

# COTTON UNIVERSITY

Panbazar, Guwahati – 781001, India

Website: [www.cottonuniversity.ac.in](http://www.cottonuniversity.ac.in)



## NOTICE

The Students' Feedback Monitoring Committee of the University has been reconstituted with the following members as mentioned below:-

1. Prof. Manjit Kr. Bhattacharyya, Dean, Students' Welfare, CU (Chairman)
2. Dr. Ruma Talukdar, Coordinator, IQAC, CU (Member)
3. Prof. Kalyan Das, Dean, Faculty of Earth Sciences/Human and Social Sciences, CU (Convener)
4. Dr. Mandira Sarma, Dean i/c, Faculty of Life Sciences, CU (Member)
5. Prof. Santanu Sarma, Department of Geology, CU (Member)
6. Prof. Daisy Das, Department of Economics, CU (Member)
7. Dr. Merry Baruah, Department of English, CU (Member)
8. Dr. Manjil Hazarika, Department of Archaeology, CU (Member)
9. Dr. Debajit Hazarika, Office Staff, IQAC, CU (Member)

This is issued with the approval of the Vice-Chancellor.

Registrar  
Cotton University

Memo No. – CU/GAD/2018/182/P. II/ 7895-99 Dated, Guwahati th / 19 July, 2023

Copy to:

1. P.S. to VC for kind appraisal of the Hon'ble Vice Chancellor.
2. All Members of the Committee.
3. The Coordinator, IQAC, Cotton University.
4. Computer System Management, for uploading the same in the University website.
5. Office File.

Registrar  
Cotton University



# COTTON UNIVERSITY

Panbazar, Guwahati-781001, Assam, India

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## NOTICE

### **Mechanism to Address Feedback of Students at Cotton University**

Cotton University has a mechanism to obtain and address feedbacks of the students towards creating a complete learning environment at the university. Feedbacks are obtained in the components of –

- a) Completeness of classroom and laboratory teaching,
- b) Amenities and reading environment at the library of the university and
- c) The basic infrastructure- clean classroom, canteen, toilets etc. students entitle at an educational institute.

The students' feedback monitoring committee constituted for the purpose at the university with the Dean, Students' Welfare as the Chairperson, plans how the students' dissatisfactions and grievances could be obtained and addressed.

A set of questionnaires is framed to evaluate teachers' regularity and completion of the syllabus, communication skills and command of the subject for holistic teaching, methods of teaching, class and laboratory interactions and helping attitude towards the students for a complete learning outcome.

Additional sets of questionnaires are administered to get the feedbacks on the library and other amenities at the university. Amenities students desire are adequate reading space at the library, availability of books and journals, toilets and drinking water provisioning.

Students' feedbacks are obtained online at students' portal placed in the university website. The information are compiled with quantifiable measures, shared with the Head of the Departments to be discussed with the teachers of the departments. The mechanism to obtain students' feedback is in practice in the University as per the UGC rules and it is mandatory for the students to give feedback after every end semester examination.

The committee orients the heads of the departments to take and utilise the feedbacks for improvement of the teaching and learning outcomes at the departments. It is also conveyed not to use the feedbacks for any actions that would invade into teacher's dignity and untoward incidence. Towards this the heads of the departments go for one to one discussion with the teachers and use the feedbacks for self-assessment. This evaluation process makes the teachers informed on the needs and aspirations of the students, and discontents as well.

The heads of the departments need to submit action taken reports on overall feedback of the students on the teachers from time to time to the Dean, Students Welfare.

The committee informs the students' feedback on the syllabus, courses or any other academic matter to the Academic Registrar of the University for taking necessary steps in consultation with the concerned heads of the departments.

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The Controller of Examinations, and the Director, Students' Welfare, who are in direct contact with the students on concerns related to outcome of evaluation process, and extra-curricular activities also informed regarding students' feedback for necessary improvement.

The committee shares the feedbacks on the library, infrastructure, hostel ambience, health issues of the students and amenities components with the Registrar of the University to address the discontents and grievances for taking the appropriate measures.

In circumstances of serious discontents and grievances of the students, the Committee would go for discussion with the honourable Vice Chancellor. In such situations, opinion and suggestion of the honourable Vice Chancellor, Cotton University will be considered final.

**A format to have a quantifiable measure on teachers' involvement with students and university's action to address the aspirations and needs of the students**

1 Academic Audit			
a. Student's mentoring	Number of students assigned during the year	Personal notebook of the teachers on the students to understand the actions initiated to the needs and aspirations of the students	Qualitative notes on the outcomes (if required, to be quantified with coding)
b. Students feedback	The students are to evaluate after each end semester examination; the university has a structure of evaluation		
c. Ability enhancement support for students	Number of students trained personally/facilitated training for the students	Personal notebook of the teachers on the outcomes of students	
2. Infrastructure audit			
a. Library	a) Reading space b) Books and Journals availability	To be captured through 5 point rating scale. For example: For reading space a) ample, b) adequate, c) inadequate during the afternoon hours, d) inadequate throughout the day, e) constrained	
b. Toilet and Drinking Water	a) toilets b) drinking water	Do	
c. Canteen	a) quality b) affordability c) regularity/availability	Do	
d. Open space	a) Open space for students' interactions, discussions	Do	
e. any other			

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4. Extra classroom leaning environment			
a. Settlements and industry visits, community outreach	Activities focused	Amenities, supports received from the university	A quantifiable measure on the learning outcome of the visits
b. Extracurricular activities of students	Do	Do	Do

This has been issued with the approval of the Hon'ble Vice Chancellor, CU.

*Manoj*  
25/7/23  
Registrar  
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Memo No. eu/CAS/2018/182/P-II/8007-13

Dated: 25<sup>th</sup> July, 2023

Copy to:-

1. Pro-Vice Chancellor, CU for kind information.
2. PS to VC for kind information of Hon'ble Vice Chancellor, CU
3. All Deans of CU for kind information.
4. All Officer/ HODs for information.
5. ✓ Coordinator, IQAC, CU for information.
6. CSM for information and with a request to upload in the website.
7. Office Copy

*Manoj*  
25/7/23  
Registrar  
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