



## **SIR ISSAC NEWTON COLLEGE OF ENGINEERING & TECHNOLOGY**

(Approved by AICTE, New Delhi and Permanently Affiliated to Anna University, Chennai.)

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### **FEED BACK POLICY**

The teaching learning process is given due importance for the continuous improvement in the academics of students. Our institution follows feedback system that gets suggestions and recommendation from different stakeholders such as students, teachers, alumni and employers of each programme for every academic year for having a continues improvement in teaching learning process. The mechanism followed is detailed below for collecting feedback from students, teachers, alumni and employers on curriculum aspects and courses. Feedbacks collected are analyzed, suggestions are considered, necessary actions was executed and action taken report is submitted.

### **FEED BACK COLLECTION PROCESS:**

- Feedback forms with complete curriculum based questionnaires are designed.
- Questionnaires are shared with stake holders for collection of feedback.
- In feedback questionnaires generally ten questions are asked and they are required to give the remark like Excellent, Very Good, Good, Fair and Poor. For each questions, target has been set.

<b>Process</b>	<b>Remark</b>
Feedback collection	Applicable to all courses
Feedback Receiver	Head of the Department
Frequency of feedback collection	Once in a year
Metrics used for calculation	5-Excellent,4-VeryGood,3-Good,2-Fair , 1 - Poor

### **FEED BACK ANALYSIS PROCESS:**

- The feedback given by the stake holders is consolidated and analyzed .The analysis report is reviewed in department meeting along with department IQAC Coordinator and come out with necessary actions.
- For each questions, target has been set before the collection of feedback. The suggestion and comments given by stake holders are reviewed by the respective departments.
- If the response is below the target level, necessary corrective actions is been employed.

### **EXECUTION OF ACTION/CORRECTIVE MEASURES TAKEN:**

- All the department conducted Workshops with Hands-on session and Industrial project training for the development of students.
- Aptitude and Soft Skills training, were conducted to improve them inter personal skills.
- Skill Development programs are offered to understand the basic electrical and electronic components on their size and range.
- Faculty members completed FDP training through NPTEL courses.
- Faculty members are motivated to do online certifications, International workshops, FDPS etc., based on their interest.