



## **Policy Document for FEEDBACK**

### **Introduction**

Performance of a University solely depends on the basis of effective learning outcomes. Feedback Mechanism is an important tool to assess whether the Institute is imparting quality education and good performance. The University has created feedback forms based on the NAAC criteria which are available for different stakeholders to analyze the performance on various aspects.

### **Purpose and Scope**

- To maintain current consciousness of the desires and expectations of students and stakeholders of the Institute;
- To ensure continuous improvement of all products, services, facilities and procedures;
- To audit and improve the various aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;
- To provide students and stakeholders a platform to actively participate in the improvement of curriculum of programs of study by feedback collected on timely basis.

### **Responsibilities**

The Internal Quality Assurance Cell (IQAC) has a well-designed Feedback Mechanism and structure for its analysis. IQAC Coordinator and the Heads of department are jointly responsible for the collection, analysis and reporting the student and stakeholder feedback relating to Teaching Learning, and other allied programs conducted in the University.



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Avadi, Chennai-600 054.



## Stakeholders

Stakeholders are any person/persons or organization that are associated with the Institute. Stakeholders include, but are not limited to:

- Students
- Alumni
- Teaching & Non-Teaching Faculty
- Suppliers/Vendors, Trainers
- Parents
- Employers

## Feedback Mechanism:

IQAC prepares structured Feedback forms for respective stakeholders. The feedback is collected both through online and offline methods. Filled feedback forms are analyzed by the departments and consolidated by IQAC. The Feedback is collected under following broad heads:

Feedback from Students on course	: At the end of the semester
Feedback from Students on Teachers	: At the end of the semester
Student's Overall evaluation of Programme and Teaching	: At the end of the semester
Student's Programme Evaluation	: End of the Programme
Student's overall rating of programme	: End of the Programme
Initial Questionnaire on Admission	: After Admission
Feedback from Teachers	: At the end of the semester
Feedback from Employer	: Annually
Feedback from Alumni	: Annually



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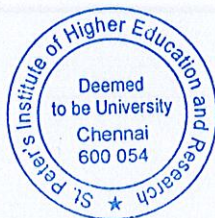


**Implementation:**

Feedback on curriculum is taken from all the Stakeholders to analyze the existing curriculum and elicit valuable suggestions in other aspects related to teaching, learning and research processes. The feedback on various aspects as outlined in the mechanism are collected regularly and the feedback analysis is forwarded to the competent authority for further process and action.

Based on feedback analysis, action taken report is generated and necessary remedial measures taken on timely basis.

**01.09.2021**



  
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