



## **INTERNAL QUALITY ASSURANCE CELL** **Feedback Policy**

### **I) INTRODUCTION/PREAMBLE**

Feedback is the essence of two-way communication between the provider and the receiver. Effective feedback, both positive and negative, is important for continuous improvement as it helps in understanding the strengths, weaknesses, opportunities, and challenges faced by the university. It is advantageous to the university as well as the stakeholders as improvisations made based on the feedback received benefits all the stakeholders.

Feedback from students, teachers', alumni and industry inculcates a sense of ownership about the organization and make them feel valued and responsible. Regular feedback is important for the entire organization to remain aligned to university's mission and vision and is part of continuous learning process for regular improvisations to serve better. The Institute in its mission for continuous improvement in all sectors, academic or administrative has entrusted IQAC with the responsibility for arranging feedback responses from all stakeholders of the Institute on quality related institutional processes.

### **A) Feedback Schedule**

The format for each type of feedback to be filled by each stakeholder shall be prepared by IQAC. The feedback forms to be collected shall be prepared through a hard copy monitored by IQAC.

- Feedback from Students – End of every Semester
- Feedback from Teachers – End of every Academic Year.
- Feedback from Alumni – Alumni Meet(Yashomilap), Annual Event (Crescendo) and other visits of Alumni to the Institute
- Feedback from Employers (Industry) – Yearly

## **1. FEEDBACK FORMS-**

**1.1. Students' feedback has the following dimension viz.**



**Feedback on the syllabus and its transaction at the institution by the students**

- **Course:** \_\_\_\_\_
- **Sem:** \_\_\_\_\_

Sr. No	Parameter	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The continuity of the contents in courses curriculum in is appropriate.					
2	Depth of curriculum content is appropriate.					
3	Syllabus is industry oriented.					
4	The objectives and outcomes are clearly stated for each of the course.					
5	The curriculum has a good balance between theory and practical.					
6	The electives offered are relevant to the latest technology.					
7	Curriculum structure and contents help to enhance employability skills.					
8	Curriculum bridges the gap between industry and academic.					
9	Curriculum contents are helpful for development of professional ethics, lifelong learning skills, team building, leadership qualities and environmental awareness.					

- **Comments if any:**

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INTERNATIONAL INSTITUTE OF MANAGEMENT SCIENCE**

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## 1.2 Feedback on the syllabus and its transaction at the institution by the Teacher

- Name of The Faculty: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Qualification: \_\_\_\_\_
- Experience: \_\_\_\_\_

Sr. No	Parameter	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The learning objectives are clear and appropriate to the program.					
2	The syllabus is well organized and suitable to the program.					
3	The text Books/Reference Books are well suited to the course.					
4	The system followed by the university for the design and development of curriculum is effective.					
5	There is a provision to update curriculum time to time.					
6	The distribution of contact hours among the course components is appropriate.					
7	The curriculum has a good balance between theory and practical.					
8	The electives offered are in relation to the technological advancements					
9	Whether the curriculum and syllabus are well organized and easy to follow					
10	Curriculum includes the current and the future socio-economic needs					
11	Curriculum having good academic flexibility					
12	Depth of the syllabus is sufficient for the development of skills for higher study and work in future					

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Comments if any:

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### 1.3 Feedback on the syllabus and its transaction at the institution by the Employer

- Name: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Organisation Name: \_\_\_\_\_

Sr. No	Parameter	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Current curriculum caters the need of industry.					
2	Curriculum structure and contents help to enhance employability skills.					
3	Curriculum has a good balance of theory and practical.					
4	Curriculum bridges the gap between industry and academic.					
5	Curriculum contents are helpful for development of professional ethics, lifelong learning skills, team building, leadership qualities and environmental awareness.					
6	Effectiveness of Curriculum in developing Innovativeness and creativity in students					
7	Current curriculum caters the need of industry.					

Comments if any:

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### 1.4 Feedback on the syllabus and its transaction at the institution by the Alumni

- Alumni Name: \_\_\_\_\_
- Batch: \_\_\_\_\_
- Course: \_\_\_\_\_
- Designation: \_\_\_\_\_
- Organisation Name: \_\_\_\_\_

Sr. No	Parameter	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Curriculum meets prerequisite and basic knowledge required for the Employability.					
2	Learning experience is useful for employment					
3	Electives offered are in relation to the technological advancements in industries					
4	The new courses (subjects) introduced as per the current industry requirements					
5	Design of the courses (subjects) encourages self-learning.					
6	Support and contribution of the institution for your overall development					
7	Effectiveness of Curriculum to meet your present professional standards					
8	Effectiveness of curriculum to apply your knowledge in real life situations					

- Comments if any: \_\_\_\_\_

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### **B. Collection and Compilation of Feedback data:**

The data on the feedback shall be collected through a structured Feedback Schedule developed for specific stakeholder which is generally collected offline.

### **C. Analysis of feedback received and review of results:**

The feedback received will be analyzed as per the mode of collection and results will be statistically analyzed for each stakeholder separately and shall be graphically represented for better understanding.

### **D. Discussion and Review of Feedback-**

Power Point Presentation on different feedback obtained by respective head/coordinator will be made in openhouse of the college before presenting to the IQAC.

### **E. Action taken:**

The actions about the collected feedback after analysis shall be taken as per the outcome of the feedback of specific domain. The action taken report by each concerned feedback shall be approved by the IQAC.

### **F. Revision and Communication of Feedback.**

The feedback forms can be revised as per the need of the situation and as per the requirement of the feedback to be obtained. The revisions shall be implemented by the IQAC. The same is then communicated to the various Stakeholders.