

This Report which was presented to Senate by a Committee has now been referred to SCDMC for follow-up action and to come up with desired modifications.

Report of the committee on Student Feedback form

Background

A committee of Profs. Ajit Chaturvedi, Neeraj Misra, Suchitra Mathur, Dean of Academic Affairs (DoAA) and representatives of students' senate (covenor: Manoj K. Harbola) was formed via office order DIR/IITK/2014/OO/014 dated March 5, 2014. The committee met several times over the past 18 months and considered several aspects of students' evaluation of and feedback on courses being taken by them. In particular, the committee deliberated on the following points:

- (1) Contents of a feedback form and their purpose with reference to improving pedagogy;
- (2) Actions to be taken after a feedback is obtained;
- (3) Mode of feedback – online or hard-copy?
- (4) Should the feedback contain numerical feedback or give an overall impression about the course and the concerned instructor?

Recommendations

On the points given above, the committee's views are as follows:

- (1) The contents of the course should reflect what the institute expects in terms of the conduct of a course. This will, the committee opined, lead to a feedback to the instructor that will help them improve the course;
- (2) It has been felt for a long time that students participate in the evaluation and feedback process half-heartedly because they do not see any outcome of the process. Hence it was felt necessary that:
 - (a) either SUGC or its subcommittee or CDMC be given the responsibility of analysing the feedback. It remains to be decided how the analysis is to be carried out and what should be its outcome in order that the course is improved over time;
 - (b) the summary of feedback on each course be made public on DoAA website;
- (3) Since the idea is to give the students' overall impression of the course, it was felt that feedback in terms of YES/NO serves this purpose better. Hence it was decided that the forms will not contain any numerical feedback.

In addition, in connection with its terms of reference, the following points are also made by the committee:

- (1) Two forms – a short one and a detailed one - have been designed keeping in mind that many students may like to give feedback only on essential features of conduct of a course. The short form serves that purpose and contains 7 questions which the committee feels are absolutely necessary for good pedagogy. The detailed form contains many more questions on philosophical and operational aspects of the conduct of a course. This form should be provided to SUGC/CDMC for further analysis.

Sample forms of both kinds are enclosed with the report.

- (2) The detailed feedback form is to be filled online. The short form is also to be eventually filled online but for a transit period, some members of the committee felt that this form should be filled on hard copy.

- (3) It was also felt that the feedback should remain anonymous for it to be given without any reservations.
 - (4) Since the main purpose of students' feedback is to provide inputs so that the conduct of a course improves with time, it was felt that such an exercise should not be used for evaluation of the performance of an instructor, identifying a top performer or comparing different instructors.
 - (5) The short form that takes feedback on absolutely necessary aspects of the conduct of a course and therefore can be used to gauge whether an instructor has followed the fundamental pedagogical features of teaching a course. The summary of the feedback on this form will be put on DoAA website (intranet) and the forms will then be given to the concerned Instructor/Head for follow up action, if any.
 - (6) Right now, the feedback is restricted to classroom and laboratory teaching.

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Short-Feedback Form

This short feedback form is designed to get your feedback on essential features of the course you have credited. A detailed feedback form, with questions on all aspects of the course is also available for a comprehensive feedback. It is requested that you fill that form too. Your independent and well considered response will contribute significantly towards evolving the best teaching practices.

Please provide your feedback by responding to each of the following questions. A summary of responses will be collated and displayed on the DoAA website.

Question 1: Announcement regarding course policies.

- (a) Grading weightages (for assignments, quizzes, projects, exams, etc.) were clearly announced at the beginning of the semester?

YES	NO
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- (b) Attendance policy (whether it would be taken and/or counted towards grade weightage) were clearly announced at the beginning of the semester

YES	NO
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Question 2: Course related information

- (a) always available through some media (website / email / handout, etc.)
(b) available in limited form
(c) not available at all

Question 3: Was there continuous evaluation (evaluation based on components other than midsem and endsem exam) in the course?

YES	NO
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Question 4: Were graded assignments / quizzes / exams returned to students?

- (a) Returned within two weeks (b) Returned but later than two weeks
(c) Never Returned

Question 5: Were exams / quizzes / assignments related to material covered in class?

- (a) Consistently related (b) Sometimes related (c) Rarely related

Question 6: If classes were re-scheduled, was convenience of students taken into account?

YES	NO
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Question 7: Whether all lectures were held and full time allotted to the lectures was utilized by the instructor:

- (a) Most of the times (b) Sometimes (c) Never

Any other comments on the course:

Detailed-Feedback Form

This form has been divided into five sections. Please provide your feedback by marking the appropriate option as indicated after each question. Please use the box after each section to give your overall impression.

Course Content:

Question 1: Were the objectives of the course made clear?

[Please indicate your feedback for parts (a) and (b) by clicking YES or NO button]

- (a) At the time of pre-registration/registration, instructor was available to answer queries related to the course:

100% Q3	100% Q3
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- (b) Relevance of the course and its relationship with other courses was explained at the beginning of the course:

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Question 2: Was the course material organized effectively?

[Please indicate your feedback for parts (a) and (b) by clicking YES or NO button]

- (a) Each topic was given the time it deserved:

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- (b) Sequencing of topics was logical and helped in developing an overall understanding of course:

Question 3: Was the course material available easily?

Question 4: Were the total hours of study (including contact hours in class/labs and self-study) per week commensurate with the credits (number of credits roughly equals the hours of study required for the course per week)?

- (a) generally yes
- (b) much more than required
- (c) much less than required
- (d) varied widely from week to week

Question 5 is for Elective Course only

Question 5:

- (a) Were you satisfied with what you learnt in the course?**
[Please give your feedback by clicking YES or NO button]

YES	NO
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- (b) If you would like certain topics to be added/deleted, please indicate in the space below with other comments, if any.**

Give your overall impression about Course-Content in the box below:

Teaching:

Question 1: Was the organization of course material made known and followed?
[Please give your feedback for parts (a), (b) and (c) by clicking YES or NO button]

- (a) The content and sequence of major topics to be covered was made clear at the beginning of the semester and mostly followed:

YES	NO
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- (b) Material to be covered each week/ in each lecture was announced at the beginning of the week/lecture:

YES	NO
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- (c) Brief pauses were taken during lectures to recall material covered earlier and to explain their connections:

YES	NO
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Question 2: Was the relationship between course objectives and course material made clear from time-to-time?

YES	NO
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Question 3: Were classes held regularly throughout the semester?

- (a) all classes were held during the semester
(b) not all but more than 95% of classes were held during the semester
(c) less than 95% classes were held

Question 4: Was the instructor / tutor punctual?

- (a) For classes:

YES	NO
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- (b) In returning graded assignments / reports / quizzes /mid-semester examination

YES	NO
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Question 5: Was the instructor available and approachable?

YES	NO
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Question 6: Did the instructor make effective use of teaching aids / technologies?

[Please give your feedback for parts (a), (b) and (c) by clicking YES or NO button. If teaching aids were not required in the course, skip this question]

- (a) Board-work/PPT was of good quality:

YES	NO
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- (b) Electronic resources (course website / email / social media) were useful:

YES	NO
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- (c) Learning Management Systems such as Brihaspati, Moodle, Google Forum etc. were used effectively:

YES	NO
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Give your overall impression about the teaching of this course in the box below:

Grading and Evaluation:

Question 1: Was the grading policy for the course announced at the beginning of the course?

YES	NO
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Question 2: If the answer to Question 1 is YES, were the weightages of different components (assignments, quizzes, exams) of continuous evaluation along with methodology for awarding the final grade announced?

YES	NO
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Question 3: Were the examination questions related with the material covered in the course?

YES	NO
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The following questions are for courses with a lab component or with lab only

Question 4: Were the criteria for the evaluation of lab performance spelled out clearly and followed?

YES	NO
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Question 5: In your view, what practice should be followed for evaluation of lab performance in this course?

[Please give your feedback for parts (a), (b), (c) and (d) by clicking YES or NO button]

(a) Based only on submission of lab report

YES	NO
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(b) Based only on validity of results recorded in the lab report

YES	NO
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(c) Based only on individual viva

YES	NO
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(d) A combination of the above options or any other criteria

YES	NO
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Give your overall impression about the evaluation process followed for this course in the box below:

Infrastructure:

Question 1: Did classroom resources / equipment (such as blackboard, projector, screen, and audio equipment) function well?

YES	NO
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If the answer is NO, please specify in the box below the equipment and the classroom (such as L1, L2 or TB 205 or FB 482.....) that were not up to the mark.

Question 2: Is the design of the classroom appropriate for accommodating the assigned student strength and course material presentation?

YES	NO
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If the answer is NO, please specify in the box below the classroom (such as L1, L2 or TB 205 or FB 482.....) and the maximum number of students you think this classroom can accommodate for effective teaching:

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QUESTIONS 3-5 ARE ONLY FOR COURSES WITH LABS**Question 3: Which of the following measures were in place to ensure a safe lab environment?**

[Please give your feedback for parts (a), (b), (c), (d), (e) and (f) by clicking YES or NO button]

(a) Principles of lab safety were clearly explained, repeatedly emphasized, and followed:

YES	NO
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(b) Help / emergency measures (in case of any problem such as a fire) were available / explained:

YES	NO
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(c) First aid kit was available in the lab:

YES	NO
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(d) Dangerous equipment and substances were clearly marked:

YES	NO
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(e) Lab had a fire extinguisher in an easily accessible place:

YES	NO
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(f) Exit routes were clearly marked for evacuation during an emergency:

YES	NO
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Please indicate in the box below any other safety measures you feel are required.

Question 4: Was the lab equipment in good condition?

[Please give your feedback for parts (a), (b), (c) and (d) by clicking YES or NO button]

(a) Equipment was maintained in good and safe working condition:

YES	NO
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(b) Lab equipment was available in sufficient numbers:

YES	NO
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Question 5: What was your experience with the lab staff?

(a) They were easily approachable and helpful:

YES	NO
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(b) They were technically sound and had skills to handle lab equipment:

YES	NO
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- (c) They were sufficient in number for the number of students present in the lab:

YES	NO
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Give your overall impression about the classroom and lab infrastructure in the box below:

Student Learning Profile:

Question 1: How many lectures did you attend?

- (a) 100%
- (b) 80% - 100%
- (c) Less than 80%

Question 2: Were you regular and sincere in attempting and completing home-assignments?

YES	NO
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Question 3: Were you regular in studying for the course on a weekly basis?

YES	NO
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Question 4: What grade were you expecting in this course at the beginning of the semester and the reasons thereof? Please give your response in the box below:

Question 5: What grade are you expecting in this course as the semester is coming to an end? Please give your response in the box below.