



Feedback Policy

Student feedback of teaching learning process

The following methods are used to collect feedbacks from the students

- Oral feedback is collected by the Hods at the first week of commencement of class,
- Feedback through class committee meeting conducted during 2nd and 10th week from the commencement of class,
- Online feedback is collected in middle of the semester. In the online feedback, the students are required to answer the standard questions required to fulfil the quality of teaching and apprising the faculty using a scale of 5 (high) through 1 (low) (Format enclosed).

Feedback from Stakeholders:

Feedbacks on Guest lecture/Seminar/Workshops/Industrial visit/Internship/etc are periodically collected from students and experts.

Feedback from parents, industry, alumni and visitors are collected and necessary actions are initiated.

Feedback on facilities:

Feedbacks on Infrastructure , Library, Housekeeping, Transport, Hostel, etc is collected periodically.

Academic Audit:

Lecture classes are monitored by senior Professors and the HoD of the Department. They give constructive comments to improve the quality of teaching and the teaching- learning process.

- Counselling by the respective HoD for those faculty members who have secured low scores and negative comments, if any, in the feedback. They are motivated to improve their skills and abilities.
- If any training / orientation are required they are encouraged to attend internal/external workshops / FDP conducted by the experts thus improving the efficiency of teaching-learning process.

Guidance for Academic Audit

The primary activities to be monitored and controlled by the committee are as below



S.No.	Activities
1.	Activities before commencement of classes
	a. Submission of staff requirement (if any) request to the Principal
	b. Electives selection by the students
	c. Collection of Subject willingness from faculty
	d. Subject allotment to faculty members
	e. Audit of course files
	d. Lab manual preparation, if any
	e. College level calendar of events
	f. Time table preparation
g. Audit the students data book & subject teachers meeting of previous semester with current semester	
2.	Activities after commencement of classes
	a. Monitoring of teaching quality (theory and lab courses)
	b. Performance of students in Internal Tests and actions initiated for poor performance
	c. Students' attendance monitoring and counseling, if needed
	d. Communication about attendance and IA marks to parents / guardians.
	e. Display of time table for internal and university examinations
	f. Monitoring of Exam preparation Class & Monitoring of planned co curricular & extra curricular.
	g. Performance in Semester End examinations

During the audit of course files, the following items are verified

- University syllabus and lesson plan of the corresponding subjects..
- Lecture notes / online materials/ other supporting materials of the corresponding subjects.
- Previous university question papers along with question bank.
- Assignment topics, Tutorial questions.
- The log book and track record of the lab sessions.
- CO attainment & PO attainment after the publication of results.

Guidance for Class Committee Meeting

- Every class shall have a class committee consisting of faculties of the corresponding class, student representatives and a chairperson. The class committee for a class is normally constituted by the Head of the Department within a week of each semester starting. At least 5 student representatives are included in the class committee.
- The Chairperson of the class committee may convene the meeting by inviting the Class advisor & subject handling faculty, student representative.



- The chairperson is required to prepare the minutes of every meeting, submit the same to the Academic review Committee within two days of the meeting and arrange to circulate it among the students and teachers concerned.
- The first meeting of the class committee shall be held within one week from the date of commencement of the semester, in order to discuss various activities and placement training.
- Two meetings may be held in a semester at suitable intervals.

The functions of the class committee include

- To provide a forum for students to voice their academic grievances. Solving problems experienced by students in the class room and in the laboratories.
- Informing the student representatives, the academic schedule including the dates of Assessments and the syllabus coverage for each assessment.
- During these meetings the student members representing the entire class, shall meaningfully interact and express the opinions and suggestions of the other students of the class in order to improve the effectiveness of the teaching-learning process.