



Dr D Y Patil Educational Enterprises Charitable Trust's

## Dr D Y PATIL SCHOOL OF MANAGEMENT

(Approved by AICTE, New Delhi Recognized by Govt. of Maharashtra, Affiliated to Savitribai Phule Pune University)

AISHE Code: C-48357

DTE Code: MB6189

SPPU PUN Code: IMMP015810

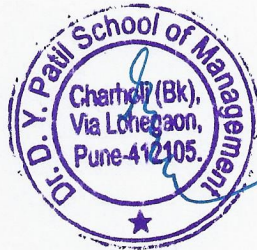
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# INTERNAL QUALITY ASSURANCE CELL (IQAC)

## POLICY MANUAL

(Revised 2023-24)

- QUALITY ASSURANCE
- ENHANCEMENT
- SUSTAINABILITY





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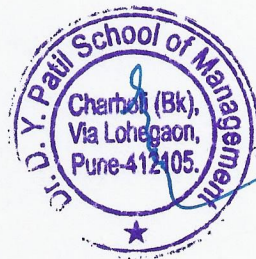
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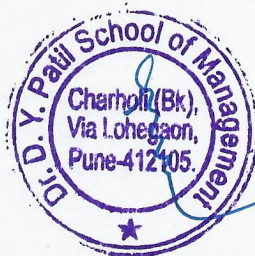
# 1. SCOPE AND PURPOSE OF THE POLICY

## 1.1 SCOPE

The IQAC policy encompasses the establishment, organization, and management of the IQAC within the institution. It outlines the roles, responsibilities, functions, and operational framework of the IQAC to ensure the continuous enhancement of quality in all aspects of academic, administrative and support services. The policy applies to all stakeholders, including students, faculty, staff, management, and external partners, involved in the institution's quality assurance processes.

## 1.2 PURPOSE

1. The IQAC policy aims to foster a culture of continuous improvement and excellence by institutionalizing robust quality assurance mechanisms and processes.
2. The policy ensures that the institution adheres to relevant regulatory guidelines and accreditation standards, such as those prescribed by accreditation bodies like NAAC, ensuring the institution's credibility and recognition.
3. The policy aims to identify the areas for improvement and implement measures to enhance stakeholder satisfaction, thereby strengthening the institution's reputation and trust.
4. The policy promotes transparency and accountability by disseminating information about quality parameters, achievements, and improvement initiatives to all stakeholders, fostering trust and confidence in the institution's governance and management processes.
5. The policy facilitates the evidence-based decision making and strategic planning to drive continuous improvement across all institutional activities through periodic audits, documentation, and analysis of data.
6. The IQAC policy supports the development of conducive environment for innovation and research excellence by providing support and resources for faculty and students to engage in cutting-edge research activities.
7. The policy aims to position the institution as a benchmark for quality in management education, driven by a passion for excellence and societal impact.





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## 2. INSTITUTE VISION, MISSION, QUALITY POLICY, GOALS & CORE VALUES

### 2.1 VISION

DYPSOM aspire to be a frontrunner in managerial education at national level by making students methodically superior and ethically strong having enterprise spirit with an inclusive mindset.

### 2.2 MISSION

We are committed to provide wholesome education in management to enable aspiring students to utilize their fullest potential and become professionally competent by providing:

- Well qualified, experienced, and professionally trained faculty
- State-of-the-art infrastructural facilities and learning environment.
- Encouraging environment for research and development.
- Delight to all stakeholders.

### 2.3 QUALITY POLICY

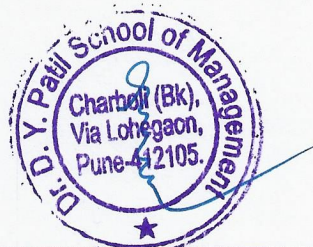
DYPSOM aspire to establish a system of Quality Assurance, which would on a continuous basis evaluate and monitor the quality of education and training imparted at institute, to improve the teaching learning process and develop the institute as a Centre of Excellence.

### 2.4 GOALS

1. To develop a quality system for conscious, consistence and catalytic programmed action to improve the academic and administrative performance.
2. To promote measures for institutional functioning towards quality enhancement through internationalization of best practices.

### 2.5 CORE VALUES

1. Encouraging and building student ability, character, and creativity
2. Freedom of thought and expression





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### 3. INTERNAL QUALITY ASSURANCE CELL (IQAC)

#### 3.1 IQAC Vision

“To establish a benchmark for quality in management education, driven by a passion for excellence and a dedication to societal impact.”

#### 3.2 IQAC Mission

“To lead our institution towards continuous enhancement and excellence in all facets of academic, administrative, and support services through proactive quality assurance measures, stakeholder engagement, and a commitment to innovation, fostering a culture of lifelong learning and societal impact.”

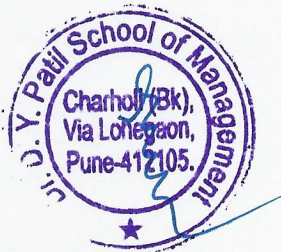


### 3.3 IQAC Quality Policy

*“We, at the Internal Quality Assurance Cell (IQAC), are dedicated to ensuring the highest standards of quality in all aspects of our institution’s functioning.*

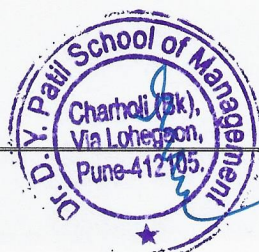
We are committed to:

1. Establishing and maintaining robust quality assurance mechanisms to continuously monitor and enhance the quality of academic programs, administrative processes, and support services.
2. Engaging stakeholders at all levels to gather feedback, address concerns, and foster a culture of transparency, collaboration, and accountability.
3. Promoting innovation and research excellence among faculty and students to drive intellectual growth, creativity, and leadership in management education.
4. Providing a learner-centric environment conducive to holistic development, ethical values, and lifelong learning, preparing students to excel in a dynamic global business environment.
5. Complying with regulatory requirements and accreditation standards, while continually striving for excellence and recognition at the national and international levels.
6. Documenting and disseminating best practices, lessons learned, and quality improvement initiatives to facilitate continuous learning, benchmarking, and institutional development.
7. Upholding our commitment to social responsibility, sustainability, and ethical leadership in all our endeavors, making a positive impact on society and the business community. We are dedicated to achieving these objectives through a collaborative and systematic approach, driven by a passion for excellence, integrity, and continuous improvement.”



### 3.4 IQAC Objectives

1. To develop and implement comprehensive quality assurance frameworks across all academic, administrative, and support services to ensure continuous enhancement and excellence in line with our institutional vision.
2. To foster a culture of innovation and research excellence by providing resources and support for faculty and students to engage in cutting-edge research activities that contribute to the advancement of knowledge in management and related fields.
3. To enhance the holistic development of students by designing and implementing initiatives that promote their intellectual, personal, and professional growth, preparing them to become ethical leaders capable of navigating the complexities of the global business environment.
4. To strengthen stakeholder engagement by establishing regular channels for feedback and collaboration, ensuring that their perspectives and expectations are integrated into our quality improvement processes.
5. To monitor and evaluate key performance indicators to identify areas for improvement and implement targeted interventions to address challenges and capitalize on opportunities for enhancements.
6. To promote a culture of transparency and accountability by disseminating information about our quality assurance efforts, achievements, and areas for improvement to internal and external stakeholders.
7. To foster partnerships and collaborations with other institutions, industries, and organizations to leverage resources and expertise for mutual benefit and to enhance the societal impact of our institution.
8. To facilitate capacity building and professional development opportunities for faculty and staff to enhance their skills and competencies in delivering high-quality education and support services.
9. To strive for national and international recognition as a benchmark institution for quality in management education, by consistently exceeding standards of excellence and making significant contributions to the field.
10. To uphold our commitment to ethical values, social responsibility, and sustainability in all aspects of our operations and activities, ensuring that our institution remains a force for positive change in society.

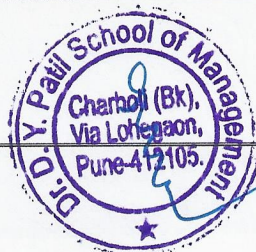




## 4. IQAC Strategies & Implementation Plan

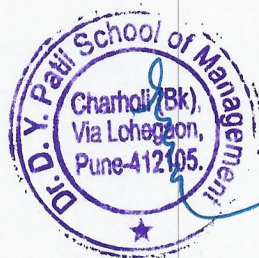
IQAC shall evolve a mechanism and procedures for

Sr. No.	Strategy	Implementation Plan
1.	<b>Implementing a continuous quality improvement framework</b>	Regularly review and update academic curriculum to align with industry trends and global best practices.
		Conducting periodic assessments of teaching methodologies and learning outcomes to identify areas for improvement.
2.	<b>Establishing a Research and Innovation Hub</b>	Providing funding and resources for faculty research projects and encourage interdisciplinary collaboration.
		Organizing seminars, conferences, and workshops to promote research culture.
3.	<b>Enhancing Student Support Services</b>	Developing mentorship programs to provide personalized guidance and support for students' academic and career goals.
		Offering counselling and wellness programs to address students' personal and emotional needs.
4.	<b>Strengthening Stakeholder Engagement</b>	Establishing advisory boards comprising industry experts, alumni, and community leaders to provide input on education and industry relevance.
		Conducting regular surveys and focus group discussions with students, faculty, staff, alumni, and employers to gather feedback and assess satisfaction levels.
5.	<b>Implementing Data Driven Decision Making</b>	Utilizing data analytics tools to track key performance indicators and identify areas of strength and improvements.
		Using feedback mechanisms to collect actionable insights and implement evidence-based interventions.
6.	<b>Enhancing Faculty Development Initiatives</b>	Providing funding and support for faculty to attend conferences, workshops, and training programs to enhance their teaching and research skills.
		Recognizing and reward excellence in teaching, research, and





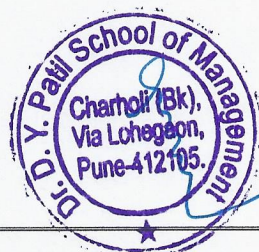
		service through awards.
7.	<b>Fostering Collaborative Partnerships</b>	Establishing strategic partnerships (MOUs) with industry leaders, research institutions, government, and non-government organizations to enhance research opportunities, internship placements, and industry projects.
		Facilitating international collaborations and exchange programs to expose students and faculty to diverse perspectives and experiences.
8.	<b>Promoting Ethical Leadership and Social Responsibility</b>	Integrating ethics and sustainability principles into the curriculum and extracurricular activities.
		Encouraging students to participate in community service projects and social entrepreneurship initiatives.
9.	<b>Ensuring Institutional Accreditation and Recognition</b>	Working towards accreditation by national and international accrediting bodies to validate the quality of education and academic programs.
		Showcasing institutional achievements and best practices through participation in rankings, awards, and recognition programs.
10.	<b>Cultivating a Culture of Excellence and Continuous Learning</b>	Organizing faculty development programs, seminars, and workshops on pedagogy, assessment methods, and technology integration.
		Encouraging participation in professional networks and communities of practice to share knowledge and best practices within the institution and beyond.





## 5. IQAC Functions

IQAC Functions	Description
a. Development and application of quality benchmarks	Establishing standards and criteria for measuring and assessing the quality of academic and administrative processes.
b. Setting parameters for various academic and administrative activities of the institution	Defining specific metrics and guidelines to ensure excellence in all aspects of institutional functioning, including teaching, research, and administrative operations.
c. 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	Promoting an educational atmosphere that prioritizes the needs and development of students, while empowering faculty through training and technological support.
d. Collection and analysis of feedback from all stakeholders on quality-related processes	Gathering input from students, faculty, staff, alumni, and other stakeholders to evaluate the effectiveness of institutional processes and identify areas for improvement.
e. Dissemination of information on various quality parameters to all stakeholders	Sharing information about quality standards, achievements, and improvement initiatives with all stakeholders to foster transparency and accountability.
f. Organization of inter and intra-institutional workshops, seminars, and conferences on quality related themes and promotion of quality culture	Hosting events focused on quality-related themes to facilitate knowledge sharing, collaboration, and the promotion of a culture of continuous improvement.
g. Documentation of various programs and activities leading to quality improvement	Recording details of initiatives undertaken to enhance quality across academic, administrative, and support services for reference and future planning.
h. Acting as a nodal agency for coordinating quality-related activities, including adoption and dissemination of best practices	Serving as a central point of contact for coordinating and overseeing all quality-related initiatives and disseminating best practices throughout the institution.
i. Development and maintenance of institutional databases through MIS for the purpose of enhancing institutional quality	Establishing and managing databases to store and analyze data relevant to institutional quality, facilitating informed decision-making and strategic planning.
j. Conducting periodical Academic and Administrative Audits and follow-up	Conducting regular audits to assess compliance with quality standards and policies, followed by action plans to address identified areas of concern or improvement.
k. Preparation and submission of Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC	Compiling and submitting a comprehensive report detailing the institution's quality assurance efforts, achievements, and future plans as per NAAC guidelines.





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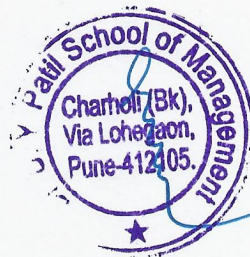
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### 6. IQAC Benefits

#### **IQAC facilitates / contributes in**

- a) Ensuring clarity and focus on institutional functioning towards quality enhancement.
- b) Ensuring internalization of the quality culture.
- c) Ensuring enhancement and coordination among various activities of the institution and institutionalize all good practices.
- d) Providing a sound basis for decision making to improve institutional functioning.
- e) Acting as dynamic system for quality change in institute.
- f) Building an organized methodology of documentation and internal communication within the institute.





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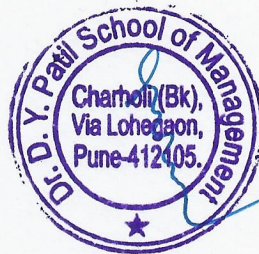
## 7. Composition of IQAC

### 7.1 Guidelines

The IQAC should be constituted in every institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC should be as follows:

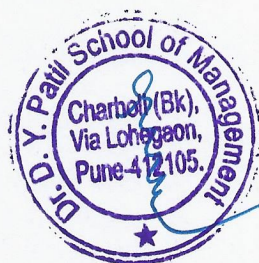
1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Assistant Professor and Associate Professor)  
(Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent/Manager)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC



## 7.2 Internal Quality Assurance Cell (IQAC) Composition

(Academic Year 2023-24)

Sr. No.	Name of the Member	Designation
1	Dr. Eknath B. Khedkar	Chairperson
2	Dr. Shreekala Bachhav	Member - Teaching
3	Prof. Sheetal Jalgaonkar	Member - Teaching
4	Prof. Ashutosh Khedkar	Member - Teaching
5	Prof. Rajendra Payal	Member - Teaching
6	Prof. Amandeep Saini	Member - Teaching
7	Dr. O. P. Haldar	Member - Teaching
8	Dr. Chetan Khedkar	Member - Teaching
9	Dr. Sushant Patil	Member- Management
10	Mr. Ganesh Khedkar	Member - Administrative Officer (OS)
11	Mr. Santosh Padale	Nominee – Local Society
12	Ms. Akshada Kalamkar	Nominee – Student
13	Mr. Raksha Mishra	Nominee Alumni
14	Mr. Kuldeep Patil	Nominee – Employer
15	Mrs. Neha Shirole	Nominee – Industrialist
16	Mrs. Rutuja Pawar	Nominee - Stakeholders
17	Dr. Ganesh Lande	IQAC Coordinator





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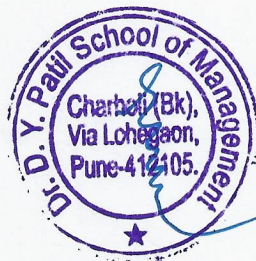
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### 8. Role of IQAC Coordinator

The role of the Coordinator of the IQAC is crucial in ensuring the effective functioning of all the members. The IQAC Coordinator may be a senior and competent person with experience and exposure in quality aspects. He/ She may be a full-time functionary, or a senior academician/administrator entrusted with additional responsibility as the IQAC Coordinator. Secretarial assistance should be ensured by the administration. It is essential that the coordinator has a sound knowledge of computers and data management and its various functions such as usage for effective communication.





## 9. Operational Features of IQAC

Quality assurance is a by-product of the ongoing efforts of an institution to define its objectives and chalk out a work plan to achieve them and also 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 IQAC must ensure that whatever is done in the institution for higher education is done efficiently and effectively.

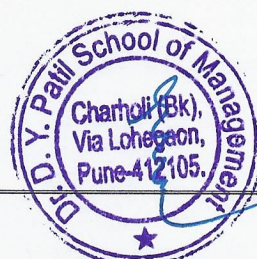
For operating this, IQAC will have to first establish procedures and modalities to collect data and information on the various aspects of the functioning of the institution. The IQAC Coordinator has a major role in implementing these functions. The IQAC may derive support from the already existing units and mechanisms that contribute to the functions listed above.

Institutions are requested to submit the AQAR every year and the submission should start after one year from the date of accreditation. A functional IQAC and timely submission of the AQAR are the minimum institutional requirements to go in for these second, third and subsequent cycles of accreditation.

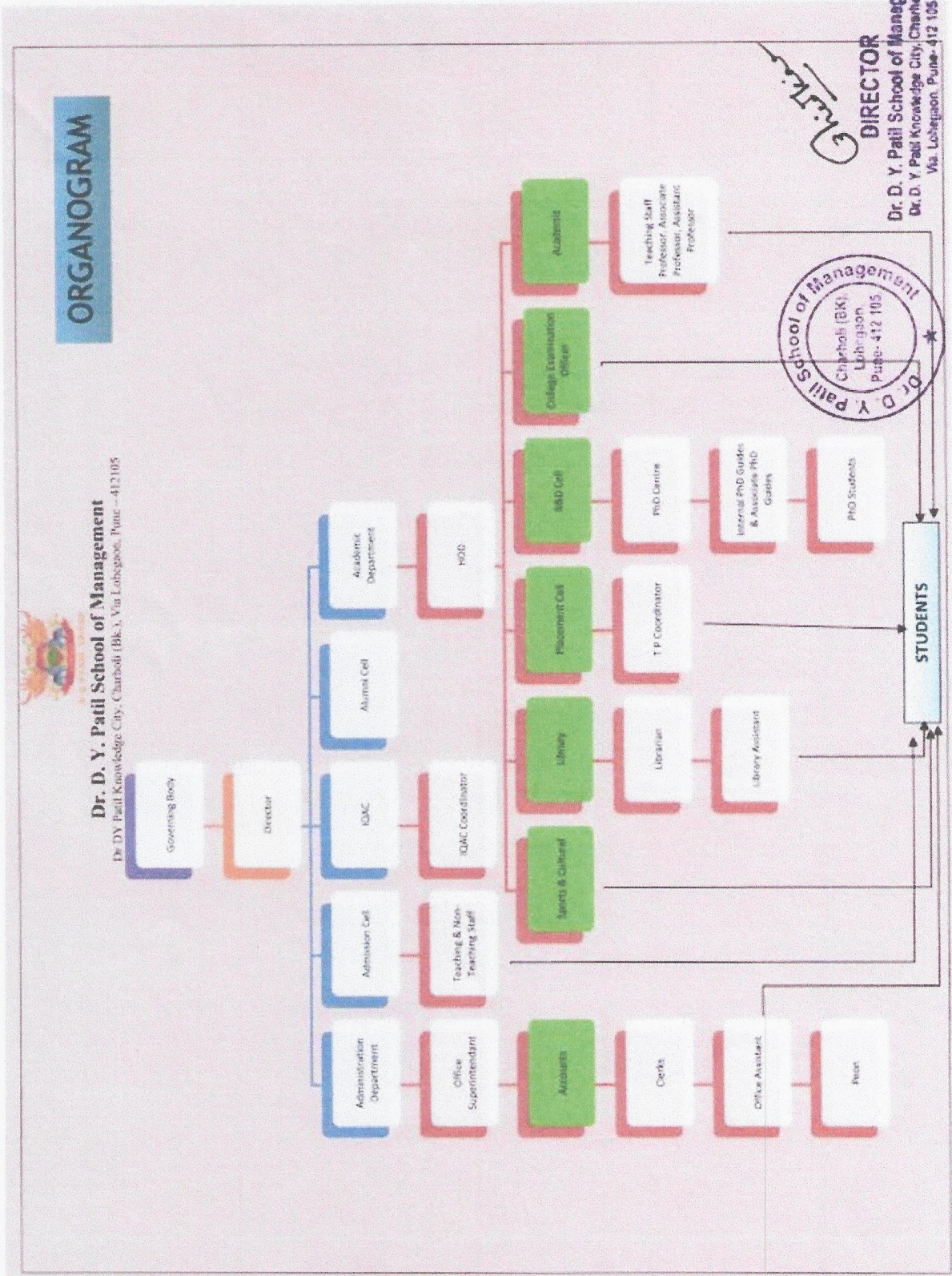
During the institutional visit, the NAAC peer team will interact with the IQAC to know about its functioning, progress, and the quality sustenance initiatives undertaken by it.

The AQAR may be part of the Annual Report. It shall be approved by the statutory body/bodies of the institutions (such as the Syndicate/Governing Council/Executive Council/Board of Management) which will also monitor the quality enhancement measures undertaken by the IQAC.

The IQAC may create its exclusive window tab on its institutional website for keeping the documents pertaining to NAAC, Peer Team Reports, AQAR, and Certificate of Accreditation. It shall regularly upload/report on its activities and host the AQAR as well.



# 10. Organogram







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### 11. IQAC Documentation

IQAC ensures that all the required documentation will be done as suggested by the NAAC. It also ensures that the timely submission of AQAR, IIQA, SSR by following Key Performance Indicators, SOP, Benchmarks and NAAC Manual. IQAC also ensures that the documentation should be properly signed by the designated authorities.

Prepared By

IQAC Member

Verified By

IQAC Coordinator

Approved By

Director

**Dr. E. B. Khedkar**  
**Director**

**Dr. D. Y. Patil School of Management**

**Dr. D. Y. Patil Knowledge City,**

**Charoli (Bk). Via Lohegaon, Pune -412105**

