INTERNAL QUALITY ASSURANCE CELL

Standard Operating Procedure (SOP) for Direct Feedback Process

Standard Operating Procedure (SOP)procedure for collecting the direct feedback on the teaching learning process (Theory/Lab/Seminar/Project) andon common facilities is described in this document. In the direct feedback system Internal Quality Assurance Cell (IQAC), Academic and ExaminationCell (AEC), Respective Program HoD and a Feedback Committee nominated by Principal are involved in collecting the direct feedback from the students of the receptive class/section.The committee consists of respective Program HoD and two senior faculty nominated by Principal. The responsibilities of AEC, Program HoD, Committee nominated by Principal and IQAC are presented below:

The responsibilities of AEC:

- Shall prepare the list of nine (9) students from each section, taking into account of their CGPA till the last semester and attendance (Top-3, Middle-3 and Bottom-3). In case of elective courses, the list should contain at least two students from each elective.
- Shall ensure that these students shall have at least 75 % attendance
- Shall forward the student(s) lists and copies of the class time tables to IQAC.

Responsibilities of respective Program HoD:

- Shall schedule and arrange the venue for the feedback session to interact with the students.
- Shall collect the feedback forms and student(s) list (who will be participating in the feedback process) from IQAC.
- Shall arrange the students as per the list provided.
- Shall explain/ clarify the feedback process to the students and coordinate with the committee members.
- Shall complete the feedback process by the stipulated date.
- Shall refrain from the committee if he/she teaching a course related to that particular class.
- In case of B.E/B.Tech (I & II Semesters), Coordinating Head of respective section shall be the part of the committee.
- The respective Program HoD/Coordinating Head of B.E/B.Tech(I and II Sem.) shall be the Coordinator for the committee.
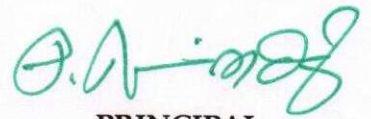
Responsibilities of Feedback Committee:

- Shall explain/ clarify the feedback process to the students and coordinate with the respective Program HoD.
- Shall record the attendance of the students.
- Shall ensure that the respective program HoD shall refrain from the committee if he/she teaching a course related to that particular class.

- Shall collect direct feedback, if and only if, both committee members are present and at least six students are present throughout the process.
- Shall handover the filled feedback form(s) to the Principal/Principal Office in a sealed cover, immediately after the feedback process.

Responsibilities of the IQAC:

- Shall convene a meeting with the committee(s) to share the feedback formats, Standard operating Procedures and schedules.
- Shall obtain student list and timetables form the AEC.
- Shall coordinate with AEC, HoDs and Committee.
- Shall handover the feedback forms and student(s) list to the respective Program HoDs.
- Shall collect the filled feedback forms from the Principal office for further process and for remedial measures on approval of Principal.
- Shall supervise and complete the entire process as per schedules.

PRINCIPAL