

From: Yashowanta N. Mohapatra

Sent: Friday, August 25, 2017 11:53 PM

To: faculty@lists.iitk.ac.in

Subject: [SCDMC] Advisory to Instructors: A brief Early Feedback at this stage of the semester may prove to be helpful

Senate Curriculum Development & Monitoring Committee (SCDMC)

To: All Instructors-in-Charge

Early Feedback Advisory

SCDMC in its 4th meeting on August 25, 2017 decided to request all Instructors-in-charge of courses to 'formally' invite brief feedback on suggestions or difficulties from students at this stage of the semester. This is one of the best practices which can help iron out many small things at an early stage.

The instructors can adopt any method suitable to them depending on the class size and convenience. This may include a short google survey, a poll through email, mail boxes, physical suggestion-boxes etc. Some instructors even put it as a last question in a quiz. Many instructors, of course, keep asking most of the times, but a 'formal process of inviting suggestions' often helps even reticent students to express their suggestions and problems. For some of the difficult problems, one may not be able to do much, but a formal acknowledgement of problems, or even effecting some changes as per suggestions go a long way in making the learning environment better.

We will be happy to hear from you about your experience of carrying out such a process, or any issue that you may like to flag off for the Committee to worry about.

We had requested a copy of your 'First Course Handout' to be sent to us through your Convener, DPGC/DUGC/PPGC on July 27, 2017. We have received some responses. If you have not already sent it, please do so. Our test website (<https://www.iitk.ac.in/scdmc/>) is getting ready to host the data soon. You can have a look at the website of this newly formed committee. The building of back-up data structure is in progress.

Y N Mohapatra
Chairperson
On behalf of SCDMC