WAYANAMAC EDUCATION TRUST ®

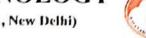Wayanamac Education Trust ®

DON BOSCO INSTITUTE OF TECHNOLOGY

(Affiliated to VTU, Approved by AICTE and Accredited by NBA, New Delhi)

Mysuru Road, Kumbalagodu, Bengaluru

Internal Quality Assurance Cell

A.Y 2023-24

Feedback Mechanism, Analysis and Action Taken Process

Feedback Policy

The feedback is obtained from those students who have more than 75% of attendance.

Feedback Process

A Questionnaire is set up consisting of 15 parameters in the IQAC meeting.

List of questions approved.

1. *Does the faculty come to class on time and engage the class full time?*

2. *Does the faculty explain the topics/concepts with real life examples?*

3. *Does the faculty answer your questions and clear the doubts on the subject*

4. *The faculty's presentation, Voice & Tonal Quality while teaching, is clear and audible*

5. *Does the faculty take attendance regularly?*

6. *Does the faculty make use of the black board and other available teaching aids like computers / projectors etc.?*

7. *Does the faculty cover the syllabus/ portions as per the schedule/ lesson plan?*

8. *Does the faculty creative in developing activities and lessons?*

9. *Does the faculty evaluate and return the internal test books within a reasonable time?*

10. *Is the faculty evaluation process fair and a transparent faculty evaluation process?*

11. *Is the faculty approachable and available on campus for clarification?*

12. *Does the faculty offer assistance and counselling as and when needed?*

13. *Does the faculty provide feedback on students' performance?*

14. *Does the faculty encourage research and reading culture?*

15. *Is the faculty impartial to students?*

The following Rubrics are defined in grade point of 5 for each of the parameters

5.Excellent, 4. Very Good, 3. Good, 2. Fair, 1. Poor. X1, X2, X3, X4 and X5 are

the number of students grading 5. Excellent, 4. Very Good, 3. Good, 2. Fair, 1. Poor.

During the year 2018-19 the feedback was taken by circulating the questionnaire amongst the students at the end of every semester offline.

An online feedback system is implemented from the year 2020-2021, by sending the link to fill up the Google Form and submit it within two days. The feedback analysis for an individual faculty is carried out in a 10 point scale. First the **Obtained Average (OA)**, is calculated for every parameter row wise.

Parameter Number	Description	5	4	3	2	1	Obtained Average (10)	Total Average Feedback (10)
1.	Does the faculty come to class on time and engage the class full time?	X1	X2	X3	X4	X5	OA₁	
.								TA
.								
15	Is the faculty impartial to students?	X1	X2	X3	X4	X5	OA₁₅	

First the **Obtained Average (OA)ᵢ**, is calculated for every parameter in i^{th} row

$$(OA)i = \frac{(5*X1)+(4*X2)+(3*X3)+(2*X4)+(1*X5)}{No. \quad of \quad Students} \quad ; i=1,2,3\text{---------}15$$

Next, the Total Average Feedback is calculated using formula

$$TA = \frac{OA_1 + OA_2 + - - - - - - - - +OA_{15}}{15}$$

Action Taken Process

A. The faculty who have obtained less than 7.0 grade point are required to report to HoD and Principal for explanation and they are advised to improve their teaching by identifying their weaknesses namely

1)Record an hour lecture delivered 2) Watch for pronunciation, voice modulation, body language, unpleasant gestures and improve upon it. 3) Improve the subject knowledge.4) Give scope for an interactive class.5) Ask and invite questions. 6)Prepare well for the class.

B. The faculty who have obtained more than 7.0 grade point are appreciated in the department meeting.

Feedback on Curriculum Links

Sl No.	Particulars	Links
1.	**Faculty Feedback on Curriculum**	https://forms.office.com/Pages/ResponsePage.aspx?id=U7wM-pttYESWmR1v9tyGjiXCIXPvgjRMm1oaaNbIggZUQVBZQUxGOVRLQU5HUTNSNFpRODNLTE8zTC4u
2.	**Student's Feedback on Curriculum for V Semester Students**	https://forms.office.com/Pages/ResponsePage.aspx?id=U7wM-pttYESWmR1v9tyGjiXCIXPvgjRMm1oaaNbIggZUN1A3MFcxM0ZUSVhMV0g0MzdFNlVURFoxVy4u
3.	**Student's Feedback on Curriculum for VII Semester Students**	https://forms.office.com/Pages/ResponsePage.aspx?id=U7wM-pttYESWmR1v9tyGjiXCIXPvgjRMm1oaaNbIggZUM0w0QkZMQ0pMSVJDWVFZWEdPTTFXUkNVMi4u
4.	**Alumni Feedback on Curriculum**	https://forms.office.com/Pages/ResponsePage.aspx?id=U7wM-pttYESWmR1v9tyGjiXCIXPvgjRMm1oaaNbIggZUQVFFSVRZOTkwWkZWRjZBTk4wVTBYOTExUy4u