



## **YENEPOYA**

(DEEMED TO BE UNIVERSITY)

Recognized under Sec 3(A) of the UGC Act 1956

Accredited by NAAC with 'A' Grade

### **1.4.1 Mechanism is in place for obtaining structured feedback on curricula/syllabi from various stakeholders**

#### **Any other relevant information**

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**Deralakatte, Mangaluru -575018**

**Feedback process for the programs and courses offered  
under Yenepoya (Deemed to be University)**

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Curricula of all the programs and courses offered under the Yenepoya (Deemed to be University) are revised periodically to cater to the local, regional, national and global needs and emerging trends keeping in mind the vision and mission of the University.

The process of curricular development is done through very specific procedures as per the learning objectives with a systematic approach which includes selecting the types of learning strategies and activities that students will undertake to achieve the desired outcomes. The Curriculum Committee of the University has an integral part in revising, reviewing and starting new programs and value-added courses.

**Roles of Curriculum Committee:**

- Enrich, review and revise the existing curriculum in line with local, regional, national and global needs.
- Conduct faculty development programs, continuous educational programs and workshops on teaching-learning, research methodologies, curriculum development, value addition, evaluation and employability issues through Yenepoya Centre of Faculty Development-YEN-FDC.
- Empower faculty to develop teaching modules based on the curricula and syllabi designed.
- Facilitate implementation of competency-based/outcome-based curriculum
- Sensitize the faculty on UGC and MHRD ICT enabled initiatives and Quality mandate.
- Analyze feedback from all the stakeholders for strengthening the academic courses and programmes.

### **Stakeholder' Feedback Process:**

- **Feedback from all the stakeholders;** students, teachers, parents/professionals, employers and alumni is collected in a structured validated formats by online mode using YENGAGE, Learning management system of the University and electronic data capture tools.
- The type of feedback, its timing and mode of collection from the respective stakeholder is depicted in the organogram.
- **Inputs obtained while interacting with invited resource persons, subject experts,** changes adapted by the reputed institutions and reviewing research articles on latest trends in the subjects are also taken into consideration in formulating the syllabus revision.
- The feedback collected is analyzed, deliberated and discussed in the respective departmental meetings.
- **Key points regarding the curricular changes** regarding current updates, guidelines from regulatory bodies and stakeholders' feedback and are kept for discussion in the Board of studies (BoS) with the external experts from diverse backgrounds and necessary changes in the curriculum are suggested. Suggested alterations, modifications, deletions by the subject experts in BoS are listed out.
- Subsequently, the Curriculum Committee scrutinizes and reviews the changes suggested recommend changes if required. Based on recommendations given by the respective BoS and Curriculum Committee, the action plan is prepared and implemented. Also, the impact of the actions taken on the stakeholders' feedback is discussed at various statutory bodies of the University which are discussed in the Board of Management. (Fig. 1)



**Fig.1: Feedback process**

Ref: No. Y/REG/ACA/121/Feedback/2019

04.04.2019

Principal  
YMC/YDC/YNC/YPC/YPCRC/YIASC&M/YAMC/YHMC

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Sub: Organogram and feedback forms

Ref: Email dated 01.04.2019 from the Co-ordinator, IQAC

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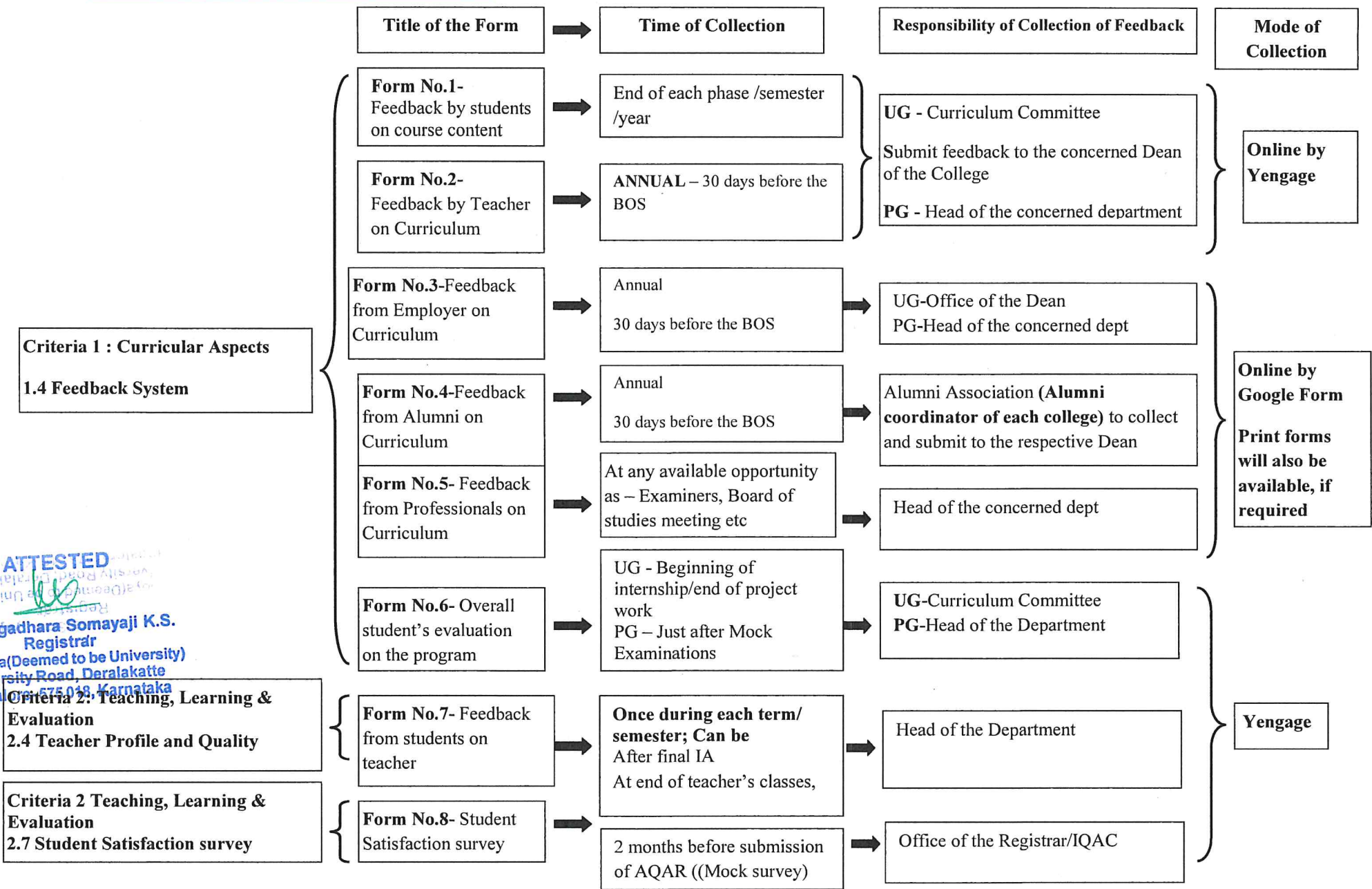
Enclosed herewith is the Organogram and feedback forms submitted by the Internal Quality Assurance Cell for implementation.


  
**REGISTRAR**  
4/4

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**FEED BACK FORMS: ORGANOGRAM**



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**Yenepoya (Deemed to be University)**  
**Form No: 1 Curricular Aspect – (1.4.1)**  
**Student Feedback on Course Content**

Name of the Programme:

Semester/Term/Year:

Dear Student,

Kindly rate the course content on the following parameters

| Parameters   | Very good | Good | Satisfactory | Unsatisfactory |
|--|-----------|------|--------------|----------------|
| 1. Depth of the course content including project work if any   |           |      |              |                |
| 2. Extent of coverage of course  |           |      |              |                |
| 3. Applicability/relevance to real life situations   |           |      |              |                |
| 4. Learning value (in terms of knowledge, concepts, manual skills, analytical abilities and broadening perspectives) |           |      |              |                |
| 5. Clarity and relevance of textual reading material   |           |      |              |                |
| 6. Relevance of additional resource material (Library & e-resources)   |           |      |              |                |
| 7. Extent of effort required by students   |           |      |              |                |
| 8. Overall rating  |           |      |              |                |

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Any other suggestions:-



**YENEPOYA (DEEMED TO BE UNIVERSITY)**  
**Form No: 2 Curricular Aspects – (1.4.1)**  
**TEACHERS' FEEDBACK ON CURRICULUM**

Dear Sir/Madam,

This is an anonymous questionnaire intended to collect information relating to your opinion towards the curriculum, teaching, learning and evaluation. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

**Directions:**

For each item please indicate your opinion on the following statement by choosing  a score between 1 and 5.  
**(1 – strongly disagree, 2 - disagree, 3 – neither agree nor disagree, 4 – agree, 5 – strongly agree)**

| <b>Curriculum, Teaching, Learning and Evaluation:</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> |
|---|----------|----------|----------|----------|----------|
| 1. Syllabus is suitable to the course.  |          |          |          |          |          |
| 2. Syllabus is need based.  |          |          |          |          |          |
| 3. Aims and objectives of the syllabi are well defined and clear to teachers and students.  |          |          |          |          |          |
| 4. Course content is supported by adequate reference materials.   |          |          |          |          |          |
| 5. Sufficient number of prescribed books are available in the Library.  |          |          |          |          |          |
| 6. The course/syllabus has good balance between theory and application.   |          |          |          |          |          |
| 7. The books prescribed/listed as reference materials are relevant, updated and   |          |          |          |          |          |
| 8. Infrastructural facilities, such as teacher's rooms/clinical cubicles, class rooms, reading rooms and toilets are available in the Department. |          |          |          |          |          |
| 9. Tests and examinations are conducted well in time with proper coverage of all units in the syllabus.   |          |          |          |          |          |
| 10. I have the freedom to propose, modify, suggest and incorporate new topics in the syllabus.  |          |          |          |          |          |
| 11. I have the freedom to adopt new techniques/strategies of teaching learning.   |          |          |          |          |          |
| 12. I have the freedom to adopt/adapt new techniques/strategies of testing and assessment of students.  |          |          |          |          |          |
| 13. The environment in the department is conducive to teaching and research.  |          |          |          |          |          |
| 14. The administration is teacher friendly  |          |          |          |          |          |
| 15. The University provides adequate and smooth support for projects and research facilities.   |          |          |          |          |          |
| 16. The University provides adequate funding and support to faculty members for upgrading their skills and qualifications.                        |          |          |          |          |          |
| 17. Provisions for professional development are non-discriminatory and fair.  |          |          |          |          |          |

Any other suggestions:

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**Yenepoya (Deemed to be University)**

**Form No: 3 Curricular Aspects – (1.4.1)**

**Feedback from Employer**

Dear Sir/Madam,

Thank you immensely for employing alumni of Yenepoya (Deemed to be University). I request you to kindly give your feedback about the alumni employed under you. Your valuable feedback will help us in preparing and guiding our students better so that they are able to meet the expectations of their employers. Kindly rate them against the attributes in the appropriate column.

1. Number of Alumni of the University employed by you:
2. Please tick your observation about the following

| Attributes                           | Excellent | Good | Good | Average | Poor |
|--------------------------------------|-----------|------|------|---------|------|
| Employee competency/ skills          |           |      |      |         |      |
| Discipline of employee (alumni)      |           |      |      |         |      |
| Punctuality of the employee (alumni) |           |      |      |         |      |
| Knowledge of the employee (alumni)   |           |      |      |         |      |

Comments and suggestions:

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## Yenepoya (Deemed to be University)

Form No: 4 Curricular Aspects – (1.4.1)

### Feedback from ALUMNI

Dear Alumni,

This feedback is to collect your view as an alumnus of our college. The feedback provided by you will be used for further improving the quality of functioning of the college and the Alumni Association. Kindly select the appropriate option as provided against each of the criterion.

| Sl.No | Particulars   | Strongly agree | Agree | Neutral | Disagree |
|-------|---|----------------|-------|---------|----------|
| 1.    | The UG/PG curriculum is well designed and promotes learning experience of the students. |                |       |         |          |
| 2.    | Teaching learning methodologies facilitates learning                                    |                |       |         |          |
| 3.    | The atmosphere created is conducive for learning  |                |       |         |          |
| 4.    | The teaching faculty are trained and approachable                                       |                |       |         |          |
| 5.    | The curriculum incorporates recent changes in the area                                  |                |       |         |          |
| 6.    | Remedial measures are useful  |                |       |         |          |
| 7.    | YENGAGE, E-Learning portal is useful  |                |       |         |          |
| 8.    | The discipline maintained is good   |                |       |         |          |

Any Suggestions for Curriculum/improvement in Pre clinical Department:

Any Suggestions for curriculum improvement in Para clinical Department:

Any Suggestions for curriculum development in Clinical Department:

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Batch:

Year of Passing:

Discipline:

Signature:

**Yenepoya (Deemed to be University)**  
**Form No: 5 Curricular Aspects – (1.4.1)**  
**Feedback from Professionals on Curriculum**  
**Overall feedback on UG/Post Graduate Curriculum**

Dear Sir/Madam,

Review of curriculum content and the objectivity and the course outcomes are usually developed and reflected from the Board of Studies or through a professional association working in the specified area. The relevance of this is to be evaluated by a person or a professional working in this field. This is a continuous process. With this background we seek your professional feedback regarding the curriculum and its relevance to current demand at the professional and societal level. We will maintain necessary confidentiality.

**Name of the co-opted member:**

**Name the Program: (MBBS/BDS/as applicable)**

**Course/Department:**

1. What are your comments / views on the present curriculum syllabus for MBBS /MS/MD students?
2. What are your comments / views on the Teaching learning methods for MBBS / MS/MD students
3. What are your comments / views on the present evaluation methods for MBBS/ MS/MD students
4. What are your comments / views on research, dissertation undertaken in by PG students
5. Any other comments on the overall programme for MBBS / MS/MD students?

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**YENEPOYA (DEEMED TO BE UNIVERSITY)**

**Form No: 6 Curricular Aspects – (1.4.1)**

**Overall Students' evaluation on the Program**

Year of Admission:

Dear Student,

Kindly give us your feedback on the overall program that you have undergone in this University. Please rate the parameters in the appropriate columns provided.

| Sl. No. | Item   | Very Good | Good | Satisfactory | Unsatisfactory |
|---------|--|-----------|------|--------------|----------------|
| 1.      | Academic content                                   |           |      |              |                |
| 2.      | Usefulness of teaching learning methods            |           |      |              |                |
| 3.      | Adequacy of practical/clinical work                |           |      |              |                |
| 4.      | Adequacy of skill training/hands on training       |           |      |              |                |
| 5.      | Laboratory/Hospital adequately equipped.           |           |      |              |                |
| 6.      | Fairness of evaluation                             |           |      |              |                |
| 7.      | Interaction with faculty                           |           |      |              |                |
| 8.      | Library facilities                                 |           |      |              |                |
| 9.      | E – Learning facility                              |           |      |              |                |
| 10.     | Hostel facilities                                  |           |      |              |                |
| 11.     | Recreational facilities                            |           |      |              |                |
| 12.     | Extra-curricular activities                        |           |      |              |                |
| 13.     | Sports facilities                                  |           |      |              |                |
| 14.     | Usefulness of program handbook & academic calendar |           |      |              |                |
| 15.     | Effectiveness of student mentorship program        |           |      |              |                |
| 16.     | Usefulness of research training                    |           |      |              |                |

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Any other suggestion/Feedback:

Date:

**Yenepoya (DEEMED TO BE UNIVERSITY)**  
**Form No. 7 - Teaching-Learning and Evaluation**  
**Student Feedback on Teachers (Separate for each Teacher)**

Department:

Semester/Term/Year:

**Name of the Teacher:**

Please rate the following attributes marked against each of them.

| Sl. No | Item   | Very Good | Good | Satisfactory | Unsatisfactory |
|--------|--|-----------|------|--------------|----------------|
| 1.     | Knowledge base of the teacher (as Perceived by you)  |           |      |              |                |
| 2.     | Communication Skills (in terms of Articulation and comprehensibility)  |           |      |              |                |
| 3.     | Sincerity / Commitment of the teacher  |           |      |              |                |
| 4.     | Interest generated by the teacher  |           |      |              |                |
| 5.     | Ability to integrate course material with Environment /other issues, to provide a broader perspective  |           |      |              |                |
| 6.     | Ability to integrate content with other Courses  |           |      |              |                |
| 7.     | Accessibility of the teacher in and out of the class (includes availability of the teacher to motivate further study and discussion outside class) |           |      |              |                |
| 8.     | Ability to design quizzes/Tests/assignments / examinations and projects to evaluate students understanding of the course                           |           |      |              |                |
| 9.     | Provision of sufficient time for feedback  |           |      |              |                |
| 10.    | Overall rating   |           |      |              |                |

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**Yenepoya (Deemed to be University)**  
**Form No.8 - Teaching – Learning and Evaluation -2.7.1**  
**Student Satisfaction Survey**

**Guidelines for Students**

A) Please confirm this is the first and only time you answer this survey.

a) Yes  b) No

B) Age: C) College Name:

D) Gender: a) Female  b) Male  c) Transgender

E) What degree program are you pursuing now?

a) Bachelor's  b) Master's  c) MPhil   
d) Professional's  e) Other: ( )

F) What subject area are you currently pursuing?

a) Arts  b) Commerce  c) Science   
d) Professionals  e) Other: ( )

**Kindly go through the instructions and fill in the questionnaire:**

- All questions should be compulsorily attempted.
- Each question has five responses, choose the most appropriate one.
- The response to the qualitative question no. 21 is student's opportunity to give suggestions or improvements; you can also mention weaknesses of the institute here. (Kindly restrict your response to teaching learning process only)

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**Criterion II – Teaching–Learning and Evaluation**  
**Student Satisfaction Survey on Teaching Learning Process**

1. How much of the syllabus was covered in the class?
  - 4 – 85 to 100%
  - 3 – 70 to 84%
  - 2 – 55 to 69%
  - 1– 30 to 54%
  - 0 –Below 30%
  
2. How well did the teachers prepare for the classes?
  - 4 –Thoroughly
  - 3 – Satisfactorily
  - 2 – Poorly
  - 1 – Indifferently
  - 0 – Won't teach at all
  
3. How well were the teachers able to communicate?
  - 4 – Always effective
  - 3 – Sometimes effective
  - 2 – Just satisfactorily
  - 1– Generally ineffective
  - 0– Very poor communication
  
4. The teacher's approach to teaching can best be described as
  - 4– Excellent
  - 3 – Very good
  - 2 – Good
  - 1 – Fair
  - 0– Poor

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5. Fairness of the internal evaluation process by the teachers.  
4 – Always fair  
3 – Usually fair  
2 – Sometimes unfair  
1 – Usually unfair  
0– Unfair
6. Was your performance in assignments discussed with you?  
4 – Every time  
3 – Usually  
2 – Occasionally/Sometimes  
1 – Rarely  
0– Never
7. The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.  
4 – Regularly  
3 – Often  
2 – Sometimes  
1 – Rarely  
0– Never
8. The teaching and mentoring process in your institution facilitates you in cognitive, social and emotional growth.  
4 – Significantly  
3 – Very well  
2 – Moderately  
1 – Marginally  
0– Not at all

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9. The institution provides multiple opportunities to learn and grow.
- 4 – Strongly agree
  - 3 – Agree
  - 2 – Neutral
  - 1 – Disagree
  - 0– Strongly disagree
10. Teachers inform you about your expected competencies, course outcomes and programme outcomes.
- 4 – Every time
  - 3 – Usually
  - 2– Occasionally/Sometimes
  - 1 – Rarely
  - 0– Never
11. Your mentor does a necessary follow-up with an assigned task to you.
- 4 – Every time
  - 3 – Usually
  - 2 – Occasionally/Sometimes
  - 1 – Rarely
  - 0 – I don't have a mentor
12. The teachers illustrate the concepts through examples and applications.
- 4 – Every time
  - 3 – Usually
  - 2 – Occasionally/Sometimes
  - 1– Rarely
  - 0 – Never
13. The teachers identify your strengths and encourage you with providing right level of challenges.
- 4 – Fully
  - 3 – Reasonably
  - 2 – Partially
  - 1 – Slightly
  - 0– Unable to

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14. Teachers are able to identify your weaknesses and help you to overcome them.
- 4 – Every time
  - 3 – Usually
  - 2 – Occasionally/Sometimes
  - 1 – Rarely
  - 0 – Never
15. The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
- 4 – Strongly agree
  - 3 – Agree
  - 2 – Neutral
  - 1 – Disagree
  - 0 – Strongly disagree
16. The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
- 4 – To a great extent
  - 3 – Moderate
  - 2 – Some what
  - 1 – Very little
  - 0 – Not at all
17. Teachers encourage you to participate in extracurricular activities.
- 4 – Strongly agree
  - 3 – Agree
  - 2 – Neutral
  - 1 – Disagree
  - 0 – Strongly disagree

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18. Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.

4 – To a great extent

3 – Moderate

2 – Some what

1 – Very little

0 – Not at all

19. What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.

4 – Above 90%

3 – 70 – 89%

2 – 50 – 69%

1 – 30 – 49%

0 – Below 29%

20. The overall quality of teaching-learning process in your institute is very good.

4 –Strongly agree

3 – Agree

2 – Neutral

1 – Disagree

0 – Strongly disagree

21. Give three observation / suggestions to improve the overall teaching – learning experience in your institution.

a)

b)

c)

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