

**Minutes of the Meeting of the Internal Quality Assurance Cell (IQAC) on Feedback
Analysis committee held at 10.30 am on 13.05.2016 in the office of the IQAC**

Members Present:

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| 1. Dr. M.I Joseph, Asso.Professor, Dept. of Psychology | Sd/- |
| 2. Dr. Jose Antony, HOD, Dept. of Social Work | Sd/- |
| 3. Smt.Shamla K. A., Section Officer, Academic | Sd/- |
| 4. Dr. N.J. Francis, Director, IQAC | Sd/- |

The meeting was chaired by the Director, IQAC. The committee discussed the modalities to be followed by the IQAC in analyzing student feedback taken by the IQAC in view of the AQAR under preparation. The committee decided to

1. Present only the University level analysis of the student feedback in the AQAR
2. Keep the analysis of individual and Department wise data to be kept by the IQAC.
3. Provide copy of individual and Department wise analysis of feedback to the respective teachers/Departments.
4. Requested to the University authorities to make available sufficient staff and equipments for the effective and timely completion of the students feedback analysis.
5. Keep the original data sheets in sealed covers specifically meant for the purpose.
6. The modus operandi followed by the IQAC in collecting and analyzing the student feedback is ratified and is listed below.
 - a) Sub-committee under the aegis of the feedback committee consisting of members of faculty, are in charge of collecting student feedback from the Departments,
 - b) The packets are to be sealed in the presence of the HOD
 - c) The analysis of the students feedback is to be done by the committee for students feedback Analysis,
 - d) Statistical analysis of the data, including adding values, in point-scale, is to be done and
 - e) The original data sheets are to be kept by the IQAC.

The meeting came to an end at 11.30 a.m.

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