



FEEDBACK POLICY DOCUMENT

DAKSHIN KAMRUP GIRLS' COLLEGE, MIRZA



Prepared by

Internal Quality Assurance Cell (IQAC)

Dakshin Kamrup Girls' College, Mirza

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<https://dkgirlscollege.in/>



Introduction: Dakshin Kamrup Girls' College ensures to provide a well planned curriculum through a combined feedback collected from its different stakeholders. The Feedback process is an event that occurs when the output of a system use as input back into the system as part of a chain of cause and effect. Feedback improves learner confidence, motivate to and and ultimately, a learner's attainment.. The institution focuses on Students, Faculty Members, Alumni, Employers and parents and some time from the outside visitors who visit the college in different occasion.

Purpose and Scope

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the college
- 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.

Responsibilities:

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and structure for its analysis. IQAC Co-ordinator and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in university

Stakeholders:

Stakeholders are any person/persons or organization that has associated with the university. Stakeholders include, but are not limited to:

- Students
- Alumni
- Teaching & Non-Teaching staff members Professional Bodies
- Suppliers/Vendors, Trainers



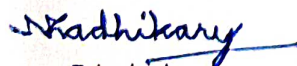
- Guests- Technical & Non-Technical events
- Parents

Feedback Mechanism

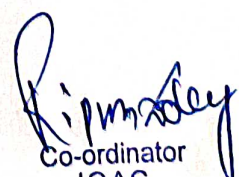
The institution maintains well design feedback collection system . The IQAC of the college, to maintain and improve the quality aspects of the college, appoints a Committee with three to two members to look after the matters of Feedback collection. The committee thus appointed is reconstituted and revised from time to time The Feedback Committee holds meetings before and after the collection of feedback from its stakeholders under the initiative of the IQAC. The feedbacks are obtain periodically form the students, faculty, Alumni, Parents and employers. Mechanism of offline and online collection methods are applied. Online feedbacks are collected through the Google Forms attaching the questionnaire prepared on the curriculum planning and delivery, its outcome and Teaching Learning output. The collected feedbacks are assembled, analyse and accordingly action taken reports are prepared and submitted to the concern authority.

For assessment of every academic years performance and the teaching learning and curriculum the following follow chart process are applied to collect and analyzed the feedbacks:

- Feedbacks collected from different stakeholders' of the college such as students, faculty, alumni, and parents' employee etc.
- For offline feedbacks questionnaires are distributed to the stakeholders and collected once in a year and for online feedbacks are collected through college website and Google Forms once in a year
- Every questionnaire comprises a Five Point Scaling technique viz., Excellent, Very Good, Good, Fair, and Poor.
- The collected feedbacks are analyzed with reports and action taken reports are communicated to the concern bodies.



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