

ANALYSIS & ACTION TAKEN REPORT ON FEEDBACK FROM STUDENTS

2016 – 2017 to 2018 - 2019

As Sakthi College of Arts and Science for Women is a self-financing institution, there always exists an instability in the service of the teachers. At this juncture, the prime focus of the college has to be on developing the attributes of every teacher to suit the academic expectations of the students and sustain the quality of education, offered by the institution.

During the academic years 2016 – 2017, 2017 – 2018 & 2018 – 2019, the Feedback system followed by the institution was different. The outgoing students responded to the feedback questionnaire, given to them. The questionnaire was framed to check the academic performance of individual teachers of the department. The criteria used to measure the performance level were:

- ⊕ Punctuality & Regularity
- ⊕ Preparation for the Classes
- ⊕ Teaching Methodology
- ⊕ Revision and Model Questions and
- ⊕ Rapport with Students.

The questionnaire had been prepared separately for each department and the learners of the Programmes, conducted by the particular department responded. The total responses are calculated and presented in the form of graphical representation. A study of the response to each parameter and the action taken for the improvement of standard in the PG & Research Department of Computer Science and PG & Research Department of Mathematics is given below.

2016 – 2017 to 2018 - 2019			
Parameter	Analysis	Action Taken Report	Activity Done
Academic Performance of the HoD	Majority of the students are satisfied with the administration of the Head of the Department. She is capable of comprehending the needs of the students and fulfilling them	The Heads of the Departments are good at administrative and academic works, related to the department. So it is decided that they will continue their service as the Head of the Department. The	The Heads of the Departments acted as the Members of the Board of Studies for in Mother Teresa Women's University, Kodaikanal on 04.04.2018. And took part in the Central Evaluation work of November 2017 of

		external academic exposure of the Heads of the departments must be high. So they are advised to attend BoS meetings, Central Evaluation work etc.	Mother Teresa Women's University, Kodaikanal from 06.12.2017 to 12.12.2017.
Punctuality & Regularity	In keeping up punctuality and being regular in handing classes, some of the newly recruited teachers seem to be in a setback	Teachers are guided to maintain Work Diary, entering their day's schedule.	Monitoring the work performance is made still more strict.
Preparation for the Classes	In preparing the lesson content for the classes and academic delivery, two teachers seem to be sluggish	The Head of the department trains the newly appointed teachers in the method of preparing Lesson Plan for the classes.	Teachers are given permission to attend Orientation, Refresher and short-term courses.
Teaching Methodology	Senior teachers have proved to be good in adopting various teaching strategies, wherein the newly appointed staff need improvement.	At the beginning of the academic year, Orientation Programmes for teachers are planned.	Orientation and Academic Council Meeting is conducted on 19.06.2017 & 20.06.2017.
Revision and Model Questions	The department seems to be methodical in conducting the academic work. So the satisfaction among the students is high.	The teachers are advised to conduct simple class tests and discuss the pattern of the question papers in the class.	The evaluation pattern, conduct of CIE and marking scheme are elaborated to the teachers by the Head of the institution.
Rapport with Students	All the faculty in the department seem to maintain a good rapport with the students.	The Mentoring System is encouraged more so that a healthy relationship between the teachers and the students will be improved.	Every teacher in the department becomes a mentor and takes care of the mentors allotted to her.



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