

Feedback Guideline**Objective of the policy:**

1. To help university revise and update the curriculum of various programs at par with international standards and meet the requirements of stakeholders
2. To help the teachers change and improve / progress their teaching methods and use of teaching aids,
3. To develop a transparent channel between teacher and students
4. To provide students a pro-active role in teaching-learning process
5. To strengthen a transparent evaluation system

The Practice:

The university has adopted ten-point scale with ten parameters feedback system. Students have to rate their programs, course and course content (curriculum) on ten-point scale. Students have to give their comments and suggestions on teaching quality of a teacher. Students have to rate the teachers and finally give the comment on 'how teaching can be improved'.

The students are informed about the programs, course, teaching-learning methods, evaluation practices, trainings, internships, etc at the beginning of the semester itself and they are encouraged to give their responses sincerely.

IQAC coordinators at school level will initiate the process of Feedback from different stakeholders i) Parents, ii) Alumni, iii) Employers, iv) Teachers and v) Students (Feedback on individual teachers and Students Satisfaction Survey). Feedback forms will be circulated to all the stakeholders (online or may be in person). The feedback will be collected and total responses shall be analysed by IQAC coordinator and an Overall rating along with the details of the important comments shall be communicated to HoIs for further necessary action to communicate it to teachers for their improvement and BoS for further improvement in the curriculum. HoIs will take necessary action on improvement on other infrastructure facilities and other comments of the stakeholders, if suggested.

IQAC coordinator then shall prepare a consolidated report on feedback from different stakeholders and the same shall be submitted to IQAC and then to Academic Council for its perusal and hosted in the university website.

Students are encouraged to interact with the Director, QA and give their reactions. The Directors/HoD of different schools also interact with the students.

Posters will be placed at various locations to highlight the significance of 'Feedback'. Student's representative will take initiatives to bring awareness about the utility of the 'Feedback'. Feedback system thus will improve the quality of education in the MIT-ADTU.

Obstacles faced and strategies to overcome them:

Many a times, feedback is not properly analysed and communicated to the concerned teacher. The present system will see to it that the feedback are properly analysed and communicated to the concerned teacher in time and in a appropriate manner. The comments, suggestions in feedback will not be used as a tool to harass the teacher, the very idea is to improve the teaching-learning process.

Many a times, the same course is not taught by the same teacher next semester, in such cases responses/remarks given in the feedback becomes futile and fruitless. The strategy henceforth will be such that next years teaching distribution would be done one semester in advance to overcome this difficulty.

Many a times students are not given enough time to think and respond to the questions asked in feedback, henceforth sufficient time will be given to students to write their remarks/responses/reactions.

The name(s) of the students giving their feedback will be kept confidential, if the students desires so.

The transparent analysis and dispatch of students' feedback to the concerned teacher will help both teachers and students alike

Impact of the Practice:

The structured feedback system will open and strengthen a transparent communication channel between teachers, students, and officers of the university. It will help in revising and/or restructuring of the curriculum and thus will enrich the curriculum. The teaching quality will improve. It is expected that Students' participation in the feedback process will expand.

Feedback from Stakeholders

A) Parents (to be collected and analyzed once in a year, preferably at the end of the year)

- 1) How do you find the curriculum from the employability point of view
- 2) Does the curriculum address the issues of human values
- 3) What is the teacher quality in your opinion
- 4) Does the department communicate you the incremental progress (Results) of your child
- 5) What is the infrastructure standard
- 6) What is the quality of the essential amenities like 'hygienic food', 'parking place for the vehicle', 'medical aid', 'transport facility', 'sports facilities', etc.
- 7) Are your suggestion(s) attended by the university authorities
- 8) Are you satisfied by the training, mock-interview and personality development programs arranged by the department
- 9) Does the department/university provide enough opportunity to your child to show case his/her 'skills'
- 10) Does the university nurtures 'passion', 'interest' and 'hobby' of your child

B) Alumni (to be collected and analyzed once in a year, preferably at the end of the year or may be 24 × 7 online feedback)

- 1) Has the components, which you felt were missing in the curriculum, incorporated in the curriculum now
- 2) What teacher quality you feel should be improved by the teachers in the school
- 3) What teaching methods are best from your point of view
- 4) Who is the best teacher in your opinion
- 5) What evaluation methods are best in the department and which exam reforms should be introduced by the department
- 6) Is the transparency in examination maintained by the department
- 7) What is the standard of the 'training', 'internship', 'projects', 'mock-interviews' conducted by the department
- 8) Has the department progressed since you left
- 9) Are you satisfied with the 'students involvement' in the 'academic bodies' of the university
- 10) Which of the following facility is best from your point of view, hostel, canteen, sports, library, laboratory, class rooms, research facilities

C) Employer (to be collected and analyzed once in a year, preferably at the end of the year)

- 1) Do you find the curriculum relevant to your job
- 2) Do you feel the teachers in the department have done justice in developing skills required for the job
- 3) What is the fundamental knowledge of the student who joined your organization
- 4) What is your opinion on 'practical knowledge' of the student
- 5) How do you find the communication skills of the student serving your organization
- 6) Does the mark score by the student reflect his/her knowledge
- 7) What training is provided by you to the student from this university
- 8) What new 'components' should be included in the curriculum
- 9) What new 'experiments' should be introduced in the laboratory practicals
- 10) What is your opinion on the students joining from this university

D) Teachers (to be collected and analyzed once in a year, preferably at the end of the year)

- 1) Are your suggestions to revise the curriculum taken into consideration
- 2) What is the overall quality of the students from your class
- 3) What is the overall attendance of the students in your class
- 4) What is the passing percentage of students from your class
- 5) What behavioral aspect of students you feel should be changed
- 6) What is the overall communication skills of the students in your class
- 7) What is the approach of students towards 'research'
- 8) Are books suggested by you, purchased for library

- 9) Are the equipment's in the laboratory in working conditions
- 10) Are you satisfied with the teaching aids provided to you for online and offline method of teaching
- 11) Are the training internship suggested by you implemented

E) Students Feedback on Individual Teacher (to be collected and analyzed every semester)

What degree program are you pursuing now? a) Bachelor's b) Master's c) Doctorate d) Other ()

What subject area are you currently pursuing? a) Art b) Design c) Technology d) Management e) Other: ()

What Course is taught to you by the teacher

How is the Expression of the teacher ?

- 4 – Excellent
- 3 – Very Good
- 2 – Good
- 1 – Ordinary
- 0 – Poor

- 1) How do you rate the presentation of the teacher (use of board, ppt quality, etc)
 - 4 – Excellent
 - 3 – Very Good
 - 2 – Good
 - 1 – Ordinary
 - 0 - Poor

- 2) What is the subject knowledge of the teacher ?
 - 4 – Excellent
 - 3 – Very Good
 - 2 – Good
 - 1 – Ordinary
 - 0 - Poor

- 3) What course is well taught by the teacher ?
 - i) ----
 - ii) ----

- 4) What course is not taught well by the teacher ?
 - i) ----
 - ii) ----

- 5) What Teaching Method you like most ?
 - i) Lecturing
 - ii) Demonstration
 - iii) GD
 - iv) Seminar
 - v) Interactive
 - vi) Quiz
 - vii) Field based teaching
- 6) What Teaching Aid you like most ?
 - i) Board & Pen
 - ii) ppt
 - iii) Interactive Board
 - iv) Video lecture
 - v) Online method
 - vi) Blended method
- 7) Does the teacher cover all the curriculum of the course ?
- 8) Does the teacher inform you about the study material, text books, reference books and research papers related to the topic taught ?
- 9) Does the teacher discuss the pattern of the questions that could be asked in the examination ?
- 10) Does the teacher show you the answer paper of internal evaluation to you ?
- 11) Does the teacher discusses with you how to improve on writing the answer ?
- 12) Does the teacher discuss with you about the scope of the subject and provide you the opportunity to show your skill ?
- 13) Does the teacher intimate you about the latest revision in the curriculum ?
- 14) What is the standard of the curriculum taught ? is it at par with international standard ?
- 15) Does the curriculum focus on employability/ entrepreneurship/ skill development ?
- 16) Do you think that the curriculum has sufficient component based on research and does the teacher provide you the opportunity to do research through projects in the subject concerned ?
- 17) Does the curriculum generate sufficient interest to pursue higher study in the subject concerned ?

- 18) Does the teacher share with you the course outcome/learning outcome ?
- 19) Does the teacher discuss the lesson plan with you in the class ?
- 20) Three observations about the teacher including strengths and weakness, if any

F) Student Satisfaction Survey on Teaching Learning Process (to be collected at the end of the year)

Following are questions for online student satisfaction survey regarding teaching learning process.

- 1) How much of the syllabus is covered in the class ?
 - 4 – 85%-100%
 - 3 – 70%-84%
 - 2 – 55%-69%
 - 1 – 30%-54%
 - 0 – below 30%
- 2) How well did the teacher prepare for the class ?
 - 4 – Thoroughly
 - 3 – Satisfactorily
 - 2 – Poorly
 - 1 – Indifferently
 - 0 – Won't teach at all
- 3) How well is the teacher able to communicate ?
 - 4 – Always effective
 - 3 – Sometimes effective
 - 2 – Just satisfactorily
 - 1 – Generally ineffective
 - 0 – Very poor communication
- 4) The teachers approach to teaching can best be described as
 - 4 – Excellent
 - 3 – Very Good
 - 2 – Good
 - 1 – Fair
 - 0 – Poor
- 5) Fairness of the internal evaluation process by the teachers.
 - 4 – Always fair
 - 3 – Usually fair
 - 2 – Sometimes unfair
 - 1 – Usually unfair
 - 0 – Unfair

- 6) Was your performance in assignments discussed with you?
- 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0 – Never
- 7) The MIT-ADT University, Pune takes active interest in promoting internship, student exchange, field visit opportunities for students.
- 4 – Regularly
 - 3 – Often
 - 2 – Sometimes
 - 1 – Rarely
 - 0 – Never
- 8) The teaching and mentoring process in MIT-ADT University, Pune facilitates you in cognitive, social and emotional growth.
- 4 – Significantly
 - 3 – Very well
 - 2 – Moderately
 - 1 – Marginally
 - 0 – Not at all
- 9) The MIT-ADT University, Pune provides multiple opportunities to learn and grow.
- 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
- 10) Teachers inform you about your expected competencies, course outcomes and programme outcomes.
- 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0 – Never
- 11) The teachers illustrate the concepts through examples and applications.
- 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0 – Never

- 12) The teachers identify your strengths and encourage you with providing right level of challenges.
- 4 – Fully
 - 3 – Reasonably
 - 2 – Partially
 - 1 – Slightly
 - 0 – Unable to
- 13) Teachers are able to identify your weaknesses and help you to overcome them.
- 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0 – Never
- 14) The university makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching learning process.
- 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
- 15) The university/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.
- 4 – To a great extent
 - 3 – Moderate
 - 2 – Some what
 - 1 – Very little
 - 0 – Not at all
- 16) Efforts are made by the MIT-ADT University/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.
- 4 – To a great extent
 - 3 – Moderate
 - 2 – Some what
 - 1 – Very little
 - 0 – Not at all
- 17) Teachers encourage you to participate in extracurricular activities.
- 4 – Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree

- 18) What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching.
- 4 – Above 90%
 - 3 – 70 – 89%
 - 2 – 50 – 69%
 - 1 – 30 – 49%
 - 0 – Below 29%
- 19) The overall quality of teaching-learning process in your institute is very good.
- 4 –Strongly agree
 - 3 – Agree
 - 2 – Neutral
 - 1 – Disagree
 - 0 – Strongly disagree
- 20) Your mentor does a necessary follow-up with an assigned task to you.
- 4 – Every time
 - 3 – Usually
 - 2 – Occasionally/Sometimes
 - 1 – Rarely
 - 0 – I don't have a mentor
- 21) Give three observation / suggestions to improve the overall teaching – learning experience in your institution.
- a)
 - b)
 - c)

Resources required:

Good network of computers with internet connectivity, a system expert to prepare small programs and formats for feedback, a statistician to analyse the feedback in a proper manner. Overall monitoring mechanism will be done by QA.