

**Minutes of the meeting of feedback committee for feedback renewal and bilingual format held on 07.06.2018 at 1.30 p.m. in the Department of Malayalam**

**Members Present:**

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| 1. Dr. Sajitha K.R., Professor, Convener                      | Sd/- |
| 2. Dr. N. Ajayakumar, Professor, Department of Malayalam      | Sd/- |
| 3. Dr. Sheeba K.M., Professor, Department of History          | Sd/- |
| 4. Dr. Jose Antony, Professor, Department of Social Work      | Sd/- |
| 5. Dr. Ambika K.R, Campus Director, Regional Centre, Thrissur | Sd/- |
| 6. Sri. Jyothilal, Professor, Department of Painting          | Sd/- |
| 7. Dr. S Preeya, Professor, Department of Malayalam           | Sd/- |

The meeting started at 1.30 p.m. the members discussed the feedback forms in detail and suggest the following recommendations.

1. While printing the renewed feedback form in bilingual format, the questions should be first presented in Malayalam and then in English.
2. An orientation class may be given for the students to make them aware the different aspects of the feedback forms. The students' will be provided adequate time for filling the feedback forms.
3. The new format of feedback analysis of students can be used from the academic year 2018-19 onwards.
4. It is also decided to add a space towards the end of the feedback form(students feedback on Teachers) providing the students to represent their suggestions
5. To circulate the existing feedback forms to all the Heads of the Department so as to obtain their suggestions/corrections (if normal evaluation is not adequate) with the approval of Department Council. The said suggestions and addition should be submitted during the HoDs meeting to be held on 26<sup>th</sup> June 2018.
6. In the students feedback form on course, instead of denoting the courses by name it should be denoted by course code.
7. It is decided to prepare new feedback forms for Gender Audit and Academic ambience . Dr. N Ajayakumar, Dr.Sheeba K.M., Dr.Jose Antony and Dr. S. Preeya has been entrusted to prepare the new format, which should be submitted on 20<sup>th</sup> June 2018.
8. The feedback form should be collected before the commencement of the semester examinations to be held during October 2018.
9. The final format of the new feedback forms should be ready for printing towards the end of July 2018.

The meeting came to end at 3.15 p.m.

Sd/-  
Dr. Sajitha K.R.  
Convener