



LOYOLA COLLEGE OF ARTS AND SCIENCE (Co-Ed)

(Affiliated to Periyar University, Salem)

Accredited by NAAC with 'B' Grade (I-Cycle) | Recognised under section 2(f) of the UGC Act 1956
Mettala, Oilpatty Village, Rasipuram Taluk, Namakkal District – 636 202 Tamil Nadu, India.

Feedback Mechanism

Purpose

Improvements to curriculum can come from many quarters. Students, Staff, Alumni, Employers and Parents form an integral part of the feedback mechanism in the context of curriculum improvements. Feedback on Curriculum is collected from the group of stakeholders to analyze and identify pertinent points to enhance the curriculum.

Scope

Applicable to all programmes of the College.

Abbreviations and Acronyms

- ✓ **FB** - Feedback
- ✓ **IQAC** - Internal Quality Assurance Cell
- ✓ **IQACC** - IQAC Coordinator

Procedure

Every Semester, the feedback on curriculum is taken from:

- Students
- Staff
- Heads
- Management

Steps:

1. Feedback is collected physically from the stakeholders, also all the stakeholders can provide their feedback using the college website.
2. IQAC coordinator defines the questionnaire.
3. IQAC Coordinator prepares the schedule and deadline for taking the feedback department wise and circulates it to the HoDs by Email.
4. The head of the department informs the students / staff / potential employers and he /



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she will ensure that the schedule is followed and feedback is taken by assigning a faculty for coordinating this activity.

5. Students login in to the Portal (feedback.higrade.co.in) and answer the questions.
6. The college conducts Alumni Meeting, in which the suggestion will be received from the Alumni for the improvement of the curriculum and whenever the alumni visits college.
7. Feedback from the parents will be collected during the parents meeting.
8. Once the deadline is over, IQACC generates the report and He / She sends the report to HoDs and Principal.
9. HoDs analyze the report and prepare the necessary action to be taken to improve the curriculum with the help of the department staff.
10. The reports of feedback are discussed during the HODs meeting and suggestions are noted.
11. These suggestions on curriculum improvement are sent to the Management through the office.

Feedback Analysis and Action Taken


Co-ordinator, IQAC
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