

Minutes of the meeting of high level committee of Department level reporting of feedback held on 17.10.2017 at 2.00 p.m. in the Vice Chancellor's Chamber

Members Present:-

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| 1. Prof. Dharmarajan P.K., Pro Vice Chancellor i/c Vice Chancellor | Sd/- |
| 2. Sri. T.L. Suseelan, Finance Officer | Sd/- |
| 3. Dr. Sreekala M Nair, Director IQAC | Sd/- |
| 4. Dr. M.Manimohanan, Professor & HOD, Dept. of Skt. Vyakarana | Sd/- |
| 5. Dr. K.R Sajitha, Asso. Professor, Dept. of Malayalam | Sd/- |
| 6. Dr. Jose Antony, Asso. Professor & HoD, Dept. of Social Work | Sd/- |
| 7. Dr. Ajithan Menoth, Director, Planning & Development | Sd/- |

Meeting began at 2.30 p.m. Director, IQAC welcomed all the members who came to attend the meeting. Dr. Sreekala M Nair, Director, IQAC reported on the Departmental feedback analysis performed by IQAC during the Summer Semester of the academic year 2016-17 and the analysis reports obtained from all departments of Main Centre, Kalady & Regional Centres. The IQAC has adopted a simple method of analysis, by which ten strategies of a teachers' performance in teaching method was rated. Based on the rating, performance charts were prepared and depending on the rating they are classified as

Above 95%	- Very good
Above 90-95%	- Good
Below 80%	- was marked as cases demanding attention.

She also reported that, the individual feedback obtained from the students were emailed to all teachers concerned. On discussion and verification of the reports, Dr. Jose Antony, HoD, Dept. of Social Work also pointed out that, primarily the students should be made aware of the significance of feedback analysis, since the same is going to become a public document. Dr. Sajitha K.R., Asso. Professor, Dept. of Malayalam suggested that teachers should be given ICT training, since innovative teaching technologies are to be used for teaching/learning process. Sri. Suseelan, Finance Officer pointed out that the feedback analysis reports are valid and hence the teachers who are rated below average should be made aware of the fact, thus facilitating to improve thereby giving them a chance to improve.

The decisions taken on detailed discussion and recognizing the fact that feedback analysis study is necessary for quality improvement.

- After verification of the feedback analysis Prof. Dharmarajan P.K. Pro Vice Chancellor i/c of Vice Chancellor directed to schedule department wise meeting, at the earliest.
- To prepare bilingual feedback analysis proforma.

The meeting came to end at 3.40 p.m.

Sd/-
Prof. Dharmarajan P.K.
Pro Vice Chancellor i/c Vice Chancellor