



SIENA COLLEGE OF PROFESSIONAL STUDIES

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FEEDBACK POLICY

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Feedback is one of the most important and powerful influences in learning. For the inclusive growth of an institution, an effective feedback system from all the various stakeholders is essential. Performance of the College is increasingly judged on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the college is delivering good performance and imparting quality education. Hence, the College made a policy decision to make feedback forms available for different stakeholders to analyse the institutional performance on different fronts.

The feedback system in colleges has several objectives

1. It helps the colleges to identify the areas that need improvement and take corrective measures to enhance the quality of education.
2. It helps to improve the quality of Education.
3. It helps the colleges to evaluate the effectiveness of their teaching methods and identify areas that need improvement.
4. It provides a platform for different stakeholders to express their opinion and concerns about various aspects of college life, including academics infrastructure, and extracurricular activities.
5. Feedback systems promote accountability by holding colleges responsible for providing quality education and addressing student concerns.

Siena College of Professional Studies, Edacochi recognises this system as a means to measure the degree of success in meeting the objective of the course. The college goes a long way towards ensuring to meet the needs of our students, parents and other stakeholders. It means to understand and analyse how effective the measures adopted by the college and the immediate changes that need to be incorporated. College in its mission for continuous improvement in all sectors, academic or administrative has entrusted IQAC with the responsibility for arranging feedback responses from all stakeholders of the College on quality related institutional processes. Regular feedback is important across the entire organization in order to remain aligned to goals and is part of continuous learning process for regular improvisations to serve better. The format for each type of feedback to be filled by each stakeholder shall be prepared by IQAC. The multiple stakeholders of the College are:

- a) Students b) Teachers c) Parents d) Alumni e) Employers

Methodology

Feedback collection process from different stakeholders

To get an overall idea on the syllabi of various courses offered by the university, the college maintains an institutional level feedback system. Every Year, feedback on curriculum is collected from Final year students as they have an overall idea of the curriculum. Feedback was collected from different stakeholders like students, teachers, parents and alumni. Feedback is collected from the parents, during PTA meeting, from alumni during alumni meet from the outgoing students on the completion of their course, and from the teachers about the effectiveness of the course and curriculum and the matters

related to that. The course content and its depth, coverage, applicability, learning value, clarity and relevance are evaluated.

1) Students' feedback- has three dimensions

a. Feedback about Curriculum

The feedback about curriculum will collect students input on all aspects of curriculum including the course content, learning resources, learning environment, quality of transaction and evaluation. It shall be collected by students

b. Feedback about Quality of Teaching

This shall involve feedback about quality of teaching of each faculty member teaching a particular subject. The standard format will be circulated from IQAC to the students to understand about the teaching methods used and the learning environment during class room teaching be collected semester wise.

c. Feedback about College and its functioning

This will entail feedback about all the infrastructure and facilities in the College. Entire Campus namely classrooms, library, labs, resource rooms, students section, rest rooms, campus life shall be covered in this particular feedback.

2) Alumni Feedback

The purpose of this feedback is to obtain the inputs from the alumni on the quality of program at college. This will also help in assessing the extent of attainment of the programme outcomes. This feedback will be collected from all participating alumni of college during annual Alumni meet.

3) Parents' Feedback

College takes the initiative of organizing Parents-Teachers-Students meet (PTM) regularly to apprise parents and guardians with the academic and professional growth of their ward. Feedback from parents towards institutional functioning, academic courses, evaluation mechanism, parent teachers' interaction, promotion of professional communication and competencies etc. Delivery of academics including course employability, skill training, practical learning and their overall satisfaction can be collected manually.

4) Teachers' feedback

Teacher's feedback is an important parameter for quality improvement of the curriculum and the quality of the student of institution. Teacher's feedback on curriculum is received every year and evaluated by IQAC and necessary updation is carried in the curriculum design and syllabus for the betterment of the student community.

5) Feedbacks from the Employers

Employer's feedback on Curriculum help to identify, understand, address and evaluate the problems in curricular aspects and teaching learning process. Consolidated feedbacks result on different aspects which pertaining different domains of university academics will help during curriculum design, redesign and revise and collected. Feedback from Academic Peers of other institutions are collected

on curriculum design, syllabi, teaching-learning methods, practical sessions, projects, innovative programmes

Feedback analysis

The data collected by the IQAC has been sorted and consolidated for drafting the analysis report. The analysis is done in year wise as well as parameter wise. The aspects pointed out by all the stakeholders are consolidated with special care and attention. The teachers discuss and evaluate the suggestions received from different spheres regarding the curriculum.

Follow up

The feedback forms can be revised as per the need of the situation and as per the requirement of the feedback to be obtained. The revisions shall be made by the feedback committee and shall be approved by IQAC. The suggestions are consolidated to communicate to the different stakeholders.