



**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 IQAC

Galgotias University

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

**INTERNAL QUALITY ASSURANCE CELL
(IQAC)**



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

GALGOTIAS UNIVERSITY

GREATER NOIDA, UTTAR PRADESH



Internal Quality Assurance Cell (IQAC)

Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of Galgotias University Internal Quality Assurance Cell (IQAC) has been established. Since quality enhancement is a continuous process, the IQAC will become a part of the University academic system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the University. The guidelines provided in the following pages will guide and facilitate the University in the creation and operation of the Internal Quality Assurance Cell (IQAC).

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 programs, the relevance and quality of academic and research programs, Equitable access to and affordability of academic programs 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.

It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Objective:

The primary aim of IQAC is

To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the University.

To promote measures for University institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

IQAC Constitutions Members

The composition of the IQAC as follows:

1. Chairperson: Head of the Institution
2. A few senior administrative officers
3. Three to eight teachers
4. Three External Members from reputed organization
5. One of the senior teachers as the coordinator/Director of the IQAC



IQAC Constitutions Members

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the University;
- b) 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;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programs/activities leading to quality improvement;
- g) Acting as a nodal agency of the University for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the University.
- j) IQAC shall be conducted within one month of the end of the semester.

The role of Dean IQAC

The role of the coordinator of the IQAC is in ensuring the effective functioning of all the members. The coordinator of the IQAC may be a senior person with expertise in quality aspects. She/he 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. It is preferable that the coordinator may have sound knowledge about the computer, its various functions and usage for effective communication.

Responsibilities of the IQAC Team

IQAC academic audit will be conducted once in a Semester

1. Ensuring timely, efficient and progressive performance of academic and administrative tasks as per the Academic calendar.
2. Action will be taken based on recommendation of the each school
DIQAC report.
3. Curriculum planning of every semester and execution
4. Student performance
5. Co-curricular and extra-curricular activities
6. Attendance Monitoring
7. Internal examination reform
8. University Results
9. Improvement in Result
10. Laboratory Audit
11. Student Counselling
12. OBE & Current Gap
13. Feedback & Action Taken Report & Analysis
14. Course File
15. Modern Teaching learning pedagogy
16. Admission Record (Quality & Comparison last 3 yrs)
17. Quality in Research Publication
18. Quality of Placement Record
19. Ph.D Award list (with Duration)
20. Faculty Ph.D Record (No. of Ph.D / Enrolled in Ph.D)
21. Grievances Handled Record.
22. Academic Audit



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Department of IQAC

School Academic Audit Form

School Name _____

Academic Session – _____

Program : _____

Semester : _____

Date: _____

(Grades can be any one from : Excellent(E), Good (G), Average(A), Poor(P), Unsatisfactory/Not Done(U))

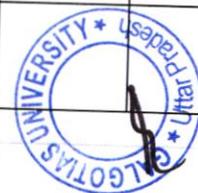
| S. No | Academic Activities | Associated practices | Grade s | Audit remarks on compliance or concern or weakness or deficiency | Action recommended |
|-------|--|--|---------|--|--------------------|
| 1 | Curriculum planning of coming semester and execution | Adherence to Academic Calendar | | | |
| | | Course Files | | | |
| | | Quality of Assignment | | | |
| | | Tutorials and Quizzes | | | |
| | | Syllabus delivery progress | | | |
| | | QCM (1) Quality circle meeting; conducted and action taken | | | |
| | | QCM (2): conducted and action taken | | | |



| | | | | | |
|---|---|---|--|--|--|
| | | QCM (3): conducted and action taken | | | |
| 2 | Student performance | Performance analysis of students in internal examination | | | |
| | | Identification of slow and fast learners | | | |
| | | Activities done towards slow and fast learners | | | |
| 3 | Co-curricular and extra-curricular activities | Events organized by the department | | | |
| | | Students participation in Conference | | | |
| | | Workshops, Seminars | | | |
| | | Technical and cultural fest | | | |
| | | Industrial visits (if any) | | | |
| 4 | Attendance monitoring | Monthly attendance report , Attendance registers | | | |
| | | Actions for improving the attendance of the students | | | |
| 5 | Reform Examination | Quality of question paper | | | |
| | | Quality of evaluation of answer Sheets | | | |
| | | Question | | | |



| | | | | | |
|----|------------------------|---|--|--|--|
| | | verification with COs | | | |
| | | CAT / Mid semester exam | | | |
| 6 | University Results | Performance analysis of students in external evaluation | | | |
| 7 | Academic surveys | Graduate exit survey | | | |
| | | Alumni survey | | | |
| | | Course exit survey | | | |
| 8 | Laboratory Audit | Lab manuals, Student lab records | | | |
| | | Laboratory work evaluation | | | |
| | | Equipment status | | | |
| | | Software status | | | |
| 9 | Student Counselling | Mentoring the students | | | |
| 10 | Outcome base practices | Questions as per COs | | | |
| | | Attainment of COs | | | |
| | | Attainment of POs | | | |
| | | CO, PO mapping with Curriculum | | | |
| | | Timely conduct of PAC meeting | | | |
| 11 | Feedback system | Feedbacks by the Students | | | |
| | | Feedback by Faculty | | | |
| | | Feedback by Parents | | | |



| | | | | | |
|----|--------------|--|--|--|--|
| | | Feedback by Alumni | | | |
| | | Feedback by Employer (Industry) | | | |
| | | Analysis of the feedback and corrective actions | | | |
| 12 | Course Files | Syllabus Description | | | |
| | | Course Handout | | | |
| | | Lecture Material | | | |
| | | E-Contents | | | |
| | | List of Assignments / Tutorial Sheets | | | |
| | | Sample Solution Copies | | | |
| | | Question papers | | | |
| | | Evaluation-schemes and Ideal Solution(s) | | | |
| | | Samples of answer sheets | | | |
| | | Student's/Teacher's feedback | | | |
| | | Innovative teaching-learning | | | |
| | | Minutes of Quality Circle Meeting | | | |
| | | Attendance Register Complete | | | |
| | | Attach the documents in support of PBI activities (If any) | | | |



| | | | | | |
|----|--|--|--|--|--|
| | | Document pertaining to evaluation of COs | | | |
| | | Overall Result Analysis for each exam | | | |
| 13 | Teaching learning pedagogy | Project Based Learning | | | |
| | | Industry Visit | | | |
| | | Assignments | | | |
| | | Smart Books (If applicable) | | | |
| 14 | Admission Record | Total Intake | | | |
| | | No. of Application received | | | |
| | | No. of Admission | | | |
| 15 | Research & Development | SCI | | | |
| | | Scopus | | | |
| | | UGC | | | |
| | | Others | | | |
| | | Books | | | |
| | | Book Chapter | | | |
| | | Patent | | | |
| 16 | Citation Status | Citations | | | |
| | | h-index | | | |
| | | i10-index | | | |
| | | | | | |
| 17 | Conference/Seminar / Workshop Attended | Conference | | | |
| | | Seminar | | | |
| | | Workshop | | | |
| 18 | Conference/ Seminar / Workshop Organised | Conference | | | |



| | | | | | |
|----|-------------------------------|--------------------------------|--|--|--|
| | | Seminar | | | |
| | | Workshop | | | |
| 19 | Placement Record | Total No. of Eligible Students | | | |
| | | No. of Placed Students | | | |
| | | Maximum Package | | | |
| 20 | Ph.D Student Record | No. of Ph.D Candidate Enrolled | | | |
| | | No. of Awarded | | | |
| | | No. of Publications | | | |
| | | Time Duration | | | |
| 21 | Ph.D Faculty Record | Total No. of Faculty | | | |
| | | Ph.D Awarded | | | |
| | | Ph.D Enrolled | | | |
| | | Non- Ph.D Faculty | | | |
| 22 | Faculty Achievements & Awards | NPTEL | | | |
| | | Government | | | |
| | | Others | | | |
| 23 | Collaboration | Industry/ academic | | | |

Name _____

Name _____

Signature of the Member Secretary, IQAC

Signature of the Chairperson, IQAC



GALGOTIAS UNIVERSITY

School Name

Quality Assurance Committee ()

**External/Internal Member AA- Feedback on -(Program Academic Audit-External/Internal)
Academic Audit Session:**

| | |
|--|--|
| <p>Name designation and affiliation of the External/Internal Member:</p> <p>Date:</p> | <p>External</p> <p>1.</p> <p>2.</p> <p>Internal</p> <p>1.</p> <p>2.</p> |
|--|--|

Department/Program: School of Computing Science and Engineering

1. The curriculum design process is followed periodically (twice in a year).
 Strongly agree Agree Fairly agree Disagree
2. Mapping of the curriculum with POs and PSOs is satisfactory.
 Strongly agree Agree Fairly agree Disagree
3. Computation of the attainment of COs has been done correctly.
 Strongly agree Agree Fairly agree Disagree
4. Computation of the attainment of POs and PSOs of the program has been done correctly.
 Strongly agree Agree Fairly agree Disagree
5. Lesson plans for all the subjects prepared by the respective faculty are available.
 Strongly agree Agree Fairly agree Disagree
6. Calendar of events of the department and the individual faculty are available.
 Strongly agree Agree Fairly agree Disagree
7. Make-up tests are conducted for improvement of internal assessment marks.
 Strongly agree Agree Fairly agree Disagree
8. Course materials for all the subjects are available.
 Strongly agree Agree Fairly agree Disagree
9. The laboratory manuals are available.
 Strongly agree Agree Fairly agree Disagree
10. Compliance to the Academic Calendar University
 Strongly agree Agree Fairly agree Disagree
11. Average student to faculty ratio
 Strongly agree Agree Fairly agree Disagree



12. Faculty Retention
 Strongly agree Agree Fairly agree Disagree
13. Faculty Qualification Index
 Strongly agree Agree Fairly agree Disagree
14. Facility of central library with respect to volume and title of books, online & print journals
 Strongly agree Agree Fairly agree Disagree
15. Students are exposed in Life Ling Learning skill.
 Strongly agree Agree Fairly agree Disagree
16. PBL is adopted in the department
 Strongly agree Agree Fairly agree Disagree
17. Remedial classes/ corrective measures taken to the weak students
 Strongly agree Agree Fairly agree Disagree
18. Students can be exposed in extracurricular activities.
 Strongly agree Agree Fairly agree Disagree
19. Faculty are updated regularly as per industry needs
 Strongly agree Agree Fairly agree Disagree
20. Students are motivated /guided towards industry exposure.
 Strongly agree Agree Fairly agree Disagree
21. FDPs are arranged in the department from industry experts
 Strongly agree Agree Fairly agree Disagree
22. Students given opportunity to participate in project competition, national/ international technical events.
 Strongly agree Agree Fairly agree Disagree
23. Student's projects are assessed as per standard project evaluation process.
 Strongly agree Agree Fairly agree Disagree
24. Students are motivated to take flipped class/seminar.
 Strongly agree Agree Fairly agree Disagree
25. MOOC courses are available in the school.
 Strongly agree Agree Fairly agree Disagree

Suggestions for improvising the academic quality:

- 1.
- 2.
- 3.



Signature of the audit committee member



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FORMAT FOR FEEDBACK ON SCHEME CURRICULUM BY PARENT

School of Academic Year:.....

Please tick (√) in a box as per your rating

| S No. | Parameter | Excellent | Good | Satisfactory | Poor |
|-------|---|-----------|------|--------------|------|
| 1. | Implementation of Academic Calendar | | | | |
| 2. | Regularity in Conduction of theory & practical classes. | | | | |
| 3. | Scheme, Syllabi & Teaching-Learning Process | | | | |
| 4. | Co & Extracurricular activities conducted under Forum. | | | | |
| 5. | Examination Scheme & Exam conduction | | | | |
| 6. | Discipline in the campus | | | | |
| 7. | Timely receipt of feedback of your ward (Teacher-Guardian Scheme) | | | | |
| 8. | Transparency in Evaluation of all tests | | | | |
| 9. | Declaration of results | | | | |
| 10. | Grievances handling | | | | |
| 11. | Does the result reflect the capability of your child | | | | |
| 12. | Overall Academic Standard | | | | |
| 13. | Overall Institute performance | | | | |
| 14. | Overall development of your ward | | | | |

Constructive Suggestions if any for improvement:

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.....

.....

Name & Signature (Optional).....





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FORMAT FOR FEEDBACK ON SCHEME CURRICULUM BY FACULTY

School of Academic Year:.....

Programme: _____

| S No | Parameters | Outstanding | Very good | Good | Satisfactory | Unsatisfactory |
|------|--|-------------|-----------|------|--------------|----------------|
| 1 | Depth of the course content with respect to industry components | | | | | |
| 2 | Extend of coverage of course | | | | | |
| 3 | Applicability / relevance of real life situations | | | | | |
| 4 | Learning value (in terms of knowledge, concepts, manual skills , analytical abilities & broadening perspectives) | | | | | |
| 5 | Practices for overall development of student(Audit Course) | | | | | |
| 6 | Flexibility | | | | | |
| 7 | Overall rating | | | | | |

Your valued Suggestions:

Signature

Name: _____

Designation : _____

Organization _____





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FORMAT FOR FEEDBACK ON SCHEME CURRICULUM BY ALUMNI

School of Academic Year:.....

Name of Alumnus: _____ Pass-out batch: _____

Nature of employment: (a) **Details of current employer:**
(i) Name & address of company _____
(ii) Designation _____ Package: _____(b) **Details if self-employed:**
(i) Name & address of enterprise: _____
(ii) Product manufactured/ Service provided: _____

Higher education if any (after passing UG/PG Degree from GU): _____

Address for correspondence: _____

Email ID: _____ Contact No: _____

[A] The copy of autonomous scheme/syllabus is provided to you. Please give your rating for different parameters on the curriculum and examination scheme.

| S No. | Parameter | Please tick (✓) in a box as per your rating | | | | |
|----------------------------|--|---|-----------|------|--------------|----------------|
| | | Outstanding | Very Good | Good | Satisfactory | Unsatisfactory |
| Curriculum: | | | | | | |
| 1 | Subjects offered | | | | | |
| 2 | Quality of contents of syllabus | | | | | |
| 3 | Scope for development of self studying capacity | | | | | |
| 4 | Number of electives offered | | | | | |
| 5 | Relevance of electives and subjects with respect to programme title | | | | | |
| 6 | Scope for development of hardware skills | | | | | |
| 7 | Scope for developing creative talents by co-curricular / extra-curricular activity | | | | | |
| 8 | Scope for development of soft skills(Eg: General Proficiency, EPS, GD and PI techniques etc) | | | | | |
| 9 | Depth of the course content with respect to Industry Components | | | | | |
| 10 | Applicability/ relevance to real life situations | | | | | |
| Examination system: | | | | | | |
| 11 | Internal assessment/continuous evaluation system | | | | | |
| 12 | End Semester Examination | | | | | |

**[B] Please indicate by your ratings, the fulfillment of following core values of NAAC-UGC by our curriculum:**

| S No. | Core values of NAAC | Please tick (√) in a box as per your rating | | | | |
|-------|--|---|-----------|------|--------------|----------------|
| | | Outstanding | Very Good | Good | Satisfactory | Unsatisfactory |
| 1 | Contributing to National Development | | | | | |
| 2 | Fostering Global Competencies amongst students | | | | | |
| 3 | Inculcating value system among students | | | | | |
| 4 | Promoting the use of Technology/ IT | | | | | |
| 5 | Quest for Excellence | | | | | |

[C] Please answer the following questions without any type of bias

1. What are your expectations about a **private university**?

2. Write three things you like the most in our department & the university?

- _____
- _____
- _____

3. Write three things you would like to change in our department & the university?

- _____
- _____
- _____

4. Would you like to help your juniors currently studying at GU? If Yes, by what way?

- (a) Delivering Guest Lecture _____ (b) Providing industrial training/internship _____
- (c) Teaching some component of curriculum _____
- (d) Guidance for higher education / placement _____
- (e) Instituting an award for academic excellence _____
- (f) Setting a laboratory/ centre of excellence _____
- (g) Others _____

5. Any other constructive suggestions.

Signature _____

Name of Alumnus _____



FORMAT FOR FEEDBACK ON SCHEME CURRICULUM BY STUDENTS

School of Academic Year:.....

[A] Please provide your objective ratings about our institute as an Autonomous Institute for the following parameters on the 1 to 9 scale without any type of bias.

| | | | |
|-------------|-----------------------|---------------|---------------------------------|
| 9 → Best | 8 → Excellent | 7 → Very Good | 6 → Just meet Your expectations |
| 5 → Average | 4 → Below expectation | 3 → Poor | 2 → Very Poor 1 → Worst |

| S.N. | Parameter | Please tick (√) in a box as per your rating | | | | | | | | |
|------|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1 | Evaluation Scheme | | | | | | | | | |
| 2 | Subjects Offered | | | | | | | | | |
| 3 | Quality of Contents of Syllabus | | | | | | | | | |
| 4 | Teaching Methodology | | | | | | | | | |
| 5 | Internal Evaluation Scheme | | | | | | | | | |
| 6 | Scope for development of self studying capacity | | | | | | | | | |
| 7 | Extra Curricular & Co-curricular Activities | | | | | | | | | |
| 8 | No. of Electives offered | | | | | | | | | |
| 9 | Relevance of Electives and subjects with respect to programme title | | | | | | | | | |
| 10 | Scope for developing creative talents by co-curriculum / extracurricular activity | | | | | | | | | |
| 11 | Scope for developing of Hardware skills | | | | | | | | | |
| 12 | Scope for development of soft skills(Eg: Public speaking, GD and PI techniques etc) | | | | | | | | | |
| 13 | Overall influence about the curriculum | | | | | | | | | |
| 14 | Examinations System | | | | | | | | | |
| a | Class Assessment Examinations (CAE) | | | | | | | | | |
| b | Teacher Assessment Examinations (TAE) | | | | | | | | | |
| c | End Sem Examination (ESE) | | | | | | | | | |
| d | Quality of Question Papers in End Sem Examination | | | | | | | | | |
| e | Result declaration | | | | | | | | | |
| f | Vacation Examination | | | | | | | | | |
| 15 | Overall Performance of institute as an Autonomous Institute | | | | | | | | | |

[B] Please answer the following questions without any type of bias

- Did you find any difference in our autonomous Institute and other colleges affiliated to University?

- What are your expectations about an Autonomous Institute?

- Write three things you like the most in the Institute?
 • -----
 • -----
 • -----
- Write three things you would like to change in the Institute?
 • -----
 • -----
 • -----
- Any other constructive suggestions.

