SHARDA UNIVERSITY

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OFFICE OF THE REGISTRAR

SU/Reg./Notification/2023/028   July 13, 2023

Notification

Establishment of Department Internal Quality Assurance Cell (DIQAC)

The University IQAC in order to coordinate regular assessments within the departments has proposed the formulation of Department Internal Quality Assurance Cell (DIQAC). These DIQACs will help departments articulate their goals and objectives to improve teaching and learning. Decentralized IQAC refers to establishing Quality Assurance Cells at the department level, in addition to the central IQAC, to ensure quality in specific academic departments. The DIQACs will work in coordination with the university-level IQAC, aligning their functions, scope, and objectives with the overall goals of quality assurance and continuous improvement. DIQACs will play a crucial role in ensuring department-level quality and contribute to the institution's overall quality assurance framework by addressing department-specific needs and promoting discipline-specific advancements.

1.2 Scope of DIQAC:

- Quality Assurance: The primary focus of DIQAC is to ensure the quality of academic programs, teaching-learning processes, and support services at the department level.
- Continuous Improvement: DIQAC will foster a culture of continuous improvement by adopting best practices and implementing quality enhancement initiatives.
- Compliance: DIQAC will ensure compliance with accreditation and regulatory standards and guidelines, in line with the university-level IQAC.
- Documentation and Reporting: DIQAC will maintain comprehensive documentation of quality-related activities and prepare reports for internal and external stakeholders.

1.2 Objectives:

The DIQAC is formed to achieve the following primary objectives:

- Develop a system for conscious, consistent, and catalytic action to improve and maintain academic performance in the department.
- Promote and implement quality measures for departmental academic activities.
- Monitor the progress of the department.

In addition, DIQAC will also work towards the following secondary objectives:

- Department-Specific Quality Enhancement: Implement department-specific quality improvement initiatives to enhance the quality of education within the departments.

- Collaboration with the university-level IQAC: Work in collaboration with the university-level IQAC to align departmental quality initiatives with the institution's overall quality objectives.

- Compliance and Accreditation: Ensure compliance with accreditation standards and guidelines specific to the departments and support the departmental accreditation process.

- Faculty and Student Development: Facilitate the professional development of faculty members and promote the holistic development of students within the departments.

- Research and Innovation: Encourage research and innovation within the departments, fostering a culture of scholarly activities and disciplinary advancements.

1.3 DIQAC Composition:

Each school will establish a DIQAC comprising the following members, as per the guidelines:

- Chairperson: School Dean
- Convener: Head of the Department
- Professor: Professor (1) nominated by the Dean
- Members: Faculty Members nominated by the HOD (any 7)
- Student Representative: Student Representative (2), one from UG and one from PG programs, nominated by the HOD, and one from Ph.D. Scholars nominated by the HOD
- External Expert: Industry representative nominated by the Dean
- Alumni: Alumni (1) nominated by the Dean

1.4 Tenure and Terms of Members:

The DIQAC will be formed for a specific academic year, aligning with the institution's academic calendar. Members will serve for the duration of the academic year for which the DIQAC is formed. The constitution of the DIQAC should be notified at the department/school level.

1.5 Replacement and Removal of Members:

The Chairperson of the DIQAC has discretionary power to replace or remove members based on factors such as resignations, non-compliance with responsibilities, or other valid reasons. The Chairperson will formally notify the member in question about the intention to replace or remove them from the DIQAC, providing reasons for the decision.

1.6 Responsibilities of the DIQAC:

The DIQAC has the following responsibilities:

- Maintain and monitor the repository of all department-level data.
- Ensure planning and execution of curriculum and activities (co-curricular and extracurricular) every semester.
- Conduct academic audits every semester and generate feedback and action taken reports.
- Plan and monitor co-curricular and extracurricular activities in line with accreditation requirements.
- Monitor student attendance and provide counseling.
- Implement Outcome-Based Education (OBE) and National Education Policy (NEP) 2020, addressing any existing gaps.
- Implement modern teaching-learning pedagogy.
- Monitor the quality of publications.
- Monitor the quality of placements.
- Track faculty Ph.D. records (number of Ph.D. holders/enrolled in Ph.D. programs).
- Address students' grievances in a timely manner and maintain records.
- Conduct course file audits, ensuring the quality of course files, and generate feedback and action taken reports.
- Monitor department/school-specific reports, such as result analysis reports, CO-PO attainment reports, and departmental achievement reports.
- Prepare the department for accreditation and quality assurance reviews.
- Collaborate with the central IQAC for process improvement, accreditations and rankings, and implementation of best practices.

1.7 Meetings and Reporting:

The DIQAC will hold at least two meetings per semester and document the minutes of the meetings and action taken reports. It is recommended to hold meetings at the beginning and end of each semester to discuss goals and assess the department's progress based on the previous semester's summary report. During these meetings, the department or program should clarify the focus of its assessment and how it plans to carry out its semester's plan. The DIQAC will analyze the department's academic report and submit it to the University Level Internal Quality Assurance Cell. Action points recommended by the IQAC audit committee must be implemented in the following academic semester.

This bears the approval of the Competent Authority.

(Vivek Kumar Gupta)
Registrar

To,
- All Deans
- Director (IQAC)

Copy also for kind information:
- Chancellor / Pro Chancellor/ CEO
- Vice Chancellor
- Advisor
- Controller of Examinations/ Finance Officer/ Chief Proctor
- All Directors
- All Administrative Heads of the respective Departments and Schools
- Notification file