



MINUTES OF THE INTERNAL MEETING OF THE CENTRE FOR INTERNAL
QUALITY ASSURANCE REGARDING MEETING ON '**FEEDBACK MECHANISM**'
HELD ON 7TH JUNE, 2023 AT 2:30 PM AT CIQA MEETING HALL.

2:30 pm to 4.30 pm meeting on Feedback Mechanism. For meeting Res. CIQA Director Sir, and Staff all are present.

CIQA Director Sir Dr. Ram Thakar presented on Feedback Mechanism.

Agenda

1. Welcome and Opening Remarks
2. Review of Previous Meeting Minutes
3. Discussion on Feedback Mechanism
4. Action Plan and Responsibilities
5. Closing Remarks

1. Welcome and Opening Remarks

- The meeting commenced at 2.30 pm with a welcome note by the Chairperson.
- The Chairperson highlighted the importance of an effective feedback mechanism for continuous improvement in quality assurance.

2. Review of Previous Meeting Minutes

- The minutes of the previous meeting held on [Insert Date] were reviewed and approved.
- Action items from the last meeting were discussed, and updates were provided.

3. Discussion on Feedback Mechanism

- The Chairperson initiated the discussion on the current feedback mechanisms in place.
- Members shared insights and suggestions for improving the feedback process.
 - **Student Feedback:** Discussed the need for regular and anonymous student feedback on courses and faculty.
 - **Faculty Feedback:** Emphasized the importance of peer reviews and faculty self-assessments.
 - **Administrative Feedback:** Considered feedback from administrative staff to improve operational efficiency.

4. Action Plan and Responsibilities

- To draft the new feedback forms

- To explore online feedback systems and present options in the next meeting.
- To prepare a communication plan to inform stakeholders about the feedback process and how their feedback will be used.

5. Closing Remarks

The Chairperson thanked all members for their contributions. The meeting was adjourned at 4.30 pm.

Following attended the meeting on 7th June, 2023: From CIQA department YCMOU

Sr.No.	Name	Designation
1.	Dr. Ram Thakar,	Director, CIQA, YCMOU
2	Dr. Hemant Rajguru	Sr. Academic Consultant
3	Dr. Pradeep Ohol	Academic Coordinator
4.	Dr. Madhuri Karjul	Academic Coordinator
5.	Jyoti Patil	Academic Coordinator




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