

OFFICE OF PRINCIPAL GOVT. POLYTECHNIC FOR WOMEN FARIDABAD.

Office order No. 53

Dated 20/01/23

The following information is required by I.Q.A.C Cell of the Institution till 23/01/2023 upto 11.00 am positively.

- 1 Attendance till 13/01/2023 as per office order no. 31 dated 12/01/2023.
- 2 Syallabus coverage performa as per office order no. 30 dated 12/01/2023.
- 3 Sessional record as per the list mentioned below:
 - a) I sessional marks
 - b) II sessional marks
 - c) III sessional marks
 - d) Best of average of two sessionals
 - e) Complied Sessional marks of each subject
 - f) Complied Sessional marks of each semester
- 4 IQAC feedback performa

All HOD's /O/I's are requested to kindly provide the above mentioned data in time. Kindly provide hard copies of sessional record to Ms. Savita, attendance record to Ms. Hemlata and syllabus coverage & IQAC feedback performa to Ms. Poonam Verma.


Principal

Govt. Polytechnic for Women
Faridabad

etc



**INTERNAL QUALITY ASSURANCE CELL PERFORMA (IQAC)
GOVT. POLYTECHNIC FOR WOMEN, FARIDABAD
INTERNAL. QUALITY ASSURANCE CELL**

Sr. No.	Items	Yes/No
1	Conduct of theory class as per the time table	
2	Conduct of practical class as per the time table	
3	At least one theory subject, which is to be externally evaluated, assigned to each regular faculty member of the department.	
4	Syllabus coverage of the theory classes as per the lesson plan	
5	Syllabus coverage practical classes as per the lesson plan	
6	Soft skills classes being conducted as per the syllabus assigned	
7	Teachers dairies checked every Friday by Incharge concerned	
8	Are the students in the proper uniform and I-Card?	
9	Are the students coming on the time in the institute /classes ?	
10	Are all the final year student registered for Alumni association?	
11	Are extra-classes conducted for weak students?	
12	Is mentor mentee meeting held every month?	
13	Are students intimated regarding their sessional marks and attendance?	
14	Is parent's Teacher's meeting held in your department	
15	Are students updated about latest technologies/ construction/ building material trends in their field?	
16	Departmental activities taken up during the semester, enumerate	

Date:

Signature with full name

Remarks by committee to HOD/ O/I: _____

GOVT. POLYTECHNIC FOR WOMEN, SECTOR -8, FARIDABAD

FEEDBACK FORM - ON ROLL STUDENTS

SEMESTER: _____

BRANCH: _____

SUBJECT: _____

TEACHER: _____

Rate the following questions on scale 1 to 5 on the bests of following aspects:

	5	4	3	2	1
1. Faculty Knowledge of the subjects :					
2. Response of faculty to the questions :					
3. Discipline in the class :					
4. Punctuality of the faculty member :					
5. Clarity of the course contents :					
6. Coverage :					
7. Fairness in Marking :					
8. Timely feedback on assessments :					
9. Overall Teacher Personality :					

Note: 5-Outstanding 4- Excellent 3- Very Good 2- Good 1 -Average