



Shri Mata Vaishno Devi University

Faculty of Humanities and Social Sciences

School of Languages and Literature

No: SMVDU/SoLL/24/696

Date: 15/01/2024

Sub:- Minutes of the Meeting of the Feedback Review Committee

A meeting of the Feedback Review Committee of the School of Languages and Literature (SoL&L) was held on 15-01-2024 in the Office of the Head, SoL&L, to discuss feedback mechanisms for syllabus design and review. The following agenda was covered:

1. Structured feedback for syllabus design and review
2. Feedback processes of the institution

Members Present:

- Dr. Anurag Kumar, Head, SoL&L
- Dr. Amitabh Vikram Dwivedi, AP, SoL&L
- Dr. Isha Malhotra, AP, SoL&L
- Dr. Uday Pathania, AP (Contractual), SoL&L

Minutes:

The committee reviewed the structured feedback process for syllabus design and review. Each semester, feedback is collected at institutional level from students, teachers and alumni. The discussion confirmed that this approach incorporates a broad range of perspectives and meets the criteria outlined in Option B (feedback from at least three stakeholders).

The feedback processes were also evaluated. It was confirmed that the school:

- Analyzes the collected feedback to extract actionable insights
- Takes action based on the analysis
- Publishes feedback results on the website for transparency

Agreed Points:

1. **Structured Feedback for Syllabus Design and Review:** The committee discussed the structured feedback mechanisms implemented for the design and review of the syllabus. It was noted that feedback is received on a semester-wise and annual basis from various stakeholders, including: Students, Teachers, and Alumni. The committee confirmed that the process aligns with Option B (feedback from at least three stakeholders).
2. **Feedback Processes:** The committee confirmed that feedback is collected by the institution, analyzed, actioned, and published online by the school, meeting the requirements of Option A (feedback collected, analyzed, action taken, and available on the website).

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The committee approved the feedback mechanisms and agreed to continue with these practices for continuous syllabus improvement.

The meeting concluded with thanks to the Head of the School, Dr. Anurag Kumar.




Dr. Amitabh V

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Udaykumar
Dr. Udaykumar


(Dr. Anurag Kumar)