

Vimala College (Autonomous)

Thrissur



Feedback Manual

PREFACE

Vimala College Thrissur, a first grade Women's College affiliated to the University of Calicut was established in 1967 by CMC Management. True to the ideals and heritage handed over to the Congregation by her founder, St. Kuriakose Elias Chavara, the College aims at the "pursuit of intellectual and professional excellence, the total formation of the girls as much for their own enrichment as for the service of society and the nation in the spirit of Christ".

Vimala College was formerly accredited with Five Star status in 2001. In the next cycle of accreditation, the College was re-accredited with an A Grade and a CGPA of 3.30 in 2009 and further, with a CGPA of 3.5 in 2014. The college has been conferred Autonomous Status in October 2015 by UGC and State Government and recognized as a 'College with Potential for Excellence' by UGC in April 2016. Ever since its inception, the College has been in the forefront of higher education in the State.

Currently Vimala offers Under Graduate, Post Graduate, research programmes, UGC Add on Courses and various certificate Courses. The college has made remarkable strides in curricular, co-curricular and extra-curricular activities and strives for the enhancement of quality and the sustenance of excellence. The infrastructure and educational resources have been consistently expanded over the years to meet the growing academic requirements. The College encourages a holistic approach to education that not only ensures academic excellence but also equips young women to face the challenges in life by fostering values, imbibing emotional maturity, creating civic responsibility and building global competencies in a dynamic environment. The College has institutionalized Value Education and Community Extension Services from the very beginning.

Vimala College is the first college in the State that has been sanctioned the Women Studies Centre by the UGC. The college has a very active Career

Guidance and Placement Cell through which a good number of students have been placed every year. The performance of the students in National level tests like the UGC/CSIR/JRF and CA have has improved greatly. Sports is one of the strengths and the College has to its credit five Olympians besides several other international stars. Recently an International Aquatic Academy of world class standard is inaugurated which is completed with the support of UGC.

FEEDBACK MANUAL

The success of a higher education institute lies in the effective teaching learning process. Being an autonomous institution, Vimala has always taken efforts to draft and review the curricular processes. Feedback on curriculum collected from different stakeholders forms the basis for curriculum revision and enhancement. The IQAC has prepared a manual for the effective collection and analysis of feedback and actions to be taken based on these. This manual clearly states the processes, procedures, time frame and responsibilities for the collection, analysis and action to be taken at various stages.

FEEDBACK COMMITTEE

IQAC of the institution facilitates the collection of feedback from various stakeholders including the Parents, Students, Alumnae, Teachers and Employers.

The **Feedback committee** consisting of a coordinator, joint coordinator and other two members assist IQAC for the timely collection of feedback from all stakeholders, consolidation and analysis of the collected responses. IQAC take necessary measures for continuous improvements to ensure quality management based on the feedback committee report.

FEEDBACK PROCESS

- a) The questionnaire is framed based on the needs which are identified taking into consideration the corrective actions implemented in the previous year.
- b) Timely collection of feedbacks (both online & offline) are ensured by the committee.
- c) The department analyse the feedbacks collected and the reports are presented in the Board of Studies meeting and suggestions are incorporated in the department wise report.
- d) Consolidated report of all feedbacks is then placed in the Academic Council as well as Governing Council for approval.
- e) The confidential reports of teacher evaluation are handed over to the Principal and the student satisfaction survey reports are handed over to the IQAC.
- f) Recommendations received during the evaluation phase are consolidated and incorporated in the next cycle of feedback collection.
- g) The reports of various feedback are conveyed to the respective people and the Principal ensures that all suggestion are taken into account and steps implemented.

The different types of feedback include

- 1. Curriculum feedback –(students)
- 2. Alumnae feedback
- 3. Student Satisfaction Survey
- 4. Teacher evaluation by students
- 5. Parents feedback
- 6. Employers’ feedback
- 7. Teachers’ feedback on curriculum

8. Any other (as required)

1. Parents' Feedback

The Parents' feedback is to be collected during the annual PTA meeting in which they rate their satisfaction level with regard to various aspects like syllabus, teaching, teacher-student relation, conduct of exams, value-based education, student support facilities and job oriented short courses.

Department meeting discuss the suggestions put forward by the parents and forward the minutes/recommendations to the higher authorities for necessary action. The Governing Council/ College Council approves/ implements the relevant recommendations.

2. Students' Feedback

Feedback on curriculum, course evaluation and teacher evaluation are to be done by all students at the end of each semester.

Exit Survey from the student community is to be collected annually during the final semester of the course as it enables them to provide authentic opinion out of their experiences that would benefit the succeeding batches. The questionnaire includes various components of the campus like coverage of portions, syllabus supplements and availability of study materials, applicability/relevance to real life, lectures by experts from outside, workshops/seminars provided, papers related to environment studies, job opportunities afforded, perspectives on factors like classroom atmosphere, internet access, learning opportunities through digital technology, add on and certificate courses.

Students Satisfaction Survey is also to be collected every year by IQAC.

Based on the feedback received, feasible modifications can be implemented in the respective syllabi during the next revision. The Action Taken Report (ATR) to be prepared and documented.

3. Alumnae Feedback

The alumnae, besides acting as a means to traverse the reputation of the institution far and wide, are also a source of its strength and delight. Hence, the institution values the opinion of the alumnae regarding the former's contribution in the latter's progress and suggestions on areas where there is a scope for further improvement. These areas cover academic, research and career augmentation possibilities as discerned from their exposure after completing a specific course. The suggestions pertaining to each department is communicated. Those found relevant may be placed for approval in the subsequent Governing Council.

4. Teachers' Feedback

A feedback on curriculum from the faculty is to be collected every year. The forms can be distributed among the teachers to record their opinions and suggestions.

The objectives of the survey:

- To understand the perception of the staff on the present syllabus
- To elicit their suggestions so that the syllabus can be improved by accommodating the changes
- To create a culture of sharing suggestions and thoughts that could help the smooth functioning of the college.

5. Employers Feedback

Progress of the student is definitely an inevitable component for the success and reputation of any educational institution. Feedback from the employer plays a key role in this context. IQAC ensures that suggestions of the employer

with respect to curriculum, overall performance of our students are collected and analysed.