

**Minutes of the meeting with the assigned teachers for feedback collection on 31.12.2015 at  
11.30 a.m. in the Syndicate Hall**

**Agenda:**

Modalities regarding student feedback

**Members present:**

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|---|------|
| 1. Sri. A.A Gopi, Dept. of Philosophy             | Sd/- |
| 2. Dr. P.H Ibrahimkutty, Dept. of Hindi           | Sd/- |
| 3. Smt. Soumya Murukesh, Com.Lit                  | Sd/- |
| 4. Dr. Geethakunjamma C, Dept. of Hindi           | Sd/- |
| 5. Dr. Sreevidya G, Dept. of Skt. General         | Sd/- |
| 6. Dr.H Poornima , Dept. of Skt. General          | Sd/- |
| 7. Dr. V.K Bhavani, Dept. of Naya                 | Sd/- |
| 8. Dr. Reeja B Kavanal, Dept. of Sahitya          | Sd/- |
| 9. Dr. V.A Valsalan, Dept. of Malayalam           | Sd/- |
| 10. Dr. N.Ajaykumar, Dept. of Malayalam           | Sd/- |
| 11. Dr.M.S Muraleedharan Pillai, Dept. of Vedanta | Sd/- |
| 12. Dr.M.V. Natesan, Dept. of Vyakarana           | Sd/- |
| 13. Dr. K.M Abu, Dept. of Dance                   | Sd/- |
| 14. Srit. T. S. Saju, Dept. of Painting           | Sd/- |
| 15. Dr. Saju T.S, Dept. of Geography              | Sd/- |
| 16. Dr. N.J. Francis, Director, IQAC              | Sd/- |

The Committee discussed various issues pertaining to the modalities of collecting feedback from students. Members raised their concerns and reservations regarding the process of collecting the feedback, the confidentiality of the collected data, and the process of the analysis of the data.

The following decisions are taken:

1. To collect student feedback from the Main Centre during the days in between 5<sup>th</sup> and 15<sup>th</sup> January, 2016.
2. The teachers entrusted with the duty of collecting feedback will be assisted and accompanied by members of the IQAC

3. Heads of Departments will be appraised of the format and modalities involved in collecting the feedback from students. The convenience of the HODs will be sought and the teachers entrusted with the duty accordingly will visit the respective Departments as per the schedule prepared in this regard.
4. The filled up format collected from the students will be sealed in the presence of the HoD concerned and returned to the office of IQAC
5. A committee of teachers from various Departments will be formed to carry out the analysis of the student feed back

The meeting came to an end at 1.00 p.m.

**Sd/-**  
**Dr.N.J. Francis**  
**Director, IQAC**