



# **GURUDEV ARTS & SCIENCE COLLEGE**

( Affiliated to KANNUR UNIVERSITY )

Managed by the Catholic Diocese of Bathery

## **DVV CLARIFICATIONS**

### **Criterion 1**

#### **Curricular Aspects**

#### **1.4 Feedback System**

1.4.2 Feedback process of the Institution may be classified as follows:

Options:

1. Feedback collected, analysed and action taken and feedback available on website
2. Feedback collected, analysed and action has been taken
3. Feedback collected and analysed
4. Feedback collected
5. Feedback not collected

Submitted to National Assessment and Accreditation Council (NAAC)

# STAKEHOLDER FEEDBACK ANALYSIS REPORT SIGNED BY THE PRINCIPAL

9/14/21, 1:05 PM

ACTION TAKEN REPORT based on dept May 17.docx - Google Docs

## ACTION TAKEN REPORT

### 2016-17

- Lack of working days in even semesters.
- Need of advancement in basic infrastructure facilities.
- Need of improvement in the academic performance of the students in classes and University exams.

#### Action Taken

Based on the feedbacks received for the academic year 2016-17, the institution has taken the following actions. The institution informed all the teachers of each department to complete the classes within the academic schedule by providing extra classes to the students. The Management has already made a discussion on the basic infrastructure facilities of the institution. The institution instructed the teachers to give remedial classes for slow learners and also told the librarian to keep previous year question papers to improve the academic performance of the students.

### 2017-18

- Various seminars should be conducted in order to improve students employability skills.
- Need of digitalized class rooms
- Staffs performance should be upgraded.

#### Action Taken

Feedback analysis of the academic year 2017-18 has brought much changes in the institution. The Management has provided the opportunity to each department to conduct various seminars to develop learning skills among students. The institution has decided to have staff assessment twice in an year - first one at August and other at January. The Management has reported to the higher authority for the digitalized class rooms.

### 2018-19

- Students faced stress during examination.
- Last minute hurry in syllabus completion.
- Internal mark should be in a fair, disciplined and organised manner.

#### Action Taken

The institution has taken the following actions based on the feedback in the academic year 2018-19. The institution has organised various programmes to relax the students. The Management instructed the teachers to take the classes in a systematic and understandable





manner by conducting different revision tests in between to the class. The institution has decided to provide internal marks according to the performance of the students.

### 2019-20

- Need of improvement in teaching methods and teaching aids.
- Alumini meeting should be conducted.
- The institution should have wifi facility.

### Action Taken

Based on the feedbacks of the academic year 2019-20, the institution has taken the following actions. The institution has decided to introduce different teaching aids and new methods. The teachers has started to handle the classes through ICT. They promoted presentation model seminars in classrooms itself. Different online groups has been formed to be in contact with the Alumini. The Management has started to inform the Alumini about the latest news regarding the institution. The Management has begun the wifi facility for the teachers.


### 2020-21

- Difficulty in online classes due to network issues.
- Overlapping of semesters
- Need of e-library.

### Action Taken

The institution has taken the following actions based on the feedback in the academic year 2020-21. Teachers are asked to give extra classes to those students who are facing network issues during the online medium. The institution has informed the higher authority and Board of studies about the stress facing by students due to overlapping of semesters. The Management has started to keep up e-library facilities by giving different charges to different teachers.



  
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## **ACTION TAKEN REPORT**

### **2018-19 (Students and Alumni Feedback)**

- We do not get proper revision before study leave.
- Improve the opportunity for employability skills
- Provide more previous question paper and gave easy notes for learning.
- Lab facility for Biochemistry needed to be improved.

#### **Action Taken**

Based on the feedback received for the academic year 2018- 19, the institution has taken the following actions. The institution informed teachers of all departments to cover the syllabus as early as possible and should give revision for the students. Here we are providing ten days study leave for students before the semester exam starts. In order to improve the opportunity for employability skills we already started add-on courses. By considering the student's skill development and participation, we are planning to introduce more add-on courses in the coming academic years. Previous question papers are already available in the college library and in department files. We have given instruction to the Librarian to upload the previous question papers to the college website. The Management already made a discussion on the lab facility of Biochemistry with the concerned department and took initiative to improve the facilities.

### **2019-20 (Students and Alumni Feedback)**

- The interior of the classes has to be modified the present condition is ok but a little more upgrade is needed
- Improve interaction with students understanding their difficulties and making solutions and without giving stress
- Internship programme, and international conferences need to be conducted.
- Provide good and dedicated teachers , no of students passing every year is less try to improve the number, give them good understanding of the subject.

#### **Action Taken**

The institution considered all the feedbacks of students and aluminee seriously and took actions. To improve the interior of the classes, we took the initiative to increase the furniture in the classroom and also decided to replace the broken windows. To interact with students and to



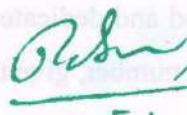
understand their difficulties, a mentoring system is functioning in the institution. The institution instructs the HODs of every department to concentrate more on this mentoring system. From the part of management, we directed the whole department to conduct internship programmes and international conferences. Some of the departments have already conducted international seminars.

### 2020-21 (Students and Alumni Feedback)

- Need to Improve College garden and surrounding. Need more place to encourage idea's of students.
- There is no projector in the college. Try to get one.
- Online class is not good we can't understand anything
- Infra structural facility is very poor. In commerce department students strength is very high. We complained to Principal and in meetings. Need more fans in classrooms.
- Include Post Graduation for biochemistry and microbiology

### Action Taken

The institution has a clean & peaceful surrounding. The management of the institution decided to make a beautiful garden in front of the college. Already we extended the parking area and now we have ample parking facility. The college has two projectors now and has taken initiative to increase the number of projectors. The management has given direction to whole teachers to make their online classes more active and effective. We have always tried to bring new courses onto our institution. This year we have introduced new Post Graduation course in psychology. So, introducing of Post Graduation course biochemistry and microbiology will be taken into discussion as early as possible. Also the institution has decided to convert all PG classrooms into smart classrooms.



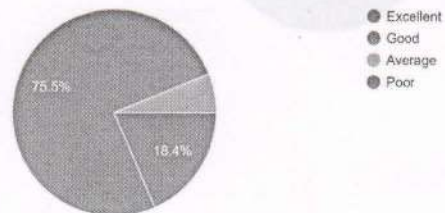
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## Teacher's Feedback

The following diagrams shows the response of teachers regarding the questions related to syllabus and infrastructure of the institution.

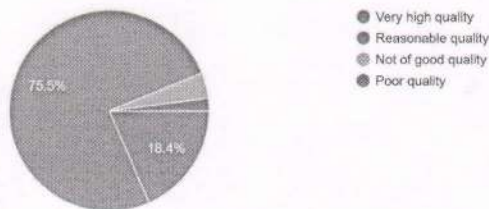
3. How do you rate the evaluation scheme designed for each of the course?

49 responses



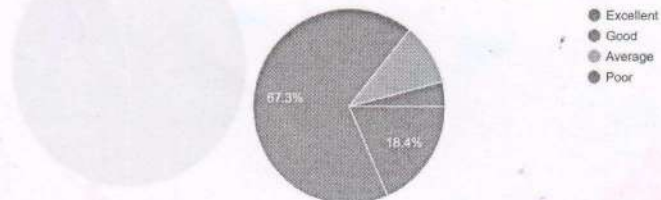
4. Assess the quality of the text books recommended by the syllabus and used in class for core complimentary, english, language?

49 responses



5. Quality of curriculum and syllabus

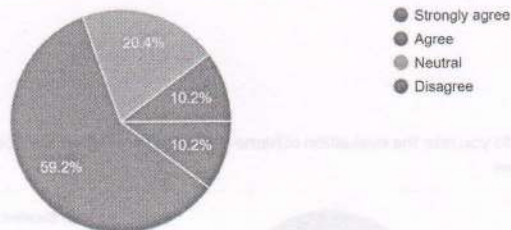
49 responses



### Teacher's Feedback

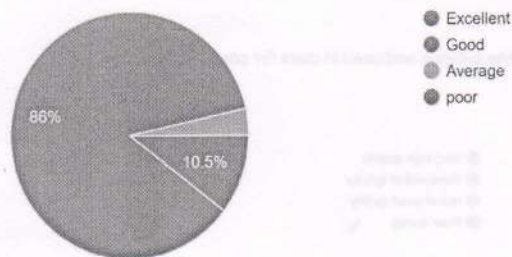
#### 6. The curriculum has adequate components of social service/extension activities

49 responses



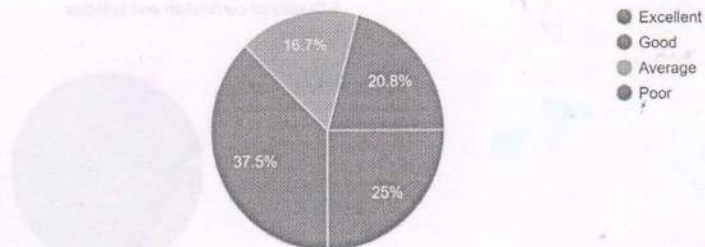
#### 7. Infrastructure and lab facility

49 responses



#### 8. Wi-fi accessibility in the department

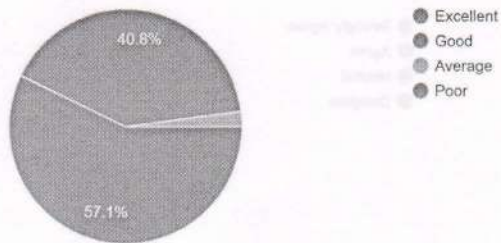
48 responses





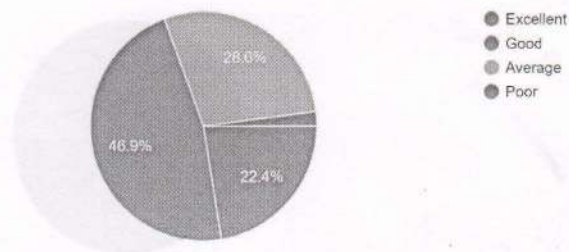
09. The college has an academic calendar and follows it to the satisfaction of the all

49 responses



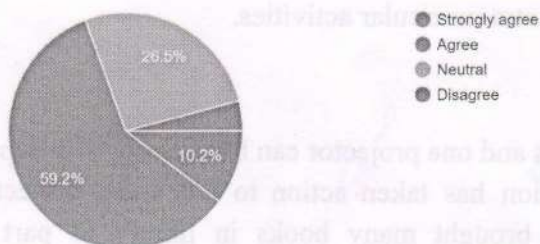
10. Canteen facility

49 responses



11. The course/syllabus strikes a balance between theory and application honing the employability skills

49 responses



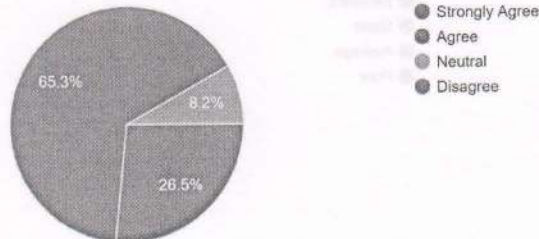
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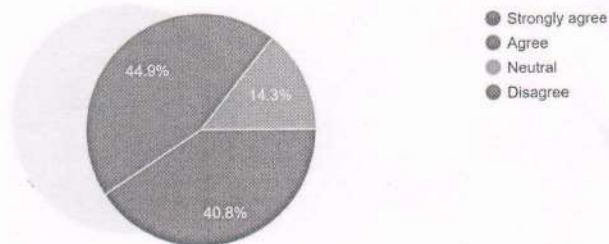
12. I have the freedom to adopt new techniques/strategies of teaching

49 responses



13. The environment in the department is conducive to learning, teaching and research.

49 responses



### Suggestions:

- Provide Projector for each department
- Library need to be upgraded with more research/reference books
- Give importance to curricular and extra-curricular activities.

### Action Taken

Presently, the institution has two projectors and one projector can be taken by any department for their official purposes. Also, the institution has taken action to buy more projectors on the coming academic year. Now we have brought many books in library as part of library upgradation. The institution has planned to order new reference and research books. As taking care of student's curricular and extra-curricular activities the institution allow students to participate in all the university arts and sports event and other events to nurture their abilities and passion.

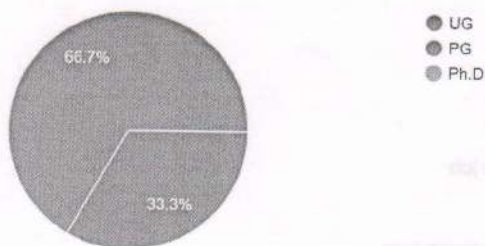


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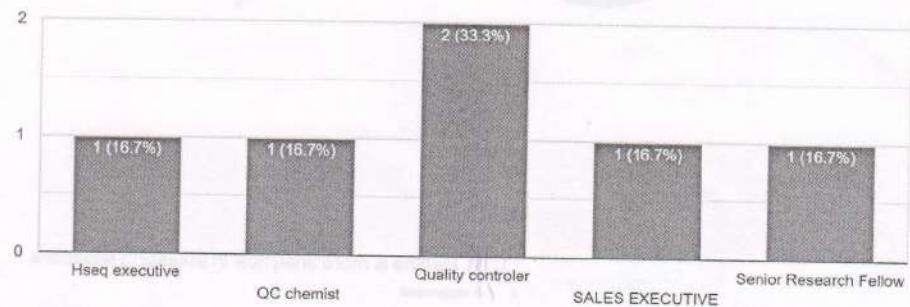
## Employer Feedback

The following are the diagrammatic representations of the responses of employers regarding their current position and professional life.

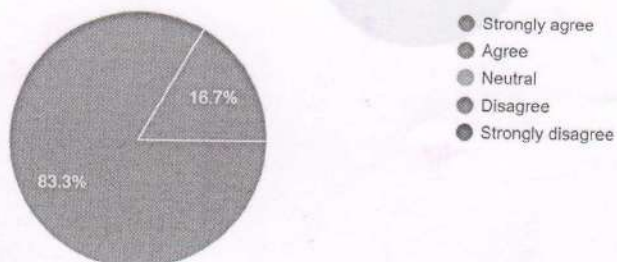
6. Course  
6 responses



7. Current Position  
6 responses

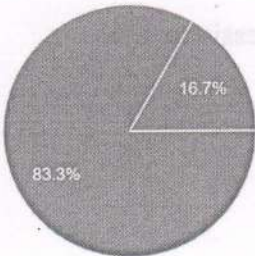


8. He/She is more knowledgeable in his/her field of work  
6 responses



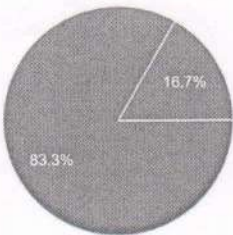


9. He/She knows the latest developments and he/she is up-to-date  
6 responses



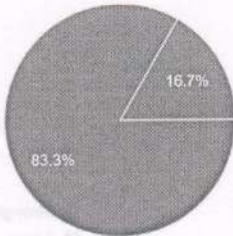
- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

10. His/her thoughts are more creative for completion of his/her job  
6 responses



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

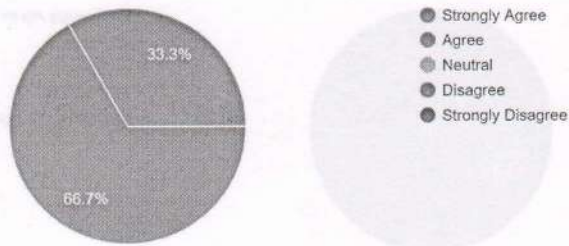
11. He/She is more analytical in assessing situations  
6 responses



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

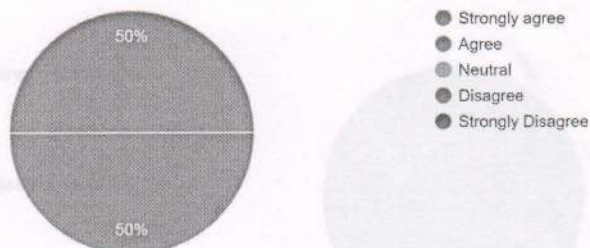
12. He/She relates the importance of financial management for his/her professional life

6 responses



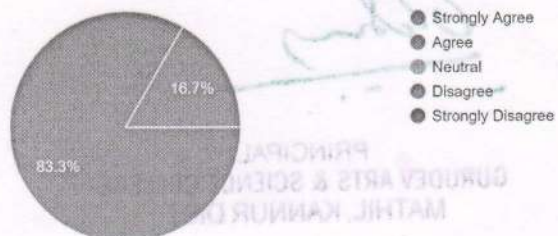
13. He/She is familiar with modern equipment/tools in the field

6 responses



14. He / She mingles better with his/her peer group

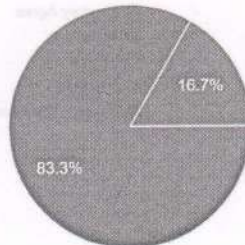
6 responses





15. He/She is talented to lead a group

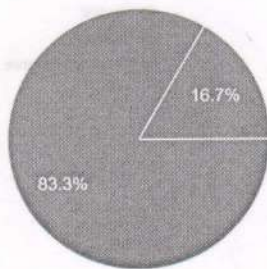
6 responses



- Strongly Agree
- Agree
- Neutral
- Disagree
- Strongly Disagree

16. His/ Her actions are found to be more ethical in his/her work

6 responses



- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Feedback Form in College Website



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# DEPARTMENTWISE ACTION TAKEN REPORT ON FEEDBACK

## DEPARTMENT OF ENGLISH FEEDBACK ANALYSIS REPORT (2016-17)

The Analysis of the Feedback meeting of the Department of English, Gurudev Arts & Science College, Mathil was held on 03-02-2011 30 PM in the English Department. The teachers of the department concerned attended the meeting. The Agenda for discussion details below:

**Time 1:30 PM. Venue: Dept of English**

The meeting was attended by Following Faculties

- (1) Babitha I [HOD]
- (2) Soumya.ck.
- (3) Chandrasekharan. K.V
- (4) Santhosh K U.
- (5) Sinimal. P.G.

### **Agenda: Feedback Analysis**

- Academic Evaluation
- class room Facilities
- Model Examination


### **Discussion**

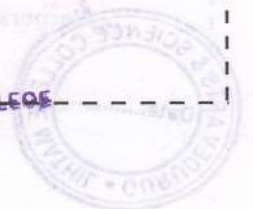
Discussed to reinforce clear explanation concerning unit content, assessment and outcomes. To develop strategies that enable students to develop their skills in learning and to provide necessary back to back up to face examination.

### **Action taken**

The department decided to review, develop and implement policies and practices in key areas. Also remedial classes for slow learners were arranged.



  
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## **FEEDBACK ANALYSIS REPORT 2017-18**

The Feed back analysis meeting of the Department of English, GASC, Mathil was called on 14/02/2018 at English department. The meeting was conducted in the presence Department teachers.

The following Agenda was discussed.

**Time: 2.30 VENUE: Dept. of English**

The meeting was attended by following Faculties

- (1) Mrs Soumya. C.K [HoD]
- (2) Santhosh. K. U
- (3) Chandrasekharan K.V.
- (4) Babitha k.
- (5) Sruthi A.T.V
- (6) Lavanya. K.
- (7) Sr. Chrisy, F.S.M.

### **Agenda: Feedback analysis,**

- Academic Evaluation
- Time table
- Working Hours
- Smart class room.

### **Discussion:**

Discussed Academic performance of student as well as teachers. Students, weak in their performances are to be upgraded further approach. Also discussed the hours College is their class Working and Smart class room facilities in the Decided to avail the Support of Management & principal in regard to the introduction of smart classroom.

### **Action taken**

With the Co-operation of all teachers concerned decided to focus on students who are slow learners. Urgent needs of other facilities were brought to the attention of the concerned.



  
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## FEED BACK ANALYSIS REPORT - 2018-19.

The Analysis of the Feedback meeting convened by the Dept of English, GASC on 29-01-2019 at the English Department. The teachers of the department attended the meeting. The head of the Department Mr. Chandrashekaran presided over the meeting. The Agenda comes under discussion are stated below

**Time: 12.30 PM      Venue: Department of English**

The meeting was attended by the following Members:

- (1) Chandrasekharan. k.v. [HOD]
- (2) Soumya. C.K.
- (3) Babitha. K.
- (4) Santhosh K. U
- (5) Sunitha P.V.
- (6) Darsana.K.V.

### **Agenda: Feedback analysis**

- Project Evaluation
- Facilities provided
- other matters

### **Discussion**

- Doubts Regarding the project work.
- Issue regarding the timings of classes to some students.
- How to overcome the stress related to Examination
- problem faced by slow learners

### **Action Taken**

- Remedial classes for slow learners.
- Research Methodology class arranged for students
- Informed the concerned regarding the class timings for some students



  
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## FEED BACK ANALYSIS REPORT 2019-20

Feedback analysis meeting of Department of English was conducted on 21st January 2020 (Tuesday) at 2.30 PM at English Department.

**Time: 2.30. PM. Venue: Department of English**

The Meeting was attended by the following faculties

1. Santhosh. K U. [HOD]
2. Sinimol. P.G
3. Darsana kv
4. Steffy Mathew
5. Amritha.K.
6. Soumya.c.k.

### **Agenda: Feedback Analysis**

- Course evaluation.
- Result analysis
- Club Activities
- Other matters.

### **Discussion**

- ❖ Discussed Methods to improve teaching-learning process
- ❖ Analyses in detail the performance of student in University Examination
- ❖ Future programmes to be conducted under the Literary club in detail was discussed.
- ❖ Decided to notify students regarding University Examination

### **Action Taken:**

- Decided to focus on students performance, decided to review, develop and implement policies and practices in key areas
- Programmes chartered as a part of club activities.
- Allotted two hours for students in a week to utilize library facilities for more references.



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## **FEED BACK ANALYSIS REPORT - 2020-21**

The Analysis of the feedback meeting was convened by the Department of English, GASC, Mathil on 29th January 2020 (Thursday) at the English Department. The teachers of the department attended the meeting.

**Time: 12.30. PM      Venue: Department of English**

Faculties present in the meeting

- (1) Santhosh K U (HoD)
- (2) Soumys. C.K.
- (3) Chandrasekharan. K. v.
- (4) Babitha.k.
- (5) Sruthi ATV
- (6) Ranjith M Cheriyan
- (7) Stuthi Thilak V V
- (8) Sambhu C P
- (9) Anju Krishna

### **Agenda: Feedback Analysis**

- Academia Evaluation
- Online class effectiveness
- Remedial classes.
- other matters

### **Discussion**

The problems faced by students are discussed in detail. Also the difficulty faced by certain students regarding the online mode of teaching. Lack of internet access to certain students of rural areas came under discussion. Also Commencement of University Exam without completing odd sem exam also discussed.

### **Action taken:**

Decided to give offline classes to certain students who faced difficulty in Online mode. Also remedial classes were conducted. Tutorial and mentoring are to be improved to make stress free. Students were given a class on Research Methodology for project work.



  
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## **Feedback Analysis Report - 2016-17**

The feedback analysis meeting of 'Department of Management Studies', GASC, Mathil was called to order at 2:30 pm on March 2017 in Management Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 2:30 pm**

**Venue: Department of Management Studies**

The meeting was attended by following members.

1. Shyma V.C (HOD)
2. Ragima (Assistant Professor)
3. Vivek Madhusudhanan

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Infrastructure facilities
- Notifying University Exam

### **Discussion**

Discussed about academic performance of students. Identified students, who are slow at learning and discussed about the action to be taken for the advancement of their studies. Advancement of basic infrastructure facilities decided as an important matter to be addressed. Also it was decided to notify students about the University Exam.



  
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### Action Taken

It was decided to focus on students who are slow at learning as well as who are advanced learners. Need of basic infrastructure facilities were informed to principal, Preparation of university exam decided as an important task for the upcoming days.

Venue: Department of Management Studies

Time: 2:30 pm

The meeting was attended by following members

1. Dr. V. C. (HOD)
2. Rajini (Assistant Professor)
3. V. V. Mathuram

#### Agenda: Feedback Analysis

- Academic Evaluation
- Infrastructure facilities
- Holding University Exam

#### Discussion

Discussed about students' performance of students. Identified students who are slow at learning and discussed about the action to be taken for the advancement of their studies. Advancement of basic infrastructure facilities decided as an important matter to be addressed. Also it was decided to notify students about the University Exam.



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## **Feedback Analysis Report - 2017-18**

The feedback analysis meeting of 'Department of Management Studies', GASC, Mathil was called to order at 3:30 pm on 18th March 2018 in Management Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 3:30 pm**

**Venue: Department of Management Studies**

The meeting was attended by following members.

1. Vivek Madhusudhanan (HOD)
2. Reeshma (Assistant Professor)
3. Neethu Narendran (Assistant Professor)

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Staff Assessment
- Library Facilities
- Notifying University Exam
- Smart class room

### **Discussion**

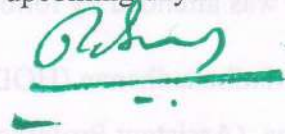
Discussed about academic performance of students as well as the performance of staff. Identified students, who are slow at learning and discussed about the action to be taken for the advancement of their studies. It was discussed that staffs required more preparation before attending classes. Advancement of library facilities decided as an important matter to be addressed. And it is also discussed about smart class room facilities in college. Also it was decided to notify students about the University Exam.



## Feedback Analysis Report - 2017-18

### Action Taken

It was decided to focus on students who are slow at learning as well as who are advanced learners. The collected staff assessment report was given to the staff members by HOD. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies. Need of library facilities were informed principal, and decided to develop a reading habit among students as well as staff. It is decided to conduct smart class room presentations once in a week. Preparation of university exam decided as an important task for the upcoming days.



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## **Feedback Analysis Report - 2018-19**

The feedback analysis meeting of 'Department of Management Studies', GASC, Mathil was called to order at 3:30 pm on 15th March 2019 in Management Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 3:30 pm**

**Venue: Department of Management**

**Studies**

The meeting was attended by following members.

1. Vivek Madhusudhanan (HOD)
2. Nidheesh Thayath (Assistant Professor)
3. Manu Tom (Assistant Professor)
4. Malavika Prasad (Assistant Professor)

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Staff Assessment
- Library Facilities
- Notifying University Exam

### **Discussion**

Discussed about academic performance of students as well as the performance of staff. Identified students, who are slow at learning and discussed about the action to be taken for the advancement of their studies. It was discussed that staffs required more preparation before attending classes. Advancement of library facilities decided as an



important matter to be addressed. Also it was decided to notify students about the University Exam.

### Action Taken

It was decided to focus on students who are slow at learning as well as who are advanced learners. The collected staff assessment report was given to the staff members by HOD. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies. Need of library facilities were informed principal, and decided to develop a reading habit among students as well as staff. Preparation of university exam decided as an important task for the upcoming days.



  
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## **Feedback Analysis Report - 2016-17**

The feedback analysis meeting of 'PG Department of commerce', GASC, Mathil was called to order at 2:30 pm on March 2017 in commerce Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 2:30 pm**

**Venue: Department commerce**

The meeting was attended by following members.

1. Shyma V C (HOD)
2. Dhanya T (Assistant Professor)
3. Seena K(Assistant Professor)
4. Sumy Thomas (Assistant Professor)
5. Hemamalini (Assistant Professor)
6. Reshma (Assistant Professor)
7. Litna (Assistant Professor)
8. Fr.vargeese (Assistant Professor)
9. Vipina (Assistant Professor)

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Library assesment
- Notifying University Exam
- Staff assessment

### **Discussion**

- Discussed the academic performance of the students in class and in university exams.
- Library facilities should be addressed to the principal
- Evaluation of university results

### **Decision Taken**

- Analysed the university results and decided to give remedial classes for slow learners.
- Extra guidance must be given to advance learners for best results and for qualifying competitive exams.
- Staff assessment should be taken twice by the HOD first in august and next February.
- Requested to principal to upgrade library facilities.

### **Feedback Analysis Report - 2017-18**

The feedback analysis meeting of 'PG department of commerce', GASC, Mathil was called to order at 3:30 pm on 18th March 2018 in commerce Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 3:30 pm**

**Venue: Department of commerce**

The meeting was attended by following members.

- 1.shyma V c (HOD)
- 2.dhanya T (Assistant Professor)

3. Seena K (Assistant Professor)
4. Sumy thomas (Assistant Professor)
5. Reshma (Assistant Professor)
6. Vipina (Assistant Professor)
7. Keerthana k (Assistant Professor)
8. Anju (Assistant Professor)

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Department club initiative
- Library Facilities
- Notifying University Exam
- Smart class room

### **Discussion**

- Discussed the academic performance of the students in class various extracurricular activities outside college and university exams.
- Discussed regarding feedback given by the students on class facilities like fan repair, black board replacement.
- Advanced library facilities should be addressed to the principal.

### **Decision Taken**

- Slow learners should be given special care
- Extra guidance should be given to advanced learners especially for competitive exams and achieving good results.
- Requested principal to upgrade library facilities.



- Reported inconvenience of infrastructure in class to the principal and management and concerned action was taken

### **Feedback Analysis Report - 2018-19**

The feedback analysis meeting of 'PG Department of commerce', GASC, Mathil was called to order at 3:30 pm on 15th March 2019 in commerce Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 3:30 pm**

**Venue: Department of Management**

#### **Studies**

The meeting was attended by following members.

- 1.Shyma V C (HOD)
- 2.Sumy thomas (Assistant Professor)
- 3.keerthana K(Assistant Professor)
- 4.Vineetha c (Assistant Professor)
5. shibin B (Assistant Professor)
7. Amritha (Assistant Professor)
8. princy abraham (Assistant Professor)
- 9.christy (Assistant Professor)
10. Pankaj (Assistant Professor)

#### **Agenda: Feedback Analysis**

- Academic Evaluation
- Staff Assessment
- Library Facilities

- Notifying University Exam

### **Discussion**

- Completion of portion on time , conducting test / viva
- About the feedback given by students regarding class, library was discussed.
- Discussed and evaluated the academic performance of the students in class and in university exams.

### **Decision Taken**

- Decided to conduct unit wise test and developing a habit of referring more books for notes by students to improve their subject knowledge.
- Extra guidance must be given to slow and advanced learners for best results .
- A request was given to the principal to purchase reference books for the betterment of students and staffs.
- Special classes or topic wise revision should be given to slow learners.

### **Feedback Analysis Report - 2019-20**

The feedback analysis meeting of 'PG department of commerce ', GASC, Mathil was called to order at 3:30 pm on 22th March 2020 in commerce Department. The meeting was attended by all the Department teachers. The following agenda was discussed.

**Time 3:30 pm**

**Venue: Department of commerce**

The meeting was attended by following members.



- 1.shyma V C(HOD)
- 2.Sumy thomas (Assistant Professor)
- 3.vineetha c (Assistant Professor)
4. Anju Krishna (Assistant Professor)
6. Vyshnavi (Assistant Professor)
7. Faris (Assistant Professor)

### **Agenda: Feedback Analysis**

- Academic Evaluation
- Staff assessment
- Notifying University Exam
- PTA meeting analysis

### **Discussion**

- Discussed about the academic performance of the students in class and in university exams.
- Completion of portion on time and extra guidance for advanced learners for competitive exams and achieving ranks.
- PTA meeting decision was analysed and discussed.
- Had discussion regarding feedback given by the students on classes, library facilities.

### **Decision Taken**

- Slow learners should be given special care.
- Extra guidance should be given to advanced learners especially for competitive exams and achieving good results.
- Requested principal to upgrade library facilities.



## Feedback analysis Meeting 2017-2018

Feedback analysis meeting of Department  
of mathematics and statistics held on February 5,  
monday at 3.30 pm.

members.

1. madhusoodhanan m Mm
2. Neethu K Neethu
3. Nithya K U Kum
4. Soby Philip Soby
5. Preenu Jose PJ
6. Akhila Jose Akh
7. Shajna Grovindhana Shajna

Agenda : Feedback analysis.

- Academic Evaluation.
- Facilities provided
- Other matters raised by students on feedback.

Discussion :

- Discussed the issues faced by students in det.
- Tight shodule of university examination.




- Lack of working days in even semester.
- To conduct various seminars on new trends in statistics & mathematics.
- maintenance work of Bathroom facilities.

### Action Taken

- more classes to be given in difficult papers.
- Remedial classes for slow learners.
- To organise seminar.
- Given to the attention of management for maintaining facilities.



  
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## Feedback analysis meeting 2018-19

Feedback analysis meeting of Department  
of mathematics & statistics held on January  
30th 2019 (Wednesday) at 1.00 pm  
members

1. madhusoodhanan m (HOD) Am
2. Neethu K Am
3. Soby Philip Am
4. Shajna Govindan Shajna
5. preenu Jose Pre
6. Withya K U Withya
7. Gopika Gopika

### Agenda : Feedback analysis

- > Academic evaluation.
- > Facilities provided
- > Other matters regarding

### Discussion

Discussed the issues in detail

- > Some topics seemed difficult to poor learners.



- problems section to be given important
- To conduct classes for poor students.
- To reduce stress faced by some students by the tight schedule of university exam.

#### Action taken

- Remedial classes in the evening for poor learners
- problem discussion section classes in the evening after class hour.
- To conduct motivation stress relief classes.



Principals

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## Feedback analysis meeting 2019-20

Feedback analysis meeting of Department of mathematics and statistics held on 22<sup>nd</sup> January 2020 (Wednesday) at 3:30 pm.

### members

1. K T Ravindran
2. madhusoodhanan m Chm
3. Shajina Govindhan Shajina
4. Nithya K U Kun
5. Akshaya Akshaya
6. Midhula Midhula
7. Neethu K Neethu

Agenda : Feedback analysis

→ Academic evaluation.

→ Facilities

→ Other matters.

### Discussion.

Discussed the issues in detail

→ Difficulty of poor learners to understand some topics.



- Need of smart classroom
- To conduct various competition like seminar, quiz, poster, exhibition etc for students

### Action Taken

- Evening classes conducted for slow learners.
- Informed the management about the facilities to be improved.
- Decided to conduct various competitions.



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## Feedback analysis meeting 2020-21

Feedback analysis meeting of Department of mathematics and statistics held on 25<sup>th</sup> January 2021 (Monday) at 1.00 pm.

### members

1. K T Ravindran (Principal)
2. Madhusoodhanan M (HOD)
3. Midhula ENT Midhula
4. Neethu K Neethu
5. Nithya K U Nithya
6. Akshaya Akshaya
7. Shajina Govindhan Shajina
8. Athira Athira
9. Akhile Jose Akhile

### Agenda : Feedback analysis

- Academic evaluation.
- Online classes during pandemic situation.
- Stress faced.
- University exams.
- Other matters.



## Discussions

The issues faced by the students are discussed in detail.

- The unavailability of online classes due to poor network faced by some students
- Lack of face to face interaction in online classes
- Difficulty in understanding the problem topics
- For the first year UG and PG students, lack of interaction with others
- Lack of working days
- Stressed semester system
- Tight schedule of exam time table
- Starting of even semester without completing odd semester exams.

## Action taken

- Revision classes are given for odd semester portions at the time of exams
- Tutorial, mentoring are to be improved to make stress free
- Some difficult classes are recorded and shared with students
- Informed the concerned teachers to improve the classes.



- Difficulty in some paper

### Action taken

- Decided to inform the difficulty in syllabus to the chairman, Board of studies.
- Remedial classes for slow learners.
- more classes to be given in difficult papers



Principals

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DEPARTMENT OF MATHEMATICS &  
STATISTICS

Feedback analysis meeting 2016-2017.

Feedback analysis meeting of Department  
of mathematics & physics held on 6<sup>th</sup> February 2017  
monday at 1.00 pm.

members attended.

1. madhusoodhanan m mm
2. Shajna Govindan Shajna
3. Akhila Jose Akh
4. Neethu K Neethu
5. Shamra K. Sham
6. Soby Philip. Soby

Agenda : Feedback Analysis.

- Academic evaluation.
- Staff assessment.

Discussion

As a part of feedback collected from  
students discussed about the new syllabus.

- Lack of working days in even semester



pandemic situations and distributed to various places in association with NSS unit.

- The responsibility was given to final Bsc students to coordinate notice board activities.



  
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### **YEAR-2020-2021**

The feedback analysis meeting of PG Department Chemistry, GASC, Mathil was called to order at 9.30 am on June 3rd 2020 in chemistry department in the presence of all the department teachers. The meeting began with a prayer and the following agenda was discussed.

### Agenda: Feedback Analysis

- Academic evaluation
- Internal mark assesment
- Online class evaluation
- Lab facilities
- Classroom facilities
- Staff assessment
- Library facilities
- Extra curricular activities
- Computer facilities
- Departmental notice board

### Discussion:

- Ug and Pg university examination result
- Use of ICT tools for teaching learning purposes.
- Fairness of internal mark evaluation
- About to conduct staff assesment –first one in august month and the second one in January month.
- Discussed about to designing a laboratory to address the current research needs,operating standards and more advanced laboratory equipments.
- About to conduct National seminar programmes and a series of webinars in association with chemistry alumini.
- To exhibit all science related news ,works and inventions in notice board



- Need of digital library to access multiple contents with a potentially infinite number of resources and selections at hand.

#### **Action Taken:**

- Slow learners and advanced learners are given more attention according to their needs, from June 2020 to February 2021.
- Decided to use ICT to create a smart learning environment.
- Number of internal marks examination increased and best of two was taken for the internal marks assessment.
- Need of lab facilities and library facilities forwarded to Principal for further necessary action.
- The collated staff assessment report was given to the staff members by the HOD. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.
- Organized a national seminar on 24-7-20 by Sunjay Ullatil, research scholar, Slovenia on the topic harvesting the solar energy using  $\text{TiO}_2$  through Google Meet platform.
- Series of webinars conducted through Google Meet platform in association with chemistry alumni.
- 10-10-2020 - is climate change real – Arjun C H PhD Scholar, JNSCAR, Bangalore
- 14-11-2020 - Introduction to forensic science - Anandapathmanabhan - Science communicator
- 11-11-20 - Counselling session Relaxation vibes by social work department HOD, Lijo Joseph.

- 16-9-20-World ozone day celebration-Inter department poster competition and essay competition.
- 12-2-2020-The road is not so easy though how to explore a smart world-jayakrishnan, PhD scholar, Taiwan
- 9-1-2021-motivational class-Drive-Jithin sym in association with chemistry club scientia
- 9-1-2021-Planning a research carrier for an Indian student-Athul Thomas-PhD scholar, Germany
- 11-1-2021-Emerging fields in medicinal chemistry by Dr, vijesh in association with chemistry club.
- 21-3-2021-meet the alumini programme- Mr.Arjun C H ,PhD scholar interacted with 33 students and it was mainly focusing on future and scope of chemistry.
- The responsibility was given to final Bsc students to coordinate notice board activities.



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## **YEAR-2019-2020**

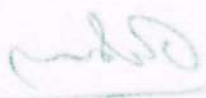
The feedback analysis meeting of PGDepartment Chemistry ,GASC,Mathil was called to order at 3.30 pm on march 16 th 2019 in chemistry department in the presence of all the department teachers.The meeting began with a prayer and the following agenda was discussed.

### **Agenda: Feedback Analysis**

- Academic evaluation
- Internal mark assesment
- Entrance exam orientation
- Lab facilities
- Classroom facilities
- Staff assessment
- Library facilities
- Extra curricular activities
- Computer facilities
- Departmental notice board

### **Discussion:**

- Ug and Pg university examination result
- Entrance exam coaching for Final year BSc students
- Fairness of internal mark evaluation
- About to conduct staff assesment –first one in august month and the second one in January month.



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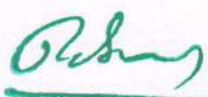


- Discussed about to designing a laboratory to address the current research needs, operating standards and more advanced laboratory equipments.
- To exhibit all science related news ,works and inventions in notice board
- Need of digital library to access multiple contents with a potentially infinite number of resources and selections at hand.

#### **Action Taken:**

- Slow learners and advanced learners are given more attention according to their needs ,from June 2019 to February 2020.
- Started one hour entrance exam preparation classes after 3.30 pm.
- Number of internal marks examination increased and best of two was taken for the internal marks assessment.
- Need of lab facilities and library facilities forwarded to Principal for further necessary action.
- The collated staff assessment report was given to the staff members by the HOD. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.
- Chemistry department and students organized a sanitizer preparation during lockdown days in COVID-19



  
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## **YEAR-2018-2019**

The feedback analysis meeting of PGDepartment Chemistry ,GASC,Mathil was called to order at 12.30 pm on march 25 th 2018 in chemistry department in the presence of all the department teachers.The meeting began with a prayer and the following agenda was discussed.

### **Agenda: Feedback Analysis**

- Academic evaluation
- Internal mark assesment
- Entrance exam orientation
- Lab facilities
- Classroom facilities
- Staff assessment
- Library facilities
- Extra curricular activities
- Computer facilities
- Departmental notice board

### **Discussion:**

- Ug and Pg university examination result
- Entrance exam coaching for Final year BSc students
- Fairness of internal mark evaluation
- About to conduct staff assesment –first one in august month and the second one in January month.

- Discussed about to designing a laboratory to address the current research needs, operating standards and more advanced laboratory equipments.
- About to conduct seminar programmes .
- To exhibit all science related news ,works and inventions in notice board
- Need of digital library to access multiple contents with a potentially infinite number of resources and selections at hand.

#### **Action Taken:**

- Slow learners and advanced learners are given more attention according to their needs ,from June 2018 to February 2019.
- Started one hour entrance exam preparation classes after 3.30 pm.
- Number of internal marks examination increased and best of two was taken for the internal marks assessment.
- Need of lab facilities and library facilities forwarded to Principal for further necessary action
- The collated staff assessment report was given to the staff members by the HOD. The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.
- Organized a seminar on 31-8-2018 by Arjun Chaudhary, research scholar on the topic porous materials supported intermetallics catalyst for sustainable production and recycling of energy and second seminar



session was on 19-9-2018 on the topic biomaterials by Dr.k.Sudheesh.

- The responsibility was given to final Bsc students to coordinate notice board activities.



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## **YEAR-2017-2018**

The feedback analysis meeting of PGDepartment Chemistry ,GASC,Mathil was called to order at 3.30 pm on march 14 th 2017 in chemistry department in the presence of all the department teachers.The meeting began with a prayer and the following agenda was discussed.

### **Agenda: Feedback Analysis**

- Academic evaluation
- Internal mark assesment
- Lab facilities
- Classroom facilities
- Staff assessment
- Library facilities
- Extra curricular activities
- Computer facilities
- Departmental notice board

### **Discussion:**

- Ug and Pg university examination result
- Fairness of internal mark evaluation
- About to conduct staff assesment –first one in august month and the second one in January month.
- Discussed about to designing a laboratory to address the current research needs,operating standards and more advanced laboratory equipments.

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- About to conduct a two day exhibition programme so that it increases interest in being chemistry student and their skills of the presentation.
- To exhibit all science related news ,works and inventions in notice board
- Need of digital library to acess multiple contents with a potentially infinite number of resources and selections at hand.

#### Action Taken:

- Slow learners and advanced learners are given more attention according to their needs ,from june 2017 to February 2018
- Need of lab facilities and library facilities forwarded to Principal for further necessary action
- The collated staff assessment report was given to the staff members by the HOD.The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.
- Organized two day(22-2-2018 and 23-2-2018) exhibition programme-ognassone-18.And also arranged a seminar and carrier guidance and motivational session for interdepartmental students.
- The responsibility was given to final Bsc students to coordinate notice board activities.



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## **YEAR 2016-2017**

The feedback analysis meeting of PGDepartment Chemistry ,GASC,Mathil was called to order at 3.30 pm on march 20 th 2016 in chemistry department.The meeting was attended by all the department teachers.The following agenda was discussed.

### **Agenda: Feedback Analysis**

- Academic evaluation
- Lab facilities
- Staff assessment
- Library facilities
- Computer facilities
- Departmental notice board
- Sports facilities

### **Discussion:**

- Ug and Pg university examination result
- Updation of syllabus based on recent advances in their field
- About to conduct staff assesment –first one in august month and the second one in January month.
- To exhibit all science related news ,works and inventions in notice board
- Library,Computer and sports facilities are noted for further necessary action

















### Action Taken:

- Slow learners and advanced learners are given more attention according to their needs ,from june 2016 to February 2017
- Need of lab facilities forwarded to Principal to get more laboratory experiences and practical exposure
- The collated staff assessment report was given to the staff members by the HOD.The staff members were asked to go through the various indicators for their better and greater improvement over teaching methodologies.
- The responsibility was given to final Bsc students to coordinate notice board activities.



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RECOMMENDATION LETTER TO CHANGE III SEMESTER MA  
ENGLISH ELECTIVE PAPER

1. FROM HOD TO PRINCIPAL
2. FROM PRINCIPAL TO KANNUR UNIVERSITY
3. REPLY LETTER



Dept. of English  
Gurudev College

The Principal  
Gase.

Sir,

Sub: Change of Option for M.A. English  
in IIIrd Semester

The Dept of English opted European Fiction as elective for P.G English this last year. But as the paper seems difficult for the students, the Dept like to choose 'Cultural Studies' as elective. More over this paper is more convenient and useful for students in their future for competitive Exams. Favourable actions from authorities are expected for the optional change.

Yours  
Mathil

12/06/19

Introduction to  
Cultural studies  
Code: ENG 3E0T

III Semester ENGLISH

Permitted

12/6/19

12/6/19

PRINCIPAL  
GURUDEV ARTS & SCIENCE COLLEGE  
MATHIL, KANNUR DIST.

Thanking you  
Yours Faithfully

Heed.

PRINCIPAL  
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MATHIL, KANNUR DIST



No.GASC/Affln/2019-2020.

Dated, 2nd July 2019.

From

The Principal.

To

The Registrar,  
Kannur University.

Sir,

Sub:- Change of elective paper for M.A.English  
in III Semester- regarding-

Ref:- Your letter No.Acad.A2/GASC/02/Vol II  
dated 27-06-2019.

...

With reference to your letter cited above,  
I write to report that owing to financial stringency,  
I am not in a position to remit the proscribed fee for  
the purpose of change of elective paper. Further I wish  
to inform you that I had requested to the University only  
for the change of elective paper for M.A.English in III  
Semester and not for the change of Complementary course.

Yours faithfully,



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MATHIL, KANNUR DIST.

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Website : [www.kannuruniversity.ac.in](http://www.kannuruniversity.ac.in)



No.Acad.A2/GASC/02 Vol.II

Date : 26.07.2019

From

The Registrar

To

The Principal,  
Gurudev Arts & Science College, Mathil,  
P.O.Mathil,  
Payyannur,  
Kannur Dt.

Sir,

Sub : M.A.English Programme -Change of Elective during III Semester -Reg  
Ref : L Your letter No.GASC/SYL/ENG/2019-20 dated 12.06.2019

With reference to above, it is informed that permission has been granted to choose ENG 3EO7 INTRODUCTION TO CULTURAL STUDIES as Elective for III semester M.A.English programme from 2018-19 admission onwards & the matter has been intimated to the Examination branch of the University ,for necessary action in this regard.

Yours faithfully

DEPUTY REGISTRAR (Acad)  
For REGISTRAR



**PRINCIPAL**  
**GURUDEV ARTS & SCIENCE COLLEGE**  
**MATHIL, KANNUR DIST**

No.GASC/SYL/ENG/2019-2020.

Dated, 12th June 2019.

From

The Principal.

To

The Registrar,  
Kannur University.

Sir,

Sub:- Change of Option for M.A.English in  
III Semester- requested-

....

Enclosed herealong please find a letter received  
from the Head of the Department of English of our College  
for favour of your information and necessary action.

Your favourable response in this regard is  
highly appreciated.

Thanking you,

Yours faithfully,

Encl: Letter received from the  
Head of the Department of  
English.



h0 12/6/19  
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No. No.Acad.2/GASC/02 Vol.II

Dated: 05.02.2020

From

The Registrar

To

The Principal,

Gurudev Arts & Science College, Mathil,

Mathil P.O.,

Payyannur,

Kannur.

Sr,

Sub:- Change of optional subject -Visit of Inspection Team-Reg.

Ref:- Your letter No.GASC/AFPLN/2019-20 dated 29.11.2019

An inspection is scheduled to be conducted at your college on 06.02.2020, Thursday at 10 A.M., to verify the instructional & infrastructural facilities arranged for the conduct of B.Com Finance programme.

You, are, therefore requested to be present in the office on the same date and make necessary arrangements for the conduct of inspection.

You are also directed to remit ₹ 16540/- (Rupees Sixteen Thousand Five Hundred & Forty only), towards fee for inspection and forward original D.D. to the University urgently.

Yours faithfully,

BALACHANDRAN V K

DEPUTY REGISTRAR (ACAD)

(For The Registrar)



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PRINCIPAL  
GURUDEV ARTS & SCIENCE COLLEGE  
MATHIL, KANNUR DIST

SPEED POST

No.GASC/AFFLN/2019-2020.

Dated, 29th November 2019.

From The Principal.  
To The Registrar,  
Kannur University.

Sir,

Sub:- Change of Optional subject of B.Com-Degree  
Course- Orders requested-

\*\*\*\*  
Enclosed herealong please find a remittance state-  
ment for Rs.11025/- (Rupees Eleven thousand and twenty five only  
towards fee for affiliation for change of optional subject of  
B.Com.Degree course from 2020-2021 onwards. At present our  
College offers B.Com with Computer application as optional  
subject.

From the academic year 2020-2021 onwards, we would  
like to change the optional subject to B.Com finance instead  
of B.Com with Computer application.

I, therefore, request your good self to kindly take  
necessary steps to issue orders changing the optional subject  
to B.Com Finance instead of B.Com.with Computer application  
from the academic year 2020\_2021 onwards.

An early orders in this regard is highly solicited.

Thanking you,

Yours faithfully,

Encl: Remittance statement for Rs.11025/-



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PRINCIPAL  
GURUDEV ARTS & SCIENCE COLLEGE  
MATHIL, KANNUR DIST



No. No.Acad.2/GASC/02 Vol.II

Dated: 10.12.2019

From

The Registrar

To

The Principal,  
Gurudev Arts & Science College, Mathil,  
Mathil P.O.,  
Payyannur,  
Kannur.

Sir,

Sub:- Change of optional subject -Reg.

Ref:- Your letter No.GASC/AFFLN/2019-20 dated 29.11.2019

With reference to the above, as ordered by the Registrar, you are directed to furnish the Compliance report with supporting documents, regarding the arrangements made for the conduct of B.Com.Finance programme urgently to this office.

Yours faithfully



BALACHANDRAN V K  
DEPUTY REGISTRAR (ACAD)  
(For The Registrar)

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