



# SAFA COLLEGE OF ARTS AND SCIENCE

POOKKATTIRI, EDAYUR PO, VALANCHERY, MALAPPURAM DIST, 676552

Affiliated to University of Calicut | Recognised by UGC 2(f) | An ISO 9001-2015 Certified

## CRITERION 6

### Governance, Leadership and Management

#### 6.5 INTERNAL QUALITY ASSURANCE SYSTEM 1. QUALITY ASSURANCE INITIATIVES OF THE INSTITUTION

#### DOCUMENTARY PROOF: DEPARTMENT EVALUATION



# **INTRODUCTION**

## **Ensuring Excellence: Safa College's Commitment to Quality Assurance**

The Safa College, the pursuit of excellence is not just a goal; it's a steadfast commitment ingrained in every facet of our academic endeavors. Central to this commitment is our unwavering dedication to maintaining and enhancing educational quality across all departments. Year after year, before the onset of April, Safa College undertakes a meticulous process of departmental evaluation, orchestrated by our esteemed Internal Quality Assurance Cell (IQAC).

### **A Rigorous Evaluation Framework**

Led by a team of seasoned professionals, the IQAC meticulously designs and executes a comprehensive evaluation framework. This framework serves as a blueprint for assessing various aspects of departmental performance, encompassing teaching methodologies, curriculum relevance, research output, infrastructure adequacy, and student satisfaction, among other vital parameters.

### **Promoting Continuous Improvement**

The primary objective of these evaluations is not merely to gauge current performance but to catalyze a culture of continuous improvement. Through constructive feedback and data-driven insights gleaned from these assessments, departments are empowered to identify strengths, address weaknesses, and implement strategic enhancements that align with our overarching goal of academic excellence.

### **Transparency and Accountability**

Transparency and accountability are cornerstones of our evaluation process. Every evaluation conducted by the IQAC adheres to rigorous standards of objectivity, impartiality, and integrity. Faculty members and administrative staff actively participate in the process, fostering a sense of ownership and collective responsibility for upholding the highest standards of quality across the institution.

### **Driving Educational Excellence**

By consistently conducting department evaluations before April each year, Safa College demonstrates its firm resolves to uphold the principles of educational excellence and accountability. These evaluations serve as a catalyst for innovation, improvement, and ultimately, the holistic development of our students and the communities we serve.

In essence, Safa College's commitment to quality assurance through regular department evaluations stands as a testament to our enduring dedication to fostering a dynamic learning environment that nurtures intellectual growth, innovation, and societal impact.

# SAFA COLLEGE OF ARTS AND SCIENCE

## DEPARTMENT EVALUATION SHEET

DEPARTMENT:

1. Full name of faculty :
2. Date of hire :
3. Evaluators name :
4. Number of papers handled :
5. The person completes his/her portions in time: **Yes / No**
6. Person submit internals/ attendance in time without more requests : **Yes / No**
7. Has this person evaluated before: **Yes / No**
8. This person take his/her work seriously:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

9. The person complete work that supervisor can trust:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

10. The person get the work done in a reasonable amount of time:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

11. This person arrives to work on time /meeting:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

12. The person meet his/her deadline:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

13. The person take initiative at work:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

14. The person has good work ethic:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

15. The person willingly accept assignments:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

16. The person is open to new idea and suggestions:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

17. The person exhibit positive attitude when work as team:

**unsatisfactory**

**improvement needed**

**meets expectation**

**exceeds expectation**

**exceptional**

18. The person communicate effectively with students and colleagues

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

19. The person show willingness to assist others when necessary

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

20. The person give proper information

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

21. This person require supervision on works assigned

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

22. The person exhibit an eagerness to improve their work

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

23. Person shows interest in taking more responsibilities

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

24. The persons use academic tools for effective teaching

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

25. In what area the person could improve more?

26. Does the person take extra training/workshop/seminar in this academic year?

unsatisfactory

improvement needed

meets expectation

exceeds expectation

exceptional

Head of the Department

Principal