

Assessment Tools for this Course

1. **CASE STUDIES**

Case studies are in-depth studies of a phenomenon, like a person, group, or situation. The phenomenon is studied in detail, cases are analyzed and solutions or interpretations are presented. It can provide a deeper understanding of a complex topic or assist a person in gaining experience about a certain historical situation. Case studies are used across a wide variety of disciplines.

The following steps for case studies can ensure the possible outcome:

1. Determine the research question and carefully define it. The research question for case studies generally starts with a "How" or "Why."
2. Choose the cases and state how data is to be gathered and which techniques for analysis you'll be using. Well designed studies consider all available options for cases and for ways to analyze those cases. Multiple sources and data analysis methods are recommended.
3. Prepare to collect the data. Consider how you will deal with large sets of data in order to avoid becoming overwhelmed once the study is underway. You should formulate good questions and anticipate how you will interpret answers. Multiple collection methods will strengthen the study. See: Data Collection Methods.
4. Collect the data in the field (or, less frequently, in the lab). Collect and organize the data, keep good field notes and maintain an organized database.
5. Analyze the data.
6. Prepare your report.

2. **Submission of Report (based on particular QA area(s))**

Report needs to be focused on the 9 Quality Assurance Areas, which are as:

1. Governance
2. Curriculum Content Design & Review
3. Physical Facilities
4. Teaching - Learning and Assessment
5. Student Support Services
6. Staff and Facilities
7. Research and Extension
8. Process Management & Continuous Improvement

3. **Empirical analysis and recommendations**

IQAC, DIU wants all faculty members to be aware of the functions of this institute. Hence, they need to be accustomed with all policies, rules, guidelines of Self Assessment Process and the prescribed manuals are of good help to them. The manuals are as follow:

- Self Assessment Manual_2nd ed_2016
- IQAC Operations Manual_2nd ed_2015
- IQAC Fund Operations Manual_2015

IQAC, DIU will ask faculty members to work on some specific areas, determined by the IQAC.