

**MINUTES OF FEEDBACK ANALYSIS AND DEPARTMENT LEVEL REPORTING COMMITTEE**

**Venue: Vice- Chancellor's Chamber**

**Date : 20.06.2018**

**Time : 11.30am**

**Members present:-**

1. Dr Dharmarajan P .K, Vice-Chancellor sd/
2. Dr Raveendran T P, Registrar sd/
3. DrSaju T.S, IQAC Co-ordinator sd/
4. Dr Mini.T.S,Professor,Dept of Sanskrit-Sahithya sd/
5. Dr Muraleedharan Pillai, Professor,Dept of Sanskrit-Vedanta sd/
6. Dr Sheeba K.M, Professor, Dept of History sd/
7. Dr Biju Vincent, Asst prof, Dept of Sociology sd/

The meeting began at 11.30am

The Vice –Chancellor welcomed all the members of the committee for the meeting. The committee went through the reports and analysis submitted by the IQAC, prepared on the basis of the feedback forms on Teachers which were filled in by the students of Main centre-Kalady and eight Regional centres of the University for the academic year 2016-17. Based on the request of the vice-Chancellor, Dr Saju T.S narrated the graphs and charts prepared on the above. In short, he categorized the Departments into three based on the percentage of overall performance as follows.

**Teachers Overall Performance –Main Centre, Kalady**

<b>90% and Above</b>	<b>80% and Above</b>	<b>70% and Above</b>
Sahitya	Vyakarana	English
Psychology	Vedanta	Philosophy
Theatre	Nyaya	Comp.Literature
Music	Skt. General	Arabic
Dance	Geography	Social Work
Urdu	Physical Education	History
Ayurveda	Hindi	
	Malayalam	
	Sociology	
	Painting	

<b>Including RCs 90% and Above</b>	<b>Including RCs 80% and Above</b>	<b>Including RCs 70% and Above</b>
History	Sahitya	Vyakarana
English	Hindi	
Nyaya		

The committee noticed that the Departments with percentage between 70-80 should be made aware of the gravity of the issue and suggested to analyse the individual feedback forms of the teachers in their respective Departments so as to initiate necessary measures to improve the quality of teaching process. It was also suggested to give an orientation class to the UG students before filling the feedback forms.

Recommendations of the committee:

1. All Departments may be directed to conduct the Department Council at the earliest to analyse and discuss the individual feedback forms of the Teachers in their respective Departments. The Heads of the Department may be requested to initiate rectifying measures to improve the quality of the Department and report the measures undertaken to the Vice-chancellor within 15.07.2018.
2. The Heads of the Department should ensure that all the faculty in their respective Department has attended the Department council meeting convened in this regard.
3. To design a new App for online feedback from next academic year onwards.
4. To include a session on feedback in the orientation programme tentatively arranged for the faculty during July 2018.

**Sd/-  
Vice-Chancellor**