



## Internal Quality Assurance Cell Mandate

Version 1: 13th April 2023

Prof. (Dr.) Dhiraj Gupta- Director

Prof. (Dr.) Sanjay Katiyar- Dean Academics

Prof. (Dr.) K. Rama Krishna- Coordinator IQAC



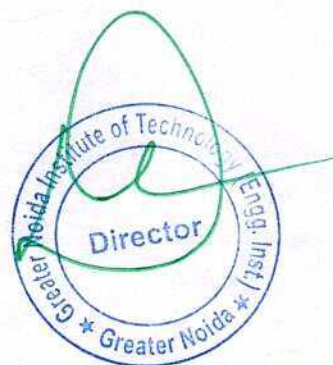
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Introduction

In pursuance of its Action Plan for performance evaluation, assessment and accreditation and quality up-gradation of GNIOT Engineering Institute Internal Quality Assurance Cell (IQAC) has been established in 2017. Since quality enhancement is a continuous process, the IQAC will become a part of the GNIOT 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 GNIOT. The guidelines provided in the following pages will guide and facilitate the GNIOT 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:

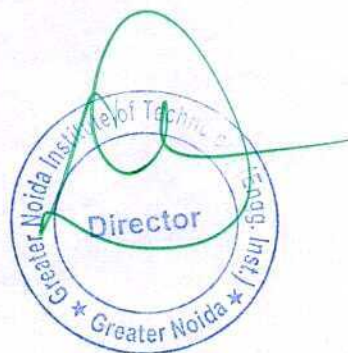
The IQAC aims at:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the GNIOT.
- To promote measures for GNIOT institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices

#### The IQAC Members:

The composition of the IQAC is as follows:

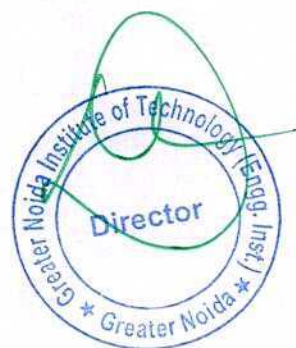
1. Chairperson : Head of the Institution
2. Some senior administrative officers
3. Some senior faculty members (from three to eight)
4. Three External Members from reputed organizations
5. One senior professor as the coordinator/Director of the IQAC





## IQAC Composition

S.No	Name	Designation	Position
1	Ex-Officio	Director	Chairperson
2	Ex-Officio	Vice-Chairman	Management Member
3	Ex-Officio	Registrar	Member
4	Ex-Officio	Head-HR	Member
5	Ex-Officio	Dean Academics	Member
6	Ex-Officio	Dean Student Welfare	Member
7	Ex-Officio	Head-TPO	Member
8	Ex-Officio	Controller of Examination	Member
9	Ex-Officio	Dean 1 <sup>st</sup> Year	Member
10	Ex-Officio	Alumni Coordinator	Member
11	Ex-Officio	Professor	Member
12	Ex-Officio	Student	Member
13	Ex-Officio	Alumni Member	Member
14	Ex-Officio	Parents	Member
15	Ex-Officio	Co-coordinator-IQAC	Member
16	Prof. R.S Rao	NAAC Guru	External Member
17	Dr.PrityPriyadarshi	President-Srujanan Foundation- NGO	External Member
18	Dr. Himdweep Khurana	TCS	External Member
19	Mr. Navin Singh Arya	AgdechEngg	External Member
20	Ex-Officio	Coordinator-IQAC	Member Secretary



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# IQAC Constitution Members

S. No	Name	Designation	Position
1	Dr.Dhiraj Gupta	Director	Chairperson
2	Mr. Gaurav Gupta	Vice-Chairman	Member
3	Mr. Anil Madhwal	Registrar	Member
4	Mr. Attik Saifi	Head HR	Member
5	Dr. Sanjay Kumar	Dean Academics	Member
6	Dr. Iqbal Ahmed Khan	Dean Student Welfare	Member
7	Mr. Rohit Pandey	Head-TPO	Member
8	Dr. V.K.Sharma	Controller of Examination	Member
9	Dr. B.S. Chauhan	Dean 1 <sup>st</sup> Year	Member
10	Ms. Shreeja Kakkar	Alumni Coordinator	Member
11	Prof. V.K.Chopra	Professor	Member
12	Mr. Vaibhav Mathur	Student	Member
13	Mr. Shiv Narayan Gupta	Alumni	Member
14	Mr. Salil Kumar Dixit	Parents	Member
15	Dr. Amit Agrawal	Co-coordinator-IQAC	Member
16	Prof. R.S Rao	NAAC Guru	External Member
17	Dr. Prity Priyadarshi	President-Srujanan Foundation- NGO	External Member
18	Dr. Himdweep Khurana	TCS	External Member
19	Mr. Navin Singh Arya	AgdechEngg	External Member
20	Dr. K. Rama Krishna	Coordinator - IQAC	Member Secretary



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## Functions:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the GNIOT;
- 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 GNIOT 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 GNIOT.
- j) IQAC audit shall be conducted within one month of the end of the semester.

### The Roles and responsibilities of Dean/Coordinator-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.

### Roles and Responsibilities of the IQAC Team:

1. To hold IQAC Academic Audit once in a Semester ensuring timely, efficient and progressive performance of academic and administrative tasks as per the Academic calendar.
2. To take actions on the recommendations of the DACs.
3. To ensure planning and execution of Curriculum and activities (co-curricular and extracurricular) every semester.
4. To conduct Laboratory Audits
5. To conduct academic audits
6. To monitor Students' performance through DAC
7. To plan and monitor co-curricular and extra-curricular activities
8. To ensure Attendance Monitoring
9. To plan & implement examination (Internal & External) reforms
10. To review GNIOT Results & ensure improvements in Results
11. To ensure Student Counseling
12. To ensure the Implementation of OBE & fill in the existing Gaps, if any
13. To ensure implementation of Modern Teaching-learning pedagogy.



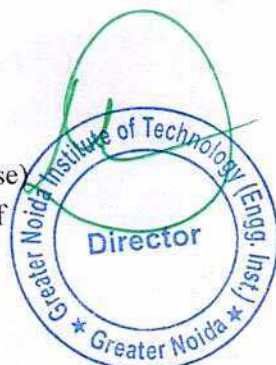
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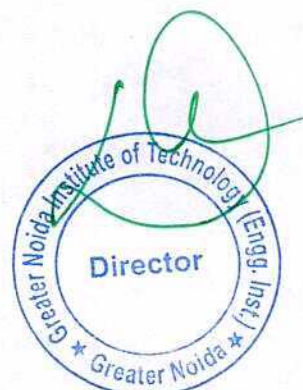
14. To ensure the quality in Admission & Placement
15. To ensure Quality of Publication
16. To ensure Quality of Placement
17. To ensure Faculty Ph.D. Record (No. of Ph.D. / Enrolled in Ph.D.)
18. To ensure timely redressal of Grievances and student, and to maintain the record.
19. To ensure the quality of Course file.
20. To verify/assess Course File

## Process of Quality Assurance:

- **Continuous Improvement in Teaching & Learning Processes:**
  - Teaching Learning Processes (Through the DACs (consist of Departments AcademicCoordinator) focuses on the following:
    - Continuous Assessment
      - Activity Based Learning
      - Quality Circle Meeting
      - Choice Based Credit System – CBCS
      - Credit Transfer System-CTS
      - Project Based Learning-PBL
      - Case Study
      - Structured Feedback on Curriculum
      - Online Platform – LMS/ Google Classroom/ iCloud/ Virtual Lab/NPTEL/ MOOCS
- **Examination**
  - Grievance redressal
  - Result Analysis (Year-wise)
  - External Pattern
  - Exam Pattern (Internal: External)
  - Continuous Improvement in Rules & Regulations
  - Automation
- **Placement**
  - Company Profile visited in the campus (Year-wise)
  - Placement Record Year-wise / Company wise
  - Total Number of Placed Students (Year-wise)
  - Maximum Package year-wise
  - Number of Students Placed Company wise (Year-wise)
  - Details of Higher Study students with complete proof
  - Students placed records with complete information.
  - Research & Consultancy
  - Number of Consultancy assigned & Amount



- Number of Research Internship (Year-wise)
- Number of Workshops to improve the Research Culture (year-wise)
  - Total Number of Research Publication (Year-wise)
  - Indexed Publication (Year-wise)
  - Non-Indexed Publication (Year-wise)
    - Number of Patent (Year-Wise)
    - Book Chapter
    - Books
- **Ph.D.**
  - Number of registered students in Ph.D. (Year-wise)
  - Number of Faculty Supervisor
  - Number of Ph.D. Awarded
- **Academic Audit**
  - **Internal Audit**
    - Academic Calendar – Variance of Planning VS Execution
    - Syllabus revision
    - Lecture Plan- Variance of Planning VS Execution
    - Analysis of Feedback
    - Examination Calendar – Variance of Planning VS Execution
    - Classes- Variance of Classes scheduled VS Classes held
    - OBE- CO-PO Attainment
    - Research Target- Variance of Assigned VS Achieved
  - **External Audit**
    - Academic and Administrative Audit-AAA
- **Accreditation**
  - NIRF
  - NBA
  - QS Ranking
  - NAAC
  - ARIAA
  - ABET
- **Peer Perception**
- **Feedback**
  - Students
  - Employer
  - Parents
  - Alumni
  - Visitors / Guest





**OFFICE of the Internal Quality Assurance Cell**

**Performa for IQAC**

Departments Academic Audit Form

Department Name \_\_\_\_\_

Academic Session – \_\_\_\_\_

Program :

Semester :

Date:

(Grades can be any one from : Excellent(5), Good (4), Average(3), Poor(2), Unsatisfactory/Not Done(1))

S. No	Academic Activities	Associated practices	Grades	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			
		Faculty Feedback-1; conducted and action taken			
		Faculty Feedback-2 : 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 <del>Attendance registers</del>			



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		Actions for improving the attendance of the students			
5	Internal examination process	Quality of question paper			
		Quality of evaluation of answer Sheets			
		Question verification with COs			
		Sessional Examination / PUT 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 Counseling	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 DAC meeting			
11	Feedback system	Feedbacks by the students			
		Analysis of the feedback and corrective actions			
12	Course Files	Syllabus Description			
		Course Handout			
		Lecture Materials			
		List of Assignments / Tutorial Sheets			
		Sample Solution Copies			
		Question papers			
		Evaluation-schemes and Ideal Solution(s)			
		Samples of answer sheets			
		Student's/Teacher's			



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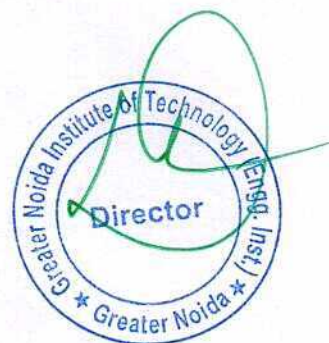
		feedback			
		Innovative teaching-learning			
		Minutes of Faculty Feedback Meeting			
		Attendance Register Complete			
		Document pertaining to evaluation of COs			
		Overall Result Analysis for each exam			
13	Teaching learning pedagogy	Project Based Learning			
		Industry Visit			
		Assignments			
		Smart Books (If applicable)			
14	Industry linkage	Industry supported lab (If applicable)			
15	Research publications & awards	Reputed Journals			
16	Collaboration	Industry/ academic			

Name \_\_\_\_\_

Name \_\_\_\_\_

\_\_\_\_\_  
Signature of the Coordinator, IQAC

\_\_\_\_\_  
Signature of the Chairperson, IQAC



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## Department Academic Coordinators (DAC)

### DAC Constitution Members

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

### Objective

The primary aim of DAC 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.

### Departments Assessment

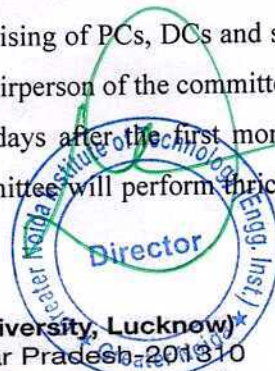
The GNIOT assurance cell asks program chairs or coordinators to coordinate regular assessments within their departments or programs. Each department and program should articulate its goals and objectives for student learning as the foundation for this work.

At the beginning of 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 DAC 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 Feedback 1, Feedback 2.

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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 GNIOT level Internal
10. Quality Assurance Cell.
11. Action points recommended by IQAC audit committee must be implemented in following academic semester.

**Title:** *Continuous quality check through checking of assignment, QCM, online feedback and IQAC*

## Feedback from Students

Two quality Feedbacks shall be conducted:

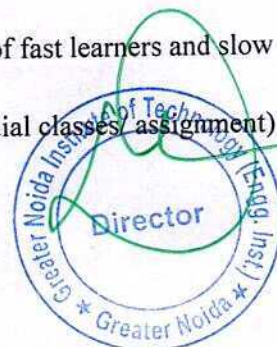
- First one week prior to the conduct of CT-1
- Second, one week prior to the conduct of PUT
- **A- Formation of Quality Circle Committee**
- All Departments must shall form a Feedback for every course in the Departments
- Department Committee comprises of the following members
  - Head of the Department
  - Dy. HoD
  - All faculty teaching that course
  - 4 students enrolled in that course from each section (at least 1 one student from fast learner and 1 one student from slow learner)

### **B- Frequency of Feedback Meetings:**

- Meetings shall be held thrice in a semester

### **C- Expected Outcomes:**

- Consolidate the inputs about the progress of the course from faculty, program chair and students
- Discussion on CATs and Internal assessments
- Identification of slow and fast learners and prepare the list of fast learners and slow learners
- Remedial actions towards continuous improvement (Remedial classes/ assignment)





### Internal quality assurance cell (IQAC)

1. Each Departments shall form an internal academic audit committee (IAAC), comprising of of PCs, DCs and one senior faculty members and one expert from outside the Departments/department. The Dean of the respective will be chair of the committee.
2. The internal academic audit committee shall evaluate timely execution of academic activities per the guidelines laid by the GNIOT:
  - i. The first audit shall take place after 7 days of the conduct of CAT1 examinations.
  - ii. Second within 10 days of the conduct of End term examinations (ETE)
3. QCM-3 shall be conducted by the IQAC committee. The committee shall comprise Dean(IQAC)/Associate Dean (IQAC)/ Members (IQAC), Dean of the Departments and course coordinator.
4. Academic audit by IQAC committee shall be conducted after one month from the last instructional day of the semester. For Academic Audit, IQAC shall consist of one expert from the industry along with one expert from academia. The detailed report of the audit shall be submitted to Director/Dean Academics.
5. The recommendations of the IQAC are expected to be implemented in the following academic semester.

### Grading of the rubrics used by IQAC

Compliance: The system, processes and practices are perfect	Y
Concern: Process and practice is there but it is not fully implemented	C
Weakness: System, process and practices need improvement	W
Deficient: The system, process and practices do not exist	D





Session: Odd Sem2021-22  
**FACULTY FEEDBACK BY HOD**

Department:

Section –

Semester:

Date:

S. N O .	Name of Faculty	Subject	Discussion about Vision, Mission, CO-PO in the Class	Subject Knowledge	Content delivery & notes	University question paper discussion	Class Control	Finishes syllabus on time	Punctuality (Takes Class regularly)	Query Handled & Interaction with Students
1										
2										
3										
4										
5										
6										
7										

Training Feed back	
Labs Feed back	
Departmental Activities Feed back	

Remarks If Any :



Grading	
Excellent	5
Very Good	4
Good	3
Average	2
Poor	1

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Session: Even Sem2021-22  
**FACULTY FEEDBACK BY HOD**

Department:

Section –

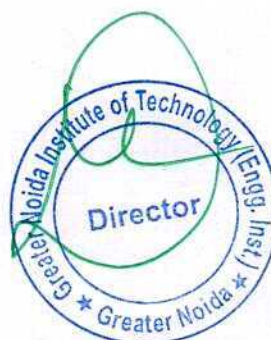
Semester:

Date:

S. N O	Name of Faculty	Subject	Discussion about Vision, Mission, CO-PO in the Class	Subject Knowledge	Content delivery & notes	University question paper discussion	Class Control	Finishes syllabus on time	Punctuality (Takes Class regularly)	Query Handled & Interaction with Students
1										
2										
3										
4										
5										
6										
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Training Feed back	
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Session: Odd Sem2021-22

## FACULTY FEEDBACK BY Dean Academics

Department:

Section –

Semester:

Date:

S. N O	Name of Faculty	Subject	Discussion about Vision, Mission, CO-PO in the Class	Subject Knowledge	Content delivery & notes	University question paper discussion	Class Control	Finishes syllabus on time	Punctuality (Takes Class regularly)	Query Handled & Interaction with Students
1										
2										
3										
4										
5										
6										
7										

Training Feed back	
Labs Feed back	
Departmental Activities Feed back	

Remarks If Any :



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Very Good	4
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Session: Even Sem 2021-22

## FACULTY FEEDBACK BY Dean Academics

Department:

Section –

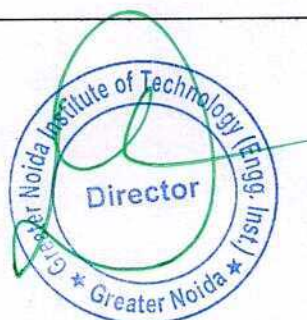
Semester:

Date:

S. N O .	Name of Faculty	Subject	Discussion about Vision, Mission, CO-PO in the Class	Subject Knowledge	Content delivery & notes	University question paper discussion	Class Control	Finishes syllabus on time	Punctuality (Takes Class regularly)	Query Handled & Interaction with Students
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2										
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4										
5										
6										
7										

Training Feed back	
Labs Feed back	
Departmental Activities Feed back	

Remarks If Any :



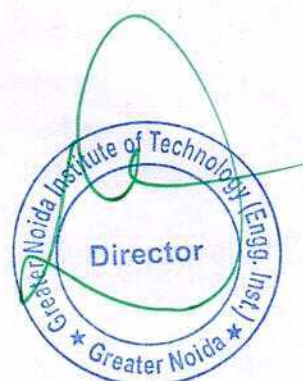
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## Course and Survey:

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			





Greater Noida Institute of Technology ( GNIOT)-132					
Department of -----					
KRAs for Academic Departments (2021-22) - Odd/Even Semester					
S.No.	Activity			Target	Action Plan
1	Academics	Results	Pass %	2nd year : 3rd year : 4th year :	
		Marks	Avg. Marks	2nd year : 3rd year : 4th year :	
		Attendance	Avg. Attendance	2nd year : 3rd year : 4th year :	
2	Faculty Development	NPTEL Courses attended			
		FDP/workshop/seminar	Attended		
			Organized		
		Higher studies			
		Training Programs			
		Professional membership			





3	Student Development	Guest lectures / Allumini talk to be organiz			
		Workshops, Seminars to be organized			
		Training programs for skill building	% or No. of Students		
			% or No. of Faculty		
		Club activities			
		Certifications (NPTEL, International, Natio			
		Participation in Inter – Institute events			
4	Infrastructure	Additional facility created	Course Lab		
			Research Lab		
		Upgradation of Labs			
5	Research & Development	Research Publication	Journal (National/International)		
			Conference		
		Funded projects			
		Petents/Product Development			
		Conference (National/Internation	Organized		
			attended		
6	Placement and Higher Studies	Placement Eligibility			
		Job oriented training programs/ Internships			
		Higher studies –GATE/CAT/GRE etc.		GATE: CAT : GRE:	
7	Industry-Academia Connect	Industrial Visits			
		Faculty Internship (Atleast one Week)			
		Consultancy			
		MoU (Industry/Academia)			
<div style="text-align: right;">Signature of HoD</div>					





# ACADEMIC AUDIT REPORT:

Academic Year

Session:

DEPARTMENTS NAME:

Name of the Faculty with designation:

A. Subjects taught:

S. No	Course Name	Course Code	Program Name	Year / Semester	No. of classes allotted per week
1					
2					
3					
4					
5					
6					

B. Submission of records:

Attendance Register

YES/NO

Mentor Records

YES/NO

Internal Marks with supportive documents

YES/NO Handouts

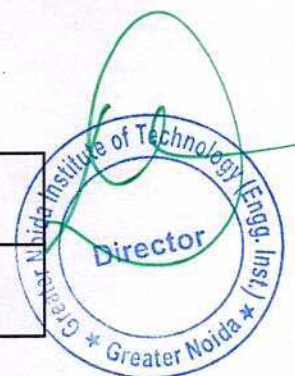
E- Contents

YES / NO

C. Leaves and permissions:

Details leaves and permissions Availed during -----

CL	SL	EL	SPL	LWP	CO	OD



### D. Lecture Analysis

S. No.	Course Name	Course Code	No. of Credit	No. of Classes as per Lesson Plan	No. Of classes taken
a.					
b.					
c.					
d.					

### E. Teaching:

1. Whether he/ she completed the teaching work assigned for this semester and completed the syllabus. YES/NO
2. Whether he/ she conducted the required evaluation components for all courses and the results (mark statements) have been handed over to the Departments. YES/NO
3. Whether the lecture notes/ handouts / other records are maintained. YES/NO

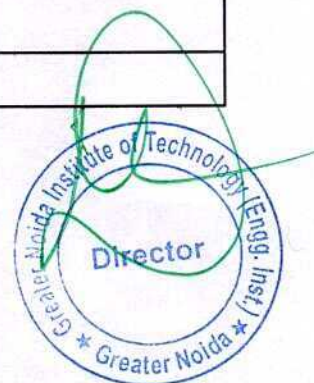
### F. Other responsibilities:

Participations in:

Activities	Remarks
Educational Tour / Industry implant training Placement activity	
Extension Activities : Institutional governance / Participation in committees etc	
Other Portfolio Assigned	

### G. Resource person functions:

### H. Academic Growth:





I. Awards & Recognition:

S.No	Award Name	Agency Name	Date / Year

J: Seminars/workshops attended:

S. NO.	CATEGORY	Nos
a.	International seminars/conferences/symposia	
b.	National seminars/conferences/symposia	
c.	Regional seminars/conferences/symposia	
d.	Local seminars/conferences/symposia	

K: Publications: Research Paper / Book Chapter / Patent

S. No.	CATEGORY	DETAILS	Nos
a.	Referred journals	Inter National level	
b.	Recognized/reputed journals	Inter National level	
c.	Conference proceedings	Inter National level	
d.	Referred journals	National level	
e.	Recognized/reputed journals	National level	
f.	Conference proceedings	National level	



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g.	Patent		
	Any Other		

L: Innovative practices adopted:

M: Contribution to the GNIOT:

N: Contribution to the Departments

Signature of the Faculty:

Opinion of the HoD :

Signature of Dean

A. Opinion of the committee:

B.

Excellent	Very Good	Good	Fair	To be Improved
-----------	-----------	------	------	----------------

GRADE OF THE FACULTY:

(Member-Academic Audit Committee)

(Member-Academic Audit Committee)

(Chairman-Academic Audit Committee)



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# FEEDBACK PROCESS

## Curricular Feedback Collection Process from the Stakeholders

Feedback is an essential process of any dynamic teaching and learning process. For the growth and success of any educational institution, it is quite imperative for the administration, management and the HR department to follow certain procedure, rules & regulations and ethics of the educational institutions. IQAC is the body in any educational institute who is given responsibility to collect and analyse the feedback given by the various stakeholders on curricular aspects of the institution. It is the responsibility of the administration and management of the institution to incorporate the aspects of the curricular feedback in overall improvement of the academic environment.

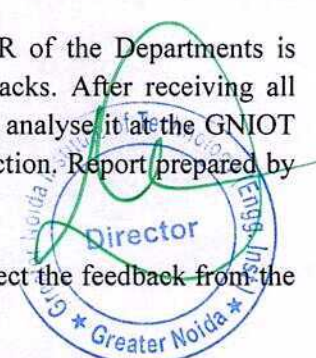
In GNIOT Engineering Institute curricular feedback has been taken by all the stakeholders i.e., Students, Parents, Teachers, Alumni and Employers of the GNIOT on various curricular aspects. Their satisfaction and opinion are collected about the GNIOT's academics, employability, skill development practices, process and improvement required in them. The collection and analysis of the feedbacks received from various stakeholders help the GNIOT to analyse the expectation of the society from the GNIOT Engineering Institute. Students' feedback helps the GNIOT to recognize the students' opinion about their courses being taught. Teachers' feedback about the followed syllabus is very important to revise the syllabus. Alumni are the real feedback giver to the GNIOT. They are the stakeholder who give their true feedback based upon their own experiences. Parents' feedback helps the GNIOT to understand till which extent we are able to satisfy their expectations from the us. Employers' feedback is very much important to the GNIOT to revise and modify the academic process and curriculum of the GNIOT as per the expectations of the market.

As per the system developed in the GNIOT curricular feedbacks are collected from all the stakeholders by the IQAC through DACs of all the Departments. First, feedbacks on the prescribed forms are collected from all the stakeholders, tabulated and analyzed at the department and Departments level by the members of the DAC. After the analysis of the feedback a gap analysis and an 'Action Taken Report' (ATR) are prepared by the DAC to fill the gap(s) found, if any, on curricular aspects. In the ATR respective Departments proposes or suggests revisions in the syllabus and course(s) for upcoming sessions to Head of the Departments. In the ATR actions are also taken or suggested to the Departments or department to conduct any activity/workshop/seminar/conference/field visit/guest lectures/extension lectures/ alumni talk/industry visit/competition/personality development/communication development/ICT or any other relevant academic event(s) based on the feedback of the stakeholders for the benefit/skill development/employability/knowledge enhancement of the students.

Dean of the respective Departments approves the action taken report. Approved ATR of the Departments is forward to Dean IQAC for further process along with collected and analysed feedbacks. After receiving all Departments and departments feedback and action taken reports members of the IQAC analyse it at the GNIOT level and forward their recommendations to the Vice Chancellor for taking necessary action. Report prepared by the DAC is uploaded on the GNIOT website.

### Schedule of Stakeholders Feedback Collection

In the following table sample size of the stakeholders and schedule is mentioned to collect the feedback from the stakeholders on curricular aspects in an academic year.



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Sr. No.	Feedback type	Frequency in a year, Time	Sample Size (Minimum)
A	Students Feedback	Once, during Even Semester	Minimum to 50% of total students enrolled in that year I year/Sem- 5% II year/Sem- 5% III year/Sem- 10% IV year/Sem- 30%
B	Teachers Feedback	Once, during Even Semester	60-70% teachers, target 100%
C	Alumni Feedback	Once, Any time	10% alumni
D	Parents Feedback	Once, Any time	5% parents
E	Employers Feedback	Once, Any time	10% employers

Alumni, Parents and Employers' oral and written feedback is collected as and when they come in the contact. All Departments and departments maintain all records related to curricular feedbacks collected from the stakeholders along with analysis report. Departments and departments prepare the 'Action Taken Report' with special focus paid on the curricular parameters where three or less than ( $3 \leq$ ) rating is given. Departmentss and departments also keep proofs in favour of the actions taken for the improvement and revisions done in the syllabus & curriculum. Departments and departments also maintain the records of all the Board of Studies (BOS), activities, workshops etc. done as suggested in the action taken reports. Following is the process for the curricular feedback collection and its analysis.

#### Process of Feedback Collection, Analyses and Preparation of Action Taken Report

1. Schedule the collection and analysis of feedback before Pre-BOS
2. Distribution of feedback forms to concerned stakeholders
3. Collection of feedback forms from the stakeholders
4. Analysis of collected feedback
5. DAC meeting for the following discussions and actions to be taken before Pre-BOS
  - a. Identification of areas for improvement
  - b. Identification of action items
  - c. Assignment of responsibilities
  - d. Action schedule and tracking
6. Re-evaluation/evaluation of effectiveness of actions
7. Uploading of Action Taken Report on GU website

#### Annexure:

1. GNIOT/IQAC/Curricular Feedback/DAC/ATR (Template)
2. GNIOT/IQAC/Curricular Feedback/A – Student Feedback Form
3. GNIOT/IQAC/Curricular Feedback/B - Teacher Feedback Form
4. GNIOT/IQAC/Curricular Feedback/C - Alumni Feedback Form
5. GNIOT/IQAC/Curricular Feedback/D - Parent Feedback Form
6. GNIOT/IQAC/Curricular Feedback/E – Employer Feedback Form
7. Formats for compilation of collected feedback in Excel file





<Departments  
Letterhead>

<Name of  
Departments>

<Name of Department>

Date: .././...

Minutes of the Meeting





A meeting of <DAC members/all faculty members/ or all PCs, DCs, Course Coordinators> of <Name of Department and Departments>, GNIOT Engineering Institute Uttar Pradesh was convened by the Dean/Head DAC in the <room number/ office of the Dean, .....> on ../../.... from am/pm in order to have a discussion and take decisions as per the circulated agenda.

Agenda of the meeting

Agenda of the meeting was as follow:

To identify the curriculum gap(s) and to take measures to fill the gap(s) based on the analyse of the feedbacks given by all stakeholders i.e. students, teachers, alumni, parents, employers of the <Name of department and Departments>, in the academic session 20..-20.. regarding <name of program(s)> program.

Action Taken Report on the Feedbacks of the Stakeholders

A	Students Feedback
B	Teachers Feedback
C	Alumni Feedback
D	Parents Feedback
E	Employers Feedback

After formal welcome speech Dean/HOD elaborated the objectives and agenda of the meeting. In the beginning of the DAC meeting Dean/HOD asked the presented members to share the oral and written feedbacks given by our students, teachers, alumni, parents and employers about our <name of program(s)>. He/she told that on the basis of the feedbacks given by our stakeholders our <name of program(s)> curriculum and syllabus will be updated. He/she emphasized that we should update our <name of program(s)> curriculum and syllabus as per the feedback given by the stakeholders to prepare our students as per the need of the time.

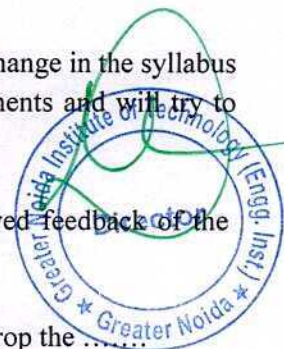
Presented PC/DC/Course Coordinators/ faculty members shared the feedbacks given by the various stakeholders and its analysis in the meeting one by one. A detailed discussion held on feedback given by each stakeholder and all tried to understand the objectives behind the given suggestions. A comparison was also done on the stakeholders' feedbacks received in previous years and present year.

Dean appreciated the concern of all and assured that all feasible suggestions given regarding change in the syllabus will be presented in the next Pre-BOS and Board of Studies (BOS) meeting of the Departments and will try to incorporate them all in our <name of program(s)>.

Actions Taken:

- 1) Existing syllabus of the program <name of program(s)> compared with the received feedback of the stakeholders and gap analyses done.
- 2) To fill the gap(s) it was decided to revise the syllabus of ..... the courses.
- 2) Based upon the gap analysis it was decided to introduce new courses on ..... and drop the .....
- 3) To map the students' skills with the industry/company/institute requirement decision taken to organize

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workshops on the .....

- 4) Following actions were taken to improve the syllabus and curriculum of the program of <name of program(s)> based upon the stakeholders' feedback.

Summary of the Feedbacks and suggestions received from Stakeholders and Action taken on them.

Sr. No.	Feedback/Suggestions Received	Action Taken
1		
2		
3		

Detail of the presented DAC members

Sr. No.	Name of Faculty Member	Designation	Signature

Meeting ended with the vote of thanks to the chair.

Regards

Dean

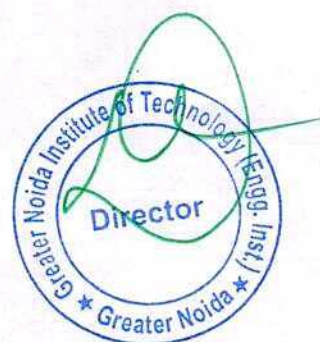
Departments of .....

Enclosures:

- A- Summary of the Feedback given by Students
- B- Summary of the Feedback given by Teachers
- C- Summary of the Feedback given by Alumni
- D- Summary of the Feedback given by Parents
- E- Summary of the Feedback given by Employers

CC:

- 1- PA to Director for information
- 2- Coordinator, IQAC for necessary action
- 3- PA to Dean Academics for information
- 4- Registrar Office
- 5- Website in-charge for uploading on GNIOT Website
- 6- Guard File



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## Report of Analysis of Feedback on Curriculum Collected from the Stakeholders

Academic Year: 20...-20..

**A. Students Feedback:**

Feedback from the <name of program> students collected in the prescribed format. Feedback received from ..... students on the syllabus and curriculum studied by them.

## Students Feedback (Average)

A	B	C	D	E	F	G	H	I	J

**B. Teachers Feedback**

Feedback on curriculum of < name of program> is taken by the respective course teachers regarding suggestions on improvement of the present syllabus and curriculum. Total ... teachers gave the feedback on the courses and syllabus taught by them.

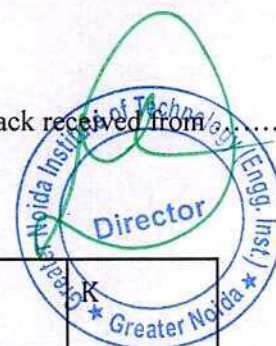
## Teachers Feedback (Average)


**C. Alumni Feedback**

Feedback from the <name of program> alumni collected in the prescribed format. Feedback received from ..... alumni on the syllabus and curriculum studied by them.

## Alumni Feedback (Average)

A	B	C	D	E	F	G	H	I	J





#### D. Parents Feedback

Feedback from the parents of the <name of program> students of the final year collected in the prescribed format.  
Feedback received from..... parents on the syllabus and curriculum studied by their wards.

Parents Feedback (Average)

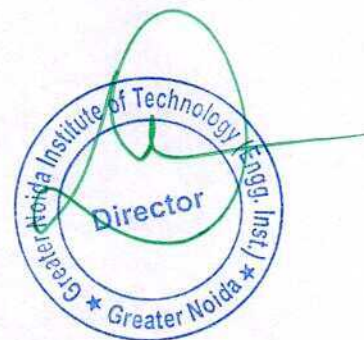
A	B	C	D	E	F	G	H

#### E. Employers Feedback

Employers of the <name of the Departments> gave their feedback on the syllabus and curriculum being followed by the Departments. Total .... employers feedback received for the current academic year.

Employers Feedback (Average)

A	B	C	D	E	F





## STUDENTS FEEDBACK ON CURRICULAR ASPECTS

Departments of .....

Academic Year: .....

Name of Student: .....

Admission No.: .....

[A] Please provide your objective ratings about the GNIOT Curricular aspects for the following parameters on the 1 to 5 Rating scale without any type of bias.

5 Excellent	4 Very Good	3 Average	2 Poor	1 Very Poor
-------------	-------------	-----------	--------	-------------

S.No.	Parameter	Please tick (✓) in a box as per your rating				
		5	4	3	2	1
A	Evaluation Scheme					
B	Courses Offered					
C	Quality of Contents of Syllabus					
D	Teaching Methodology					
E	Preparing for Industry Ready					
F	Scope for development of self-studying capacity					
G	Scope for developing creativity by Co-curricular activities					
H	Good choices for Electives					
I	Relevance of Electives and Core Courses with respect to Programme title					
J	Overall effect of the curriculum					





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

1. What difference in curriculum you found between the GU and other Universities?

-----  
-----  
---

2. What are your expectations from the program curriculum?

-----  
-----  
---

3. Write three qualities of the program curriculum you liked most.

-----  
-  
-----  
-----  
-

4. Any other comment.

-----  
-

Signature of the Student





## TEACHERS FEEDBACK ON CURRICULAR ASPECTS

Departments of ..... Academic Year: .....

Name of the Teacher: .....

Programme: .....

Please provide your objective ratings about the GNIOT Curricular aspects for the following parameters on the 1 to 5 Rating scale without any type of bias.

5 Excellent	4 Very Good	3 Average	2 Poor	1 Very Poor
-------------	-------------	-----------	--------	-------------

S No	Parameters	Excellent	Very Good	Average	Poor	Very Poor
A	Depth of the course content with respect to industry components					
B	Extend of coverage of course					
C	Applicability / relevance of real-life situations					
D	Learning value (in terms of knowledge, concepts, manual skills, analytical abilities & broadening perspectives)					
E	Practices for overall development of students					
F	Flexibility in the curriculum					
G	Choices of the electives					
H	Organisation of Co-curricular activities in developing creativity					

Your valued Suggestions:

---



---

Signature

Name: .....

Designation: .....



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## ALUMNI FEEDBACK ON CURRICULAR ASPECTS

Departments of ..... Academic Year: .....

Name of Alumnus: ..... Pass-out batch: .....

Nature of employment:

(a) Details of current employer:

(i) Name &amp; address of company .....

(ii) Designation ..... Package: .....

(b) Details if self-employed:

(i) Name &amp; 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: .....

Please give your rating for different parameters on the curricular aspects of the Syllabus and Curriculum studied by you in the GNIOT on the 1 to 5 Rating scale without any type of bias.

5 Excellent	4 Very Good	3 Average	2 Poor	1 Very Poor
-------------	-------------	-----------	--------	-------------

S No.	Parameter	Please tick (√) in a box as per your rating				
		Excellent	Very Good	Average	Poor	Very Poor
A	Courses offered					
B	Quality of contents of syllabus					
C	Scope for development of self-studying capacity					
D	Choices of Electives offered					





E	Relevance of Electives and Core courses with respect to Programme title					
F	Prepared for Industry ready					
G	Scope for developing creative talents by co-curricular / extra-curricular activities					
H	Industry components helped in the Job					
I	Applicability/ relevance to real life situations					
J	Internal assessment/continuous evaluation system					
K	End Semester Examination					

Signature \_\_\_\_\_

Name of Alumnus \_\_\_\_\_

GNIOT/IQAC/Curricular Feedback/D

PARENTS FEEDBACK ON  
CURRICULAR ASPECTS

Program Studied: \_\_\_\_\_

Departments of

.....  
.....

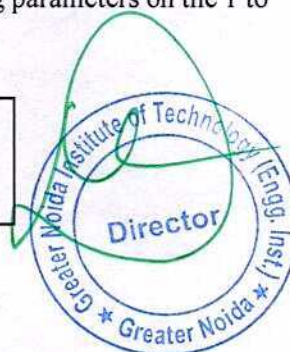
Academic Year: .....

Name of Parent: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Please provide your objective ratings about the GNIOT Curricular aspects for the following parameters on the 1 to 5 Rating scale without any type of bias.

5 Excellent	4 Very Good	3 Average	2 Poor	1 Very Poor
-------------	-------------	-----------	--------	-------------



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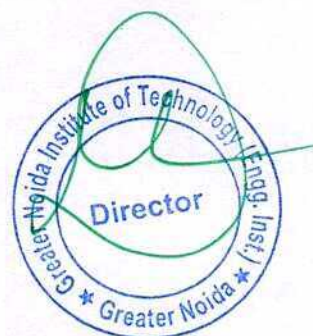


S. No.	Parameter	Excellent	Very Good	Average	Poor	Very Poor
A	Implementation of Academic Calendar					
B	Regularity in Conduction of theory & practical classes					
C	Scheme, Syllabi & Teaching-Learning process					
D	Co & Extra-curricular activities conducted					
E	Examination Scheme & Exam conduction					
F	Transparency in evaluation system					
G	Overall academic standard					
H	Overall development of your ward					

Constructive Suggestions if any for the improvement:

.....  
 .....  
 .....

Name & Signature .....





## EMPLOYERS FEEDBACK ON CURRICULAR ASPECTS

Departments of ..... Academic Year: .....

Name of Industry/Company/Institute: .....

Address: .....

Number of Students employed in the Industry/Company/Institute: .....

Duration of relation of the Organisation/Institute with GNIOT Engineering Institute: \_\_\_\_

Please provide your objective ratings about the GNIOT Curricular aspects for the following parameters on the 1 to 5 Rating scale without any type of bias.

5 Excellent	4 Very Good	3 Average	2 Poor	1 Very Poor
-------------	-------------	-----------	--------	-------------

S No.	Parameter	Excellent	Very Good	Average	Poor	Very Poor
A	Depth of the course content with respect to industry components					
B	Curriculum relevant for employability					
C	Curriculum effective in developing innovative thinking					
D	Curriculum effective in developing skill oriented human resources					
E	Current curriculum is fulfilling the need of the industry					
F	Effectiveness of the curriculum for development of entrepreneurship					

Constructive Suggestions if any for the improvement:

.....

.....

Name &amp; Signature.....

