



Pravara Rural Education Society's

ARTS, SCIENCE AND COMMERCE COLLEGE

Kolhar, Tal. Rahata, Dist.- Ahmednagar- 413710

Affiliated to Savitribai Phule Pune University, Pune

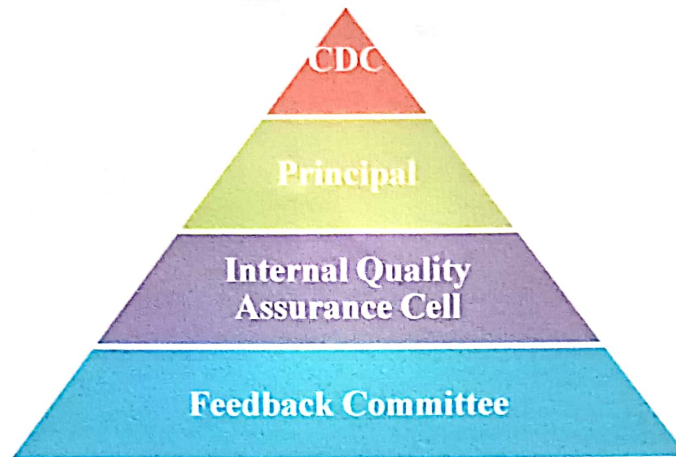
FEEDBACK PROCESS MANUAL

(Students, Faculty, Alumni, Employer)



Prepared by
Internal Quality Assurance Cell (IQAC)

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, learning and research processes.



Institute has a special mechanism for collection, statistic analysis and corrective measures to be taken on the feedback. Principal of the institute formed feedback committee to collect feedback from stakeholders. Stakeholders can give their feedback through printed forms provided by the college. Feedback from students, teachers, parents, Alumni and Employee helps the institute to evaluate its service policies and make changes for achieving the excellence. The feedback process has emphasized the need for involvement of stakeholders for the student centric development of institute. Thus, the student should act as a collaborator, rather being merely a passive receiver in teaching learning process.

The feedbacks are collected from the all stakeholders by the IQAC through feedback committee and analyzed. IQAC coordinator and feedback committee will be responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in institute. After analysis of feedback the analysis report is communicated to the IQAC. Feedback of stakeholders is valuable for us as it provides the role in improvement of curriculum facilities, entrepreneurship and employability of our students. The opinions and suggestions obtained from the stakeholders are evaluated on the background of vision and mission of the institute and considered by the IQAC for their execution. The action taken report shall be prepared by IQAC and necessary remedial measures taken on timely basis. IQAC presents action taken report before College Development Committee for approval. After the approval of CDC, it shall be forwarded to the competent authority/ affiliated University for further action. Thus, the feedback mechanism assists in effective curriculum delivery.

IQAC Coordinator
Coordinator

Internal Quality Assurance Cell (IQAC)
Arts, science & Commerce College
Kolhar, Tal. Rahata, Dist. Ahmednagar-413710



Principal
PRINCIPAL
ARTS, SCIENCE & COMMERCE COLLEGE
KOLHAR, TAL. RAHATA, DIST. AHMEDNAGAR



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Introduction

Feedback is important part of teaching and learning process. The institute aims to offer the best possible environment and learning experience to encourage students to perform to their full potential for academic achievement. Students, teachers and alumni play an important role in the evaluation, development and enhancement of the quality of this learning experience. Feedback from Students, Teachers, Alumni and Employers helps the college to evaluate how its service policies and make changes as per stakeholders requirements. The Feedback Process has put an emphasis on the need for involvement of students in the quality assurance of higher education. With this aim the college has developed following feedback mechanism.

Purpose and Scope

- ❖ To maintain a current consciousness of the desires and forecast of students and stakeholders of the institute;
- ❖ Provides space for continuous enhancement of all products, services, facilities and procedures;
- ❖ Audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;
- ❖ Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basics.

Stakeholders

Stakeholders are any person/persons or organization that has associated with the institute. Institute collects feedback from following stakeholders.

- ❖ Students
- ❖ Alumni
- ❖ Teaching staff members
- ❖ Employers

Feedback Mechanism

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through both online and offline methods by feedback committee. Filled feedback forms shall be analyzed by feedback committee.

Feedbacks forms are to be collected under following broad head –

Sr. No.	Broad head of form	Frequency
1.	Students Feedback on Curriculum	Annually /Semester wise
2.	Alumni Feedback on Curriculum	Annually
3.	Employers Feedback on Curriculum	Annually
4.	Teachers Feedback on Curriculum	Annually