

CHRIST (DEEMED TO BE UNIVERSITY)
Department of Theatre Studies, Performing Arts and Music
Policy for Quality Assurance Cell
Academic Year 2021-22

1. The meeting shall be held bi-annually. At the end of each semester, the committee will meet and analyze the processes of Department. This meeting will understand the key parameters and key control factors analyze the events and address the key improvement factors and pass recommendation to the Department.
2. The team consists of three to five faculty members. All the members will be identified from the Department.
3. The team should finalize a checklist for each event and use it as preparatory tool.
4. The team should be notified about the meeting prior a month.
5. The team shall meet and discuss for not less than an hour. Music, Dance and Theatre electives will perform functions, and a faculty members will be assigned by the committee to take it through the printing of invites, broadcasting the events, liaising with Student Welfare Office, Banners, requirements of the programs like total number of mikes, audio device, tracks, light arrangements, stage décor and back drop material. The Chief Guest to be honored with a memento and with bouquet. The dignitaries of the University have to be invited. Any formal costume to be adhered during the celebration will be decided. MC for the event is to be finalized. Post-event a feature should be brought out by the students.
6. The team shall design, driver, deploy resources accordingly and ensure quality standards are met as per Department and University standards
7. The team shall discuss pitfalls and improvements after the celebration by a process of review.
8. The team shall discuss the issuance of certificate or any kind of insignia of the event, and involve in motivating the student participation.

9. The timing and schedule are integral part of the University value system, and it is indeed the responsibility of the committee that it is adhered to.
10. The team shall appraise and issue recommendation for the approval of the Head of the Department.

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HOD
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