



Shri Mata Vaishno Devi University

Faculty of Humanities and Social Sciences

School of Philosophy & Culture

No. SMVDU/SoPC/24/ 5428

Dated: 13-05-2024

Minutes of the Meeting of the Feedback Review Committee

A meeting of the Feedback Review Committee of the School of Philosophy & Culture (SoPC) was held on 10-05-2024 in the Office of the Head, SoPC, 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:

- Mr. Sumantha Sarathi Sharma, I/c Head, SoPC
- Dr. Madhu M. Chaturvedi, Asst. Prof., SoPC

Minutes of the Meeting:

The committee analyzed 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, Mr. Sumanta Sarathi Sharma

Dr. M.M. Chaturvedi

Mr. Sumanta Sarathi Sharma



Shri Mata Vaishno Devi University

Faculty of Humanities and Social Sciences

School of Philosophy & Culture

No. SMVDU/SoPC/24/5272

Dated: 15-01-2024

Minutes of the Meeting of the Feedback Review Committee

A meeting of the Feedback Review Committee of the School of Philosophy & Culture was held on 15-01-2024 in the Office of the Head, SoPC, 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:

- Mr. Sumantha Sarathi Sharma, I/c Head, SoPC
- Dr. Madhu M.Chaturvedi, Asst. Prof., SoPC

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).

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, Mr. Sumanta Sarathi Sharma.

Dr. M.M. Chaturvedi

Mr. Sumanta Sarathi Sharma