



**Rayat Shikshan Sanstha's
Karmaveer Bhaurao Patil College,
Vashi, Navi Mumbai
[Autonomous]**

**Policy Document on
Feedback**





Policy Document on Feedback

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Table of Contents

Sr. No	Particulars	Page No.
1	About Feedback Policy	4
2	Key Features of Skill Based Course	5
3	Feedback Procedure	5
4	Students Feedback on Teachers & Curriculum	6
5	Parents Feedback	6
6	Employers Feedback	6
7	Alumni	6
8	Feedback on institute	7
9	Analysis & Corrective Measures	7
10	Approved & released by	8



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Feedback Committee

Policy on Feedback

About Feedback Policy:

Performance of Higher Educational Institute 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 online for ease access and for different stakeholders to analyse the Syllabus, institutional performance on different fronts after the autonomy.

Feedback Committee under the guidance of IQAC has developed Feedback Mechanism and framework for its analysis. The Feedback Forms are circulated to all the Stakeholders i.e., Students, Parents, Employers, Alumni and Peer Teachers. Dually submitted feedback forms are analysed online. This analysis report is sent to Hon. Principal for further process and action biannually.



Objective:

The objective of this policy is to establish a feedback regime at the Institute in order to:

- Provide students with meaningful feedback to promote learning and facilitate improvement of overall student outcomes;
- Monitor and improve the quality of the student experience; and
- Assist with development of staff and workplace improvement plans

Procedure:

Feedbacks are collected under following broad heads: -

a. Students Feedback on Teachers & Curriculum: Teaching, learning and evolution is the core activity of the college, hence to maintain the quality of curriculum feedback is taken on syllabus and teachers from students twice in each semester on the college LMS platform – www.kbp.digitaledu.in where separate login credentials are allotted to each student at the time of admission process.

Feedback committee notifies the period of feedback on Teachers, syllabus & institute to all students, analysis is done online. On the basis of this analysis Hon. Principal Can take appropriate steps to improve the quality of teaching learning process in the College.



b. Parents Feedback: Feedback on institute, facility, placement is collected from the parents online through google forms which are made available in English as well as local language for better understanding of the form for parents.

c. Employers Feedback: KBP College Vashi seeks the opinion of employers on the curriculum of the programs offered by it to enrich the quality and enhance employability of its Graduates. Employers represents the major end users of our graduates and gives inputs to overcome the gap between program and industry.

KBP College Vashi always maintains a continuous dialogue with industry and modify the curricula accordingly. As the ultimate beneficiary of our quality product, support and feedback of employers helps us to maintain the required standards of education. Employers visit college for different events like seminars, conferences, educational meets etc. their feedback on curriculum is obtained using online forms, their suggestions, improvements if any are put before Board of Studies meet, later it is passed through academic council meet before implementation in curriculum.

d. Alumni: The alumni of different departments visit college for different events like alumni meets, competitive exam guidance, Board of study meets etc. their feedback on curriculum is obtained using online forms, links of which are shared on alumni groups their suggestions, improvements if any are put before Board of Studies meet, later it is passed through academic council meet before implementation in curriculum.



e. Feedback on institute

Feedbacks are to be taken from all the Stakeholders i.e. Students, Parents, Alumni to analyse the overall institutional facilities / performance on different aspects like Infrastructure, laboratory & Library facility, Placement, Administrative office, various college activities organised by the College in online mode. It helps to make improvements in next academic year.

Analysis & Corrective Measures

The collection of feedback from each stakeholder follows its analysis. For each and every dimension of the course, faculties, institute, library, infrastructure etc. the data is analysed in the scale of 1 to 5 and Net Performance Weighted Index (NPWI) is calculated. Collection, analysis and corrective action of filled feedback form is done for each semester / yearly through online / offline mode.

The feedback obtained on syllabus from various stakeholders is sent to respective head of the departments, where analysis report is discussed briefly in Board of Studies of respective subject, Changes/Corrections are made if any. It is then forwarded to Academic council & General Body for the approval. The feedback on infrastructure obtained from all the stakeholders is forwarded to IQAC, after which it is forwarded to Hon. Principal for further implementation. The feedback template and report of the corrective action are made available in the website for stakeholder's views.



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