Student Feedback System

1. Introduction

The essence of education is to empower the students in a changing world to become productive engineers and responsible citizens. The teaching-learning process is the basis of this empowerment. This teaching-learning process needs continuous monitoring and refinement. Institution should adopt student feedback system which will eventually help in fine-tuning the teaching-learning process. It also helps to take mid-course corrections, provide a mechanism to monitor and reward the good performers at the same time make the necessary conscientious actions to improve.

2. Responsibility and Periodicity

Student feedback system must be initiated and monitored by Dean Academic Affairs and Heads of Departments. Student Feedback form (attached as enclosure) is designed to elicit pointers on teaching-learning process.

The feedback from students shall be collected thrice in every semester.

- First (feedback-1) after 2 weeks of start of course
- Second (feedback-2) after I mid examination
- Third (feedback-3) after course completion.

It is collected in 2 modes. It is preferable to collect the feedbacks in online format. In exceptional cases it is done in offline mode physically collected by the departments as decided by Dean Academic Affairs.

- Online mode - using college campus management software E-CAP (twice). This automation software does not need any human intervention for calculation and generation of feedback reports. The teaching index value is calculated and generated on scale of 4.

- Offline mode – Feedback of a department is collected by other department as decided by Dean Academic Affairs. This ensures transparency avoiding unwanted pressures on students by department faculty and also a first-hand experience to the faculty about teaching learning process assessment mechanism. The collected feedbacks are processed and teaching index value is calculated on scale of 4.

The following reports are generated and documented by departments

- Section wise feedback summary
- Individual faculty sheets
- Faculty wise feedback summary

3. Corrective mechanism as a measure for closing the loop of feedback process

- Feedback reports are confidential material. Hence, HODs and DAA have to keep it confidential. The feedback score of a particular faculty will be revealed to that particular faculty only. Feedback score will be rounded off to the first decimal.

- The names of the faculty who scores feedback score of 1.5 or lower (on a scale of 4) will be sent to AO/ADMIN/GRIET for deciding on the quantum of next annual increment.

- Faculty whose feedback score is between 1.6 and 2.0 will be counselled by Principal/GRIET on one-on-one basis. HoD will issue them a letter suggesting the online courses which each of these faculty have to complete with in a time frame and submit completion report to Dean FDP.

- Faculty with feedback between 2.1 and 2.5 will be counselled by the HoD concerned.

- For faculty with feedback 2.5 or less, HoDs coordinate with Dean FDP for initiating FDPs based on analysis.

- IQAC through Dean Academic Affairs should monitor the ATR on feedbacks.

Enclosure: Student Feedback Form

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