FEEDBACK POLICY

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1. Systems and procedures for feedback collection, analysis and curriculum revision.

2. Feedback Analysis and Process

Establishment:	8 May 2012
Last Amended:	8 Oct 2014
Date Last Reviewed:	15 May 2019
Responsible Officer:	Principal in collaboration with HODs/ Director or Dean of School

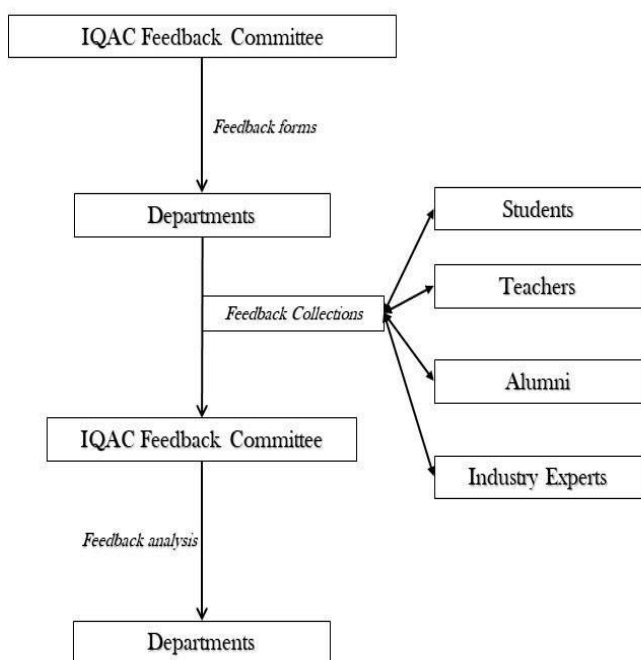## 1. Systems and procedures for feedback collection, analysis and curriculum revision.

The institution ensures that the curriculum is up to date and meets the demands of the time. It undertakes a methodical procedure to guarantee the local, regional, national and global needs under the supervision of IQAC. All programmes are revised and reviewed periodically which manifests itself in the form of input on the curriculum gathered from various stakeholders. A structured (rating-based) feedback form, designed by IQAC feedback committee, is collected by departments from IQAC office and is circulated among stakeholders such as

1. **Students**
2. **Teachers**
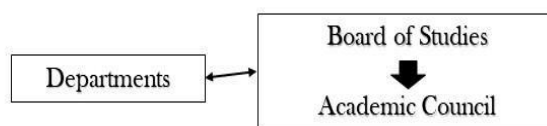3. **Alumni**
4. **Industry Experts**

Their suggestions with regard to the quality of the curriculum are collected back either physically or through electronic media. The responses from stakeholders are analysed by the members of the feedback committee and suggestions are promptly communicated to various departments. The suggestions from various stakeholders are discussed in the BOS meeting and necessary changes are recommended to the curriculum. These recommendations are forwarded to the Academic Council for approval. Based on the amendments made by the Academic Council, an Action Taken Report (ATR) is prepared by each department and is submitted to the IQAC, which analyses the reports and compiles it in the form of an Annual Feedback Action Taken Report. The ATR is approved by the feedback committee and is dulyuploaded in the college website.
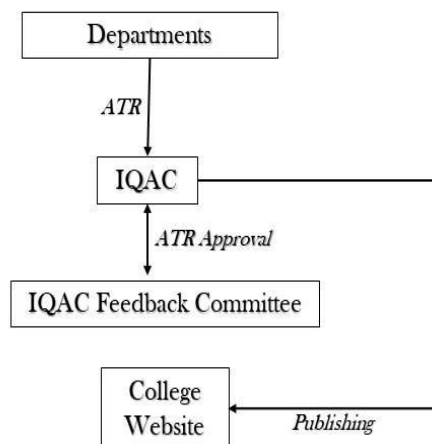
Feedback Analysis and Process