



**SRI BALAJI VIDYAPEETH (SBV)**


(Deemed to be University)  
U/S3 of UGC Act 1956  
Puducherry-607402

**1.4.1**

**5. Any Other relevant Information**

**a. IQAC Feedback monitoring Committee and their  
Proceedings**

This document is attested from pages (1-19)

  
THE REGISTRAR  
SRI BALAJI VIDYAPEETH  
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Puducherry-607402

# **IQAC Feedback Monitoring Committee**

REGISTRAR  
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NH 45-A, Pillaiyarkuppam, Pondicherry-607 402





**ACTION PLAN**

**TITLE: FEEDBACK SYSTEM**



**FEEDBACK COMMITTEE – NAAC 2020**

The feedback committee constituted as follows will function to streamline the feedback system of Sri Balaji Vidyapeeth and ensure appropriate documentation with effect from June 2019.

**Structure of the Committee:**

**Steering Committee members:**

1. Dr. David J Livingstone (IQAC)
2. Mr. Suryanarayanan (IQAC)

**Task Force Members:**

1. Dr. Rajeshwari, KGNC
2. Dr. Dayanidi, CYTER
3. Dr. Jananni, IGIDS
4. Dr. Karthik Salwe, MGMCRI
5. Dr. Glad Mohesh, SSMCRI

**FINAL OBJECTIVE**

1. To prepare the SOP on Feedback system of Sri Balaji Vidyapeeth
2. To ensure online feedback system in all institutes
3. To make uniform templates on Curriculum feedback by Students/Faculty/ Alumni/ Employers' and Professionals' feedback on curriculum.
4. To prepare common template on feedback analysis and action-taken-repot for SBV.
5. To collect the feedback analysis and action taken report on curriculum and syllabus from all institutes/ centers till date for last 4 years and compile for uploading in a separate URL in the website.
6. To ensure timely submission to IQAC for submission to BOM and for AQAR
7. To perform online Student Survey for 2019

Sr. No.	ACTION TO BE TAKEN	KEY DELIVERABLES	START DATE/ END DATE	IN CHARGE
1	To specify the roles/	SOP by IQAC on Feedback	04.06.2019 to	Dr. David Livingstone, IGIDS Dr. Carounanidy Usha

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**ACTION PLAN**

**TITLE: FEEDBACK SYSTEM**



	responsibilities/ policy and procedures on the feedback systems on... <ul style="list-style-type: none"> <li>• Students on classes/ clinicals/ teachers/ curriculum, syllabi</li> <li>• Teachers on curriculum and syllabi</li> <li>• Alumni/ employers and professionals on curriculum and syllabi</li> <li>• Other feedback (ex. Patients/ Parents)</li> </ul>	system	15.06.2019	IQAC
2	To do gap- analysis of the existing feedback forms from all institutes related to curriculum and syllabi, from a. Students b. Faculty	Uniform online feedback formats for all institutes and centers on curriculum by UG/ PG students and faculty	04.06.2019 to 15.06.2019	Dr. Jannai, IGIDS

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**ACTION PLAN**

**TITLE: FEEDBACK SYSTEM**



	To standardize the format / vet and validate			
3	To analyze various formats for employers' feedback on curriculum To create new one / vet and validate	Uniform online feedback format for employers' feedback (on core competencies addressed in the curriculum and syllabus)	04.06.2019 to 15.06.2019	Dr. Dayanidhi, CMTER
4	To analyze various formats for feedback from professionals on curriculum and syllabi. To create new one/ vet and validate	Uniform online feedback format for Professionals' feedback on curriculum and syllabi	04.06.2019 to 15.06.2019	Dr. Rajeshwari, KGNC
5	To analyze various formats on the feedback from Alumni on curriculum and syllabi. To create new one/ vet and validate	Uniform online feedback format for Alumni feedback on curriculum and syllabi	04.06.2019 to 15.06.2019	Dr. Karthik Salwe, MGMCRI
6	To assess the current status of feedback	Standardized format for data template,	04.06.2019 to 07.06.2019	Dr. David Livingstone, IGIDS

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ACTION PLAN

TITLE: FEEDBACK SYSTEM



	analysis and action taken report that is available with any institute/ To create new one/ vet and validate	feedback analysis and action-taken report		
7	To collect the student database from Garuda	Data template on student details for SSS using NAAC format	4.06.2019 to 22.06.2019	Office staff, IQAC
8	To make online student satisfaction survey form as per NAAC using the Survey monkey/ Red cap from SBV.	SBV Student Satisfaction online Survey and analysis	22.06.2019 to 02.07.2019	Mr. Suryanarayanan, IQAC
9	To collect the feedback analysis and action-taken report done in all institutes and centers for the last 4 years. (after circulating the data template and action taken report form)	Data compilation for uploading in the URL of the SBV site.	11.06.2019 to 10.07.2019	Dr. Jananni, IGIDS Dr. Rajeshwari, KGNC Dr. Karthik Salwe, MGMCRI, Dr. Glad Mohesh, SSMCRI Dr. Dayanidhi, Centers and AHS
10	To follow-up the implementation	Data submission to	periodical	Office staff of MGMCRI/ IGIDS/ KGNC/ SSMCRI/

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**ACTION PLAN**

**TITLE: FEEDBACK SYSTEM**



	of renewed feedback system and Student satisfaction survey	IQAC, for BOM/ AQAR/ to be uploaded in URL in website		IQAC/CYTER/CMTER/CIDRF/AHS
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## MINUTES OF MEETING



## Internal Quality Assurance Cell (IQAC)

Ref: SBVIQAC/MOM :01

Date: 31.05.2019

## AGENDA &amp; CIRCULAR

- The meeting was held between 10 to 11 AM on 31.5.2019 at I Block, QMS Conference Hall.
- All the committee members were attended the meeting.
- The Agenda of the meeting is as follows.

SL. NO	ITEM	REMARKS/RESPONSIBILITY
1.	Calling of meeting to order	Greeted and called to order - The Director-Accreditation. First IQAC meeting for NAAC 2020.
2.	Quorum confirmation	Yes
3.	Apologies if any	None
4.	Minutes of the previous meeting	Nil
5.	Approval of the minutes of previous meeting	Nil
6.	Review of pending action items	Nil
7.	New matters/agenda a. b. c.	To discuss on a. Feedback forms and process b. Minutes of the meeting form format c. Event report form format d. any other agenda
8.	Any point from the floor	AQAR Information on website, Student Satisfaction Survey.
9.	Closure of meeting	Director Accreditation concluded the meeting thanking all the members present.

Signed :

Name :

Date :

Dr. Carounanidy Usha.

1/06/19

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Internal Quality Assurance Cell (IQAC)

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Dr. CAROUNANIDY USHA  
Director - Accreditation  
Sri Balaji Vidyapeeth Deemed to be University  
Puducherry - 605 402.  
INDIA





## AGENDA

SL.NO.	ITEM	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Minutes of previous meeting	Nil	Nil
2	Pending action	Nil	Nil
3	<b>New matters</b>		
a.	Feedback	The meeting discussed on feedback system existing @ SBV	<p>Feedback system existing in all constituent colleges may continue so in the same form. But decided to make it online in google form.</p> <p>Feedback forms however will be fine-tuned to include questions on student satisfaction survey by NAAC.</p> <p>Feedback analysis and action taken report is absent in all colleges. Decided to start this at the earliest. Uniform format for action taken report must be distributed.</p> <p>Separate URL to be created in the website to upload the related documents.</p> <p>PG feedback to be introduced.</p> <p>A common template for the feedback of employers and professionals to be done IQAC and circulated to all colleges.</p> <p>IGIDS to help KGNC to form google forms.</p>
b.	Student Satisfaction Survey	The need to do the students satisfaction survey advised by NAAC for sensitisation of students was discussed	Assigned to IQAC to implement the same. Online questionnaire will be done by IQAC and circulated to the feedback committee to be executed.
c.	Event Report	To use the event reporting form of IQAC, considered as the best practice by previous NAAC report,	Assigned to IQAC to circulate the same. To take the minutes of MAPCOM committee also.

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Internal Quality Assurance Cell (IQAC)

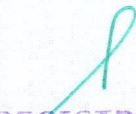
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		<i>uniformly in all colleges and centres</i>	
d.	Minutes of the meeting form standardisation	<i>To have a uniform format to record the minutes of the meetings at SBV</i>	<i>The MGMCRI model has been chosen as the best practice and decided to use the same template with modification and to circulate to all with immediate effect.</i>
e.	AQAR/Quality Indicators Information on website	<i>Decided to have separate meeting with Content Manager /SBV</i>	<i>Assigned to IQAC to discuss with concerned and arrange meeting for the same.</i>
f.	Photographs of the above meeting held on 31.5.2019 is enclosed		
			
5	Plan for next meeting	<i>Recommended to have IQAC members meet on every fortnight.</i>	<i>Will be decided by Director Accreditation shortly</i>
6	Closure of meeting	<i>Director Accreditation concluded the meeting thanking all the members present with request to execute the above strategies at the earliest.</i>	

  
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Signed :



Name : **Dr. USHA CAROUNANIDHY**

**Dr. CAROUNANIDY USHA**  
 Director - Accreditation  
 Sri Balaji Vidyapeeth Deemed to be University  
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Internal Quality Assurance Cell (IQAC)

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MINUTES OF THE MEETING ON 31/3/17

SLNO	MEMBERS PRESENT	SIGNATURE	APOLOGIES IF ANY
1	Dr. Caranaraj Usha	<i>[Signature]</i>	-
2	Dr. B. V. Adarsh	<i>[Signature]</i>	-
3	Dr. Balachandran Subramanian	<i>[Signature]</i>	-
4	Dayanidhi G.	<i>[Signature]</i>	-
5	Dr. David	<i>[Signature]</i>	-
6	R. Suresh T.S.A.C.	<i>[Signature]</i>	-
7	SANGUNDA - A	<i>[Signature]</i>	-
8	Dr. K. J. Salve	<i>[Signature]</i>	-
9	Prof. S. RAJESWARI	<i>[Signature]</i>	-
10	Thirumalraj / T.S.A.C.	<i>[Signature]</i>	-
11	Dr. A. N. Uma	Absent	-
12	Dr. Jahon	Absent	-
13	Dr. Gromathy Sundar	Absent	-
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Internal Quality Assurance Cell (IQAC)





CIRCULAR FOR MEETING

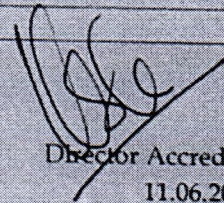


Date: 11.06.2019

Sub: Call for Meeting- Reg

- Name of the Meeting - Feedback Monitoring Committee
- Time/ Venue: Tele Presence Room, at SBV, Administrative Block, 1<sup>st</sup> Floor at 3.30 pm, 13.06.2019
- All the Coordinators are requested to attend.
- The Agenda of the meeting is as follows.

SLNO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
	<b>Agenda</b>
7.	a. To Prepare online Student Satisfaction Survey b. SOP's on Feedback System template for feedback analysis & ATR c. Format for feedback
8.	Any point from the floor
9.	Closure of meeting

  
Director Accreditation on  
11.06.2019

**Dr. CAROUNANIDY USHA**  
Director - Accreditation  
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**MINUTES OF THE MEETING**



Meeting of the IQAC convened on 13.06.2019 at 3.30 pm, at SBV, Administrative Block, 1st Floor, Tele Presence Room

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	Greeted and called to order –the feedback committee members and their responsibilities	
2	Quorum confirmation		Yes
3	Apologies if any	Only One (Mrs. Rajeshwari, KGNC)	
4	Approval of the minutes of previous meeting		Yes
5	Pending action		Nil
6	<b>New Matters/Agenda</b>		
a.	Feedback Committee - NAAC 2020	The meeting discussed for the responsibilities of Feedback Committee	The committee members were introduced by Director. Accreditation to Vice Chancellor. Introduced each person's responsibility and time given for their work responsibilities for the feedback.
b.	Prepare online Student Satisfaction Survey	Will be prepared for online survey through RedCap /Google Forms/Survey Monkey	<ul style="list-style-type: none"> <li>VC suggested for 3 survey to be conducted before NAAC 2020 , one before 2<sup>nd</sup> July 2<sup>nd</sup> during end Dec 2019 and 3<sup>rd</sup> during May to June 2020.</li> <li>The Action taken report of the 1<sup>st</sup> Survey has to present before BOM on 5<sup>th</sup> Sep'19 after analysis.</li> <li>VC also suggested - Survey's has to be taken for both UG's and PG's</li> </ul>
c.	SOP's on Feedback System Template for Feedback Analysis & ATR		SOP's on Feedback is getting ready and the same will be circulated soon.
d.	Format for feedback		<ul style="list-style-type: none"> <li>Format for feedback on various types is getting ready and it will also be circulated soon.</li> <li>VC also suggested to carry out Clinical feedback,</li> </ul>

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**MINUTES OF THE MEETING**



			patient care feedback etc., other than suggested by NAAC.
7	Any point from the floor	Identify the survey's that are all taking from constituent colleges are merging together for all colleges.	
8	Plan for next meeting	VC concluded the meeting thanking all the members present	
9	Closure of meeting	Director Accreditation concluded the meeting thanking the members present with request to execute the above strategies at the earliest.	

Signature of the Coordinator:

Name of the Coordinator: **Dr. Usha Courunanidy**

Date: 13.6.2019

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Feedback monitoring committee Date: 11.06.2019  
Venue: F' Block

S.No	NAME	DESIGNATION	SIGNATURE
1.	JANANNI MURHU	Reader, IADDS	Umanand
2.	Dr. David	Professor	Dr
3.	R. SONY	CO-ORD	Dr
4.	S. RAJESWAR	Professor	Dr. Raju
5.	Dr. Karthi	-/-, Pharmacology	Dr. Karthi
6.	Dayanidhi	Asst. Professor	Dr
7.	SANGUIDA. A	Reader, IADDS	Dr. Sanguida
8.	Dr. Divyashetty	Asst. Professor	Dr

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**CIRCULAR FOR MEETING**



Ref.:SBV/IQAC/2019/110

Date: 01.07.2019

**Sub: Call For Meeting- Reg**

- Name of the Committee/Meeting -Feedback Committee
- Time/ Venue: Between 12.30 to 1.00 PM , Ground Floor, QMS Conference Hall on 01.07.2019
- All the committee members are requested to attend.

The Agenda of the meeting is as follows.

SL. NO	AGENDA
1.	Calling of meeting to order
2.	Quorum confirmation
3.	Apologies if any
4.	Minutes of the previous meeting
5.	Approval of the minutes of previous meeting
6.	Review of pending action items
7.	New matters/agenda Revision on a. Student Satisfaction Survey(SSS) b. Common feedback for Students/Faculty/Alumni/Employer's and Professional on curriculum c. Online system in all institution.
8.	Any point from the floor as per NAAC /NIRF guidelines
9.	Closure of meeting

Sd/-

Directed by Director Accreditation on 01.07.2019

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Meeting of the IQAC (Feedback Committee) convened on 01.07.2019 at 12.30 pm, at I Block Ground Floor, IPR Cell.

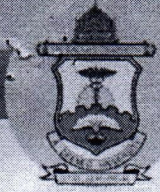
**MINUTES OF THE MEETING**

SL. NO.	AGENDA	DISCUSSION POINTS IF ANY	RESOLUTIONS & RESPONSIBILITY
1	Calling of meeting to order	<i>Greeted and called to order –Feedback Committee</i>	
2	Quorum confirmation		Yes
3	Apologies if any		No
4	Approval of the minutes of previous meeting		Yes
5	Pending action		Nil
6	<b>New Matters/Agenda: Review of</b>		
a.	Student Satisfaction Survey		The survey is in progress and date extended till 5 <sup>th</sup> July 2019 enable them to reach atleast 50 to 60 % of total students strength. The survey participation not able to reach full due to exam/study holiday many batches. After the process is over, the data collection will be sent to Dean /Principal for insisting analysis and action taken report to be prepared by them and send it to IQAC.
b.	Common feedback for Students/Faculty/Alumni/E mployer's and Professional on curriculum		It is in progress at Main Campus, however Mr. Suri was asked to push SSSMCRI through Dr. Glad Mohesh
c.	Online system in all institution		Discussed the development of this process.
7	Any point from the floor	Nil	
8	Plan for next meeting	<i>To be decided later</i>	
9	Closure of meeting	Director Accreditation concluded the meeting thanking the members present with request to execute the above	

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		strategies at the earliest.
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Signature of the Chairman:

Name of the Chairman: Dr. Usha Carounanidy

Date:

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ATTENDANCE OF THE MEMBERS

Meeting of the IQAC (Feedback Committee) convened on 01.07.2019 at 12.30 pm, at I Block Ground Floor, IPR Cell.

SL.NO	MEMBERS PRESENT	DESIGNATION	SIGNATURE	APOLOGIES IF ANY
1.	Dr. Usha Carounanidy			
2.	Mr. Suryanarayanan	(O.D.R.)		
3.	Dr. David Living stone	Professor		
4.	Dr. Rajeshwari S	Professor		
5.	Dr. Dayanidi			
6.	Dr. Jananni	Asstt Reader		
7.	Dr. Karthik Salwe			
8.	Dr. Gald Mohesh			

5/7/19.

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