



Policy Category: Academic Policy

Policy Name: Internal Quality Assurance Cell (IQAC) Policy

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Preamble

Dwarkadas Jivanlal Sanghvi College of Engineering (DJSCE), Vile Parle, Mumbai, is an Autonomous Institution affiliated to the University of Mumbai. Its Internal Quality Assurance Cell (IQAC), established on 13th July 2015 as per NAAC guidelines, is the prime centre for planning, guiding and monitoring quality. This policy sets out, how the IQAC will sustain and improve academic and administrative quality in line with the National Education Policy (NEP) 2020 and the requirements of UGC, AICTE, NAAC, NBA and NIRF.

1. Vision and Mission Alignment

Institute Vision

To be a world class institution for education, training and research in engineering, inculcating values and skills for sustainable development of the society.

Institute Mission

1. To provide competent faculty and an interactive learning environment along with world class infrastructure for nurturing professionalism & entrepreneurship in Engineers.
2. To foster technical competence, research aptitude and environmental awareness amongst aspiring technocrats to develop sustainable engineering solutions.
3. To provide a forum for active interaction between academia & industry, leading to continuous improvement in engineering education.

The IQAC shall be a dynamic, evidence-driven system that helps the Institute realise this Vision and Mission by:

- Setting quality benchmarks and embedding Outcome-Based Education (OBE) and NEP 2020 principles.
- Engaging students, faculty, alumni, employers and society through feedback and self-assessment.
- Supporting research, innovation, entrepreneurship and industry collaboration.



- Enabling data-driven decisions and timely accreditation and ranking.

2. Objectives of the IQAC Policy

The objectives of this Policy are to:

1. Ensure compliance with **UGC, AICTE** and University of Mumbai norms & guidelines.
2. To ensure that the quality assurance standards are enhanced, so as to prepare the programs and the institution accreditation ready (NBA and NAAC).
3. Implement **NEP 2020**: multidisciplinary education, project based learning and outcome-based education.
4. Embed OBE through CO-PO-PSO mapping and measured attainment.
5. Strengthen teaching-learning, assessment, research, innovation, IPR and entrepreneurship.
6. Improve student progression, employability, inclusion and holistic development.
7. Collect stakeholder feedback and act on it with documented closure.
8. Maintain one verified institutional data set for NAAC, NBA, NIRF and AICTE reporting.
9. Promote sustainability, ethics and academic integrity.

3. Scope

This Policy applies to all undergraduate, postgraduate and research programmes including teaching faculty, staff and students. It covers curriculum, teaching-learning, assessment, research and innovation, student support, faculty development, infrastructure, governance, industry and community engagement, and accreditation and ranking.

4. IQAC Framework

4.1 IQAC Composition

IQAC is constituted in the institution under the Chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationists and representatives of local management and stakeholders.

4.2 Functions

- Develop quality benchmarks and Standard Operating Procedures (SOPs) for academic and administrative activities.
- Review CO-PO-PSO attainment, results, research and placement progress every semester.
- Plan and conduct academic and administrative audits; recommend corrective and preventive action.



- Design and analyse feedback from students, faculty, parents, alumni and employers.
- Coordinate NAAC, NBA and NIRF documentation; prepare and submit the AQAR.
- Maintain the institutional database (MIS); document and disseminate best practices.
- Promote FDPs, quality circles and student-led innovation.

4.3 Monitoring Mechanisms

- **Program Review:** Periodic curriculum revision with industry, alumni and expert input.
- **Teaching Evaluation:** Student feedback, peer observation and self-assessment.
- **Assessment and Examination:** Continuous, outcome-based and transparent evaluation aligned with AICTE examination reforms.
- **Audits:** Internal and external academic and administrative audits.
- **Accreditation and Ranking:** Submission of self assessment report to NAAC, NBA and NIRF and other accreditation agencies.

5. NEP 2020 Alignment

The IQAC shall monitor, within UGC, AICTE and University norms, that the Institute:

- **Multidisciplinary and flexible learning:** offers Honours/Minor and open electives; is ready for Academic Bank of Credits, credit transfer and multiple entry-exit where permitted.
- **Outcome-based curriculum and skills:** maintains PEO-PO-PSO-CO mapping, skill based courses and AICTE-compliant internships and on job trainings.
- **Learner-centric pedagogy:** uses active learning, formative assessment and NPTEL/SWAYAM/MOOCs.
- **Indian Knowledge Systems, values and sustainability:** includes IKS, ethics and SDG-linked activities.
- **Research and innovation:** supports IIC, IPR, start-ups, and compliance with Ph.D. and academic-integrity regulations [9].
- **Equity and internationalisation:** ensures inclusion of Divyangjan and disadvantaged learners, and promotes global collaborations.

An annual NEP Progress Report shall be placed before the Academic Council and Governing Body.

6. UGC and AICTE Compliance

The IQAC shall maintain a Compliance Register, audited annually, covering: functioning of the Academic Council, Boards of Studies and Board of Examinations; AICTE approval norms and mandatory disclosure; on job training; internships and examination reforms ; anti-ragging, Internal



Complaints Committee and grievance redressal; plagiarism regulations; and data protection under the DPDP Act, 2023.

7. Implementation Strategy

A. Planning and Implementation

An Annual Quality Assurance Plan, derived from the Institute's Strategic Plan, shall be prepared by the IQAC and each department. The Plan–Do–Check–Act (PDCA) cycle shall be followed:

- **Plan:** set targets and KPIs from feedback, audits and regulatory changes;
- **Do:** implement the plan and record data and evidence;
- **Check:** measure through audits, attainment analysis and feedback; and
- **Act:** take corrective action, institutionalise best practices and revise processes.

B. Evaluation and Improvement

Periodic review shall be as follows:

- Attendance: Monthly;
- Syllabus Coverage: Monthly
- Internal Continuous Assessment including Term tests: Thrice in a semester.
- End Semester Examination: Every semester.
- Feedback(offline and online) Every Semester.
- Performance appraisal: Once per semester.
- CO-PO attainment review: every semester.
- IQAC meetings: One per semester.
- Audits(Internal and External Audits): Every semester.
- AQAR and IQAC Annual Report: Annually.

D. Closing the Loop and KPIs

Audit findings shall be communicated within 10 working days; the unit shall submit an action plan within 30 days and an ATR with evidence within 90 days; overdue items escalate from HoD to Vice-Principal, Principal and if required to Governing Body. Key indicators – CO-PO attainment, success rate, placement and higher studies, research publications and patents, feedback satisfaction and ATR closure – shall be tracked.



E. Capacity-Building

The Institute shall support FDPs, OBE/NEP orientation, NPTEL/MOOCs/Coursera, internships, student development programmes and staff training, and shall provide resources for the IQAC office.

8. Responsibility and Accountability

- **Governing Body / Academic Council:** approval of this Policy and review of annual quality reports.
- **Principal/Vice-Principal:** chairs the IQAC and ensures action on its recommendations.
- **IQAC:** operational responsibility for implementation, monitoring and reporting.
- **HoDs:** departmental plans, data accuracy and ATR closure.
- **Faculty and Staff:** execution of quality processes in their domains.
- **Students and Stakeholders:** active partners in feedback and evaluation.

9. Review and Conclusion

This Policy shall come into effect on approval by the Governing Body/Academic Council and shall be reviewed at least once every three years, or earlier if regulations or accreditation frameworks change. Through systematic implementation, monitoring and continuous improvement, the IQAC shall help the Institute uphold academic excellence and achieve global standards in engineering education.

Dr. Hari Vasudevan
(Principal)