



**Deccan Education Society's  
Fergusson College (Autonomous), Pune**

**Policy and Process for Feedback on Teaching-Learning and Curriculum**

**Purpose**

Feedback is an important part of academic activity, which helps us to enhance the quality of teaching. Feedback helps in improving teaching standards for all academic programmes and helps IQAC to create bench marks in teaching-learning process. The IQAC implements feedback on teaching learning through a dedicated online mechanism (ERP) which has a separate admin account to implement the entire process. Feedback is conducted for all academic programmes in every semester. Feedback on teaching-learning will be taken from all classes for all semesters. Feedback will help the institution to understand the quality of teaching, revisions to be made in the curriculum, employability of our students and overall impression of our student towards the institution.

**Types of feedback**

1. Teaching-Learning
2. Curriculum
  - a) Alumni
  - b) Employer
  - c) Passing out students
  - d) Teachers
3. Student Satisfaction Survey

## **Objectives**

1. To develop a 360<sup>0</sup> degree feedback mechanism for overall growth and progression of the institution.
2. To create certain bench marks in teaching-learning process as well as in designing CBCS curriculum
3. Enhance employability of our students and make them industry ready.

## **Policy**

Feedback on teaching-learning process and overall performance should be taken from all stakeholders of the institution. The process will be carried out through an institutional mechanism by using ERP system/ online system, whichever is convenient at that point of time. The results of such feedback will be analysed and a report will be prepared by the IQAC. This report will be shared and discussed with teachers, heads of department and in the Governing Body. A strategy will be developed based on these discussions which will enhance overall performance of the institution.

## **Process**

Currently following types of assessments are conducted by IQAC.

### **A. Teaching learning assessment.**

To review the quality of teaching in the institute, every year assessment of teaching is conducted for ARTS (UG and PG) and Science (UG and PG) faculty based through online mechanism.

This assessment is conducted to review, how a teacher's teaching for a particular subject is perceived by students. With respect to a subject-teacher's teaching, following questions are asked and teacher's feedback is assessed on the scale of 1 to 4. Along with these questions, a text box is also provided in the feedback form where students can write about the 'Best aspect of teacher which they wish the teacher to continue'.



Apart from the above questions, comments section is offered where students can raise concerns which are not addressed through the questions in feedback form or give suggestions to the teacher.

Sr.No.	Parameters	A Very Good	B Good	C Satisfactory	D Needs Improvement
1	Communication Skills (in terms of articulation and comprehensibility)				
2	Sincerity/ Commitment of Teacher				
3	Knowledge base of the teacher				
4	Inputs beyond the curriculum				
5	Use of ICT and other teaching methods				
6	Accessibility of the teachers in and out of the class (includes availability of the teacher to motivate further study and discussion outside the class)				
7	Overall Quality of teaching				

What were the best aspects of the session in this subject, which you would like the teacher to continue?	Text Area
Comments / Suggestion	Text Area

The overall aim is to ensure quality in the teaching-learning process. The College has two faculties- Arts and Science. Teaching-Learning assessment is conducted with respect to the individual department in the context. Normally the configuration will contain, UG batches (FY/SY/TY), PG course (M.SC/MCA/ Data Science/MA). It also includes subject-teachers outsourced to the other departments. E.g. Languages like English, German are taught in Arts as well as in Science streams, so English department assessment will include classes from both Arts and Science.

### **Process followed for each cycle**

1. Configure Feedback schedule for a department
2. Ensure subject teacher allocations are properly done.
3. Ensure all the courses/ batches/ classes/ outsourced Teachers subjects everything configured for the review process
4. Perform test cycle to verify the configuration.
5. On successful verification, open the process / publish the feedback /review link for students to submit review.
6. Send SMS and publish announcements to students regarding link opening.
7. Link is available for a specific duration. If needed, reminders in the form of SMS are sent again. Also at times, dates for accepting the responses can be extended.
8. Once the responses are collected, Analysis Team reviews each comment and prepares department specific reports.

Note: currently teaching learning assessment is done only for theory subjects and experiential subjects. Feedback for practical subject is not taken (reason: No. of batches and student-teacher allocation variation). In future we might require to take it.

### **Following reports are generated from the system**

1. For a given department, performance of a teacher is calculated for the course/batch/class.  
E.g. Computer Science – M.Sc – Sem 1- Div A, performance of all teachers under this can be shown.
2. At any given point of time, HOD / administrators should be able to see reports (assessment sheet along with comments all together)
  - a. Course wise (UG / PG) performance
  - b. Within course, batches wise (FY/SY/TY) performance
  - c. For given course, All teachers evaluation / individual teachers evaluation
3. Comparative reports comparing different departments.



4. Report displaying list of teacher scoring > 3.5
5. Also list is generated for teachers scoring < 2.5. These teachers are invited for a personal talk, if needed.

Note: These numbers (2.5 / 3.5) are configurable.

## B. Curriculum Feedback

Under Autonomy College is offering its customised syllabus. Review on the syllabus is taken from students also.

Following are the parameters for the Curriculum feedback.

### Instructions for students

1. The form is generic and meant for entire academic programme.
2. The feedback form should be filled by final year B.Sc. and M.Sc. students and S.Y., T.Y. and M.A. final year students for faculty of Arts.
3. It is expected that, the student puts specific suggestions/ recommendations in the last question particular to any course/ paper.

Sr. No.	Questions	Excellent	Good	Average	Needs Improvement
1	Course outcomes stated and its relevance to the course content				
2	Sequence of units in the curriculum				
3	Combination of theory and practical/ applications (wherever applicable)				
4	Size of curriculum in terms of learning load on the student				
5	Application value of the curriculum with reference to needs of society/ economy/environment/ employability (whichever applicable)				
6	Overall quality of the curriculum				
7	Specific suggestions for quality enhancement of the curriculum				

### **C. Students Satisfaction Survey**

This survey is offered to only to only final semester students of UG and PG. SSS is pre requisite for NAAC. IQAC takes this feedback/ survey to make student aware about SSS process and also to know other aspects about institute.

Attached document contains SSS details. As of now basic report of SSS is generated.

#### **Tentative Time Lines**

<b>Sr. No</b>	<b>Activity</b>	<b>Tentative Time line</b>
1	Assessment of Teaching – Odd Semester	December End
2	Analysis of received Feedback	January End
3	Curriculum Feedback by students	March End
4	Analysis of received Curriculum Feedback	Mid April
5	Students satisfaction Survey	March End
6	Analysis of Students Satisfaction survey	April End
7	Assessment of Teaching – Even Semester	Mid April
8	Analysis of received Feedback	May
9	Curriculum Feedback by Employer	April End
10	Curriculum Feedback by Alumni	April End
11	Analysis of feedback by Employer	Mid May
12	Analysis of feedback by Alumni	Mid May
13	Curriculum feedback by faculty	April End
14	Analysis of feedback by faculty	Mid May



## Responsibilities

Sr. No	Activity	Responsibility
1	Configure Feedback schedule for a department	ERP
2	Ensure subject teacher allocations are properly done.	ERP
3	Ensure all the courses/ batches/ classes/ outsourced Teachers subjects everything configured for the review process	ERP
4	Perform test cycle to verify the configuration.	ERP
5	On successful verification, open the process / publish the feedback /review link for students to submit review.	ERP
6	Send SMS and publish announcements to students regarding link opening.	ERP
7	Link is available for a specific duration. If needed, reminders in the form of SMS are sent again. Also at times, dates for accepting the responses can be extended.	ERP
8	Once the responses are collected, Analysis Team reviews each comment and prepares department specific reports	Feedback Analysis Team

*The Principal reserves right to make necessary amendments in the Policy and formats as and when required as per the suggestions of IQAC/ Governing Body.*

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**Ms.Swati Satpute**  
**Coordinator, Team Feedback**



*[Signature]*  
**Dr.Ravindrasing Pardeshi**  
**Principal**