



## **MOHAMED SATHAK A J COLLEGE OF ENGINEERING**

(Approved by AICTE, New Delhi and Affiliated to Anna University, Chennai)

Siruseri IT Park, Egattur, Chennai 603 103

### **Feedback Policy**

**PRINCIPAL**

**MOHAMED SATHAK A.J.COLLEGE OF ENGINEERING**  
34 Rajiv Gandhi Road (OMR), Siruseri, IT Park  
Chennai-603 103.



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### FEEDBACK POLICY

Mohamed Sathak AJ College of Engineering understands that teaching learning process for the continuous refinement. To capacitate this process of continuous refinement, our institution has adopted a feedback system that takes suggestion from stockholders such as students, teachers, alumni and employer of each programme for every academic year. Once feedback is collected, analyze the feedbacks, valuable suggestion given were considered, necessary actions was executed and submit action taken report to the appropriate bodies.

#### FEEDBACK COLLECTION PROCESS:

- Feedback form with complete curriculum based questionnaires is designed in Google Forms.
- Feedback links are shared with stockholders for collection of feedback and specific time limit has been allotted for the process.
- In feedback Questionnaire generally ten to twenty questions are asked and they are required to give the remarks like Excellent, Very Good, Satisfactory, and Unsatisfactory.

Process	Remarks
Feedback Collection	Applicable to all courses collected through Google Forms
Feedback Receiver	Head of the department
Frequency of feedback collection	Once in a year
Metrics used for calculation	5-Excellent, 4-Very Good, 3-Good, 2-Satisfactory, 1-Unsatisfactory
Target (%)	80%(Excellent & Very Good)
Action Taken / Corrective Measures Taken	Below 80%

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### FEEDBACK ANALYSIS PROCESS:

- The Feedback given by the stockholders consolidated and analyzed. The analysis report has been generated by stockholder wise and reviewed in department meeting along with the department IQAC Coordinator and come out with necessary action.
- For each questions, target has been set before the collection of feedback. In the analysis report all the suggestions and comments given by the stockholder are forwarded to the department advisory board. Also recommend taking the necessary action to include the real time problem solving skills in the curriculum and syllabi that would enable the students meet the industry requirements.
- If the response is below the target level, special committee has been formed to take required corrective actions.

### EXECUTION OF ACTION / CORRECTIVE MEASURES TAKEN:

- The special committee is formed to plan the road map and executes the action proposed by IQAC.
- Technical Training and COE classes are being conducted to improve their skills.
- Various clubs has been inaugurated for the welfare of the students.
- Many sophisticated equipment's were purchased to carry out active research.
- Industry internship is introduced in the curriculum, Provision is made to do project completely in industry.
- Technical classes are conducted to students and Mock interview, Quizzes are conducted through COE.
- Career guidance programmes and aptitude class were conducted through our Centre of excellence.
- Signed MOU with various companies for conducting workshops, seminar and internship programme.

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- Case study assignments were given to the students. This helped them to acquire problem solving skills.
- Extra communication skills courses are given to students as Value Added courses.
- General aptitude and technical training classes are conducted through COE.
- Academic audit was conducted in the department level and the inputs received were documented and suggestions were taken forward.
- Special workshops are conducted to the students on coding, Mat lab, python, robotics etc...
- Each Action taken is documented. At the end of the academic year analysis report and action taken report are made available in website.
- More events and training were conducted from second year itself for higher studies or placements.

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