"येथे बहुतांचे हित"

Vision

**To aspire for the Welfare of Society
through excellence in Science and Technology.**

Mission

Our Mission is to
- ❖ **Mould young talent for higher endeavours.**
- ❖ **Meet the challenges of globalization.**
- ❖ **Commit for social progress with values and ethics.**
- ❖ **Orient faculty and students for research and development.**
- ❖ **Emphasize excellence in all disciplines.**

Student Feedback Policy

![logo]	Marathwada Mitra Mandal's College of Engineering, Pune	
	Title: Student Feedback Policy	
REV No. 01	REVISED ON: 10/10/2022	DOC NO: MMCOE-PHRD02/02
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Student Feedback Policy

The Institute has a 360 degree appraisal system. As part of the teaching-learning process, a student feedback policy is designed considering the teaching related parameters. The purpose of the feedback is to improve the teaching quality and learning environment of the Institute. The feedback is taken for class-room teaching.

Standard Operating Procedure

Role of the members of student feedback system:

1. **Faculty / Staff Appraisal Coordinator:**
   i. To monitor the execution
2. **Department Feedback coordinator:**
   i. To take the feedback of the courses taught in the department in the semester under consideration
   ii. To generate and submit the reports of the feedback to the Head of the Department
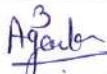   iii. To keep the record of the action taken report
3. **Head of the Department:**
   i. To take the oral feedback
   ii. To discuss the feedback with course coordinator
   iii. To generate the action taken report

Process of student feedback:

Each department has the departmental feedback coordinator who conducts the feedback related activities at the department. The process of student feedback is initiated by the feedback coordinator. Students having minimum 75% attendance are eligible for giving the feedback. Department needs to prepare a list of eligible students.

The feedback is to be taken in 2 phases. Questionnaire is the same for both phases. Phases are as follows:

- Oral feedback - Four weeks after the commencement of semester
- Online feedback - Eight weeks after the commencement of semester

Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
Prepared by	Reviewed by	Recommended by

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Oral feedback:

- The oral feedback needs to be taken at the end of one month i.e. four weeks after the commencement of the semester for faculties.
- The oral feedback needs to be taken by the Principal/Head of the Department along with a senior faculty member.

Online feedback:

- The online feedback needs to be taken at the end of eight weeks after the commencement of the semester
- Feedback needs to be taken in online mode
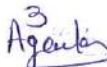- Identity of the students must not be revealed.

The duly signed report of the feedback needs to be submitted by the Head of the Department to IQAC. Faculty / Staff Appraisal Coordinator will monitor the execution of feedback collection process for its completion as per the schedule

Annexure A contains the Questionnaire for the feedback for online feedback.

Annexure A, Table 1 is provided for oral feedback.

Annexure B, Table 2 defines the Consolidated Department summary report.

Annexure C, Table 3 contains the format of the action taken report.

Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
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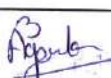| ![logo]	**Marathwada Mitra Mandal's College of Engineering, Pune**	
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ANNEXURE A

Faculty Class-room teaching feedback

Q1.   Covering the entire course syllabus as prescribed by SPPU?

Q2.   Covering relevant topics with explanation even beyond the syllabus wherever required?

Q3.   Effective delivery of subject matter in theory using proper pronunciation, good english and Use of teaching aids like PPT/models /case studies/quiz/puzzles/MCQ's/common examples

Q4.   Regularity and Punctuality: Covering entire syllabus with all subtopics as per the course plan

Q5.   Thorough preparation of the subject and planning

Q6.   Motivation and inspiration for students to learn; Support and concern for the overall development of the student

Q7.   Involve students in teaching -learning process-Quick revision of previous lecture and summarizing at the end by involving students, ask questions to students during the lecture

Q8.   Clarity of expectations of students -Discussion on the importance of course(subject) for the programme and expected outcomes

Q9.   Feedback provided on Students' progress- With respect to attendance, performance in internal tests, assignments and discussion on corrective measures

Q10.   Willingness to offer help and advice to students, Fairness with student

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Faculty Feedback Report (Oral)

Semester & Academic Year: <<Sem I/ Sem II & Specify Year >>
Class & Division: FE / SE / TE / BE
Grade: Rate on a scale of 5 to 1 to indicate Excellent, Very Good, Good, Fair and Poor
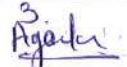
Table 1: Format for Oral feedback

Qn. No.	Questions	Name of the faculty & course name					
		Faculty 1 / Course name	Faculty 2 / Course name	Faculty 3 / Course name	Faculty 4 / Course name	Faculty 5 / Course name	Faculty 6 / Course name
1.	Discussion of importance of the course for given programme						
2.	Regularity & Punctuality						
3.	Effective delivery of course						
4.	Syllabus completion within time						
5.	Feedback, discussion, and corrective measures about Student's progress in the course						
6.	Willingness to offer help and suggestions to students						
7.	Review of previous topic and wrap up of current topic						
8.	Covering relevant topic beyond the Syllabus of the course						
9.	Concern about overall development of students						
10	Thorough preparation of the subject and planning						
	Average						

<<Name and signature>>

Expert

<<Name and signature>>

Head of the Department

Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
Prepared by	Reviewed by	Recommended by

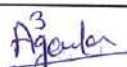| ![logo]	Marathwada Mitra Mandal's College of Engineering, Pune	
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ANNEXURE B

Consolidated Department Feedback Report (Online)

Table 2: Format for Online feedback report

Sr. No.	Faculty Name	Points out of 10	Remark
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

<<Name and signature>>

Head of the Department

Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
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Annexure C

Action Taken Report

Department generates the action taken report of the student feedback for each faculty. The Head of the Department discusses the feedback with the course coordinator and the action taken report is generated by the Head of the department. Feedback is taken on the scale of 0 to 10.

Feedback scale:

Grade	Feedback (out of 10)
Excellent	>8 to 10
Satisfactory	>7 to 8
Not satisfactory	> 5 to 6
Poor	below 5

The format of action taken report is as follows:

Faculty Name: <<Name>>   Date:

Table 3: Format for Action Taken Report

Sr. No.	Subject Taught	Class/Division	Feedback (out of 10)
1			
2			
3			

HoD Remark:

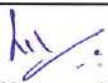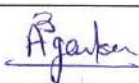**Action taken:**

<<Name and signature>>   <<Name and signature>>

Course coordinator   **Head of the Department**

Faculty / Staff Appraisal Coordinator	IQAC Coordinator	Principal
Prepared by	Reviewed by	Recommended by