

Centres in the Department

There are two Centres in the Department.

1. Centre for Academic Quality Control – SEG
2. Centre for Academic Quality Control – HSG

Roles and Responsibilities of Chief - Quality Control (Academics)

1. Organize Review of Teaching Material, Assignments and Question Papers
2. Collect Student Feedback forms from Examination and Assessment section, Analyze Student Feedbacks and create consolidated report
3. Collect Faculty Feedback forms from Examination and Assessment section, Analyze Faculty Feedback and create consolidated report
4. The consolidated feedback forms of student feedback and faculty feedback is required to be submitted to the Dean of the respective Faculties to initiate corrective actions
5. Present the consolidated reports during Staff-Student Consultative Committee meetings, SAB, PAB and Academic Staff Performance Appraisal Committee meeting
6. Collect Student Exit Feedback forms from Examination and Assessment section, prepare consolidated report and present the same during the meetings of University Performance Review Committee and Academic Programme Planning and Review Committee
7. Act as the Chair of Programme Quality Assessment Committee
8. Report the findings of Programme Quality Assessment Committee to the University Performance Review Committee on annual basis

Roles and Responsibilities of Head - Quality Control (Academics)

The roles and responsibilities of Head - Quality Control is to assist the Chief - Quality Control in all the responsibilities listed under Chief - Quality Control but at their respective Centre level.

Functions of the Department

1. Student Feedback
 - a. Semester Scheme
 - i. Students' feedback is obtained twice a semester. Once during the mid of the semester and other at the end of the semester
 - ii. The Academic Registrar (Faculty) and Manager-Programme Operations are responsible for obtaining the feedback from students and handover the feedback forms to the office of the Head Quality Control (Academics).

- b. Modular Scheme
 - i. Students' feedback is obtained at the end of teaching of each module.
 - ii. The Academic Registrar (Faculty) and Manager-Programme Operations are responsible for obtaining the feedback from students and handover the feedback forms to the office of the Head Quality Control (Academics)
- 2. Student Feedback Analysis Reports
 - a. The feedback analysis report is prepared by Head Quality Control (Academics).
 - b. The midterm/modules student feedback analysis report should be made available to the Dean of the faculty at the time of Staff-student consultative committee meeting to initiate corrective action if any
 - c. The complete semester/modules student feedback report should be made available during SAB and PAB to initiate corrective action if any
 - d. The student feedback analysis report should also be sent to Chief – Quality Control (Academics) to present the same during University Performance Review Committee meeting
- 3. Faculty Feedback
 - a. The Academic Registrar (Faculty) and Manager-Programme Operations are responsible for obtaining the feedback from faculty members and handover the feedback forms to the office of the Head Quality Control (Academics).
 - b. Faculty members who teach a particular subject/module are required to fill a Faculty Feedback form to know what difficulties they faced while delivering a subject/module and about the students they taught.
- 4. Faculty Feedback Analysis Reports
 - a. The Head Quality Control (Academics) analyses the feedback and prepares an analysis report and makes it available during staff student consultative committee meeting, SAB and PAB as well as during the faculty appraisal to initiate corrective action if any by the Faculty Dean.
 - b. The faculty feedback analysis report should also be sent to Chief – Quality Control (Academics) to present the same during University Performance Review Committee meeting
- 5. Student Exit Feedback
 - a. Graduands are required to fill the exit feedback form at the end of the course and hand over it to the Manager – Examination and Assessment.
- 6. Student Exit Feedback Analysis Reports

- a. The office of Head Quality Control (Academics) prepares an analysis report and submits it to the Chief - Quality Control.
- b. The Chief – Quality Control should present these reports during University Performance Review Committee meeting and also during Academic Programme and Planning Review Committee meetings for appropriate actions

Programme Quality Assessment Committee

1. The committee assesses the quality index of all Faculties, Departments, Programmes, Courses offered considering teaching, learning, student experience, brand value and value for money.
2. The committee obtains feedback from Students, Academic Faculty, Non-Academic Faculty, Parents of the Students, Alumni, and Employers of the Students at the end of each academic year. The feedback data is entered into a quality index computing software for the determination of quality index
3. The committee members are Head QCs of all Faculties and Chief QC is the chair of the committee, one of the Head QCs will act as secretary of the committee on a rotation basis. Other members of the committee are nominated by the respective Deans from each department or Faculty on an annual basis.
4. The committee submits the report to University Performance Review Committee for action