

# CAUVERY COLLEGE FOR WOMEN (Autonomous)

Nationally Accredited (3<sup>rd</sup> Cycle) with 'A' Grade by NAAC



## FEEDBACK POLICY

### 1. Introduction

Performance of the institution is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential for the institution's performance in education and the enhancement of quality. Hence, the institution imparts policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

### 2. Purpose and Scope

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the institution
- To provide space for continuous enhancement of all services, facilities and procedures
- To audit and enhance the 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 with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basis.

### 3. Responsibilities

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and Structure for its analysis. IQAC Co-Ordinator, HODs and the other faculty members from different departments will be jointly responsible for the collection, analysis, reporting and taking action on the stakeholder feedback relating to academic and non-academic programs conducted in the institution.

### 4. Stakeholders

Stakeholders are any person/persons that have association with the institution.

Stakeholders include

- Teachers
- Students
- Employers
- Alumni
- Academic Peers
- Parents



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## 5. Feedback Mechanism

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through both online and offline methods. Filled feedback forms shall be analysed by IQAC. Feedback is to be collected under the following heading

Feedback from Students	-	End of Semester
Feedback from Teachers	-	Annually
Feedback from Employer	-	After the Placement
Feedback from Alumni	-	Annually
Feedback from Academic Peers	-	End of Semester
Feedback from Parents	-	Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching and learning process.

After the feedback analysis, it shall be forwarded to the **competent authority** for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures be taken on timely basis.

## 6. Feedback Process

The process described below is formed to collect and analyse the feedback for every year

- Feedback collected from various stakeholders such as Students, Teachers, Employers, Alumni, Academic Peers and Parents.
- At the end of the semester/year distribute the feedback form in offline or online mode.
- Five-Point Scaling Technique is used in feedback form such as, below Average, Average, Good, Very Good, Excellent.
- The collected feedbacks are compiled and analysed. The Feedback Analysis Reports have to be generated and reviewed by the competent authorities and forwarded to the respective boards.



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