

ESTD 1964

NAAC 4th
Cycle

DVV Clarification

Baselius College

Kottayam, Kerala – 686 001

Website: www.baselius.ac.in

E-mail: principal@baselius.ac.in

1.4.2

- 1. Links of Feedbacks from all stake holders and action taken year-wise**
- 2. Feedback given to University based on reports of curriculum feedback- Samples**
- 3. Minutes of the meeting**
- 4. Action Taken Reports**

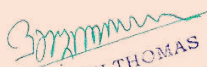


**1.4.2. CURRICULUM
FEEDBACK REPORTS**

Curriculum Feedback Reports - 2016-17	
Alumni Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/Alumni-2016-17.pdf
Employer Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/Employers-2016-17.pdf
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Teacher Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/Teachers-16-17.pdf
Action Taken	https://baselius.ac.in/wp-content/uploads/2022/01/Action-Taken-2016-17.pdf
Curriculum Feedback Reports - 2017-18	
Alumni Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/CURRICULUM-FEEDBACK-BY-ALUMNI-2017-18.pdf
Employer Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/Employers-2017-18.pdf
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Curriculum Feedback Reports - 2018-19	
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Student Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/Students-18-19.pdf

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Curriculum Feedback Reports - 2019-20	
Alumni Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/Alumni-19-20.pdf
Employer Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/Employers-2019-20.pdf
Student Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/BC-Curriculum-Feedback-Mean-Scores-1.pdf
Teacher Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/Teachers-2019-20.pdf
Action Taken	https://baselius.ac.in/wp-content/uploads/2022/01/Action-Taken-2019-20.pdf
Curriculum Feedback Reports - 2020-21	
Alumni Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/ALUMNI-20-21.pdf
Employer Feedback	https://baselius.ac.in/wp-content/uploads/2021/04/Employers-2020-21.pdf
Student Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/New-Students-2020-21.pdf
Teacher Feedback	https://baselius.ac.in/wp-content/uploads/2022/01/Teachers-20-21.pdf
Action Taken	https://baselius.ac.in/wp-content/uploads/2022/01/Action-Taken-2020-21.pdf




 Dr. BIJU THOMAS
 PRINCIPAL
 BASELIUS COLLEGE
 KOTTAYAM



BASELIUS COLLEGE, KOTTAYAM

POST GRADUATE DEPARTMENT OF COMMERCE
COURSES: M.Com., B.Com. (Regular), B.Com. (Vocational) O.M. & S.P. U.G.C. Sponsored

Phone Dept - 2582002

Voc Dept - 2300222

College - 2563918

Fax 0481 - 2565958

Website: www.basiliuscommerce.org

E-mail: info@basiliuscommerce.org

Date:

To

The Chairperson

Board of Studies – M Com

M G University

Madam,

I am hereby forwarding the suggestions received from the feedback on curriculum from various stakeholders including students. The main area of concern is lack of professional elements and experiential learning facilities. You may go through the general report and suggestions also, specific comments from teachers and students based on both formal and oral feedbacks collected by the IQAC, department and the HoD and incorporate the acceptable suggestions and do the needful.

Thanking you,

Yours faithfully

Head of the Department in charge

09-08-2018





The Post Graduate Department & Centre for Research in English

Baselius College, Kottayam - 686001

Phone: 0481-2563918 E-mail:englishdept12@gmail.com

Date: 04-01-2018

To
The Chairperson
Board of Studies – English (UG)
M G University

Madam,

Sub: Communication of curriculum feedback and suggestions:

The college takes feedbacks from various stakeholders every year and welcomes criticisms/suggestions from them. Besides general feedbacks based on structured questionnaire, the departments are also asked to interact and call for specific suggestions. It has been observed that many are not satisfied with the English courses, especially common courses and the syllabus coverage. The nature of complaints, both from students and teachers regarding the vast syllabus coverage in some cases are pointed out. The coordinator will have a detailed interaction with you and other members of Board of Studies for possible remedies. You are required to address the issue and do the needful.

Yours faithfully


Head of the Department

ACTIONS TAKEN REPORT ON CURRICULUM FEEDBACK - 2016-17.

Committee for Curriculum Feedback Evaluation.

(Representatives from IQAC, College Council & Management)

1. Prof. Alexander. V. George (Principal) *AGV*
2. Sri. Manoj Narayanas. K.S. (IQAC Coordinator) *DM*
3. Dr. Tyothimal. P. (Teacher Representative) *PT*
4. Prof. M.J. Shaji (Teacher Representative) *MS*
5. Dr. Suma Bino Thomas (Teacher Representative) *SB*
6. Prof. Cherian Thomas (Management Representative) *CT*
7. Dr. Joy Marlese (Bursar) *JM*

The curriculum Committee evaluated the feedback forms from various stakeholders and took the following decisions.

Hand over the suggestions received related to syllabus and curriculum to the Board which will be drafting the revised curriculum. The draft syllabus document was also examined by

It was also decided to counsel students regarding the examination pattern and timings of the University. Students are found to remark that the derailment of the examination schedule create a lot of tension and pressure. Tutors and mentors shall address the issue during the sessions. Similarly, when the departments where the curriculum rating is gives a low score by the students shall discuss the matter with students and arrange enrichment sessions.

Departments shall organise industrial visit and field trips to areas relevant to the discipline.

The concerns raised by teachers regarding difficulty to cover the portions on account of shortage of semester time shall be addressed in the workshops convened for the restructuring of the curriculum. All departments shall ensure that teachers actively participate in the workshops and share the opinion.

It was also decided to offer venue fee restructuring workshops in the college itself.

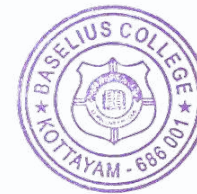
It was decided to start discussions on the outcomes of the course and programmes in the light of PBE

At the time of revisions, when new electives are offered, departments may choose electives having more demand and employability.

Research shall be given more importance and workshops shall be organised for PG students as suggested by Alumni.

Similarly, possibilities of offering professional course training shall be considered.

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ACTIONS TAKEN REPORT ON CURRICULUM FEEDBACK:- 2017-18.

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Committee for Curriculum Feedback Evaluation.
(Representation from IQAC, College Council & Management)

Dr. Jancy Thomas	(Principal)	Jancy
Dr. Shaji M. J	(IQAC coordinator)	Shaji
Dr. Pyothimol P	(Teacher Representative)	Pyothimol
Dr. Suma Bino Thomas	(Teacher Representative)	Suma
Dr. Sindu Jones	(Teacher Representative)	Sindu
Sri. Alexander Oommen	(Management Representative)	Alexander
Dr. Joy Markose	(Bursar)	Joy

The curriculum committee evaluated the feedback from various stakeholders and took the following decisions:

Discussions were held on the time availability for completion of portions of semester within available time.

Departments were asked to arrange special sessions in the light of new UG syllabus and provide additional study materials wherever sufficient materials are not available.

Organise programmes relating to areas like Intellectual Property Rights and start new add on courses / certificate programme.

As part of participative learning and student-research, departments were asked to arrange programmes.

Teachers shall provide more e-content to students.

Students and Teacher Exchange programmes may be planned in academics and research.

More thrust shall be given for environmental learning.

Summary
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Based on suggestions, lectures & activities shall be arranged related to values, gender sensitisation etc.

ACTIONS TAKEN REPORT ON CURRICULUM
FEEDBACK 2018-19.

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Committee for Curriculum Feedback Evaluation
(Representation from IQAC, College Council & Management)

Dr. Jancy Thomas (Principal) 
Dr. Shaju MJ (IQAC Coordinator) 
Dr. Jyothimol P (Teacher Representative) 
Dr. Suma Binu Thomas (Teacher Representative) 
Dr. Sindhu Jones (Teacher Representative) 
Sri. Alexanderommen (Management Representative) 
Dr. Joy Markose (Bursar) 

The curriculum committee evaluated the feedback from various stakeholders and took the following decisions.

PG Students shall be provided with more industrial visits and field trips as their feedback on experiential learning opportunities present a lower score.

Remedial and extra sessions shall be provided to the departments with lower score in case of semester time being felt so as too short for coverage of syllabus.

Teachers shall be given training in the development of E-content.

Programmes may be organized to develop the innovative thinking as the employers have remarked that the curriculum does not provide such an opportunity.

Based on employer feedback, it was suggested that departments may start skill based certificate courses so that the issues of less skill components


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can be overcome.

Students shall be encouraged to give more presentations.

Career guidance and Placement cell shall be entrusted to explore the possibility of starting classes for P.S.C. and other competitive examinations.








Departments were asked to hold discussions with stakeholders and give necessary suggestions at the time of syllabus revision workshops of Postgraduate programmes.


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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK 2019-2020

(Committee for Curriculum Feedback Evaluation.
(Representation from IQAC, College Council & Management)

Dr. Biju Thomas (Principal) 
 Dr. Shaju MJ (IQAC Coordinator) 
 Dr. Jyothimol P (Teacher Representative) 
 Dr. Sumar Bino Thomas (Teacher Representative) 
 Sri: Manoj Narayanan KS (Teacher Representative) 
 Sri: Alexander Oommen (Management Representative) 
 Sri: Joy Markose (Bursar) 

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

Extra sessions shall be provided for students for covering the portions considering the lesser number of working days available than envisaged.

Programmes relating to Entrepreneurship development and interactions with Entrepreneurs, Top officials etc. shall be organised by the departments and ED Clubs.

Students shall be provided with e-content and blended learning shall be encouraged.

Novelty shall be thought of while conducting class tests.

Students shall be encouraged to pursue online courses too.

Departments shall arrange special sessions and webinars relating to recent developments in the topic.

All clubs and subject associations shall organise and encourage events helpful for

enrichment and curriculum.

Departments shall set the outcomes of next semesters of new syllabus of Pbr. program. Similarly sessions relating to new Pbr syllabus shall be organised.

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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK 2020-21.

Committee for Curriculum Feedback Evaluation.
 (Representation from IQAC, College Council & Management)

Dr. Biju Thomas (Principal) ✓
 Dr. Manoj Marayanan. KS (IQAC Coordinator) ✓
 Dr. Jyothimol P (Teacher Representative) ✓
 Dr. Suma Bino (Teacher Representative) ✓
 Dr. Shaju MJ. (Teacher Representative) ✓
 Prof. Cherian Thomas (Management Representative) ✓
 Dr. Joy Markose (Bursar). ✓

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

Based on feedback of PGr Students, it was decided to explore the possibility of inclusion of add on / certificate courses.

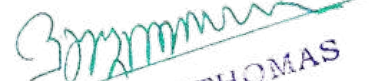
Departments were decided to analyse the outcome attainments when the final results are declared and the consolidated result sheets are received.

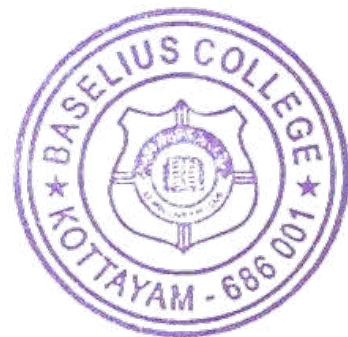
Teachers shall also communicate to the Board of Studies regarding issues faced in completion of portions within the stipulated time frame. This is a common issue pointed out by teachers and students.

The feedback of UGr Students presents a reasonably good score for curriculum, its planning and delivery. Inclusion of field visits can be thought of only after there are relaxations of restrictions. However,

for joining online internship to gain work knowledge.

More training and orientation sessions shall be arranged for the benefit of students. Blended learning shall be encouraged especially as the pandemic situation prevails.


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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK

2016-17

Action Taken Report on Curriculum Feedback - 2016-17

Committee for Curriculum Feedback Evaluation	
1.	Prof. Alexander V George (Principal)
2.	Sri. Manoj Narayanan K.S (IQAC Coordinator)
3.	Dr. Jyothimol P (Teacher Representative)
4.	Prof. M.J Shaju (Teacher Representative)
5.	Dr. Suma Bino Thomas (Teacher Representative)
6.	Prof. Cherian Thomas (Management Representative)
7.	Dr. Joy Markose (Bursar)

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

- Hand over the suggestions received relating to syllabus and curriculum to the Board which will be drafting the revised curriculum. The draft syllabus document was also examined by teachers of the department. Department Heads will be directed to communicate the suggestions directly to the authorities. Thrust shall be given to the suggestions of industrialists and employers as the recent developments in the market have to be considered.
- Departments were asked to orient the students to visit the website of the college and get an idea regarding the various academic aspects including the plan of action. They shall be directed to go through the academic and examination calendars given in the handbook so that curriculum delivery is carried out as per plans.
- It was also decided to counsel students regarding the examination patterns and timings of the university. Students are found to remark that the derailment of the examination schedules create a lot of tension and pressure. Tutors and mentors

shall address the issue during the sessions. Similarly, departments where the curriculum rating is given a low score by the students shall discuss the matter with the students and arrange enrichment sessions.

- Departments shall organise Industrial Visits and Field Trips to areas relevant to the discipline.
- The concerns raised by teachers regarding difficulty to cover the portions on account of shortage of semester time shall be addressed in the Workshops convened for the restructuring of curriculum. All departments shall ensure that teachers actively participate in the workshops and share the opinion.
- It was also decided to offer venue for restructuring workshops at the college itself.
- It was decided to start discussions on the outcomes of the courses and programme in the light of OBE framework.
- At the time of revisions, when new electives are offered, departments may choose electives having more demand and employability.
- Research shall be given more importance and workshops shall be organised for P G Students as suggested by Alumni. Similarly, possibilities of offering professional course training shall be considered.

Subsequent Implementation of the actions suggested

- ✓ Teachers participated in the curriculum revision workshops organised by the University.
- ✓ Two members of Faculty Council Dr. Jyothimol P and Sri Manoj Narayanan K S took active role in the drafting of the new syllabi of U G programmes. The concerns raised by the various stakeholders were communicated to the authorities through them in the meetings.
- ✓ The college was the venue for syllabus revisions workshops of two disciplines- (1) Commerce (2) Management
- ✓ Department s arranged field trips and also curriculum enrichment lecture.
- ✓ New Certificate Courses leading to Skill Development were introduced- Microsoft Office Specialist

- ✓ The College signed and MOU with the Institute of Company Secretaries of India and started a study centre for Company Secretary Course.
- ✓ Research Methodology related workshops were arranged under the aegis of research promotion Council.
- ✓ New elective was chosen for B Com Model III- Self Financing.




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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK

2017-18

Action Taken Report on Curriculum Feedback - 2017-18

Committee for Curriculum Feedback Evaluation

1.	Dr. Jancey Thomas (Principal)
2.	Dr. Shaju M.J. (IQAC Coordinator)
3.	Dr. Jyothimol P (Teacher Representative)
4.	Dr. Suma Bino Thomas (Teacher Representative)
5.	Dr. Sindu Jones (Teacher Representative)
6.	Sri. Alexander Oommen (Management Representative)
7.	Dr. Joy Markose (Bursar)

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

- Discussions were held on the time availability for completion of portions of semester within available time.
- Departments were asked to arrange special sessions in the light of the new UG syllabus and provide additional study materials wherever sufficient materials are not available.
- Organise programmes relating to areas like Intellectual Property rights and start new Add on/ Certificate Programmes
- As a part of participative learning and student research, departments were asked to arrange programmes
- Teachers shall provide more e-contents to the students.

- Student and Teacher Exchange programmes may be planned in academics and research.
- More thrust shall be given for experiential learning.
- Based on suggestions, lectures and activities shall be arranged relating to values, gender sensitisation etc.

Subsequent Implementation of the actions suggested

- ✓ Special sessions were held for advanced and slow learners
- ✓ A new Diploma programme in Logistics and Supply Chain management was started in 2018.
- ✓ A new certificate course in Python was started in 2018.
- ✓ Sessions of research methodology was arranged for UG and PG students.
- ✓ The newly established IPR Cell arranged programmes on Intellectual Property Rights.
- ✓ Student Seminars were organised by the departments of Commerce, English etc.
- ✓ Collaborative Seminars and Lectures were arranged. Areas covered include GST, Emerging areas like Nano technology, International Accounting and Finance, Digital Marketing, Paris Agreement and Climate Change etc. Departments collaborated with M G University, Kendra Sahithya academy, other academic institutions etc.

- ✓ Students from other colleges were permitted to carry research in M.Sc. Physics and M Phil Physics as part of Student Exchange for research.
- ✓ Erudite lectures and session on Gender Equity, Human Rights, Sustainable Development were arranged.



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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK

2018-19

Action Taken Report on Curriculum Feedback - 2018-19

Committee for Curriculum Feedback Evaluation

1.	Dr. Jancey Thomas (Principal)
2.	Dr. Shaju M.J. (IQAC Coordinator)
3.	Dr. Jyothimol P (Teacher Representative)
4.	Dr. Suma Bino Thomas (Teacher Representative)
5.	Dr. Sindu Jones (Teacher Representative)
6.	Sri. Alexander Oommen (Management Representative)
7.	Dr. Joy Markose (Bursar)

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

- P G students shall be provided with more Industrial Visits and Field trips as their feedback on experiential learning opportunities present a lower score
- Remedial and extra sessions shall be provided to the departments with lower score in case of semester time being felt as too short for coverage of syllabus.
- Teachers shall be given training in the development of E-content.
- Programmes may be organised to develop the innovative thinking as the employers have remarked that the curriculum does not provide such an opportunity.
- Based on employer feedback, it was suggested that departments may start skill based certificate courses so

that the issues of less skill components and innovative thinking in the syllabus can be overcome.

- Students shall be encouraged to give more presentations.
- Career Guidance and Placement Cell shall be entrusted to explore the possibility of starting classes for PSC and other competitive examinations.
- Departments were asked to hold discussions with stakeholders and give necessary suggestions at the time of Syllabus revision workshops of Postgraduate Programmes.

Subsequent Implementation of the actions suggested

- ✓ Industrial Visits were organised, especially for P G students to Special Economic Zone. Similarly study tours and field trips were conducted to Rubber Research Institute, Padayani etc.
- ✓ New Certificate Programmes were launched in creative Thinking, Theatre Studies, Food Processing, Agri-based Enterprises, Applied Skill in Zoology. These programmes are intended to develop creative thinking, skills and innovation among students.
- ✓ Training for PSC examinations was started.
- ✓ Departments conducted Student Seminar Competitions and power point presentations was encouraged.
- ✓ Training Sessions were arranged by IQAC for teachers in connection with E-content development.
- ✓ Teachers of P G Departments participated in the P G Syllabus and Curriculum revision workshop very actively. The Board of Studies members took lead role in the syllabus

drafting. The college also acted as a venue for the Restructuring Workshop of M.Com.

- ✓ Academic Sessions were organised by the departments in connection with the newly implemented P g syllabus.



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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK

2019-20

Action Taken Report on Curriculum Feedback - 2019-20

Committee for Curriculum Feedback Evaluation

1.	Dr. Biju Thomas (Principal)
2.	Dr. Shaju M.J. (IQAC Coordinator)
3.	Dr. Jyothimol P (Teacher Representative)
4.	Dr. Suma Bino Thomas (Teacher Representative)
5.	Sri. Manoj Narayanan K. S. (Teacher Representative)
6.	Sri. Alexander Oommen (Management Representative)
7.	Dr. Joy Markose (Bursar)

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

- Extra sessions shall be provided for students for covering the portions considering the lesser number of working days available than envisaged.
- Programmes relating to Entrepreneurship Development and Interactions with Entrepreneurs, Top Officials etc. shall be organised by the Departments and ED Clubs.
- Students shall be provided with e-contents and blended learning shall be encouraged.
- Novelty shall be thought of while conducting class tests etc.
- Students shall be encouraged to pursue online courses too.
- Departments shall arrange special sessions and webinars relating to recent developments in the topic.

- All clubs and subject associations shall organise and arrange events helpful for enrichment of curriculum.
- Departments shall set the outcomes of next semesters of the new syllabus of P G Programmes. Similarly sessions relating to new P G syllabus shall be organised.

Subsequent Implementation of the actions suggested - 2019-20

- ✓ Many sessions for entrepreneurship development and interactive sessions were arranged. The BBA department started a Talk Series titled 'Let's Talk Business'. The E D Club arranged interactive lecture series with leading and budding entrepreneurs.
- ✓ The students participated in programmes like YIP to present their ideas.
- ✓ Online sessions and webinars were arranged by the departments regarding various areas of developments.
- ✓ Certificate Programmes were offered in online mode.
- ✓ Students also completed online courses and also undertook online internship.
- ✓ Certificate Course in data Analysis was launched.



Signature
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ACTION TAKEN REPORT ON CURRICULUM FEEDBACK

2020-21

Action Taken Report on Curriculum Feedback - 2020-21

Committee for Curriculum Feedback Evaluation

1. Dr. Biju Thomas (Principal)
2. Dr. Manoj Narayanan K. S. (IQAC Coordinator)
3. Dr. Jyothimol P (Teacher Representative)
4. Dr. Suma Bino Thomas (Teacher Representative)
5. Dr. Shaju M.J. (Teacher Representative)
6. Prof. Cherian Thomas (Management Representative)
7. Dr. Joy Markose (Bursar)

The Curriculum committee evaluated the feedbacks from various stakeholders and took the following decisions:

- Based on feedback of PG students, it was decided to explore the possibility of inclusion of add on/certificate courses.
- Departments were directed to analyse the outcome attainments when the final results are declared and the consolidated result sheets are received.
- Teachers shall also communicate to the Board of Studies regarding issues faced in completion of portions within the stipulated time frame. This is a common issue pointed out by teachers and students.
- The feedback of U G students presents a reasonably good score for curriculum, its planning and delivery. Inclusion of field visits can be thought of only after there are relaxations of restrictions. However,

students may be motivated by the departments for joining online internship to gain work knowledge.

- More training and orientation sessions shall be arranged for the benefit of students.
- Blended learning shall be encouraged, especially as the pandemic situation prevails.

Subsequent Implementation of the actions suggested

- ✓ Blended learning is being encouraged, especially when there are restrictions on physical gatherings.
- ✓ Sessions relating to entrepreneurship are being conducted on a routine basis. The chance of interacting with different types of entrepreneurs is found to motivate students.
- ✓ Some students pursue internship in online mode.
- ✓ Departments have arranged seminars/talks/lectures, with special emphasis on the revised P G syllabus.
- ✓ Sessions on recent areas like data analytics have been arranged



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