



# ST. XAVIER'S COLLEGE MAHUADANR

Estd: 2011. Affiliated to Nilamber-Pitamber University, Medininagar NPU/R/953/11

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Accredited with 'B' Grade by NAAC, Recognized by UGC

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## FEEDBACK MECHANISM POLICY

### Introduction

The evaluation of the college's performance increasingly hinges on effective learning outcomes. A feedback mechanism is vital for assessing whether the college is achieving strong performance and delivering quality education. Consequently, the college has instituted a policy to make feedback forms accessible to various stakeholders to evaluate institutional performance across various aspects.

### Purpose and Scope

- To stay attuned to the desires and expectations of students and stakeholders.
- To provide a platform for continuous enhancement of all offerings, services, facilities, and procedures.
- To audit and enhance students' learning experiences through the collection, analysis, and reporting of feedback concerning teaching, learning, and assessment.

### Responsibilities

The Internal Quality Assurance Cell (IQAC) has established a feedback mechanism and framework for analysis. Both the IQAC coordinator and faculty members from different departments share responsibility for collecting, analyzing, and reporting student and stakeholder feedback related to academic and other related activities conducted within the college.

### Stakeholders

Stakeholders encompass individuals and organizations associated with the college, including:

- Students
- Parents
- Employers
- Alumni
- Faculty members

Principal  
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## **Feedback Mechanism**

The IQAC will formulate feedback forms for respective stakeholders, collected through both online and offline methods. Completed feedback forms will be submitted to the IQAC for analysis. Feedback will be gathered under the following categories:

### **Teaching Feedback**

- **Students Feedback:** Teaching is the cornerstone of the college's activities. To uphold teaching quality, feedback from students for each teacher will be collected. Class teachers will distribute, collect, and submit forms to the IQAC for analysis. Based on the analysis, the administration can take appropriate steps to enhance the quality of the teaching-learning process.
- **Internal Peers:** Faculty members will attend each other's lectures and provide feedback.
- **External Peers:** External subject experts, senior academicians, and lecturers may be invited to assess teachers' classroom performance and provide feedback.

### **Institutional Performance Feedback**

Feedback will be sought from all stakeholders to assess overall institutional performance across various aspects, such as the library, placement, administrative office, and various college activities. This aids in making improvements for the upcoming academic year.

### **Curriculum Feedback**

Feedback on the curriculum will be collected from all stakeholders to evaluate the effectiveness and success of the existing curriculum and to provide valuable suggestions or modifications as needed for teaching and learning.

Following feedback analysis, the findings will be forwarded to the administration for further action. An action taken report will be generated based on the analysis, and necessary measures will be implemented in a timely manner.



*Principal*  
**St.Xavier's College  
Mahuadaar**