| DOCUMENT INDEXING - INTEGRATED POLICY | | |
|---|---|---|
| **Title:** Feedback Policy | | |
| **Description:** Feedback policy of Agurchand Manmull Jain College fosters open communication, soliciting input from staff, students, and stakeholders to continuously improve academic experiences and institutional effectiveness. | | |
| **UDIN** | AMJ/POL/ADP/FBK/2024/12/VER-2 | |
| **Effective Date** | 22-05-2024 | |
| **Revision Period** | May 2024 | |
| **Review Cycle** | One year | |
| **Policy Population** | All the stakeholders of the Institution | |
| **Policy Implementing Department** | IQAC | |
| **Proposer & Drafter** | Dr. V. S. Murali,<br>IQAC Co-ordinator | |
| **Revisor** | Ms. Bhavani S,<br>Assistant Coordinator, IQAC &<br>Ms. Mehala Devi P, HRD | |
| **INSTITUTIONAL POLICY SCRUTINY COMMITTEE (IPSC) - IP** | | |
| **Designation** | **Name** | **Signature** |
| **Director** | Dr. N. Venkataramanan | |
| **Vice-Principal** | Dr. S. Ananthakrishnan | |
| **Dean (SF)** | Dr. M.M. Ramya | |
| **Coordinator, IQAC** | Dr. V. S. Murali | |
| **Academic – (A)** | Dr. A. Sharmila | |
| **Deputy Dean (SF)** | Dr. R. Surekha | |
| **Chief Manager (SF)** | Mrs. Sangeetha Rajappa | |
| **AUTHORIZATION AND APPROVAL** | | |
| **Principal** | Dr. B. Mahavir | |
| **Management Committee Member** | Shri. Pannalal Chordia | |
| **Secretary/Associate Secretary** | Sri. Udhan Kumar Chordia/<br>Sri. Hemant P Chordia | |
| **Policy Approval Date** | 22-05-2024 | |

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# FEEDBACK POLICY

## I. Background:

Feedback policy serves as the lifeblood of continuous improvement, fostering an environment of growth and collaboration within an institution. It empowers stakeholders to voice their insights, enabling timely adjustments to enhance teaching, learning, and organizational effectiveness. By valuing diverse perspectives and promoting open communication channels, the feedback policy cultivates a culture of accountability and excellence. It not only strengthens relationships between stakeholders but also ensures alignment with institutional goals and stakeholders' expectations. robust feedback policy fuels innovation, drives progress, and propels the institution toward sustained success.

## II. Objectives:

1. To periodically update the views, needs and participation of stakeholders in various activities of the institution.
2. To provide a basis for introspection, that enables updating teaching -learning and research methodologies that is aligned with NEP 2020, augmenting infrastructure, and other facilities to assure safety and security, supporting green and sustainable environment, conceiving new welfare measures, and strengthening the procedures in the institution.
3. To audit and enhance aspects of students' cumulative experience in the Institution, including, classroom, library, sport, cultural activities, infrastructure, canteen and others through the timely collection and analysis and reporting of the feedback.

## III. Definition:

**Stakeholders:** Any person/persons or organization that is associated with the institution.

Stakeholders include, but are not limited to:

1. Students
2. Teaching & non-teaching staff members
3. Professional Bodies
4. Employers
5. Parents
6. Alumni

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## IV. Feedback Mechanism

1. The Internal Quality Assurance Cell (IQAC) has devised the Feedback Mechanism and structure for its analysis. IQAC Coordinator, Heads and the other faculty members from different departments will ensure the collection, analysis and reporting of student and stakeholders feedback, relating to academic and other aspects of the institution.
2. IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through online mode. Filled feedback forms shall be analysed by IQAC. Feedbacks are to be collected under the following broad head:

| S.No. | Feedback of different Stakeholders | Instances |
|---|---|---|
| 1. | Students | Semi annually |
| 2. | Alumni | Semi annually |
| 3. | Management | Semi annually |
| 4. | Staff | Annually |
| 5. | Parents | Annually |

Feedback on curriculum shall be taken from teachers and students to analyse the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes.

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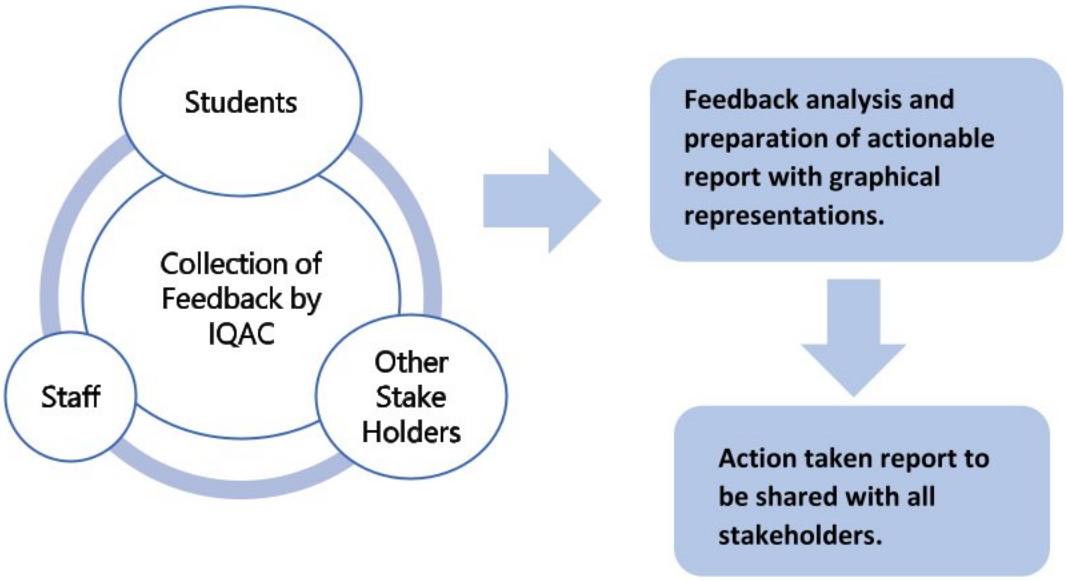
## V. Feedback Process:



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**VI. Analysis of feedback and review of results:**

The feedback received will be analysed as per the mode of collection and results will be statistically displayed for each stakeholder separately and shall be graphically represented for better understanding.

**VII. Discussion and Review of Feedback:**

Power Point Presentation on different feedback obtained by respective head/coordinator will be made in open house of the college before presenting to the IQAC.

**VIII. Action taken:**

The actions about the collected feedback after analysis shall be taken as per the outcome of the feedback of specific domain. The action taken report by each concerned feedback shall be approved by the IQAC.

**IX. Policy Population**: All Stakeholders of the Institution.

**X. Review Cycle:** This policy shall be reviewed after every One year.

**XI. Conclusion:**

This policy underscores our commitment to excellence and our belief in the power of collective insights to shape a dynamic and forward-thinking academic environment. Through the implementation of this feedback policy, we aspire to not only meet but exceed the expectations of our academic community, preparing our students to lead and innovate in an ever-changing world.

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