



## Feedback Mechanism

### Objective of feedback:

To generate factual information through transparent mechanism in order to make continuous improvement in quality of educational services and related facilities offered by DBCOP.

### Feedback Category:

S.N.	Particulars	Code	Source	Frequency
01	Students' feedback on faculty performance.	F01	Students	At the end of semester
02	Students' feedback on understanding the subject.	F02		At the end of semester
03	Students' feedback on facilities – Library, Computing Facilities, Canteen, Sports, Administration and Infrastructure.	F03		At the end of academic year
04	Parents' feedback on educational services.	F04	Parents	Parent meet and Parents visit
05	Employer's Feedback on performance of alumni.	F05	Employers	As required
06	Alumni Feedback.	F06	Alumni	During Alumni Meet
07	Faculty members' feedback	F07	Faculty Members	At the end of academic year
08	Supporting Staff members' feedback	F08	Supporting Staff Members	At the end of academic year

### Feedback Mechanism:

#### 1. Development of Questionnaire

Following mechanism is adopted for development of a feedback questionnaire.

- a. Discussion in Management Council and Academic Council.
- b. Appointment of a committee to design questionnaire. Committee composed of - Management Representative (01), Academic Council Representative (01), Representative from Teaching Staff (02), Student Representative (02), Representative of Parents (02), Human Right Activist (01). Total 09 Members.
- c. Final approval of questionnaire from Management Council and Academic Council.



**2. Administration of questionnaire**

- a. Students' Feedback shall be collected in presence of Principal.
- b. Students' Feedback shall be collected only if quorum of 75 % is fulfilled.
- c. Collected questionnaires shall be analysed by applying statistical tools.
- d. Report on questionnaire analysis shall be put forward to Management Council and Academic Council for further action.

**3. Action on the basis of obtained feedback**

- a. Action shall be decided by Management Council and Academic Council or their Joint Committee and communicated to Principal for execution.

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