



UNIVERSITY INSTITUTE OF ENGINEERING & TECHNOLOGY

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Ref. No.

Date

Student Feedback – Method and Action taken (2015-2019)

At UIET, CSJM University, Kanpur, feedback is taken from each student at the end of each semester regarding the courses taught in that semester. This is considered to be an integral part of the teaching-learning process of this Institute.

Although teachers' evaluation can be done in several ways, students feedback system has been considered to be the most effective and reliable method at UIET. This system has been developed with an aim to rate and analyze the academic performance of faculty in different programs in this institute, and figure out the areas in teaching-learning process where certain refinements/changes are required.

Method Used: In this institute, students' feedback is obtained through a Student Feedback Form. The format and questions in this form has been decided after careful discussions with faculty and has been validated through peer review.

The Student Feedback Form is given to all the undergraduate students at the end of a semester in every academic session. A team of competent teachers undertake and supervise the teachers' evaluation process. The teachers conducting the process are in no way concerned with the feedback given by the students. The feedback taken is anonymous and students are asked to fill the form with utmost diligence and sincerity. The students are required to assign marks to each teacher for each question in the form on a scale of 1 to 5 (Not satisfactory-1, Satisfactory -2, Good -3, Very good - 4, Excellent -5).

The feedback by the students is then collated, analyzed and evaluated by the members of Academic Advisory Committee (AAC) headed by the director of UIET on the basis of the following points:

- Class preparation and presentation of the instructor
- Punctuality of the instructor and whether all classes were held
- Communication skill of the instructor
- Explanation of the topic
- The instructor followed course contents according to syllabus
- The instructor covered all the topics in the syllabus
- Whether the instructor allowed student to ask question and express their opinion in class
- The instructor was able to answer the students query satisfactory
- The exams quizzes were held on time and graded copies shown on time
- The instructor was fair in correcting the copies
- Satisfaction regarding practical classes and exams
- Overall understanding and knowledge gained in the course

Action taken: After thorough analysis of feedback for each course, the average score for each teacher is calculated out of 5. The results of the feedback are summarized, put in a sealed envelope and given to the Head of the Department to hand them over to the concerned teacher.

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The Director also discusses the results with the Department Head and identifies the strengths and weaknesses of each teacher, and discusses any changes required in the teaching-learning process or the course contents of a particular subject. In case the feedback of a particular faculty member is not satisfactory, the Director has a meeting with the concerned faculty and the Head of the Department, to discuss and understand the reason for unsatisfactory feedback and how to make changes in the teaching methodology so that the person can improve. In the entire process, utmost care is taken to maintain confidentiality.

Many a times on the basis of teachers' evaluation report, a letter of appreciation duly signed by the Vice Chancellor of the university is also given to the teachers with highest evaluation scores.


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