YENEPOYA INSTITUTE OF TECHNOLOGY

(Affiliated to Visvesvaraya Technological University, Belagavi Approved by AICTE, New Delhi &

Recognized by Government of Karnataka)

LOGO

HAND BOOK

ON

STUDENT FEEDBACK ON FACULTY

With effect from XXX

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1. OBJECTIVES

➢ To provide opportunity for the students to comment on the quality of their learning experiences, as required in preparation for and as part of review processes.

➢ To assess the success of academic provision in relation to the expectations of students.

➢ To understand the quality of delivery content and material given to students.

➢ To provide feedback to teacher in order to improve delivery and/or content of the study.

➢ To improve the quality of teaching-learning process by facilitating both teacher and student

INTRODUCTION

The teacher-student relations in any educational institute play a critical role in the holistic development of both students and institution. The process of well-defined examination systems evaluates the capabilities of the students. Similarly for teachers, implementation of a systematic feedback system assumes very significant. Feedback mechanism system ensures a detailed analysis of the performance of the teacher's in all aspects.

On the other hand, the teaching-learning system followed by any educational institution needs continuous refinement. To ensure this process of continuous refinement, the institution has adopted a specific feedback system that takes suggestions/comments from students of each program/year. This eventually helps to fine-tune the teaching-learning process along with curriculum as feedback system provides opportunity for the students to evaluate the faculty on various parameters. The institution follows a well defined and formal feedback system.

FEEDBACK PROCESS

1. **Formation of Feedback Committee**

2. **Feedback Collection Process**

    a. Prior information to students of all courses, about the feedback process

    b. Sharing of feedback form to all the students through proper online feedback platform

    c. Allowing all the students to respond

3. Manual or Online feedback will be collected using proper software system

4. Feedback will be collected during each semester, usually at the end of the semester.

5. ~~Metric used for feedback: 5 point scale (1-poor,2-below average, 3-average, 4-~~ good, 5-exellent)

6. **Feedback Assessment Process**

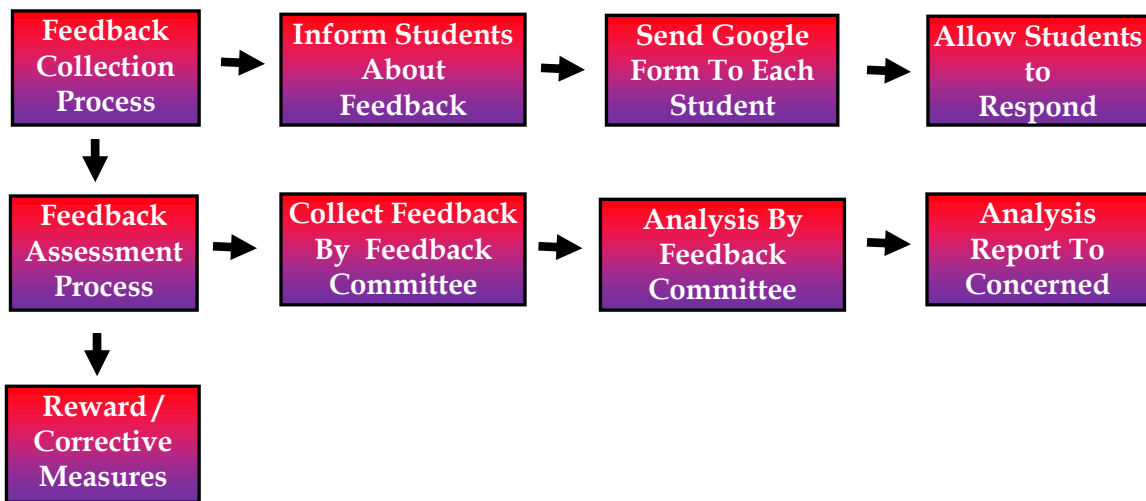| Steps	Description
Step-1	Collection of feedback forms for all the subjects from the student based on parameters specified in questionnaire.
Step-2	All the parameters mentioned in the feedback form will be analyzed in two levels **1st level:** For each question, percentage of rating will be calculated to get the feedback on each measure **2nd level:** Calculating the average rating percentage for all the questions to get overall feedback

Step-3	Percentage calculation of the feedback
	i. Each question is on rating of 5
	ii. All questions have equal weight age: 5 is highest and 1 is lowest (Excellent, Very Good, Good, Satisfactory, Unsatisfactory)
	Percentage rating
	    85 and above : Excellent
	    81 and 84 : Very Good
	    71 and 80 : Good
	    61 and 70 : Average
	    51 and 60 : Satisfactory
	    50 and Below : Unsatisfactory

Step-4	Result of the feedback along with the comments of the students will be discussed with each faculty to help them improve further
Step-5	Corrective actions will be taken on faculty members who score less feedback points. Faculty who score more than cut off percentage would be appreciated/rewarded at department/institute level.

i. Methodology of feedback analysis :

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┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│   Feedback   │ ──▶ │Inform Students│──▶ │ Send Google  │ ──▶ │Allow Students│
│  Collection  │     │    About     │     │Form To Each  │     │     to       │
│   Process    │     │   Feedback   │     │   Student    │     │   Respond    │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
       │
       ▼
┌──────────────┐     ┌──────────────┐     ┌──────────────┐     ┌──────────────┐
│   Feedback   │ ──▶ │Collect Feedback│──▶│ Analysis By  │ ──▶ │   Analysis   │
│  Assessment  │     │ By  Feedback │     │   Feedback   │     │  Report To   │
│   Process    │     │  Committee   │     │  Committee   │     │  Concerned   │
└──────────────┘     └──────────────┘     └──────────────┘     └──────────────┘
       │
       ▼
┌──────────────┐
│   Reward /   │
│  Corrective  │
│   Measures   │
└──────────────┘
```

Figure 9.2.1: Methodology of Feedback Analysis Flow Chart

Format of student Feedback on Faculty questionnaire

Rating (5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Unsatisfactory) →	Tick the appropriate rating				
Measures ↓	5	4	3	2	1
1 **Articulation** Effective communication and clarity in explanation					
2 **Class Control:** Enforcement of discipline in the class to engage the students					
3 **Helping Attitude** Availability, accessibility and approachability for clarifications/ any help/suggestions					
4 **Subject Command** Preparedness and depth of subject knowledge, connecting to current practical relevance, wherever applicable.					
5 **Time Management** Regularity and timely coverage of syllabus, **Subject Command** Preparedness and depth of subject knowledge, connecting to current practical relevance, wherever applicable.assignments, seminar, class tests etc.					
.6 **Teaching Aid** Effective usage of black board, PPTs, models, practical touch, different teaching methods and pedagogical initiatives					
7 **Enhanced Learning** Invites questions and encourage thinking with motivation					

8	**Subject Resources** Providing study materials such as lecture notes, handouts, PPTs, video, web link, etc.					
9	**Assessment** Evaluation of tests/assignments/seminar/quiz with suggestions for improvement					
10	**Over all Opinion**					

Any suggestions:

FEEDBACK ASSESSMENT PROCESS

All the courses mentioned in the feedback will be analyzed as follows:

Step-1   Based on student's feedback, report will be generated by Feedback Committee and which will be available in HOD and Principal login for analysis.

Step-2   The normal percentage of feedback setup for the current year is 61% and above.

Step-3   If the percentage exceeds 61%, it will be considered as average. If it is less, the faculty performance is considered as satisfactory

Step-4   The contents of the feedback report are also made available at individual faculty member login.

Step-5   If a faculty receives below 60% then the faculty will be counselled and allowed for improvement in their performances.

Step-6   If performance of the faculty has not improved in spite of repeated counselling further necessary action like termination will be executed.

CORRECTIVE ACTIONS

The minimum feedback score for a faculty member is 60%. Any faculty who are scoring less than the institution standard, necessary corrective actions will be taken.

- Necessary advice by the Head of the department about handling and monitoring the class to the faculty.
- Deputing faculty to the Faculty Development Program (FDP) informally.
- Counseling the faculty through counselors about building confidence in handling the subjects.

Prepared by   Approved by