
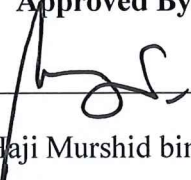

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STUDENT FEEDBACK SURVEY

Prepared By :- 	Approved By :- 
Name : Mohd Sufie Abdul Razak	Name: Tuan Haji Murshid bin Kassim
Position : Assistant Director Academic And Industrial Linkages	Position : Dean, Centre for Foundation Studies, IIUM
Date : 01/07/2020	Date : 01/07/2020

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1. OBJECTIVE

This procedure is implemented in order to evaluate the teaching performance of all academic staff by students in order to motivate them to teach more efficiently and effectively.

2. SCOPE


This procedure applies in the Centre for Foundation Studies to evaluate the quality and performance of academic staff in teaching and learning process.

3. DEFINITION/ABBREVIATION

- 3.1 DDAIL : Deputy Dean of Academic And Industrial Linkages
- 3.2 AAO : Assistant Administrative Officer
- 3.3 AA : Administrative Assistant
- 3.4 ODDAIL : Office of the Deputy Dean Academic And Industrial Linkages
- 3.5 SFS : Student Feedback Survey
- 3.6 SISO : Senior Information System Officer
- 3.7 AISO : Assistant Information System Officer


4. REFERENCES

- 4.1 SFS Report


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5. RESPONSIBILITY AND DETAILED PROCEDURE

RESPONSIBILITY	DETAILED PROCEDURE
AAO	5.1 Email sent to ITD to remind and prepare the link for SFS exercise
AA Academic Dept.	5.2 To notify all department on : i) Update on class list and class schedule ii) Notifying the lecturers and students regarding the conduct of SFS.
ISO/AISO	5.3 Conduct SFS Online and generate SFS reports.
AAO / AA	5.4 Print and compile the SFS reports. 5.5 Issue departmental summary reports to respective HOD. 5.6 Issue results to respective lecturers. (The weighted average score of SFS for each lecturer is 80%).


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RESPONSIBILITY	DETAILED PROCEDURE
DDAIL	5.7 Send letter to respective HOD to call staff whose score of Student Feedback Survey (SFS) is below 80 percent for consultation.
HOD	5.8 Recommendation letter to the Dean for appropriate remedial action.
DEAN	5.9 Decide and issue letter to the respective staff.

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6. **RECORDS** (*any documents produced in the established procedure such as forms, approval letters, log book, timetable/schedule, etc.*)

NO	RECORDS	LOCATION	RETENTION PERIOD	RESPONSIBILITY
1	SFS Letter and Report of SFS	Filing cabinet	One Year	AAO/AA
2	SFS reports Departmental Report Individual Record	Filing Cabinet	One Year	Academic Department

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7 FLOWCHART: (ON-LINE)

