

FEEDBACK POLICY

Introduction:

The Feedback System in an institution plays an important role in improving the effectiveness of any Teaching-Learning-Evaluation process and development of an Institution as a whole. With this objective in mind, the institution has been, over the years, working on effective Feedback System by obtaining Feedback from its major stakeholders:

- 1. Students**
- 2. Teachers**
- 3. Alumni**
- 4. Employer**

Background: The college is taking feedback from the stakeholders in physical form.

However, it is necessary to take the feedback from the stakeholders online. The process of Feedback will be as follows:

Feedback Process: Obtaining the feedback from stakeholders, is a continuous process which involves:

- 1. Designing of Forms:** Designing the forms to capture the data relevant to Feedback Analysis, is one of the first and most important steps in the process. This step is a re-occurring process, which includes revising the Feedback forms from time and again, so as to accommodate the changing needs of the Teaching-Learning and Evaluation Process. In the past few years, the forms have undergone many changes in the type and number of questions for the same reason. And in the years to come the design of form will undergo further changes, if required
- 2. Sharing:** The form (Google Link) is shared to different stakeholders. The Student feedback on curriculum will be taken twice in a year, once for odd and even semester. The teachers Feedback on curriculum too will be obtained twice a year for each semester, course-wise. Alumni feedback forms are distributed time to time. Employer feedback will be obtained by distributing the forms(link), when the Campus

interviews are conducted by the Employment Cell and the link is shared through the Alumni urging them to share it with their Employers. The data thus collected will be analyzed and action will be taken for improvement.

3. **Action Initiated:** The analysis report and the suggestions will be discussed with the respective departments and faculty members will be instructed to take appropriate action.
4. **Preparation of ATR:** The recommendations implemented will be noted in the form of Action Taken Report.

PRINCIPAL