
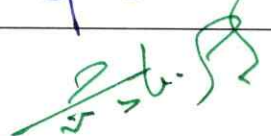





**Feedback Policy Documents**

Name of the Policy	Feedback Policy	Policy Number	SVCET2023/06
Prepared by	Mrs. S. Punitha AP/EEE Department, SVCET	Date of Submission	16.02.2023
Reviewed by	Dr.V. Nagaraj, IQAC- Coordinator, SVCET	Revised Date (if any)	Nil
Approved by	Dr.S. PradeepDevaneyan Principal, SVCET.	Date Approval	17.02.2023
To whom the policy is applicable	Staffs of SVCET.	Version Number/Frequency no	2/5

S. No	Name of Authority	Designation	Signature
1.	Mrs. S. Punitha	AP/EEE Department, SVCET	
2.	Dr.S. PradeepDevaneyan	Principal, SVCET	
3.	Dr.V. Nagaraj,	IQAC- Coordinator, SVCET	





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## FEEDBACK POLICY

### Introduction

In today's educational landscape, the performance of Sri Venkateshwaraa College of Engineering and Technology is increasingly scrutinized based on its ability to deliver effective learning outcomes. This necessitates the implementation of a robust feedback mechanism to gauge whether College is consistently achieving excellence and providing high-quality education. Consequently, Sri Venkateshwaraa Engineering College has adopted a proactive policy to make feedback forms readily accessible to various Stakeholders, enabling a comprehensive evaluation of performance across various aspects.

### Purpose and Scope

The purpose of this initiative is twofold. Firstly, it aims to maintain a dynamic understanding of the expectations and anticipations of Students and other Stakeholders associated with the college. Secondly, it creates a platform for continuous improvement in all products, services, facilities, and operational procedures. Through systematic auditing and improvement, this mechanism seeks to enhance the overall learning experiences of Students by collecting, analyzing, and reporting their feedback on curriculum, teaching-learning, and assessment processes. Furthermore, it empowers Students and Stakeholders to actively participate in the ongoing enhancement of academic Programs through the timely collection of Feedback.

### Responsibilities

The Internal Quality Assurance Cell (IQAC) has taken the lead in establishing and overseeing the Feedback Mechanism and its analysis. The IQAC Coordinator, in collaboration with Faculty members from various Departments, shares the responsibility for collecting, analyzing, and reporting Student and Stakeholder feedback regarding Curriculum, Academic programs and other related activities conducted within the College.



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### Stakeholders

Stakeholders encompass a broad array of individuals and organizations affiliated with the university. These Stakeholders include, but are not limited to:

- Students
- Alumni
- Faculty members
- Employers

### Feedback Mechanism

IQAC has devised structured feedback forms tailored to meet the specific needs of each Stakeholder group. These Feedback forms will be administered through offline methods. The collected Feedback forms will be subject to comprehensive analysis by the IQAC. Feedback will be gathered under the following categories:

- Feedback from students: Conducted at the end of each Semester.
- Feedback from alumni: Collected on an Annual basis.
- Feedback from employers of students: Gathered once a year after a Student's employment.
- Feedback from faculty members: Collected Annually.



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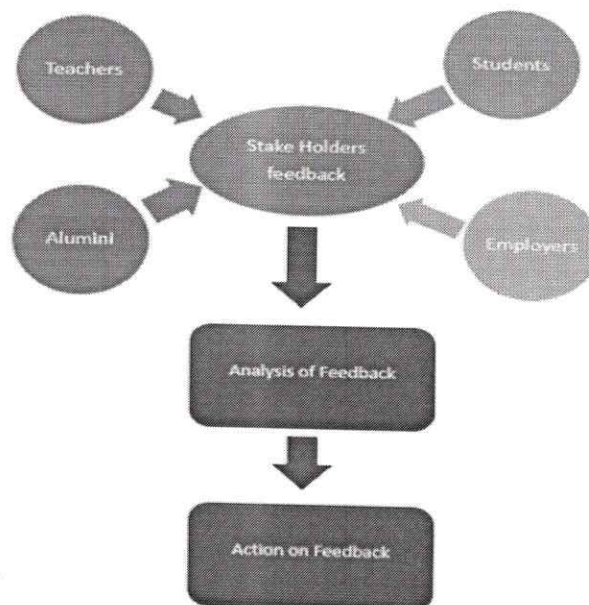
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Curriculum feedback will be solicited from all Stakeholders to assess the effectiveness of the existing Curriculum and to elicit valuable suggestions related to Teaching, Learning, and Research processes. Following the analysis of Feedback, the results will be forwarded to the competent authority for further action. An Action taken report will be generated, and necessary remedial measures will be implemented in a timely manner.



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