



Adi Shankara

INSTITUTE OF ENGINEERING AND TECHNOLOGY

Approved by AICTE & Affiliated to APJ Abdul Kalam
Technological University
(Owned by Adi Sankara Trust)

Feedback Policy

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Stakeholder's Feedback Policy

Stakeholder perceptions of the quality and efficacy of ASIET activities are gathered, compiled and analysed by the IQAC for use in development, review and quality assurance processes. ASIET is committed to getting feedback from every stakeholder- Students, Alumni, Teachers, Employers and Parents as well as other interest groups in order to keep improving year by year. The feedbacks were collected from all the UG & PG Departments ASIET.

The Procedures of taking Feedback

- The IQAC of the institution designs and collects feedback from its stakeholders to monitor and evaluate its performance quality on Teachers, Curriculum and Infrastructure.
- The Feedback is collected once in a year for the entire stakeholder except for students which is collected semester-wise.
- A set of questions for all the Stakeholders are prepared using a 5 Point scale.
- The procedures for providing feedback will be methodical, rigorous and considerate of the rights of students, staff and other stakeholders
- Responses to the feedback will be taken into consideration for implementation in quality improvement.
- The privacy and reputation of all parties involved is safeguarded during the process.

Responsible for implementation

The parties responsible for the implementation of the feedback process include the Principal, IQAC team – Central as well as Departmental and the Teaching Fraternity.

Strategies

Stakeholder-Initiated Feedback Strategies:

- Planning at the beginning of Academic Year while considering the pervious feedback report.
- Discussion and decision made by appropriate governing committees and boards for implementing the suggestions received.
- Taking feedback through written or telephone correspondence, e-mail, Google form published in ASIET websites to understand the impact of suggestion implementations
- Next cycle of feedback continues.

ASIET initiate stakeholder feedback in the following ways:

1. Student Feedback System

- Students are instructed to give their feedback through Institution's LMS twice in an academic year.
- The Student Feedback Form will be based on a core set of questions to systematically evaluate learning and teaching in all ASIET courses. Questions about students' experiences, available resources, curriculum content, assessments, and other aspects of the overall study experience are included in this.
- These feedbacks are monitored by the Heads of the different Departments.
- Staff will be consulted and informed about how student and stakeholder feedback is used and shared.
- Appropriate action plan are derived to address any issue mentioned by the student.
- Along with LMS Feedback system students are invited in Course Committee meeting held twice in a semester to give open feedback about the course they are undergoing.
- Based on the feedback received, stakeholders will be informed of any changes made to subjects and courses.

2. Alumni Feedback System

- The feedback from the Alumni is collected once in a year.
- The structured questionnaire for the Alumni are meant to collect information regarding contribution of curriculum in their employability, effectiveness of Skill

development program received from ASIET in their Job, contribution of learning environment at ASIET in their career.

- Alumni Feedbacks are analysed by the departmental committee and sent to the central IQAC for further discussion and decisions.

3. Teacher Feedback System

- The feedbacks from the Teachers are collected once in a year.
- The questions asked include how the structure of the syllabus helps in teaching goals.
- How the course helps in bridging industry and academic needs.
- Attainment of CO's in each course faculty taught.
- Degree of freedom and facilities available to render best of teaching.
- Teacher Feedbacks are analysed by the departmental committee and sent to the central IQAC for further discussion and decisions.

4. Employer Feedback System

- The feedback from the employer is collected periodically, especially at the time of recruitment and after completing a year.
- The feedback is meant to understand the academic and practical knowledge the recruit possesses for the job.
- Open suggestions for improvements are sought.

Focus on Quality

IQAC does a thorough analysis of feedback taken, submits the Report to Management, Principal and Academic Council. This analysis forms the basis for utilising the suggestions received in order to enhance the Teaching- Learning Process. Various actions undertaken are reported and later follow-ups are periodically done to determine the effectiveness level.

FEEDBACK SYSTEMS

