

Feedback Mechanism

Feedback Analysis Committee

Academic Year 2016-2019

Name	Designation in the Committee
Dr. S. John Kennedy Vethanathan	Principal
Dr. A. Arulgnanam	IQAC Coordinator
Dr. S. Suthakar Issac	Committee Member 1
Dr. P. Rajesh AnanthaSelvan	Committee Member 2

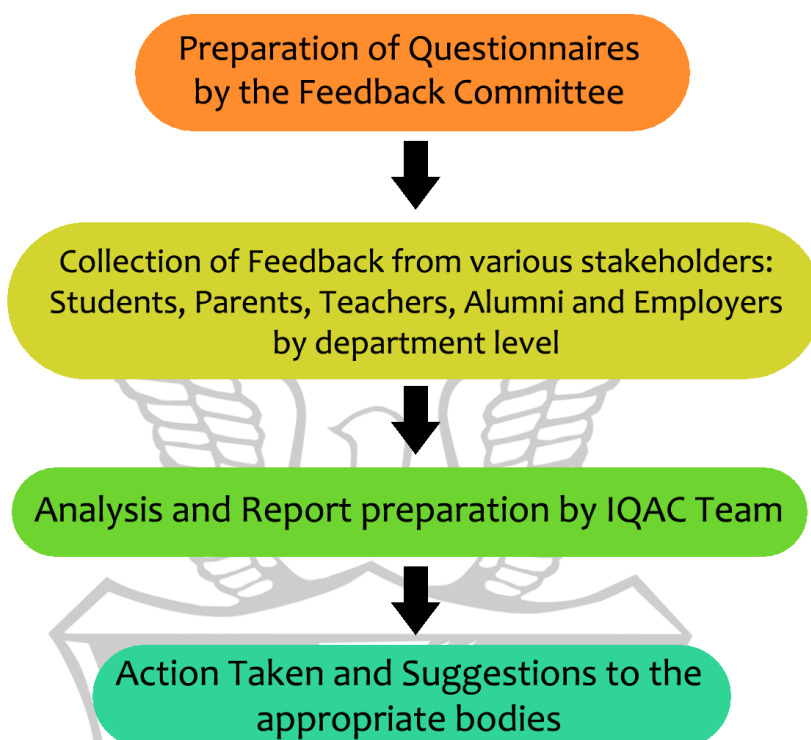
Feedback from Stakeholders on Curriculum

The Principal and the IQAC Coordinator makes it a mandatory to collect the feedback from various stakeholders: Students, Teachers, Parents, Alumni and Employers at the end of each semester. Dually filled feedback forms are to be forwarded to the feedback analysis committee for analysis. They collect and analyse the feedback form and make suggestions to the appropriate bodies. The performance of the College is fundamentally depends on effective learning outcomes.

Objective:

The main objective of the exercise is to correctly gauge the impact of all the efforts taken by the institution at all levels on the various stakeholders. Feedback mechanism is an essential and effective tool to know whether the college is delivering on imparting quality education. This feedback is collected and the trends are generated using statistical methods of analysis. Based on the opinion of the stakeholders, further action is taken by the feedback committee.

Methodology:



- Feedback on curriculum is collected from the students by circulating the Feedback Forms. It is collected and brought to feedback analysis committee for further analysis. Effective teaching-learning, administration, library facilities, etc. were evaluated using the feedback obtained from students. We have introduced online feedback form in our website from this academic year. The Statistical data is handed over to the Feedback committee. Further suggestions are incorporated by the departments, the College Council and the Governing Board.
- Feedback is collected from parents when they come for Open House meetings. Parents' views and suggestions about the curriculum were collected through the survey conducted at the end of each semester and were analysed.
- Alumni Feedback is collected during alumni meetings or through forms sent through online. Productivity and the effectiveness of curriculum were evaluated by analyzing the feedback obtained from former students of the college. The filled forms are sent for further action.
- Feedback is collected from teachers by circulating the feedback forms. Teacher's survey was conducted at the end of the semester/academic year to evaluate the

curriculum. Since teachers know the syllabus well and its execution, we have included six questions related to curriculum for the survey.

- Employer Feedback is collected either in person or through online and is analysed further.
- The teachers or peers also give feedback which is collected and forwarded to the authorities for further action.
- The feedback committee collects inputs and suggestions from the stakeholders and further action to be taken is discussed with departments and authorities.
- Feedbacks are also to be taken from all the Stakeholders to analyse the overall institutional performance in different aspects like Administrative Office, Library and various other activities organized by the college.

Analysis:

The data is compiled and analysed through excel data handling methods. It is given for deliberation to the departments, College Council and the Governing Board. If it is related to curriculum such suggestions are to be forwarded to the respective Board of Studies of our university for further actions, as and when revisions are undertaken.

Analysis Report and Action taken after data collection and analysis

- Annual Feedback Action Taken Report has been given after analysis of stakeholder feedback.
- Meetings at the department academic council, college academic council and College Governing Board to discuss the suggestions and trends, and feasibility of implementing the suggestions in the feedback.
- To make the curriculum more effective, as and when revision are undertaken.
- More activities planned for better results and holistic development.
- To take appropriate steps to improve the quality of teaching-learning process.
- To raise infrastructure facilities.

Summary of Action Taken

Academic Year 2014-2019

- Annual Feedback Action Taken Report has been given after analysis of stakeholder feedback.

- Meetings were held at the department level, College Academic Council and Governing Board to implement the suggestions in the feedback.

Activities conducted for better Curriculum/Syllabus development

1. Choice of Elective papers under CBCS.
2. Field Work/Projects are done by the students.
3. Continuous Internal Evaluation is followed.
4. Question Bank for all the courses is available.
5. Model Exams are conducted before the end semester examinations.
6. Remedial coaching classes are being conducted for slow learners.
7. Subject retest option is given to the students.
8. New courses such as M.A. English (Unaided), B.Sc. Mathematics (Unaided), M.Sc. Mathematics (Unaided), B.Com. (Corporate Secretaryship) and M.Sc. Computer Science were introduced.
9. The department Commerce, Mathematics, Physics and Chemistry were upgraded into Research Centres.
10. Course Plan and Course Outcomes for all the courses were uploaded in the college website.
11. Seminars/Workshops were frequently conducted by the departments.
12. Study materials and E-resources for the students were uploaded in the e-content section of the college website.
13. Regular Assignments were given to the students.
14. Career Oriented Courses and Value Added Courses were available for the students.
15. Courses like Environmental Studies, Value Based Education, Yoga, Computer for Digital Era, Communicative English, Personality Development and Gender Studies were included in the curriculum for equipping the students to face the society.
16. Course wise Result Analysis is done every semester.

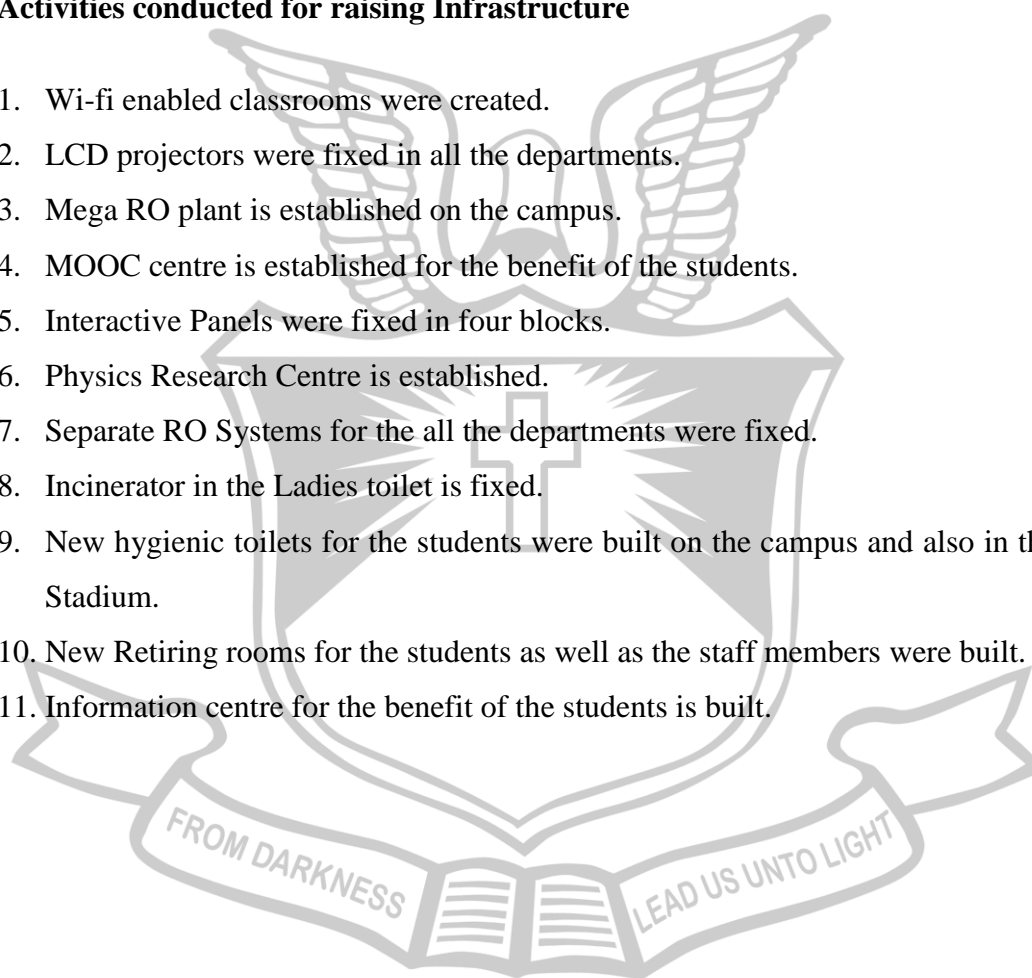
Activities conducted for promoting Teaching-Learning

1. Field Trip/Industrial Visit were organised by the respective departments.
2. Laboratory Method of teaching is also followed.

3. The use of teaching aids like, Charts, Tables, Rigid Models, Working Models, Museum, Live Specimen, Herbarium Sheets, Flipped model, Powerpoint presentation, Interactive Panels and ICT helps the teachers to deliver the lectures effectively.
4. Biographical method of teaching is followed.
5. The introduction of NPTEL online courses for the students and the staff members.
6. ICT enabled classrooms were established.
7. Wi-fi access on the campus on all working days.

Activities conducted for raising Infrastructure

1. Wi-fi enabled classrooms were created.
2. LCD projectors were fixed in all the departments.
3. Mega RO plant is established on the campus.
4. MOOC centre is established for the benefit of the students.
5. Interactive Panels were fixed in four blocks.
6. Physics Research Centre is established.
7. Separate RO Systems for the all the departments were fixed.
8. Incinerator in the Ladies toilet is fixed.
9. New hygienic toilets for the students were built on the campus and also in the Indoor Stadium.
10. New Retiring rooms for the students as well as the staff members were built.
11. Information centre for the benefit of the students is built.



St. John's College, Palayamkottai

Department of -----

1. Questionnaire for Course Feedback from Students

Name of the student	
Programme Name	
Course Name	
Course code	
Year of Joining	
Semester	
Date	

Put a tick in the best represents your response to each statement.

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content	A	B	C	D	E
2	The objectives of the course were clearly stated.	A	B	C	D	E
3	The course materials were clearly explained.	A	B	C	D	E
4	Ease in understanding the course content.	A	B	C	D	E
5	Knowledge gained after the completion of the course.	A	B	C	D	E
6	Usefulness of tests and assignments	A	B	C	D	E
7	Extent of efforts required by the students.	A	B	C	D	E

8. Suggestion

Signature

St. John's College, Palayamkottai
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2. Questionnaire for Course Feedback from Teachers

Name of the Teacher	
Programme Name	
Course Name	
Course code	
Semester/Year	
Date	

Put a tick in the best represents your response to each statement.

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content	A	B	C	D	E
2	The objectives of the course were clearly stated.	A	B	C	D	E
3	Applicability/relevance to real life or job oriented.	A	B	C	D	E
4	Ease in understanding the course content.	A	B	C	D	E
5	Learning values (Knowledge, concepts, analytical abilities, practical knowledge and broadening skills)	A	B	C	D	E
6	Availability of relevant additional source materials	A	B	C	D	E

Signature

St. John's College, Palayamkottai

Department of -----

3. Questionnaire for Course Feedback from Alumni

Name of the Alumni	
Programme Name	
Course Name	
Contact No/Mail id	
Semester and year	
Date	

Put a tick in the best represents your response to each statement.

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content	A	B	C	D	E
2	The objectives of the course were clearly stated.	A	B	C	D	E
3	Applicability/relevance to real life or job related.	A	B	C	D	E
4	Ease in understanding the course content.	A	B	C	D	E
5	Learning values (Knowledge, concepts, analytical abilities, practical knowledge and broadening skills)	A	B	C	D	E
6	Availability of relevant additional source materials	A	B	C	D	E

Signature

St. John's College, Palayamkottai
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4. Questionnaires for Course Feedback from Parents

Name of the Parent	
Name of the Student	
Programme Name	
Course Name	
Contact Number/Mail id	
Year of Joining/Semester	
Date	

Put a tick in the best represents your response to each statement.

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content	A	B	C	D	E
2	Course materials available in Library.	A	B	C	D	E
3	The course materials were clearly explained.	A	B	C	D	E
4	Improvement in soft skills, knowledge, observed by you in your ward.	A	B	C	D	E
5	Usefulness of the course for getting job.	A	B	C	D	E
6	Extent of efforts required by students.	A	B	C	D	E

Signature

St. John's College, Palayamkottai

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5. Questionnaires for Course Feedback from Employer

Name of the Employer	
Designation	
Address of the Company/Organisation	
Contact Number/	
Mail id	
Programme offer for employment	
Academic Year	
Date	

Put a tick in the best represents your response to each statement.

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Curriculum is relevant to the employer's needs.	A	B	C	D	E
2	Curriculum is capable of imparting leadership qualities.	A	B	C	D	E
3	Curriculum improve the soft skills.	A	B	C	D	E
4	Curriculum ensures professional ethics and positive attitude.	A	B	C	D	E
5	Curriculum enhance problem solving mentality and ability to innovate of their employees.	A	B	C	D	E
6	Curriculum adopts new methods and technology.	A	B	C	D	E

Any other suggestion:

Signature

1. Course Feedback from Students-Analysis and Report Preparation

Number of responses:

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content					
2	The objectives of the course were clearly stated.					
3	The course materials were clearly explained.					
4	Ease in understanding the course content.					
5	Knowledge gained after completion of the course.					
6	Usefulness of tests and assignments					
7	Extent of efforts required by students.					

2. Course Feedback from Teachers -Analysis and Report Preparation

Report Preparation

Number of Responses:

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content					
2	The objectives of the course were clearly stated.					
3	Applicability/relevance to real life or job related.					
4	Ease in understanding the course content.					
5	Learning values (Knowledge, concepts, analytical abilities, practical knowledge and broadening skills)					
6	Availability of relevant additional source materials					

3. Course Feedback from Alumni -Analysis and Report Preparation

Number of Responses:

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content					
2	The objectives of the course were clearly stated.					
3	Applicability/relevance to real life or job related.					
4	Ease in understanding the course content.					
5	Learning values (Knowledge, concepts, analytical abilities, practical knowledge and broadening skills)					
6	Availability of relevant of additional source materials					

4. Course Feedback from Parents -Analysis and Report Preparation

Number of Responses:

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Design of the course content					
2	Course materials available in Library.					
3	The course materials were clearly explained.					
4	Improvement in soft skills, knowledge, observed by you in your ward.					
5	Usefulness of the course for getting job.					
6	Extent of efforts required by students.					

5. Course Feedback from Employer -Analysis and Report Preparation

Number of Responses:

No.	Parameters	A Excellent	B Very Good	C Good	D Fair	E Poor
1	Curriculum is relevant to the employer's needs.					
2	Curriculum is capable of imparting leadership qualities.					
3	Curriculum improve the soft skills.					
4	Curriculum ensures professional ethics and positive attitude.					
5	Curriculum enhance problem solving mentality and ability to innovate of their employees.					
6	Curriculum adopts new methods and technology.					

