

FEEDBACK POLICY



INTRODUCTION:

The Feedback process is an event that occurs when the output of a system is used as input back into the system as part of a chain of cause and effect. Feedback improves learner confidence, motivation to and ultimately, a learner's attainment. The Khagarijan College ensure to provide a well planned curriculum through a combined feedback collected from its different stakeholders. The institution focuses on Students, Faculty Members, Alumni, Employers, Parents and sometime from the visitors who visit the college on different occasion.

FEEDBACK MECHANISM:

The institution maintains well design feedback collection system. The Internal quality Assurance Cell of the college, to maintain and improve the quality aspects of the college, appoints a Committee with three to two members to look after the matters of Feedback collection. The committee thus appointed are reconstituted and revised from time to time. The Feedback Committee holds meetings before and after the collection of feedback from its stakeholders under the initiative of the IQAC. The feedbacks are obtain periodically form the students, faculty, Alumni, Parents and employers. Mechanism of offline and online collection methods are applied. Online feedbacks are collected through the Google Forms attaching the questionnaire prepared on the curriculum planning and delivery, its outcome and Teaching-Learning output. The collected feedbacks are assembled, analysed and accordingly action taken reports are prepared and submitted to the concern authority.

FEEDBACK PROCESS:

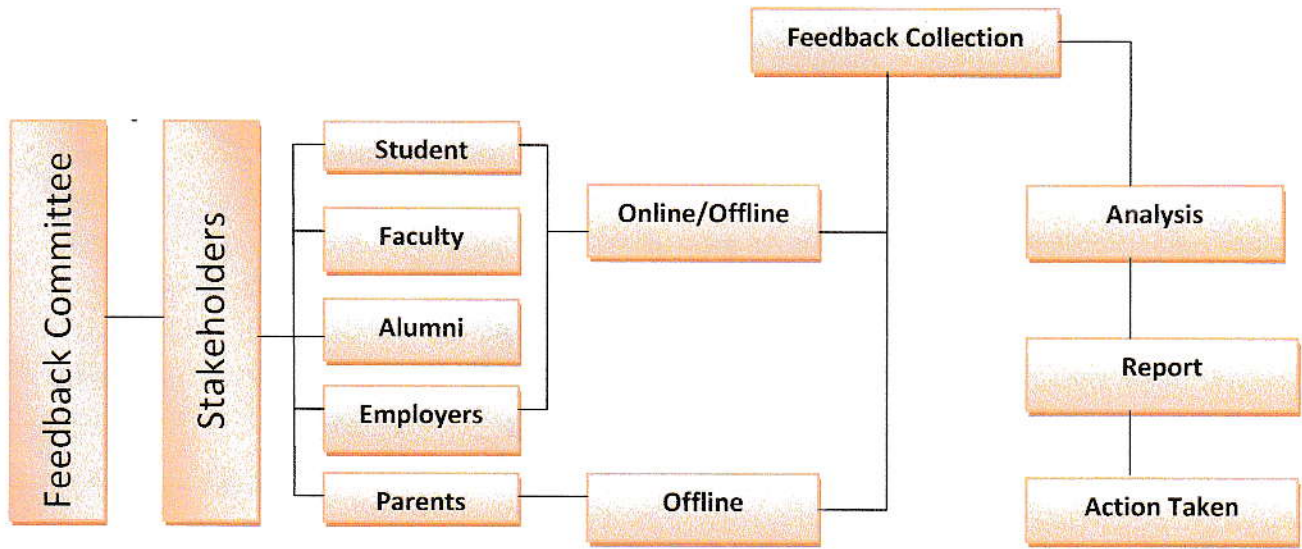
For assessment of every academic years performance and the teaching learning and curriculum the following follow chart process are applied to collect and analysed the feedbacks:

- Feedbacks collected from different stakeholders' of the college such as students, faculty, alumni, parents' employers etc.
- For offline feedbacks questionnaires are distributed to the stakeholders and collected once in a year and for online feedbacks are collected through college website and Google Forms once in a year.
- Every questionnaire comprises a Five Point Scaling technique viz., Excellent, Very Good, Good, Fair, and Poor.
- The collected feedbacks are analysed with reports and action taken reports are communicated to the concern bodies.
- The target participant is 60 to 80 percent.

Ban
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Feedback Follow Chart



**Principal
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