



Dr. D. Y. Patil Vidyapeeth, Pune
(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four-point scale at A Grade)

**DPU Standard Operating Procedure for Internal
Quality Assurance Cell (IQAC)**



Approved by the Academic Council at its meeting held on 13th March 2015 vide its resolution No. AC-10-(iii)-15 and by the Board of Management at its meeting held on 31st March 2015 vide its resolution No. BM- 11 (iii)-15.



Dr. D.Y. PATIL VIDYAPEETH, PUNE
(Deemed to be University)

(Re-accredited by NAAC with a CGPA of 3.62 on a four point scale at 'A' Grade)
(An ISO 9001 : 2015 Certified University)

Dr. A. N. Suryakar
Registrar

NOTIFICATION

Ref. No. : DPU/408(C)/2015
Date : 15/05/2015

In pursuance of the resolution passed by the Board of Management at its meeting held on **31st March 2015**, in its resolution no. **BM- 11 (iii) -15** and the decision taken by the Vidyapeeth Authorities.

It is hereby notified for the information of all concerned that the Dr. D. Y. Patil Vidyapeeth, Pune has published Standard Operating Procedure for **Internal Quality Assurance Cell (IQAC)** for your information and record.

The SOP for **Internal Quality Assurance Cell (IQAC)** will serve as detailed guideline as below;

- Objectives
- Strategies
- Composition
- Parameters
- Working Mechanism
- Role of Coordinator
- Functions of IQAC
- Benefits

The SOP will be useful to all the concerned. This will come into force with immediate effect.



(Dr. A. N. Suryakar)
Registrar
REGISTRAR

DR. D. Y. PATIL VIDYAPEETH, PUNE.

Copy to;

1. P.S. to Chancellor for the Kind information of Hon'ble Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
2. P. S to Vice Chancellor for the Kind information of Hon'ble Vice Chancellor, Dr. D. Y. Patil Vidyapeeth Pune.
3. Finance Officer
4. Director (IQAC)
5. All the Heads of the Institutes
6. Web master for uploading on website

Encl: as above

WHEREAS, Dr. D. Y. Patil Vidyapeeth (DPU) Pune (deemed to be University), it was recognized by UGC in 2003 as a Deemed to be University.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) **Regulations, 2010 Annexure II in Clause No. 1.4 sub Clause x,** which contains the powers of Academic Council to make recommendations to the Board of Management for any fellowship, Scholarships etc.

AND WHEREAS, as per the provisions of University Grants Commission (Institution Deemed to be University) **Regulations, 2010 Annexure I in clause 4.4** provides that the Board of Management shall be the principal organ of management and the apex executive body of the institution deemed to be university, with powers to make rules and shall be the final decision making body in respect of every matter including academic, administrative, personnel, financial, development matters of Institution Deemed to be University.

AND WHEREAS, it became necessary to prescribe norms/rules to undertake Internal quality Assurance in all the constituent units of Dr. D. Y. Patil Vidyapeeth Pune (Deemed to be University) for which the Vidyapeeth has introduced the following SOP.

INTRODUCTION

The DPU has initiated Internal Quality Assurance Cell for the evaluation, promotion, and sustenance of quality initiatives at all its constituent colleges/ Institutes and to nurture a vibrant academic ambience with cultural and moral values.

OBJECTIVE

1. To enhance and integrate among various activities of the Vidyapeeth and all constituent Institutions.
2. To improve the level of clarity and focus in functioning of Institutions towards quality enhancement and facilitate the quality culture.
3. To enhance internal communication.
4. To provide a sound basis for decision making to improve the functioning of Vidyapeeth and all constituent Institutions.

Strategies of IQAC

1. Equitable access to and affordability of academic programmes for all sections of society.
2. Optimization and integration of modern methods of teaching and learning.

3. Ensure timely, efficient, and progressive performance of academic, administration and financial tasks.
4. Ensuring the adequacy, maintenance and functioning of the support structure and service.
5. Research sharing and networking with other institutions in India and abroad.
6. The credibility of evaluation procedure.

Composition of IQAC

The IQAC of Dr. D. Y. Patil Vidyapeeth (Deemed to be University) Pune, consists of the following.

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Dr. D.Y. Patil Vidyapeeth has Three tier system for reporting



Parameters of IQAC



The tasks of IQAC

- a. Setting a documentation process in motion
- b. Awareness creation and generation of confidence
- c. Evolving formats for information and data
- d. Stipulation of schedule for work
- e. Drafting of quality status report.

Working Mechanism of IQAC

- Development and application of quality benchmarks.
- Define parameters for various academic and administrative activities of the institution.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process in coordination with Dean Education.
- Periodic revision of feedback forms
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes.

- Dissemination of information on various quality parameters to all stakeholders.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities leading to quality improvement.
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
- Periodical conduct of Academic and Administrative Audit (AAA) and its follow-up.
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.
- The members should meet at least twice in a year as and when necessary.
- To facilitate in the preparation of Annual reports.
- To facilitate and help various CIQAC's as and when required.

The Role of the Coordinator

The coordinator of the IQAC will have a major role in implementing these functions.

The role of the coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior/competent person with experience and exposure in quality aspects.

The coordinator may be a full-time functionary or, to start with, she/he may be a senior academic /administrator entrusted with the IQAC as an additional responsibility. Secretarial assistance may be facilitated by the administration.

The quality assurance is a by-product of ongoing efforts to define the objectives of an institution, to have a work plan to achieve them and to specify the checks and balances to evaluate the degree to which each of the tasks is fulfilled. Hence devotion and commitment to improvement rather than mere institutional control is the basis for devising procedures and instruments for assuring quality.

The right balance between the health and growth of an institution needs to be struck. The IQAC must ensure that whatever is done in the institution for “education” is done efficiently and effectively with high standards.

The IQAC must establish procedures and modalities to collect data and information on various aspects of institutional functioning.

The institutions need to submit yearly the Annual Quality Assurance Report (AQAR) to NAAC by end of September every year.

Composition of College Internal Assurance Quality Cell (CIQAC)

The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

Guidelines for College Internal Quality Assurance Cell (CIQAC)

CIQAC is responsible for promoting public confidence that the quality & standards of the award of degrees are enhanced and safeguarded.

CIQAC is responsible for the review of quality standards and the quality of teaching and learning in each subject area.

CIQAC is responsible for the review of academic affiliations with other institutions in terms of effective management of standards and quality of programs.

CIQAC is responsible for defining clear standards as reference that the reviews to be carried out. It should also help the employer what they want to expect from candidates.

CIQAC is responsible to develop qualifications framework by setting out the attributes and abilities that can be expected from the holder of a qualification in view of the respective disciplines (Course outcomes).

CIQAC is responsible to develop program specifications. These standards are set of information clarifying what knowledge, understanding, skills and other attributes a student will develop through a specific program (Programme specific outcomes).

CIQAC is responsible to develop quality assurance processes and methods of evaluation that quality of provision and standard of awards are being maintained and to foster curriculum, subject and staff development together with research and other scholarly activities.

CIQAC is responsible to ensure that the university's quality assurance procedures are designed to fit in with the arrangements in place nationally for maintaining and improving the quality of higher education.

Annual Report preparation based on NAAC requirements in both hard and soft copies. Individual faculty to go for accreditation process applicable to their profession starting with ISO standards.

To set benchmarks and two best practices every year to enhance Quality standards in the area of education, research and services.

To develop database of experts in State wise, National, and International level in their individual programs concerned.

CIQAC members identified for Criteria wise functioning will be given responsibilities for collecting data for CIQAC's & IQAC's.

The existing Departmental NAAC Coordinators will continue to function as departmental CIQAC Coordinators for delivering data of the departments to CIQAC every three months. CIQAC shall convene the meeting every month with minimum 2/3rd members to be present in the meeting for the quorum. The minutes to be forwarded to IQAC.

Functions of IQAC

1. The IQAC meeting will be held at least four times in a year or as and when necessary. The quorum for the meeting shall be two-third of the total members.
2. The agenda, minutes and action taken reports are to be documented properly. The IQAC coordinator must maintain all the record and documents.
3. The IQAC must prepare the annual calendar of events with the approval of Board of Management.
4. Development and application of quality benchmarks/parameters for various academic and administrative activities.

5. Organization of workshops, seminars on quality related themes and promotion of quality circles.
6. Dissemination of information on various parameters of higher education.
7. Documentation of the various programmes/ activities leading to quality improvement.
8. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.
9. Periodical conduct of Academic and Administrative Audit and its follow-up.
10. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC based on the quality parameters.

Benefits

- a) Ensure clarity and focus in institutional functioning towards quality enhancement.
- b) Ensure internalization of the quality culture.
- b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices.
- c) Provide a sound basis for decision-making to improve institutional functioning.
- d) Act as a dynamic system for quality changes in Vidyapeeth and its constituent Colleges/Institute.
- e) Build an organised methodology of documentation and internal communication.

Sd/-
(Dr. A. N. Suryakar)
Registrar

The logo for Dr. D. Y. Patil Vidyapeeth, Pune, featuring the letters 'DPU' in a bold, serif font. A stylized, golden-yellow swoosh or underline is positioned beneath the 'D' and 'P'.

Dr. D. Y. PATIL VIDYAPEETH, PUNE

(Deemed to be University)

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