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Date: 9/7/2019

STUDENT FEEDBACK POLICY

PRINCIPLE:

Government polytechnic Junagadh regards feedback from students as a very important source of input to strengthen the quality of teaching learning environment and to look for opportunities to improve teacher's performance in classroom engagement with student to bring excellence in teaching and learning.

SCOPE:

This policy applies to collecting and evaluating student feedback and opinions about quality of teaching, practical demonstration, support from teacher, etc.

POLICY:

1. The feedback form has been designed to seek feedback from students to strengthen the quality of teaching learning environment and to improve the performance of the teachers.
2. Feedback processes will be anonymous, systematic, rigorous and respectful of the rights of students and staff and incorporate strategies to maximize student participation. Full privacy and confidentiality will be ensured at all stages of the process.
3. For each parameter, 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 feedback in full confidence of anonymity.
5. Feedback should be collected at the end of semester (but oral feedback is taken by HOD/PAC almost every month).
6. For every course and every teacher, feedback will be administered once in semester.
7. Feedback can be collected by distributing feedback form in hard copy in class or by online feedback form.
8. The feedback collected from students will be first analyzed by program assessment committee (PAC).
9. Performance of each individual faculty will be assessed by PAC. The contents of the feedback will be shared with each faculty member individually.
10. In case of poor feedback of faculty member, he/she will be called before PAC and asked to improve the performance during next semester. Faculty members will be regularly deputed to attend FDP/STTP for content up-gradation and to improve teaching skill.

FEEDBACK PARAMETERS:

Feedback form parameters are designed based on AICTE (Diploma) 360° feedback. Feedback form has following parameters.

Sr. No.	Parameters
1	Has the Teacher covered entire Syllabus as prescribed by University?
2	Has the Teacher covered relevant topics beyond syllabus?
3	Effectiveness of Teacher in terms of Technical content/course content.
4	Effectiveness of Teacher in terms of Communication skills / Use of teaching aids.
5	Pace on which contents were covered.
6	Motivation and inspiration for students to learn.
7	Support for the development of Students' skill Practical demonstration / Hands on training.
8	Clarity of expectations of students.
9	Feedback provided on Student's progress.
10	Willingness to offer help and advice to students.

HODs

- (1)  (Mech)
- (2)  (Envt)
- (3)  (Civil)
- (4)  (Gen)




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STUDENT'S FEEDBACK FORM

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

Sr. No.	Description	Subject Name with Code										
		Faculty Initials										
1	Has the Teacher covered entire Syllabus as prescribed by University?	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										
2	Has the Teacher covered relevant topics beyond syllabus?											
3	Effectiveness of Teacher in terms of Technical content/course content.											
4	Effectiveness of Teacher in terms of Communication skills / Use of teaching aids.											
5	Pace on which contents were covered.											
6	Motivation and inspiration for students to learn.											
7	Support for the development of Students' skill Practical demonstration / Hands on training.											
8	Clarity of expectations of students.											
9	Feedback provided on Student's progress.											
10	Willingness to offer help and advice to students.											
	Total											

Any Other Comments:

HODs

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




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