



PROCEDURES AND ACTION TAKEN REPORT ON FEEDBACK SYSTEM

The feedback is designed to test the competency of the faculty in different spheres, with close ended as well as open ended questions. The question ranges from performance of faculty in the classroom to the level or extend to which a faculty is able to inspire and motivate the students above the syllabus and text. In the class performance of the faculty, the subject knowledge of the Asst. Professor, efficiency in delivering the syllabus, percentage of syllabus covered and such similar questions are designed. Further, questions are also designed to test the creativity level of a faculty through questions like ability to design assignment questions, to create quizzes and activities. The feedback also contains open ended feedback spaces for the students to drop in their suggestions or complaints which were not cover through the feedback form. To ensure that the students are comfortable to write their reviews without fear of any kind of retribution, they are given the freedom to write or to refrain from writing their names while submitting the forms.

The college follows a transparent and regular feedback system. It is conducted annually during the month of February or March for the students. The feedback is divided into two categories namely – for the existing students (semester two and four) and the outgoing students (semester six). Feedback is also taken from the parents during the Parent-Teacher Meet every year. Feedback is also taken from the teaching faculty, and Alumni. The feedback forms for the existing students, for the outgoing students, teaching faculty, parents, and alumni, are in different formats according to the prerequisite. The completed feedback is analysed by the IQAC members.

The following steps are followed for the analysis:

- In the first step, the collected feedback data is handed over to the Head of the institution, Principal. During the process of the reading and analysing, some major feedback issues are noted for further discussion with the stakeholders.
- In the second step, the feedback data is collected back by IQAC and handed over to the management such as President and the Administrator. They also follow the same procedure of noting down some major issues for further discussion.
- In the third step, the feedback data is collected back by IQAC and handed over to the Academic Dean. During the process of the reading and analysing, some major feedback issues are noted for further discussion with the stakeholders.
- In the fourth stage, it is handed over to all the Head of Department concerned. They also follow the same procedure of noting down some major issues for further discussion.
- After all the mentioned above process is completed, the respective stakeholders are called by the Principal for further discussion. During the meeting, the important issues noted down are deliberated for action plan. Thus, this is updated during the Monthly Faculty Review Meeting with all the members present.