# Sanketika Vidya Parishad Engineering College
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## OFFICE CIRCULAR

**Subject: Best practices - Curriculum Design and Development (Feedback Mechanism) in SVPEC**

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**Feedback Mechanism**: Establish mechanisms to collect feedback from stakeholders (students, alumni, industry experts) on curriculum relevance.

**Objective**: To establish a comprehensive and structured feedback mechanism that collects insights from key stakeholders—students, faculty, alumni, employers, and parents—on academic programs, teaching effectiveness, infrastructure, and support services, with the goal of continuously improving institutional quality and meeting stakeholder expectations.

**Key Practices:**

**Multi-Stakeholder Feedback Collection:**

**Student Feedback**: Implement regular feedback collection from students on various aspects, such as course content, teaching methods, faculty performance, infrastructure, library, and learning resources.

**Faculty Feedback**: Collect feedback from faculty members on curriculum design, administrative support, research opportunities, and professional development programs.

**Alumni Feedback**: Engage alumni to provide feedback on how well the institution prepared them for the professional world, skill gaps they experienced, and suggestions for program improvements.

**Employer Feedback**: Collect input from employers regarding the performance of graduates, industry-relevant skills, and recommendations for curriculum updates.

**Parent Feedback**: Seek parental feedback on their perceptions of the institution's academic and student support systems, ensuring a holistic approach to student development.

**Anonymous and Confidential Mechanisms:**

- Implement online and offline feedback mechanisms where respondents can share their thoughts anonymously to ensure honest and constructive feedback.
- Use digital platforms such as Learning Management Systems (LMS) or dedicated feedback portals to gather feedback efficiently and securely.

**Structured and Periodic Feedback:**

- Establish a fixed schedule for gathering feedback each semester or academic year.

- Develop structured feedback forms with clear, measurable questions and open-ended fields to capture detailed responses.
- Tailor feedback forms to different stakeholders to gather specific insights from each group, ensuring that all relevant aspects are covered.

### 360-Degree Feedback for Faculty:
- Conduct a 360-degree feedback system for faculty members, where they receive input not only from students but also from peers, department heads, and administrators.
- Use this feedback to identify areas for faculty development, training, and mentoring.

### Real-Time Feedback during Programs:
- Collect mid-semester feedback from students to assess teaching effectiveness, allowing for timely interventions and improvements while the course is ongoing.
- Encourage regular classroom discussions and quick feedback surveys to capture students' ongoing concerns.

### Feedback on Institutional Facilities and Support:
- Gather input from students and staff on the quality and accessibility of institutional facilities, such as libraries, labs, classrooms, internet services, and extracurricular resources.
- Regularly monitor feedback on student support services, including counseling, career guidance, sports, and hostel facilities.

### Regular Analysis and Reporting:
- Appoint a dedicated team within the Internal Quality Assurance Cell (IQAC) to collect, analyze, and report feedback data.
- Use statistical tools and software to process feedback data and identify trends, strengths, and areas of improvement.
- Prepare comprehensive reports summarizing key findings and recommendations for action, which are shared with relevant departments and administrative heads.

### Action-Based Feedback:
- Establish a clear protocol for translating feedback into actionable improvements. This may include revisions to the curriculum, enhancements in faculty development programs, or improvements to infrastructure.
- Ensure that feedback results are communicated to the relevant stakeholders and that they are aware of the actions taken based on their input, creating a feedback-action-feedback loop.

### Feedback on Research and Innovation:
- Gather input from faculty and students on research facilities, resources, and opportunities for interdisciplinary collaboration.
- Use feedback to enhance research support services, including access to journals, databases, and funding opportunities.

### Continuous Monitoring and Follow-Up:
- Ensure that improvements made based on feedback are continuously monitored to assess their effectiveness.

- Implement a follow-up feedback process where stakeholders can evaluate whether the changes made have positively impacted their experience.

**Internal and External Review:**
- Engage external academic experts to periodically review feedback practices and suggest improvements.
- Use NAAC or other accreditation body recommendations to refine and enhance the feedback mechanism.

## Impact of Feedback Mechanism:

1. **Improved Academic Quality:**
   - Regular feedback helps identify gaps in teaching methodologies, curriculum content, and learning resources, leading to targeted interventions and improvements in academic quality.

2. **Enhanced Student Satisfaction:**
   - A structured feedback mechanism ensures that student concerns regarding faculty performance, facilities, and services are addressed, thereby enhancing student satisfaction and overall experience.

3. **Data-Driven Decision Making:**
   - Institutions can use feedback data to make informed decisions on resource allocation, curriculum revisions, and policy changes, ensuring that decisions align with stakeholder needs.

4. **Faculty Development:**
   - Faculty can benefit from constructive feedback on their teaching practices, enabling them to refine their skills, adopt innovative teaching methods, and improve their overall performance.

5. **Strengthened Institutional Accountability:**
   - A transparent and effective feedback mechanism fosters accountability among faculty, staff, and administrators by ensuring that stakeholder concerns are regularly reviewed and acted upon.

6. **Stakeholder Engagement:**
   - Regular feedback collection fosters a sense of ownership and involvement among students, faculty, alumni, and parents, enhancing the relationship between the institution and its stakeholders.

7. **Continuous Improvement Culture:**
   - Implementing an actionable feedback mechanism cultivates a culture of continuous improvement, ensuring the institution remains adaptable, responsive, and progressive.

8. **Enhanced Reputation and Accreditation:**
   - A robust feedback mechanism is often a key criterion for accreditations such as NAAC, and institutions with effective feedback systems are viewed more favourably by ranking bodies and accreditation agencies.

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