

SACRED HEART COLLEGE (AUTONOMOUS), TIRUPATTUR.

PG AND RESEARCH DEPARTMENT OF CHEMISTRY

FEED BACK ANALYSIS AND ACTION TAKEN REPORT

UG - 2019 – 2020

Feedback Analysis:

The meeting was convened to evaluate the existing syllabus and to discuss and approve the methodology for evaluating certificate courses, including self-study papers and project work. The discussions were comprehensive and aimed at enhancing the quality and effectiveness of the academic programs.

The meeting began with an in-depth evaluation of the current syllabus. Discussions covered various aspects, including content relevance, alignment with learning objectives, and feedback from faculty and students. Participants shared their insights on areas that required corrections and modifications to better meet the evolving needs of the academic curriculum. The second part of the agenda focused on the assessment of self-study papers and project work. Discussions delved into the criteria for evaluation, the weightage assigned to different components, and the overall assessment framework.

Resolutions:

1. After thorough and detailed discussions, the meeting resolved to note the corrections and modifications needed for the next syllabus revision.
2. The meeting approved the guidance for the evaluation of certificate courses, self-study papers, and project work.

Action Taken Report:

1. A comprehensive plan for revising the syllabus was initiated, incorporating the corrections and modifications discussed during the meeting. A timeline for the revision process was established.
2. The approved methodology for the evaluation of certificate courses, self-study papers, and project work was documented and disseminated to relevant stakeholders for reference.
3. A communication plan was implemented to inform students, faculty, and relevant departments about the upcoming changes in the syllabus and the revised evaluation methodology.

The meeting concluded with tangible resolutions and a clear action plan to address the feedback and decisions made during the discussions. The action taken report outlines the steps taken to implement the necessary corrections, modifications, and the approved evaluation methodology.

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HoD