



D Y PATIL
D E E M E D T O B E
UNIVERSITY

NAVI MUMBAI

INTERNAL QUALITY ASSURANCE
CELL (IQAC)
IQAC HANDBOOK



INTRODUCTION:

The recent changes in the realm of higher education, in keeping with National Educational Policy Framework and the challenges brought in by globalization, necessitates HEIs to actively engage in the development and implementation of quality benchmarks in all their key performance areas. Committed to sustain its standards in education, DY Patil (Deemed-to-be University) has established the Internal Quality Assurance Cell (IQAC) to institutionalize the process of quality enhancement and sustenance in all the key areas.

IQAC – Vision

To ensure quality culture as practice at the University, through institutionalizing and internalizing all the initiatives taken with internal and external support.

IQAC – Mission

"To channelize and systematize the efforts and measures of an institution towards academic excellence." "To be the driving force for ushering in quality to remove deficiencies and enhance quality."

IQAC – Goals

To facilitate the integration of the various activities of the institution and institutionalize the best practices. To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning. To act as a change agent in the Institution.

IQAC functions as a nodal point for strategizing various Quality plans that relates to the faculty as well as the students of the University. The IQAC meets twice a year.

Major objectives of IQAC:

- To develop metrics to assess the effectiveness of curricular, co-curricular and extra –curricular activities
- To measure and document actual performance, determine deviations and provide feedback for improvement
- To establish quality cells in the various Schools of the University and guide their functioning
- To sustain and enhance the Quality Initiatives of the University
- To achieve excellence in Quality Assurance.



Primary Functions:

IQAC at D.Y.Patil Deemed to be University functions as a nodal point for strategizing various Quality plans to the faculty as well as to the students. The IQAC, comprises senior faculty members, distinguished educationists representatives of management and various other stakeholders. It has to undertake the following activities:

- Timely documentation and progressive performance of academic and administrative tasks
- Optimization and integration of contemporary methods of teaching-learning and evaluation
- Heightened level of clarity and focus in institutional functioning towards quality culture
- Integration and institutionalization of various activities to facilitate good practices

QUALITY PERFORMANCE ASSESSMENT

IQAC plays a key role in the performance assessment by:


Collecting information through MIS (Projects / Publications/ Conferences/ Placements/ Extra-curricular activities): The MIS is submitted by the respective Schools. It is compiled under different sections by the IQAC

Documenting information to prepare AQAR every academic session: The Director (IQAC) prepares the Annual Quality Assurance Report (AQAR) as per the NAAC guidelines and submits to the Vice Chancellor by June every year . The same is also uploaded on the university website.

Annual Internal Audit of Schools: The assessment of internal audit of Schools is done during August every year and the scores are communicated to the respective Directors of the Schools. The areas of concerns are also communicated by the auditors. The audit is done as per the seven criteria laid down by National Assessment and Accreditation Council.

Analysis of the feedback received from the stake holders: The feedback of the stake holders are analyzed by the respective Directors of the Schools and final analysis is done by the Director- (IQAC) who in turn submits to the Vice Chancellor for the needful.




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Result Analysis:

The departments are required to carry out the analysis of the examination results announced at the end of each semester and submit the same to IQAC for needful action and documentation.

1. Strategies

IQAC shall evolve mechanisms and procedures for


- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- The relevance and quality of academic and 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 evaluation procedures;
- 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.

2. Benefits

IQAC will facilitate / contribute

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
- Ensure internalization of the quality culture;
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
- Provide a sound basis for decision-making to improve institutional functioning;
- Act as a dynamic system for quality changes in HEIs;
- Build an organized methodology of documentation and internal communication.





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Roles and Responsibilities Carried by IQAC Coordinator:

- To disseminate information on various quality parameters of institute to all stakeholder
- To coordinate the documentation of the various programmes / activities leading to quality improvement
- To coordinate the quality-related activities of the institution
- To coordinate in preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.
- To coordinate the timely and efficient execution of the decisions of IQAC committee




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STRENGTH OF IQAC FOR LAST 5 YEARS

SR NO.	INITIATIVES	REMARKS	
1	PO'S,CO'S Mapping	Across All Schools	
2	Syllabus Revision	98 programs out of 122 i.e 80%	
3	CBCS/ Electives	36 Programs	
4	Courses focus on Competency, Skill Development, Employability etc.	Across All Schools	
5	MOU'S	178	Harvard, Edx, Mayo Clinic
6	New Programs	63 in last 5 years	
7	Interdisciplinary Courses	4382 across all the courses	
8	Value Added Courses	431 in last 5 years	
9	Field Visits	357	
10	Industrial Visits	152	
11	Community Posting	249	
12	Students Research Projects	5479	
13	Feedback Mechanism and Analysis	Available on Website	
14	Student Enrolment	8193 for academic year 2020-21	
15	Slow Learner Advance Learners	Policy is displayed on website	
16	Simulation Lab	Increased in sq ft area Simulators	
17	ICT Tools	Lecture Capturing system in all School and Media Centre at University	
18	Avg. Teaching Experience of the University	11.6 years	
19	Automation of Examination	Full automation and has reduced the no. of days for result declaration	
20	Result declaration	Reduced from 20-25 to 10-15 days	
21	Pass Percentage of Students in final Year	97%	
22	Research Encouragement	Research Promotion Policy on website	
23	IPR Workshops	24 in last 5 years and we have IPR and Consultancy Policy	




24	Industry Academic Seminar	457	
25	Start-ups at Campus	11	
26	Research Ethics	Research Ethics course has been introduced and we have Code of ethics as well as publication guidelines on website	
27	Research Papers	4,111 papers in ugc care, Scoops, web of Science, PubMed etc.	
28	Alumni Registration	All School Associations are govt. registered	
29	Wifi	Wifi enabled campus with 1.5 gbps speed	
30	NABH, NABL and ISO	Our medical and Ayurveda hospital is NABH Accredited. ISO 9001:2015	
31	Library Automation	Central as well as School Library Fully Automated	
32	NSS Unit	Credit of our NSS wing 3 students are selected in IMA and 1 Student in Indian AirForce	
33	Green Campus and Environment Initiatives	Green Audit, Energy Audit, Environment Audit are conducted annually	
34	Lat 5 years AQAR	Available on Website	
35	Cycles of Accreditation	2 Completed with CGPA of 3.35 and 3.40	
36	NIRF	Ranked among top 100 in University Category for 2019 (88) 2020(77),2021(72)	
37	Student Diversity	other state (4565) International Students (159)	
38	FDP and ADP	573 and 197	
39	Capacity Building Programs	28	
40	Campus Infrastructure	ICT Class Room	295



41	Sports Infrastructure	Seminar Hall	110
		Computer Lab	46
		Auditorium	10
		Wash Rooms	963
		Hostel	7 Buildings
		Labs	104
		Hospital	3
		Administrative Offices	16
		Health Centre	4
		Library	15
		Simulation Lab	3
		Total Build UP Area	
		University Ground	14937 Sq.Mt.
		Ground A	120mt X 65 mt.
		Ground B	63 mt X 30 mt.
		Badminton Court	2 Count
		Table Tennis Court	1 Count
		Chess Board	5 Count
		Carom Board	3 Count
		Gymnasium	International Standard gym with well-equipped Star Trac machinery.
		Yoga Centre	Yoga Hall with yoga Trainer
		Volleyball Court	18mt x9mt
		Tennis Court	24mt x 11mts.
Basketball Court	28.7mt x 15.2mt		
Olympic size Swimming Pool	50 mts		

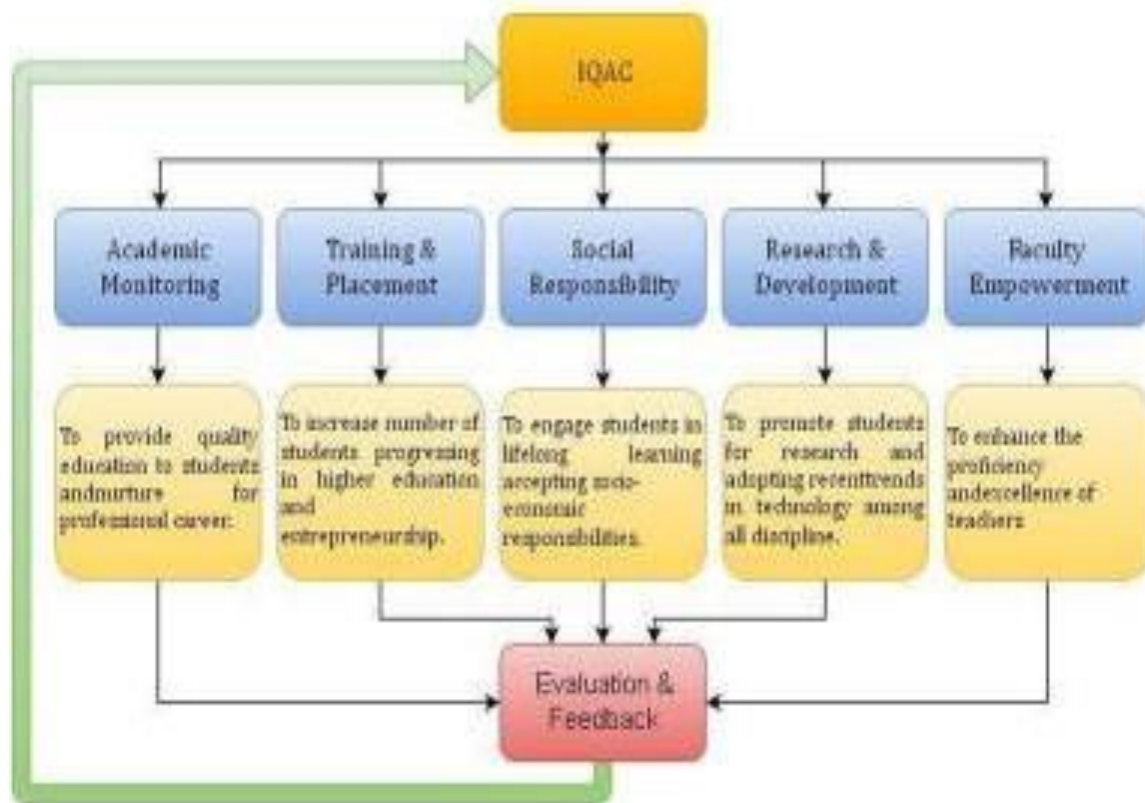



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IQAC AREAS:

IQAC plays vital role in improving quality of academic and administrative processes and practices. It sets the benchmarks for various academic and administrative activities of the institution and every department will adhere to achieve the same. IQAC ensures quality enhancement at institute and develop quality culture in the institution. Ensure enhancement and coordination among various activities of the institution and disseminate good practices. Build an organized methodology of documentation and internal communication. It also acts as an apex at institute level and helps in adopting and dissemination of best practices.



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Academic Monitoring

Curriculum:


IQAC will facilitate the integration of the procedure in redesigning and modernizing the curricula to accommodate the job market requirements. The curriculum plays a crucial role in achieving the mission and objectives of the institute including intended learning outcomes and overall effectiveness of the programs. Review process and involvement of major stakeholders with special attention to achievement of LOs, employability of the graduates, course evaluation by respective course teachers, identifying gaps and lapses in existing curriculum through curriculum alignment, initiative to close the gap.

Teaching learning method, in fact, sets the stage for everything in terms of learning outcomes. Efforts in this area pay great dividends in terms of attainment of learning goals and quality of education as well. Attainment of learning goals depends on the role and involvement of students and teachers in the process. Teachers need to be diligent in transferring new knowledge to the students effectively so that the goal of teaching succeeds. The teachers should use innovative teaching techniques to make the students keen, focused and interested to learn the subjects taught, and are able to maintain a scholarly approach for engaging students in academic activities.

Use of Lesson plan:

Use of lesson plan is a growing practice in teaching learning internationally. It specifies the subject matter to be taught, learning objectives and assessment of that learning for each and every class. As a result, at the beginning of a session students become very clear regarding what will be taught, how it will be taught, how the attainment of learning will be assessed and subjects they supposed to learn.




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Technology integration:

In this age of information technology work has become increasingly computer centric. As such, technology integration in teaching is very critical for quality in education. Technology integration in teaching learning will make it a lot easier and more effective to communicate ideas and complex subjects meaningfully in class rooms. In addition, use of technology in teaching will encourage students to access e-resources for studying, use computer for academic preparation and IT devices for problem solving. To achieve this, IQAC recommends faculty development programs to upgrade skills.

Skill Development Mechanism:

It is required to keep in mind that education is all about to gain a set of skills. Such skills will make the graduates competent to face the reality of life, to develop the attitude of lifelong learning and to contribute in the socioeconomic development of the country. As such, teaching learning should not be confined within the class room only. Classroom learning is not enough to develop the desired skills. IQAC helps department to prepare comprehensive skill development plan incorporating the curricular, co-curricular and extra-curricular activities.

Student performance Assessment Student Assessment is comprised of a set of activities to measure the attainment of learning outcomes. Assessment is a systematic process of collecting, analyzing and interpreting information to determine the extent to which learning objectives have been achieved. Assessment creates a basis for judgment on the performance of student. Thus, effective and appropriate performance assessment approach is very important to judge the level of attainment of learning outcomes and skill development. It needs to be confirmed that students are well informed about the criteria, processes, techniques, tools and rubrics that will be used to assess performance. Student performance assessment approach must be focused on higher order learning. IQAC take regular feedback from students and department on assessment and evaluation strategy

Training & Placement: Quality of graduates is mostly measured by the employability and extent of contribution to the organizations, community and national development.. All types of jobs are not necessarily suitable for all students. Career counseling and placement arrangement may play a very critical role to get the right job opportunities and selecting suitable career path.



Academic Audit In addition to the self-assessment quality assurance uses internal audit as the tool for monitoring the implementation of policies and evaluate the performance of the faculties and departments. Quality assurance audits are performed in order to ensure that the systems are in place and are being followed properly. The IQAC shall conduct internal audit on a regular basis to ensure that the activities of the faculties and departments comply with the quality assurance framework and standards. During the audit the IQAC will collect all relevant information pertaining to the various activities of the concerned department or faculty, analyze the information collected for producing a comprehensive report. The faculty or department shall take the necessary steps to act upon the points raised in the report for the effective management of quality assurance at the faculty or department.

Community Services:

The quality assurance system needs to ensure that the institute makes a significant contribution to the community, to the society and to the country. Community involvement is an effective way of understanding the social issues and working with people. Community involvement aims to improve students' knowledge, skills and confidence and organizational ability and resources. Community involvement makes an important contribution towards promoting lifelong learning, social inclusion and active citizenship. IQAC shall arrange program through NSS to inculcate sense of commitment and responsibilities toward society

Empowerment of staff:

It is to be ensured that the staffs of all categories including academic, support, technical and administrative are adequate and skilled to meet the requirements of academic standards and strategies of teaching learning. Quality assurance recognizes the importance of training and development. Training is very important to enhance the professional skills of the staff and to keep them up-to-date with best practices in quality assurance. Institute has a well-organized staff development policy and programs for its implementation.



Research and development:

The core objective of institute is to contribute to the sustainable development and improvement of society as a whole. It is undeniable fact that research forms the basis of creativity and innovation, which is regarded as critical for sustainable growth and development. Research also makes teaching learning effective and practice oriented. Institute has appropriate facilities and provisions to carry out research and also motivate faculty members and competent students to go for research and innovation.

Composition of IQAC:

SR. NO.	NAME	DESIGNATION
1	Dr. Rakesh Somani	IQAC Director
2	Dr. Rahul Peddawad	Member
3	Dr. Dipali Vidhate	Member
4	Dr. Shradha Nayak	Member
5	Dr. Indu Varkey	Member
6	Dr. Sayed Gous	Member
7	Dr. Adveta Gharat	Member
8	Dr. Shyam More	Member
9	Mr. Mustansir Bhorl	Member
10	Dr. Priya Patil Cholera	Member
11	Dr. Sandeep Suhag	Registrar
12	Mr. Rupesh Mundada	Dy. COE
13	Ms. Archana Survey	Director
14	Dr. Atul Deshmukh	Research Director
15	Dr. Rajiv Rao	Member
16	Mr. Vijay Shinde	Member
17	Ms. Bhavika Mehta	Member
18	Dr. Avinash Supe	Member
19	Dr. Rajesh Warke	Member
20	Dr. Mona Mehta	Member
21	Dr. Abhay Chowdhary	Member





KEY INITIATIVES OF IQAC

Faculty Appraisal system:

- There is a well-established faculty appraisal system with following objectives
- Assess and promote excellence in the teaching-learning process
- Meet the educational needs of students by continually monitoring instructional performance
- Provide a constructive framework for evaluating faculty performance by identifying areas of strength and areas for improvement


Provide a basis for professional growth and development of faculty members

Each faculty submits the Head of the Department consolidate a faculty appraisal form and the same. The Strength and Weakness of the faculty member in all the criterions are analyzed by the Head of the Department and the Head of the Institute and the same will be conveyed to the faculty member for further improvements. The management for career advancements will consider the self-appraisal scores with the recommendations of the Head of the Department and the Head of the Institute

Learning Management System (LMS):

The objective of a learning management system is to add another level of efficiency to an organization and the growth of its students. It is an IP enabled online software which is used to deliver the subject content to students. LMS is also used to share various study materials to the students on the basis of anytime and anywhere accessing. LMS provides an efficient way to conduct forum discussion among the student community and online quiz activity during the laboratory sessions. All the under graduate students get benefited from LMS.




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Use of ICT:

Teaching has been strengthened by extending the facilities of LCD projectors, laptops/desktops, and Learning Computing Software, Internet connection, Wi-Fi in all academic areas including hostels/guest houses, Library etc to promote ICT learning.

Teaching Learning Centre has been established. Moreover, NPTEL and, other Open Source Study materials are used for the purpose of teaching and learning. ICT & Other tools such as Web Online.


Public Access System (Web OPAC), Digital Library, Computer Based Retrieval of information, Institutional Repository, Reprography, Scanning, Laser Printing etc have been deployed for maximum access to the library collection.

Academic and Administrative Audit:

Upgrading academic and administrative processes is a continuous endeavor for the institution. As per the recommendation of IQAC, a standardized Academic and Administrative audit process with an objective of self and external evaluation and sustenance initiatives for maintaining quality.

A standardized format was prepared taking in to consideration all the aspects of academic and administrative inputs like departmental profiles, students' profile, workload, research details and teaching and evaluation processes. It also includes assessment of teachers by higher authorities in areas of qualification, punctuality, regularity, accountability etc. Proforma for administrative departments included information related to different sections handling admission, examination, stores, maintenance, accounts, salary, appointments, promotions, administration, and scholarships. Library and laboratories audit proforma included related details of timings, various facilities / services provided, administration, etc.




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Green initiatives:

As part of green initiatives, activities to promote ecofriendly measures are undertaken. Energy Auditing was conducted with an objective of creating awareness regarding energy conservation and to find out means of reduction energy wastage. simple measures like using two sides of paper for printing, using waste paper for rough work, only using the lights/fans needed, shutting off lights in unused rooms etc are also practiced.

Infrastructure

Additional infrastructural facilities for new programs and augmentation of existing infrastructure.

Upgradation of Simulation Lab in terms of new equipment purchased.

Student Support

- Alumni associations have a centralized software, "Alma Connect" NSS and NCC activities focus more on human values & contribution to society.
- Encourage students to enroll for online courses like SWAYAM, NPTEL
- E-Governance
- Automation of work of examination, Finance divisions, and libraries
- Payment gateway for payment of fees
- Meeting notices, agenda papers, and minutes of the meetings through email
- Creation of virtual classrooms facility
- Software for the conduct of proctored and self-proctored online examination during Pandemic

Research

- Research paper publication to be more concentrated on Scopus, Web of Science, PubMed, UGC care journals
- More workshops to be conducted on IPR, Research Methodology & Good Clinical Practices
- Encourage Interdisciplinary Research
- Development of Incubation & Innovation Centre

Guidelines for the quality Improvement

- The role of QAC (Quality Assurance check) will be the effective monitoring of teaching Learning activity to improve the attendance, academic standard and to enhance the employability of the students.
- Main Objective of QAC is to facilitate academic monitoring activity at college/department level.

Following Good Practices suggested to conduct and to motivate students.

- To link and conduct the practical as per the industry standards / requirements/ applications. In this regards, a MOU can be signed with respective industries for technical support, which can be extended for the internships
- To create a demo film to explain SOP (Standard Operating Procedure) for practical conductance with the help of some bright students.
- Maintain the Format provided for the continuous monitoring of practical conduction and evaluation.
- Project based learning for certain subjects- Integration of some of the experiments in to one or many mini projects, so that student can learn a practical and its applications in real life scenario.
- Peer based learning- Many times some students are found to be technically sound and smart, the talent of such students can be utilized to demonstrate the practical to other students.
- Extra-curricular and Co-curricular activities must be carried out after 3.30 pm (after conclusion of day's teaching)

Regarding quality of laboratory, journals were discussed and suggested to prepare journals in two parts.

- Part 1- for the student reference
- Part 2- for the Instructor (Instructor manual) comprising of actual readings, calculations, results, inferences, conclusions, graphs etc.
- Mock oral/practical test shall be conducted every month (midterm)



Core values:

Integrity

Integrity is the exercise of being truthful and showing a reliable and uncompromising devotion to strong ethical principles and values. We practice a shared decision-making process and promote trust through professional courtesy and fair treatment. Imbibe values of the institution through dedication to one's work. Conduct all activities in an ethical manner. Commit to practices that are fair, honest, and objective in dealing with students, faculty members, staff, and stakeholders at all the levels of the community. Celebrate our Independence Day with zeal and enthusiasm as it brings the entire DY Patil deemed to be University staff together and maintains institution's integrity.

Respect

Day to day interactions with students, colleagues, parents and other stakeholders are conducted honorably and respectfully. Respect is the essential foundation for working collaboratively. We recognize the expertise of teaching and non-teaching staff and respect their contribution towards the institution. We intend to extend support to our employees and student in all possible ways. Express gratitude to all the teachers and women staff of the college through Teacher's Day and Women's Day celebration every year. We value and respect the efforts of the staff as they contribute to the wellbeing of the society.

Diversity

We create inclusive work environments where people are valued for their cultures, experiences, skills, knowledge and capabilities. We provide culturally inclusive and responsive services to all the stakeholders. We believe in diversity and promote respect to all cultures. Programs related to all occasions as Onam, Dushhera, Kannada Rajyotsava are celebrated to experience and respect Indian diversity. College Cultural fest is a platform that encourages students to express the diversity we inhabit.



Excellence

We encourage our staff and students to strive to achieve their best. Dedication and practice is one, which helps us to surpass the ordinary standards, "Practice makes man perfect". To ensure we achieve this maxim, subject related seminars are conducted. Students are the primary reason we exist as an institution and thus the teachers take initiative to drive in the standards of excellence by using different techniques in the classrooms including ICT, PPTs, and videos. We relentlessly pursue excellence. Two Internal tests in a semester are conducted to evaluate the performance of the students and prepare them for the exams. We continuously evaluate and improve programs, services, systems, and policies. We provide educational programs that lead to the acquisition of knowledge and skills necessary to achieve information literacy, career advancement, personal enrichment, leadership, and service to the community. College day further commends excellence and meritorious students who have excelled in academics are awarded.

Quality

Institution maintains good and high standards in teaching & learning, student centric support, encouragement for overall development of students and staff can be interpreted as quality. We internalize, empower and evolve. We gear up ourselves to the changing needs of the society.

Exhibit quality in staffing, facilities, programs, and services by anticipating the needs and respond accordingly. We encourage creativity, innovation, and risk-taking. Foster a learning environment that promotes responsible, principled behavior, which respects the dignity of all members of the community. Strive to ensure that curriculum, delivery, and support services respond to enquiries, requests, and concerns in an appropriate and timely manner. To ensure program quality on the basis to strengthen the overall effectiveness of curriculum, instructional delivery, and operations. Regular feedbacks from the students to improve and provide quality education. Alumni day of the college takes pride in exhibiting the quality of generation that the institution has given to the country and society.


CONCLUSION:

GLOBAL PERSPECTIVE ON QUALITY ASSURANCE

Establishment of quality assurance system in higher education is a global concern now. There is a growing demand for quality assurance (QA) mechanisms at national, regional and global levels. Over the years, it is observed that there is an increase in the number of HE institutions and increased involvement of external stakeholders through changes in governance structures. The higher education institutions around the world have been introduced to quality assurance system internally with formal institutional approach and documentation. This has been done with the establishment of quality assurance agencies like accreditation bodies at the national level.

FUTURE PLANS OF IQAC

- To introduce e-based feedback system for stakeholders
- To strengthen liaison among the stakeholders
- To organize Quality Assurance Workshops and Seminars
- Networking IQAC best practices with other Universities



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