

# **Feedback analysis policy and mechanism**

## **Feedback from Stakeholders on Curriculum**

Internal Quality Assurance Cell makes it a tradition to mandatorily collect feedback from stakeholders- students, teachers, employers and alumni. This is done by the IQAC cell with the help of HOD and other faculty members .They collect and analyze the feedback received and make suggestions to College Development committee through Principal for improvement. In past it used to be collected manually, but shifting the institute on technology, it has been made system supported & online.

### **Objective:**

The objective of the exercise is to correctly gauge the impact of all the efforts taken by the institution at all levels on the various stakeholders. The institution wants the benefits to reach an the stakeholders. This feedback is collected and trends generated through statistical analysis. Based on the opinions of the stakeholders, further action is taken by the administration.

### **Methodology:**

- Feedback on curriculum is collected from the students by uploading the Feedback Forms at the institutional website. It is collected online and brought to the IQAC for its analysis. The Statistical data is handed over to the Feedback committee. Further suggestions are incorporated by departments.
- Alumni Feedback is collected during alumni meetings & even online. The filled in forms are sent for further action. Feedback is collected from teachers as well by uploading the feedback forms on the portal. Subsequent action is similar to the other forms.
- Employers' Feedback is also collected either in person or online for further action.
- The teachers or peers also give their feedback which is available at the server and the received data gets forwarded to the authorities for further action.
- The feedback committee collects inputs and suggestions from the stakeholders and further action to be taken is discussed with departments and authorities. The decisions taken by the authorities are forwarded for action to be initiated.

### **Analysis:**

- The data get compiled and analyzed by the members associated with the committee. It then goes for deliberation to the IQAC,
- General Action Plan after data collection and analysis.
- Annual Feedback Action Taken Report given after analysis of stakeholders' feedback.
- Meetings are held at the department level, College Development Committee to discuss the suggestions and trends and feasibility of implementing the suggestions in the feedback.
- To make curriculum more effective, Add-On courses were started and conducted.
- Internet facility with high bandwidth has been provided.

## **Summary of Action Taken 2016-2017to 2020-2021**

- Annual Feedback Action Taken Report given after analysis of stakeholder feedback.
- Meetings were held at the IQAC level, college development committee implement the suggestions in the feedback.