the staff and students.
- There shall be internet facility available to all students and staff.
- The college shall have a graded web facility.
- The college shall make use of ICT facilities optimally for academic and administrative works like ERP and separate module for all administrative works.
- There shall be appropriate system for maintaining computer and network facilities.

## **EXTENSION ACTIVITIES**

- The college shall be meticulously responsive to community needs and conducts related extension and outreach programmes.
- Both faculty and students shall actively participate in the extension activities.
- The college shall conduct impact studies of the extension activities on the community and review the process from time to time.

## **CULTURAL/SPORTS AND OTHER EXTRA-CURRICULAR ACTIVITIES**

- The college shall provide facilities for cultural/sports and other extra-curricular activities.
- The college shall be provided with enough playground for outdoor games.
- There shall be provision for indoor game facilities for the students.
- The college shall provide adequate staff to supervise and guide and train students.

## **STUDENT SUPPORT AND PROGRESSION**

- The college shall provide clear information to students about admission and completion requirements like fee structure, refund policies, scholarship and concession and such other financial and student support facilities.
- All publicity materials associated with the programme shall be clear, accurate and sufficient detail to inform student choice.
- The college shall offer adequate support services to ensure academic growth, physical and psychological well-being of all its constituencies.
- The college shall provide adequate accommodation to students, if necessary.
- The college shall have mechanism for counselling students.
- The college shall have mechanism for addressing grievances of students.
- The college shall provide welfare scheme in order them to meet their financial needs.
- The college shall promote effective student progression to higher studies and employment.
- The college shall offer competent academic counselling and placement services.
- The alumni of the college shall be represented in competent professions.

## **GOVERNANCE**

- The goal of the college shall be clearly stated and periodically reviewed and communicated to all its constituencies.
- The college shall be governed by the principles of decentralization, participation and transparency.
- The college shall prepare its perspective plan to ensure college growth according to the vision, mission and objectives of the college.
- At the college level, regulations shall be subjected to regular review.
- The college shall effectively coordinate academic and administrative planning.
- The college is to use management techniques and ICT for effective academic and administrative functioning.
- There has to be fair and expeditious grievance redressal mechanism at all levels of the college functioning.
- There shall be the provision of welfare schemes for all its constituencies.
- The finances of the college are to judiciously allocated and effectively utilized.
- There shall be regular and standardized budgeting and auditing procedures in the college.

## **LEADERSHIP**

- There shall be effective leadership in the college from all aspects.
- The management board shall be effective in making appropriate decisions and supervising its implementation.
- The college shall plan to have a sustainable leadership system.

## INNOVATION

- The college shall cater to inclusive practices and better stakeholder relationship.
- Value-based education, social responsibilities and good citizenry among the student community shall be promoted by the college.
- The college shall adopt decentralized quality management strategies in all academic and administrative aspects.
- Internal Quality Assurance Cell of the college shall ensure continuous quality monitoring and improvements.

These are the Internal Quality Assurance Cell's strategies and process to institutionalizing quality assurance in the college.

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