Online & Offline Feedback, Analysis and Reward /Corrective measures

(Feedback collected for all courses: YES/NO; Specify the feedback collection process; Average Percentage of students who participate; Specify the feedback analysis process; Basis of reward/corrective measures, if any; Indices used for measuring quality of teaching & learning and summary of the index values for all courses/teachers; Number of corrective actions taken.)

I. Methodology of feedback analysis:

    a. Feedback collection process

    b. Feedback assessment process

    c. System of reward / corrective measures

a. Feedback collection process

- Feedback mechanism is well organized system in the college.
- Feedback of the faculty is collected for all courses.
- 50% of the class with highest percentage of attendance participate in Online Feedback.

Feedback collection process

Items	Description
Feedback collection process	For all courses
Feedback medium	Online & Oral
Feedback receiver	Program coordinator / HOD / Principal / Deans
Frequency of feedback collection	Once in a semester
Parameters of Quality Teaching	- Subject knowledge of the teacher - Syllabus coverage by the teacher - Communication skills of the teacher - Faculty regularity and punctuality - Initiative of the teacher to encourage students to raise subject related queries and providing solutions - Student's willingness to learn additional subjects in the next semester from the teacher - Use of Moodle Server by the teacher - Extra knowledge other than subject given by the teacher
Index Value	5 – Excellent 4 – Very Good 3 – Good 2 – Fair 1 – Average

b. Feedback assessment process

1. Online Feedback

- Students of all courses give Feedback in computer labs through a software developed by the college (Format of **Student's Feedback** is enclosed).

- All the parameters mentioned in table 9.2.1 carry equal weightage. Students give feedback for each parameter on a scale of 5.

- The average of scores of each parameter is calculated by the software. This average is the feedback score of the concerned faculty.

- The minimum faculty feedback score setup by the college is 3.

- If the feedback score exceeds 4, it is considered to be excellent and if the feedback score is less than 3, then the faculty performance is considered as below average.

- The contents of the feedback are shared with each faculty member individually.

2. Oral Feedback

- The Principal and Dean Academics take oral feedback about academics and infrastructure from entire class once in a semester.

- This feedback is logically assessed by the Principal and Dean Academics.

- The important outcomes of oral feedback related to academics are shared with concerned Head of Department.

c. System of reward / corrective measures

- If a faculty receives good performance, he/she is appreciated by the Principal and HOD and receives 'Appreciation Letter'.

- If a faculty receives below average performance, then he/she is issued 'Caution Letter'. Explanation from the faculty is demanded for the poor result. Counseling is given to the concerned faculty by HOD and Principal to improve in the quality of teaching. After getting Caution Letter repeatedly, appropriate administrative action is taken by the institution.

Parshvanath Charitable Trust's

A.P.Shah Institute of Technology
Survey No. 12, Opp. Hypercity, Kasar Vadawali, Ghod bunder Road, Thane (w) - 400 615. Maharastra (India)

Online Feedback Analysis
2018-07-10 to 2018-10-13

Name: Prof. Kiran Deshpande

Subject: ITL502 Security Lab
Sem: SEM V
Dept: Information Technology.

Question	Score	Average
How will you grade subject knowledge of the teacher?	98	4.67
How will you grade syllabus coverage by the teacher?	85	4.05
How will you grade communication skills of the teacher?	90	4.29
How will you grade regularity & punctuality of the teacher?	88	4.19
How will you grade initiative of the teacher to encourage students to raise subject related queries and providing solutions?	89	4.24
How will you grade your willingness to learn additional subjects in the next semester from the teacher?	87	4.14
How will you rate use of Moodle Server by the teacher?	90	4.29
How will grade the extra knowledge other than subject given by the teacher?	103	4.9
	Overall Score:	4.35

Number of samples : 21.
For each question, the students were given 5 choices as excellent, very good, good, fair and average. Scores are calculated by weighing the choices as excellent=5, very good=4, good=3, fair=2 and average=1.
Overall score indicates the average score of all 8 questions.
****

Question	% of students opted for				
	Excellent	Very Good	Good	Fair	Average
How will you grade subject knowledge of the teacher?	66.7	33.3	0	0	0
How will you grade syllabus coverage by the teacher?	19	66.7	14.3	0	0
How will you grade communication skills of the teacher?	28.6	71.4	0	0	0
How will you grade regularity & punctuality of the teacher?	33.3	57.1	4.8	4.8	0
How will you grade initiative of the teacher to encourage students to raise subject related queries and providing solutions?	38.1	52.4	4.8	4.8	0
How will you grade your willingness to learn additional subjects in the next semester from the teacher?	23.8	66.7	9.5	0	0
How will you rate use of Moodle Server by the teacher?	28.6	71.4	0	0	0
How will you grade the extra knowledge other than subject given by the teacher?	95.2	0	4.8	0	0

II. Appraisal Report

a. Every faculty fills a **Self-Appraisal Report** (Format enclosed) once in an academic year. Self Appraisal Report is a self declaration of the faculty of his/her performance in various areas. The ways of improvement are discussed in person with the Head of Department.

b. Head of every Department fills a **Feedback Report** of each faculty of his/her department (Format enclosed). This report is kept confidential and is not discussed with the faculty. Its hard copy is submitted to the Principal.

9.3. Feedback on facilities (5)

(Assessment is based on student feedback collection, analysis and corrective action taken.)

Process of feedback on facilities

a. Feedback collection process
b. Feedback analysis
c. Corrective measures

a. Feedback collection process

Feedback on facilities is taken up in the department in the following ways:

- Students can give feedback on the facilities available in the college such as class room infrastructure, library, labs, canteen, Sports, Moodle, Boys Common Room, Girls Common Room, etc. through the comment box available at the end of the academic feedback.

- Student can also give complaint/suggestion in the boxes placed at the convenient locations in the college premises.

- Oral feedback on the facilities available in the college is taken by the higher authorities by visiting all classes once in a semester.

b. Feedback analysis

The feedback is analyzed on the basis of the general opinion of the students related to facilities like canteen, library, internet facility, etc. The necessary improvement is ensured with the help and guidance of the management.

c. Corrective measures

Some of the corrective actions taken out of the feedback process mentioned above are:

- Books were purchased in college library on request of the students in the middle of the semester

- Improved sitting arrangements in canteen
- Renovated all washrooms in the college
- Constructed bigger auditorium
- Installed AC and Projector in classrooms
- Fitted LED ceiling lights in labs and classrooms
- Replaced existing chairs with more comfortable ones in all labs