



**GALGOTIAS
UNIVERSITY**
Uttar Pradesh
CREATING KNOWLEDGE

6.5.1

Internal Quality Assurance Cell (IQAC) has Contributed Significantly for Institutionalizing the Quality Assurance Strategies and Processes, by Constantly Reviewing the Teaching-Learning Process, Structures & Methodologies of Operations and Learning Outcomes, at Periodic Intervals

Standard Process DIQAC

Galgotias University

Plot No. 2, Yamuna Expressway,
Opposite, Buddha International Circuit,
Sector 17A, Greater Noida,
Uttar Pradesh 203201, India

**DEPARTMENT INTERNAL QUALITY
ASSURANCE CELL (DIQAC)**



(Established under Galgotias University Uttar Pradesh Act No. 14 of 2011)

**DEPARTMENT INTERNAL QUALITY ASSURANCE CELL
(DIQAC)
GALGOTIAS UNIVERSITY
GREATER NOIDA, UTTAR PRADESH**



DIQAC Constitution Members

Chair Person	School Dean
Professors	Senior Professor -1
	Senior Professor -2
Associate Professor	Associate Professor-1
One expert from any other School	Professor
DIQAC Coordinator	

Objective

The primary aim of DIQAC is

- To develop a system for conscious, consistent and catalytic action to improve and maintain the academic performance in the Department.
- To promote measures for department academic activities.

School Assessment

The University assurance cell asks program chairs or coordinators to coordinate regular assessments within their departments or programs. Each department and program should articulate its goals and objectives for student learning as the foundation for this work.

At the beginning of the each semester after one month and after semester, each department and program should have a conversation about goals and assessment, informed by the previous year's semester summary report. During this meeting the department or program should clarify the focus of its assessment and how it will carry out its plan for the semester.

Responsibilities of the DIQAC Team

1. The Department will form the internal academic audit committee comprising of PCs, DCs and senior faculty members and one expert from other department. Dean will be chairperson of the committee.
2. The department academic audit committee shall evaluate, within 10 days after the first month of semester started and after end term exam in each semester.



Audit committee will perform thrice in a semester such as QCM-1, QCM-2 & QCM-3.

3. Course file to be checked by program chair/Division Chair.
4. Quality of the question paper to be checked.
5. Laboratory audit to be conducted as per the rubrics.
6. Course end survey will be collected from each subject.
7. Industry experts to be invited for seminar/workshops/revision of curriculum etc.
8. Specific domains trainings to be provided to students and faculty.
9. Department academic audit report will be analyzed and report submitted to the University level Internal Quality Assurance Cell.
10. Action points recommended by IQAC audit committee must be implemented in following academic semester.



School Name:
Quality Circle Meeting (QCM)

Session:

Name of the Department:	
Program , Semester & Section:	
Course Name & Course Code:	
QCM I/II/III	

Assessment Parameters	Students Feedback	Dean's Remarks/Action
1. Feed back on course coverage (Course coverage as per plan)	Fully Covered / Partially Covered (in %)	
2. Clarity and quality of presentation by the faculty	Excellent / Very Good / Good / Satisfactory / Unsatisfactory	
3. Interaction with the faculty inside the classroom / lab	Excellent / Very Good / Good / Satisfactory / Unsatisfactory /	
4. Lecture material / E-self learning links provided to students	Sufficient / Not sufficient	
5. Uploading of course materials in ERP / Moodle	Regularly and timely uploaded/Irregular/Delayed uploading/Not Uploaded	
6. Any suggestion for improvement in teaching / learning		

Signature of -	S.No	Name of the students
Faculty:		
CC:	1	
PC:	2	



Dean:	3	
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Department of

Course End Survey, Semester- , Year-

Name of the Student:

Enrolment Number:

Name of the Subject:

CO No:	Statement of Course Outcomes	Strongly Agree	Agree	Partially Agree
1	I have gained the ability to learn.....			
2	I have gained the ability to			
3	I have gained the ability to			
4	I have gained the ability to			
5	I have gained the ability to			

Name of the Subject:

CO No:	Statement of Course Outcomes	Strongly Agree	Agree	Partially Agree
1	I have gained the ability to learn.....			
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Evaluation sheet for Class room teaching

SCSE Name of the faculty being assessed :

SI No	Teaching Pedagogy	Assessment Grade					Semester / Year Date & Time :	Remarks / Comments
		Excellent	Good	Satisfactory	Concern	Weak		
		5	4	3	2	1		
1	Recap of previous lecture							
2	Outlines of current session							
3	Learning goals and focusing on related course outcomes of session							
4	Revision of lecture							
5	Legibility in writing on the board (letter size and thickness)							
6	Delivery pace and its balance with clarity							
7	Board Planning & Management - with static part holding important concepts.							
8	Use of ICT tools in the classroom							
9	(% of ICT tools: % of board usage < 0.5 for theory/analysis based course)							
10	Clarity in used terms and abbreviations							
11	Use of English for instruction							
12	Diagrams on the board (non-clutter)							
13	Illustration and use of relevant examples							
14	Linking lecture with previous and next lectures							
15	Real life example or connect to topics to life problems (inter lecture linking)							
16	Apply theory to problem solving							
17	Proper explanation of terms and abbreviation							
18	Explain back ground ideas and concepts							
19	Remain focused on lecture topic with enthusiasm							
20	Carrying short notes on lecture materials in the class and encourage notes taking but not dictating							
21	Quiz for checking understanding, and assignments							
22	Summary and conclusion at the end of the lecture							
23	Habit of using unnecessary Words/Mannerisms repetitively							
24	Enthusiasm in speech and Energetic appearance							
25	Voice Modulation & Pronunciation							
26	Maintain continuity of lecture content/Clarity linking between content (intra lecture content)							
27	Interaction with students in the class, students questions are encouraged and appreciating students with novel ideas/helps them to pursue further)							
28	Showing the concern towards the students with equality and no criticisms for students misunderstanding during interaction.							
29	Presentation of involved contents with many concepts is being explained differently for different learners							
30	Avoid too much repetition of contents							
31	Gives online links for additional examples of own (Moodle) and others.							
32	Broadcasting students questions/opinion when not audible.							
33	Starts on time and ends on time							
34								
35								
		Overall Grade						
		Excellent	Good	Satisfactory	Concern	Weak		
		Faculty adopts the teaching pedagogy which is unique or can be adopted by others						
		Faculty adopts teaching pedagogy among the better/best used by others						
		Faculty uses teaching pedagogy however better pedagogy is still exercised by others						
		Faculty uses teaching pedagogy but needs much improvement in its use						
		Faculty hardly uses teaching pedagogy and needs to learn how improve teaching pedagogy						

Name and Signature of member