



# Shri Mata Vaishno Devi University

Faculty of Humanities and Social Sciences

School of Languages and Literature

SMVDU/SOLL/24/931

Dt:- 10/05/2024

## 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 10-05-2024 in the Office of the Head, SoL&L, to discuss the feedback mechanisms for syllabus design and review. The following key points were covered in the meeting:

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

### Members Present:

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

### Minutes of the Meeting:

The committee analysed the feedback for the syllabus design and review. Feedback is collected at the institution level from students, teachers, and alumni. The committee confirmed that this process incorporates a broad range of perspectives, meeting the criteria outlined in Option B (feedback from at least three stakeholders).

The feedback processes within the institution were also reviewed. The committee confirmed that the institution:

- Analyzes the collected feedback to extract actionable insights
- Takes appropriate actions based on the analysis
- Publishes the feedback results on the website to ensure transparency

### Agreed Points:

#### 1. Structured Feedback for Syllabus Design and Review:

The committee confirmed that feedback is collected each semester, with contributions from students, teachers, and alumni. This process aligns with Option B (feedback from at least three stakeholders).

#### 2. Feedback Processes:

The committee affirmed that the feedback is collected by institution, analyzed, and acted upon, with the results being published on the institution's website. This process meets the criteria outlined in Option A (feedback collected, analyzed, actions taken, and made available online).

The committee approved the continuation of these feedback mechanisms for continuous improvement of the syllabus.

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

Anurag

(Dr. Anurag Kumar)

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