



Teaching Learning Feedback Policy

The institute through a structured feedback mechanism ensures quality teaching learning process in technical education. The students play a vital role in the evaluation, development and enhancement of the quality of the learning experience. Feedback from students allows the institute to evaluate how its service provision is viewed.

Feedbacks from students is to be obtained periodically twice in each semester by the Dean Academics. Students evaluate the quality of teaching on criteria based feedback which are collected and analysed by the Dean Academics. The data will be analysed on the scale of 1 to 5 and Net Performance Weighted Index is calculated for each and every dimension of the course. The average score is also to be scaled to 20 in order to be consistent with the Faculty appraisal form before sharing with the concerned faculties and head of the departments. The process flowchart is given below-

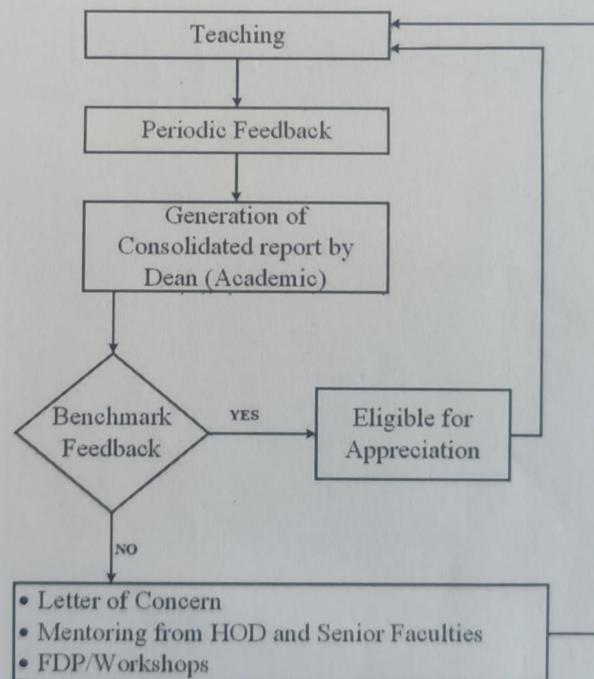


Fig1 : Flowchart for Teaching-Learning Feedback and Action Taken

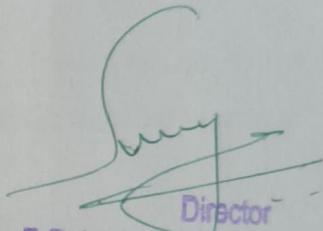
Based on the feedback, a benchmark range is to be set by Dean Academics and the faculties who score above the benchmark are to be appreciated and those who score below

the minimum benchmark to be encouraged to take guidance from senior faculties and concerned head of the department and are asked to take up various FDPs and workshops to improve their teaching & learning skills. A letter of concern is, also to be, issued to the concerned faculty for performance improvement in teaching and learning.

Common feedback form is designed at the institute level for all the programs by considering all the dimensions of the teaching-learning process such as quality of teaching, student interactions, clearance of doubts, communication, subject knowledge, punctuality, evaluation, etc. The students are asked to take up a complete anonymous survey to increase their ability to be honest in their responses. After analysis of feedback, various corrective actions to be taken based on the consultation with the Director.

Encl.

1. Feedback form on Teaching-Learning Process


Director
R.B. Institute of Modern Technology
NH-24, Banshi Ka Talab,
Sitapur, U.P., India
Director



R.R. INSTITUTE OF MODERN TECHNOLOGY

NH-24, Bakshi Ka Talab, Sitapur Road, Lucknow-226201

STUDENT FEEDBACK ON TEACHING-LEARNING PROCESS

Date: Course Code:.....

Name of the Teacher: Course Name:.....

Year: Semester: Department:.....

Directions:

For each item, please indicate your level of agreement with the following statement by choosing a score between 1 and 5. A Higher score indicates a stronger agreement with the statement.

1-Poor, 2-Below Average, 3-Average, 4- Good, 5-Excellent.

A. COURSE COVERAGE: (CC)

1. The teacher covers the entire syllabus:

1	2	3	4	5
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2. The teacher discusses topics in detail:

1	2	3	4	5
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3. The teacher possesses deep knowledge of the subject taught:

1	2	3	4	5
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4. The teacher communicates clearly:

1	2	3	4	5
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5. The teacher inspires me by his/her knowledge in the subject:

1	2	3	4	5
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B. TEACHING- LEARNING PROCESS (TL)

6. The teacher is punctual to the class:

1	2	3	4	5
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7. The teacher engages the class for the full duration

and completes the course in time:

1	2	3	4	5
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8. The teacher comes fully prepared for the class:

1	2	3	4	5
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9. The teacher provides guidance counselling in academic and non-academic matters in/ outside the class:

1	2	3	4	5
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10. The teacher encourages participation and discussion

in class (Teacher-Student, Student-Student) :

1	2	3	4	5
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Singh Director
 R.R. Institute of Modern Technology
 NH-24, Bakshi Ka Talab,
 Sitapur Road, Lucknow

11. The teacher encourages and values disagreement:

1	2	3	4	5
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12. The teacher uses modern teaching aids/gadgets, handouts, suggestion of references, PPT, web-resources (Any other):

1	2	3	4	5
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13. The teacher pays attention to academically weaker students as well:

1	2	3	4	5
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14. The teacher relates the course material with real world situations:

1	2	3	4	5
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15. The teacher's attitude toward the students was responsive and helpful:

1	2	3	4	5
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C. EVALUATION PROCESS (EP)

16. Periodical assessments were conducted as per schedule:

1	2	3	4	5
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17. The teacher uses non-traditional methods of evaluation like Quiz, Seminars, Assignments, Class room

Presentation/participation (Any other):

1	2	3	4	5
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18. Question paper covers all the topics in the Curriculum:

1	2	3	4	5
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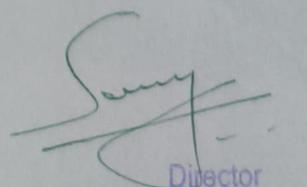
19. The teacher was fair and unbiased in the evaluation Process:

1	2	3	4	5
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20. Overall Rating of the Teacher in my view the teacher has professional competence and is a role model :

1	2	3	4	5
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Thank you for your valuable feedback



Director
R.R. Institute of Modern Technology
NH-24, Bakshi Ka Talab,
Sitapur