

1.4 FEEDBACK

Feedback collection process

Process is taken as offline/online both mode Online using Google Form as well as physical/offline feedback forms are collected. Purpose of comment For improving the quality of Teaching Learning Process Frequency of feedback collection Twice in academic year.(HOD also attend the lecture/Practical of faculties if required)

Process of Student feedback of Teaching-learning and Actions taken as below

1. Google form of courses is prepared as per format given by Higher Authority
2. Common google form link for students Feedback is distributed to students via WhatsApp group of each class.
3. Responses collected from of students are analyzed by internally.
4. Analysis of feedback along with remarks is submitted to the HOD.
5. Faculty's feedback is collected and analyzed by higher authorities
6. The HOD may add additional remarks (if any) & communicate with respective faculty/individuals.
7. Action taken report is generated by the authority and the same is communicated to individual

FEEDBACK AND ACTION TAKEN PROCESS

- Feedback mechanism is a well-organized system in the department for all courses.
- All the students are allowed to give feedback having attendance more than Predefined criteria.
- Computerized feedback is collected from students for all the courses twice in a semester.
- The Head of the Department in person also takes the feedback from students, marks their issues
and informs the faculties to do required changes.
- Metrics used for calculation is 4-Excellent 3-Good 2-Average 1-Poor

CRITERIA I: CURRICULAR ASPECTS

1.4 Feedback System

Sr. No.	Particulars	Combined File
1.4.1.	Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc	
1.4.1 A	Feedback analysis report submitted to appropriate bodies	
1.4.1 B	At least 4 filled-in feedback form from different stake holders like Student,s Teachers, Alumni etc.	B.1) Students feedback B.2) Teachers Feedback B.3) Alumni Feedback B.4) Parents Feedback
1.4.1 C	Action taken report on the feedback analysis	