



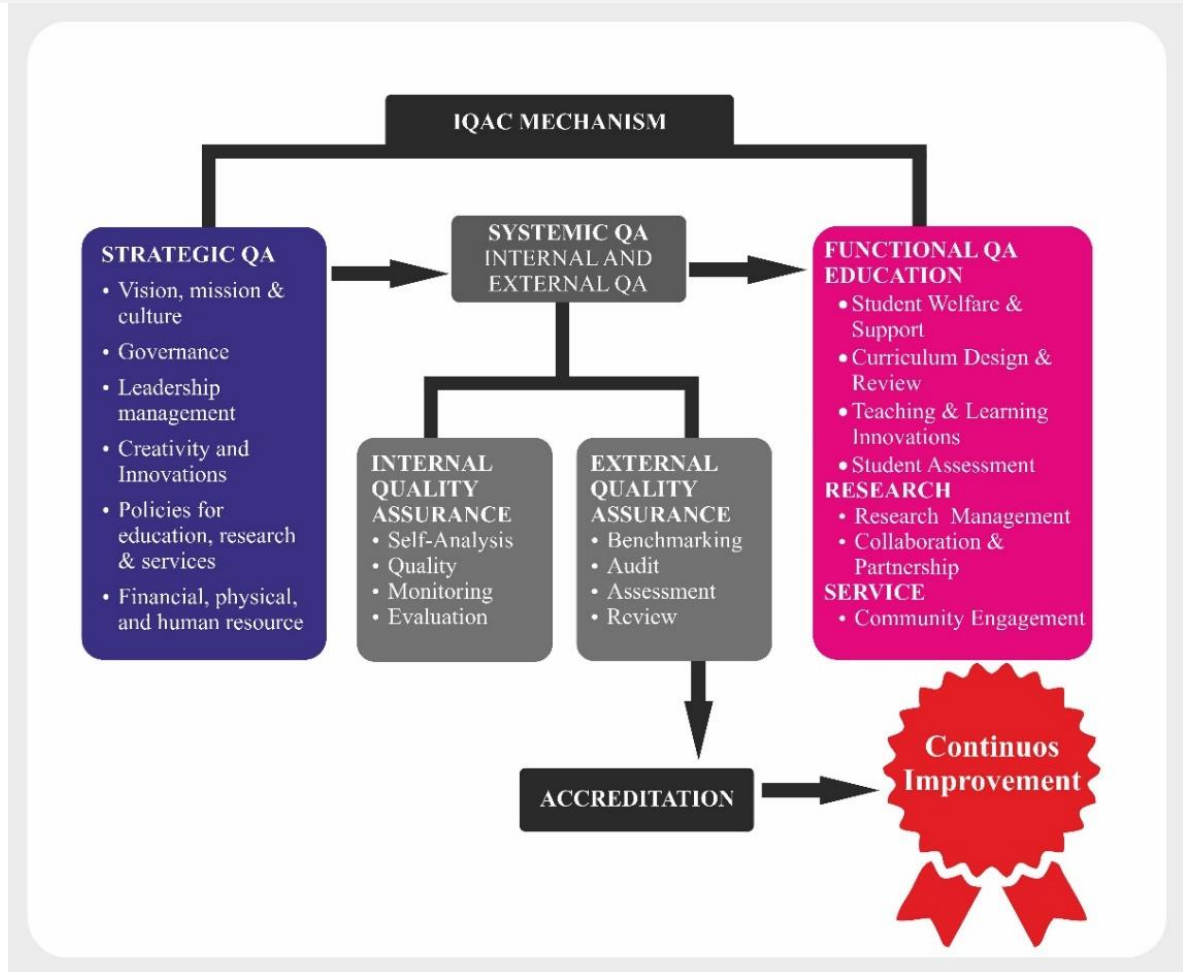
Internal Quality Assurance Policy

1. Policy Statement

TKCP endeavors to achieve and improvise quality, by effective and efficient functioning of IQAC in overall conduct of the HEI comprising teaching-learning, student support system, administration, co- and extra-curricular, sports, student extension activities etc. making the HEI 'चेतना केंद्र' in true sense. This policy document reflects IQAC aims of the institutes and the strategies envisaged to achieve them.

2. Objectives

- To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the HEI;
- To promote measures for institutional functioning towards quality enhancement through the institutionalization of quality culture, quality-by-design (QbD), SOPs etc.;
- To endorse self-governance and leadership by empowering human resource to become self-reliant, decision-maker, performer and contributor;
- To consistently plan and extend support to individual committees organizing activities regarding experiential-learning, student support system, administration, co- and extra-curricular, sports, student extension etc. to translate students into responsible, contributing global citizen;
- To ensure developing educated graduates with knowledge, technical and interpersonal skills, life skills, values and dispositions;
- To unify internal and external communication promoting better policy implementation and stakeholder's satisfaction;
- To guarantee the adequacy, maintenance, and functioning of the physical resources and supporting services in overall conduct of HEI.



3. Challenges and Opportunities

Some of the challenges the IQAC presently facing are:

- Development of quantitative metrics and benchmarks to some of the academic and administrative criteria of the HEI's conduct;
- Dissemination of information on the various quality parameters of higher education to the stakeholders of HEI;
- Organization of events and activities on quality-related themes and promotion of quality circles.



4. Rules and regulations

IQAC is abide to follow rules/ regulations/ guidelines by the National Bodies set and published time to time, the most important are as follows;

https://www.ugc.gov.in/pdfnews/5172195_Guideline_IQACs.pdf

http://naac.gov.in/images/docs/AQAR_ONLINE/IQACAQAR_Guideline_Affiliatedcollege-12-03-2020.pdf

5. Roles and responsibilities

Role of Management:

- Embed quality as an important component of the Vision/ Mission of the HEI;
- Create and upgrade infrastructural facilities to improvise in curriculum delivery and conduct of sports/ co-, extra-curricular/ extension activities;
- Encourage and support HEI to organise national and international conferences/ workshops/ seminar/ symposiums/ competitions etc. to update on knowledge, skills, values and dispositions of stakeholders of the HEI;
- Facilitate and support staff and students of the HEI to attend/ participate/ delegate in conferences/ workshops/ seminar/ symposiums/ competitions etc. to update on knowledge, skills, values;
- Coordinate with Head of the HEI on quality improvisation in infrastructure, human resource and other related matter.

Role of Head of the HEI:

- Coordinate with the management on quality improvisation in infrastructure, human resource and other related matter;
- Define and delegate roles and responsibilities of IQAC coordinator, IQAC members, staff and students of the HEI and empower to take decisions and execute authorities;
- Arrange meetings of GB/ CDC/ IQAC and other statutory and non-statutory committees frequently and take review and necessary measures further to implement decisions;
- Set and empower all necessary committees for execution and record keeping of all conducts related to academic/ co- and extra-academic activities etc.



Role of IQAC Coordinator:

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of the IQAC and contribution and performance of all the members of IQAC.

- Coordinate with the Head of the HEI on quality improvisation in infrastructure, human resource and other related matter;
- Develop bridge between Head of the HEI and members of IQAC;
- Arrange and conduct IQAC meeting, record and authorize the minutes of meetings and take necessary initiatives in implementing the decisions of IQAC;
- Organize training to all stakeholders of the HEI and execute and improvise execution of decisions in meetings of IQAC and in overall conduct of the HEI;
- Support organizing activities by the committees to improvise in academic, co- and extra-academic performance;
- Keep track of meetings, overall functioning and record keeping of all statutory and non-statutory committees etc.

Members of IQAC and Faculty of the HEI:

- Devote time for working of IQAC and expedite the minutes of meetings;
- Participate in setting and achieving quality benchmarks in various aspects of HEI's conduct;
- Creating learner-centric environment conducive to quality education to adopt the required knowledge and technology for 21st century teaching-learning methods;
- Arranging system of feedback from all stakeholders of the HEI including students, staff, parents, employees, regulators etc.;
- Optimization and integration of modern methods in day to day teaching-learning;
- Organization of inter and intra-institutional events and activities on quality-related themes and promotion of quality circles;
- Acting as a nodal agency of the college for coordinating quality-related activities, including the adoption and dissemination of good practices;
- Contributing in participation and improvising ranks in NIRF and other agencies;
- Development of quality culture in the HEI;
- Conducting academic, administrative, gender, energy, environmental and other audits periodically and taking necessary corrective and preventive measures;
- Improvise in good overall performance of him/ herself etc.



Role of Students:

- To abide with norms, rules, and guidelines related to discipline, punctuality, regularity and general conduct;
- To strive achieving the benchmarks by participating and delegating in HEI's activities, events and functions voluntarily;
- To provide their genuine feedback to remove deficiencies if any in the course curriculum, curriculum delivery and other conducts of the HEI etc.

Role of Alumni:

- Maintain good communication with faculty and the HEI by providing market feedback, technology trends, and job opportunities;
- To act as the ambassador of the HEI and promote for the good cause;
- Contribute and participate in HEI's overall developments.

6. Action Plan: every year action plan of IQAC 2022-2023

- IQAC meeting in every quarter of the year;
- Conduct national/ international conference(s), seminar(s), and workshop(s) toward knowledge enrichment, skills and attitude development;
- Participate in NIRF ranking;
- To collect feedback from stakeholders for continuous quality improvement;
- To suggest and monitor activities of various committees/ units/ cells of the HEI;
- To conduct all committee's meetings and execute the decisions taken;
- To constitute all the committees at the beginning of the academic year in consultation with the Head of the HEI;
- Submission of AQAR on time;
- Documentation of the respective committee for presentation for various accreditation(s)/ certification(s)/ accolades etc.;
- Support CDC in all initiatives of college development and modernization;
- Conduct and analysis of academic, administrative, financial, gender, energy, green and other audits.



7. Monitoring control and improvisation

The policy shall apply to students, faculties, administrative and other staff at the HEI through

- Internal quality assurance mechanism – continuous;
- External quality assurance mechanism – periodic.

Regular internal audits will be conducted to ensure the Quality Policy is implemented. IQAC working mechanism is explored in the following infographics and strives for continuous improvement.

8. Auditing

To ensure the quality of teaching-learning process, research and administration the HEI conducts by auditing of academic and co-, extra-academic activities, with the purposes;

- To identify the strengths and areas of improvisation;
- To observe the effectiveness of overall conduct of the HEI to ensure and encourage quality in teaching-learning, research, co- and extra-curricular, extension activities;
- To ensure proper institutional functioning;
- To monitor adherence to academic and research standards/ policies;
- To offer guidance for better ways of overall conduct in the HEI;
- To be a motivating force to achieve excellence in all the activities leading to the fulfillment of Vision and Mission and Motto of the HEI.