



A.E. KALSEKAR DEGREE COLLEGE

SOP For Pandemic

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Issue No./Date	:	02/01.06.2021
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- 1. Purpose:** (a) To ensure implementation of precautionary measures for pandemic situation.  
(b) To create Standard working protocol during pandemic.  
(c) To provide necessary facilities to the staff for teaching-learning and overall administrative process.

- 2. Scope:** Applicable to all Departments and processes in the institution during pandemic.

- 3. Responsibility:** Coordinator and all staff members

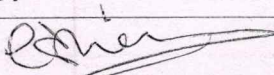
- 4. Process :**

- Adhere to virtual platform for teaching learning process.
- Provides timely guidelines to all departments regarding pandemic situation as per government and university instruction for the educational institutions.
- Awareness programmes to be conducted through virtual platforms.
- Reduce use of hard copy files/ papers to the extent possible.
- During physical interaction, adhere to social distancing.
- Try to avoid guest.
- Use of face mask or follow other safety measures as specified by authorized state health guidelines.
- Communication of information through E-Mails, phone calls, and social media platforms like WhatsApp, etc.
- To conduct various online workshops and webinars for staff and students.

- 5. Records :**

- PPT
- Notices
- Emails
- Links for Online Platform



PREPARED BY		APPROVED BY
MANAGEMENT REPRESENTATIVE		PRINCIPAL







## Quality Manual ISO 9001:2015

### A.E.KALSEKAR DEGREE COLLEGE

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Prepared by:  
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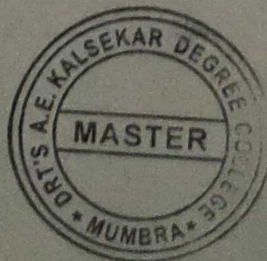
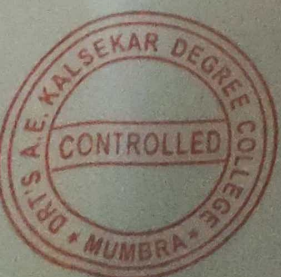
Approved by:  
(Principal)

Dated 01.06.2021

Issue - 02

Rev - 00

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**Title : Quality Policy**

**Quality Policy :**

We at **A.E.KALSEKAR DEGREE COLLEGE** are committed to pursuit of excellence in the field of education in order to lead to development of good competent work force and contributing to nation building.

We endeavor to achieve this by continually improving our quality management system through:

- Adoption of innovation teaching methods.
- Providing creative enriching learning experiments.
- Staff development programmes
- Continuous review of systems and processes to ensure quality assurance.
- To improve students progression, employability and wider students outcomes
- Dealing promptly and fairly with complaints

**Our Vision :**

رب زدني علما

"O My Lord, Increase me in Knowledge" (Surah Taha 20:114)

رَبِّ اسْرَحْ لِي صَدْرِي

"O Rabb, Open for me my heart" (Surah Taha 20:25).

**Our Mission :**

" Achieving academic excellence, providing self development opportunities, inculcating right moral and social values and developing responsible citizenship"

DATE: 01<sup>st</sup> June 2021

SIGNATURE





A.E. KALSEKAR DEGREE COLLEGE

Section No.: AEKDC/QM/01

Issue : 02

Revision : 00

Rev. Date : 01.06.2021

Sec No : 1.2

Title : Quality Objectives

### Quality Objectives

- ✓ To impart quality education that would prepare the students to face challenges with confidence.
- ✓ To impart moral & human values of truth, righteousness, discipline, hard work & team spirit.
- ✓ To support education that would be secular, liberal and progressive yet respect the cultural plurality.
- ✓ To develop spirit of inquiry, scientific temperament and pursuit of knowledge among students faculty.
- ✓ To sensitize the students and create a sense of responsibility towards social and environmental conditions.
- ✓ Continuous improvement through feedbacks
- ✓ Quality teaching
- ✓ Stimulating and innovative environment
- ✓ Maintaining Continual improvement in academic aspect.
- ✓ To impart quality education to our students.
- ✓ To enhance overall personality to our students.

A.E. KALSEKAR DEGREE COLLEGE

Section No.: AEKDC/QM/01

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Sec No : 1.3

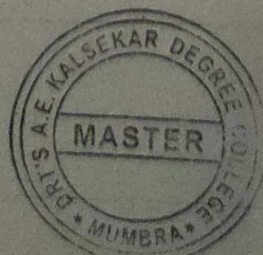
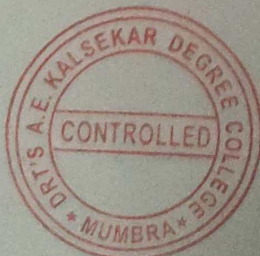
Title : Scope & Exclusion

The Scope:

**"Graduate and Post Graduate Courses in Arts, Science and Commerce & Self Finances "**

**Requirements (Not Applicable):** (Previously Known as Exclusion)

ISO clause	clause	Justification
8.3	Design & Development	Design activity is not involved as courses are predefined.
8.5.6	Control of changes	Control of changes is not applicable as the courses offered by our college are controlled by university.





A.E. KALSEKAR DEGREE COLLEGE

Title : Leadership

Section No.: AEKDC

Issue : 02

Revision : 00

Rev. Date : 01.06.

Sec No : 5

### 5.2.1 Establishing the quality policy

A.E. KALSEKAR DEGREE COLLEGE Management has established, implemented and maintained a quality policy that:

- a) is appropriate to the purpose and context of the organization and supports its strategic direction
- b) Provides a framework or setting quality objectives.
- c) Includes a commitment to satisfy applicable requirements.
- d) Includes a commitment to continual improvement of the quality management system

### 5.2.2 Communicating the quality policy

The quality policy is

- a) Available and be maintained as documented information QM-D
- b) Communicated, understood and applied within the organization through display, Training and review.
- c) Available to relevant interested parties, as appropriate

Ref: Procedure for QUALITY POLICY

Procedure No: AEKDC/QP/06

