

Aide de Memoire : DRAFT

Aide Memoire of the **3rd Meeting of SCDMC** held on July 20, 2017 in the office of DOAA

Members Present: A K Sharma(HSS), G. Santhanam(MTH), Md. Furquan, YNM

1. It was decided that the request for the first handout for all courses can be made through DOAA as per the format discussed in the second meeting.
2. The website of SCDMC would be launched as soon as possible, and the data structure would be such that the following items will be stored against each offered course semester-wise as decided in the second meeting. It appears that documents concerning course approvals of each course is not stored systematically anywhere since the implementation of the last ARC recommendations. DOAA staff will locate it. Otherwise the Departments must be requested to provide the same.
3. YNM is yet to prepare the Proposal on 'Maintenance of Course File' and once that is ready we can discuss it in the next meeting. The proposal will be along the lines decided in the second meeting.
4. The draft student feedback form that was prepared by Dr. A. Kelkar was discussed pointwise comparing it with the earlier version submitted by the separate committee.

The new format has different forms of questions with meaning of response values indicated for each question. This may be difficult to implement using paper format. Though it is natural to do so electronically.

The language of each question was to be converted in such a way that it is about the course and not about the instructor. However, in some of the questions we found it difficult to separate the two.

We decided to come with a modified version based on the proposal. Clearly this needed more thought and work.

5. We looked at the data of electronic submission of feedback form from previous semesters. The data seemed to be similar to the fraction of responses one obtains through paper format. However, we thought that continuing with both formats as at present (leaving the choice to the instructor) should continue.
6. The student members have a duty towards making sure through their influence and discussions in student senate that fraction of filled feedback forms in each course is high. May be one can think of inducements that can be offered to complete the feedback form. It will be the duty of SCDMC to ensure that the feedback obtained is taken seriously and acted upon.

Please suggest modifications, or additions if I have missed anything.

-ynm

Augaut 17,2017