



# MCKV INSTITUTE OF ENGINEERING

NAAC Accredited Grade "A" Autonomous Institute under UGC Act, 1956  
Approved by AICTE & affiliated to Maulana Abul Kalam Azad University of Technology  
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9<sup>th</sup> April, 2021

A meeting was held on 8<sup>th</sup> April, 2021 at Room No. A002 at 10:00 am to finalize the students' feedback questionnaires for Academic Session 2020-21.

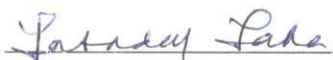
## Members present:

1. Prof. (Dr.) Arghya Sarkar, Chairman
2. Dr. Prasenjit Chatterjee, Member
3. Mrs. Nandita Das, Member
4. Dr. Satadal Saha, Convenor

The Chairman presided over the meeting and following resolutions were taken unanimously.

1. Considering the online classes as the only mode of teaching prevailing the COVID-19 pandemic situation during 2020-21, the feedback questionnaires were discussed and finalized for the faculty members. Please refer to ANNEXURE.
2. It has been pointed out that most of the laboratories in 2020-21 were conducted as online demonstration mode to the students, as there were no other alternatives. Accordingly, the feedback questionnaires for the Laboratory Instructors were discussed and finalized. Please refer to ANNEXURE.
3. It is decided to submit the resolutions to the Principal Sir for necessary action.

There being no other issues, the meeting was ended with vote of thanks to the Chair.



Dr. Satadal Saha, Convenor

Feedback Questionary Review Committee

Cc:

- Prof. (Dr.) Arghya Sarkar, Chairman
- Prof. (Dr.) A. K. Jalan, Member
- Dr. Prasenjit Chatterjee, Member
- Mrs. Nandita Das, Member
- Principal

## ANNEXURE

### Faculty feedback questionnaires:

Students should grade each of the attributes in 5-point scale as: 5: Excellent, 4: Very Good, 3: Good, 2: Average, 1: Poor		Score
Sl. No.	Attributes of a teacher in Online Classes	
1	Regularity of the teacher	5 to 1
2	Language Delivery, Interaction and Clarity to make understand the course	5 to 1
3	Availability of Resources: study materials / recorded audio-video lectures / links of Youtube/mooc	5 to 1
4	Delivery of Assignments / Conduction of Online tests	5 to 1
5	Availability of the teacher for help/assistance beyond class-timing	5 to 1
6	Coverage of syllabus with time / Completion of syllabus	5 to 1

### Laboratory Instructor feedback questionnaires:

Students should grade each of the attributes in 5-point scale as: 5: Excellent, 4: Very Good, 3: Good, 2: Average, 1: Poor		Score
Sl. No.	Attributes of a teacher in Online Classes	
1	Regularity of the teacher	5 to 1
2	Explanation/demonstration of the experimental process/flowchart of the program by the teacher.	5 to 1
3	Availability of the teacher for special help after the regular lab classes.	5 to 1
4	Language Delivery, Interaction and Clarity to make understand the course	5 to 1
5	Coverage of syllabus with time / Completion of syllabus	5 to 1

*Kale*  
09/04/21

*Amr*  
09/04/21

*Mur*  
9/4/21

*A. K. Jale*  
09/04/2021

*Qus*  
09/4/2021