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Date: 9/7/2019

## FACILITY FEEDBACK POLICY

### PRINCIPLE:

Government polytechnic Junagadh regards facility feedback from students as a very important source of input to strengthen facilities of institute.

### SCOPE:

This policy applies to collecting and evaluating facility feedback and opinions about quality of various facilities.

### POLICY:

1. The facility feedback form has been designed to seek feedback from students to strengthen the quality of facilities.
2. Feedback processes will be anonymous, systematic, rigorous and respectful of the rights of students and incorporate strategies to maximize student participation. Full privacy and confidentiality will be ensured at all stages of the process.
3. For each facility, student indicates his / her level of agreement with the following level/scale.

Level	Scale
Excellent	5
Very Good	4
Good	3
Poor	2
Very poor	1

4. All students will be provided with the opportunity to provide facility feedback in full confidence of anonymity.
5. Facility feedback should be collected at the end of semester (but oral facility feedback is taken by HOD/PAC almost every month).







6. Facility feedback can be collected by distributing feedback form in hard copy in class or by online feedback form.
7. The facility feedback collected from students will be first analyzed by program assessment committee (PAC).
8. The necessary corrective measures will be implemented after discussions with the Principal.

#### **FACILITY FEEDBACK PARAMETERS:**

Facility feedback form has following parameters.

Sr. No.	Parameters
1	The prescribed books and reading materials are available in library.
2	Reading room and common room are available in the college building.
3	Available reading space in the library is satisfactory.
4	The library staffs are cooperative and helpful.
5	Internet/Wi-Fi facilities are available in the department/institute.
6	Online educational resources are available and accessible.
7	The office staffs in the department/institute are cooperative and helpful.
8	Result and attendance record display on time.
9	Toilet/washrooms are hygienic and properly maintained.
10	Clean drinking water is available in the department and on the campus.
11	Grievances/problems are redressed/solved well in time.
12	The functioning of placement cell in the institute is satisfactory.
13	Equipments in the labs are in working conditions.
14	The campus is green and eco-friendly.
15	The class rooms/labs are clean and well maintained.
16	The campus has adequate power supply.
17	Sports facilities/equipments provided by institute are satisfactory.
18	First aid box, fire extinguisher etc. are available in the department/institute.
19	Canteen, hygiene, food quality and rate

HODs

- (1)  (Mech)
- (2)  (Elect)
- (3)  (Civil)
- (4)  (General)



  
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# GOVERNMENT POLYTECHNIC-JUNAGADH

## FACILITY FEEDBACK FORM

Academic Year		Department	
Name of the Student with Enrollment No. (Optional)		Semester	
		Date of the feedback	





For each parameter please indicate your level of satisfaction by providing qualitative rating on the scale 1 to 5.

5-Excellent, 4-Very good, 3-Good, 2-Poor, 1-Very poor

Sr. No.	Description	Ratings
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3	Available reading space in the library is satisfactory.	
4	The library staffs are cooperative and helpful.	
5	Internet/Wi-Fi facilities are available in the department/institute.	
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Any Other Comments:

HODs

- (1)  (Mech)  
 (2)  (Elect)  
 (3)  (CvI)  
 (4)  (Gen)



  
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