

## FEEDBACK POLICY

Mohamed Sathak Engineering College believes that an educational institution's teaching-learning system must be revised on a regular basis. The institution has implemented a feedback mechanism that incorporates comments from stakeholders in each programme to facilitate this process of on-going refining. This helps in the improvement of the teaching-learning process as well as the curriculum. The Institute collects feedback from students, faculty, alumni, and employers about curriculum using the mechanism outlined below.

### Feedback Collection Process

- Using Google forms, Feedback forms with complete curriculum-oriented questionnaires are designed.
- Links are shared with stakeholders for collection of feedback and specific and a timeline has been allotted for the process.
- Receiving the response for each question.

### Feedback Analysis Process

- The analysis report has been generated by stakeholder wise and reviewed in department along with Placement Co-ordinator and IQAC Co-ordinator.
- Target has been set before the collection of feedback for each question. In the analysis, report, questions with response below the set target have been highlighted.
- In the Department meeting, actions are proposed and assigned to persons / committees / departments / units. If the response is much below the target level, special committee has been formed to take corrective actions.

### Execution of action proposed

- The assigned persons/committees/departments/units/special committees plan and execute the action proposed by IQAC.
- The major curriculum gaps are identified and communicated to University.

- Based on the feedback received from stakeholder, Value Added Courses are designed and offered. The curriculum of the existing value added courses are also updated as per employer recommendations to meet the industry expectations.
- SWAYAM - NPTEL and Spoken Tutorial courses are suggested for students.

