

## **Feedback process of the institution**

Feedback is an integral part of how the institution works on curriculum development. Feedback is collected from all the stakeholders, namely our students, faculty members and other academic experts, alumni, parents, and employers during each academic year and it is integrated into the process of curriculum review.

Feedback is collected using structured feedback forms by each department from all the stakeholders.

Feedback is also collected from students for each course at the institutional level as well as by most of the faculty members through class discussions, faculty or course feedback forms, and the formal end semester feedback process.

Feedback from alumni is collected regularly through forms that are shared with them to collect their inputs on the curriculum. It is also collected whenever the alumni come back to their alma mater to participate in various events or just to visit. The institution also has its annual alumni meet on January 26 which also provides an opportunity to collect feedback from its alumni.

Feedback is collected from parents during the Open House/Parent institution meetings that are conducted regularly. Forms are also used to reach out to a larger number of parents and collect feedback from them.

Potential employers and other industry experts share their feedback when they visit the institution for placements or Seminars and other engagements. Their feedback is also collected through structured forms when faculty visit their institutions and engage with the industry.

Feedback from faculty and other subject experts is similarly collected during academic exchanges. This is integrated into the curriculum review process.

This feedback is substantiated by the composition of the Board of Studies for each Department as this board has academic experts, industry experts, a student representative, and an alumni representative, in addition to the faculty members from the department.

The structured feedback forms have been designed by the Internal Quality Assurance Cell and they use a 5 point scale. Departments analyze these forms to identify areas of concern that would require attention.

The qualitative components of the feedback forms are analyzed carefully as well and incorporated into the curriculum review process.

Each Department has a Curriculum Development Cell (CDC) constituted by the Head of the Department and the CDC takes this feedback into account during the curriculum review process. The suggestions made by the CDC are reviewed and approved in the meeting of the Board of Studies following which it would require approval by the Academic Council.

Sample format - IQAC forms

Filled in forms samples

Feedback analysis and Action taken report - ( 5 years department wise)