ARYAN
INSTITUTE OF ENGINEERING & TECHNOLOGY

FEEDBACK POLICY

STUDENT, TEACHER, ALUMNI, EMPLOYER, PARENTS

Aryan Institute of Engineering and Technology
(NAAC ACCREDITED)
Arya Vihar, Bhubaneswar-752050
Email: admission@aryan.ac.in

INTRODUCTION:

The essence of education lies in translating opportunities into experiences of empowerment and transforming limitations into limitless learning. The institute aims to empower the students for succeeding in a changing world to become an innovative engineers and responsible citizens.

The institute through a structured feedback mechanism from various stake holders ensures quality teaching, learning process, research opportunities, and outreach services in technical education. The stakeholders play a vital role in the evaluation, development and enhancement of the quality of the learning experience. Feedback from stakeholders helps to evaluate its service provision.

Internal Stakeholder:
➤ *Management* – Coordinate to conduct various activities of a programme in order to achieve defined objectives.

➤ *Faculty* - Act as channels for mission accomplishment.

➤ *Students* – Adapt the vision, mission and PEOs for professional development.
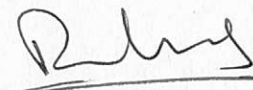
External Stakeholders:
➤ *Parents* – Ambassadors for providing constructive suggestions for smooth functioning of the institution.

➤ *Alumni* - Brand Ambassadors carrying the mission forward.

➤ *Faculty from Renowned Institutions* – IIT, IISc, IIST, TIER I Institutions, Foreign Universities suggest various ways for delivering quality education.

➤ *Employer* - Represents the major end users of our graduates and undergraduate to give input to overcome the gap between program and industry.

➤ *Accrediting Authorities* - Accepted as agencies for quality assurance process, under which our services and operations are evaluated.

The stakeholders' feedback is involved in the following processes:
a. Vision, mission and PEO formulation process

b. Approval of COs, POs/PSOs of the programme

c. Identification of curriculum gap and the activities that support the POs/PSOs continual improvement.

d. Also, stakeholders are involved during admission, student awareness workshops, student induction programs and other intra departmental meetings.

Objective of feedback: The feedback collection process develops the academic and administrative facilities available in the campus which is achieved by the following parameters:
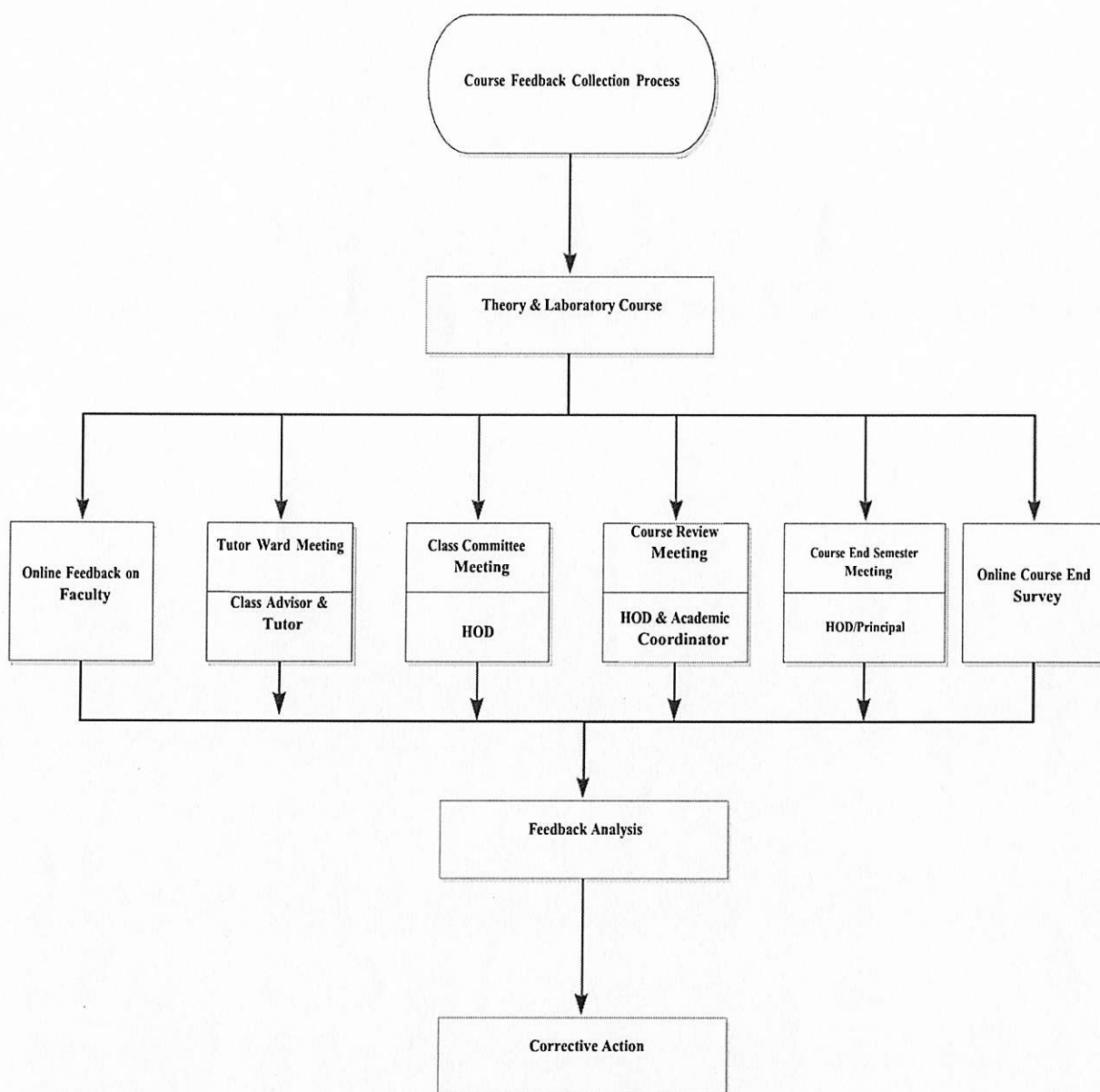➤ **Feedback in learning process:** To maximize their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance.

➤ **Feedback in assessment process:** To understand the subject being studied and gives them clear guidance on how to improve their learning. Providing students engage with feedback, it should enhance learning and improve assessment performance.

FEEDBACK MECHANISM:
Feedback obtained periodically from various stakeholders for development of the academic and motivate the students and faculty members to improve their performance. Feedbacks are taken into consideration and corrective measures are made by the Head of the departments and Principal. So, various sources have significantly improved academic activities, effective usage of teaching - learning resources and student's professional career advancements.

```
                    ┌─────────────────────────────────┐
                    │  Course Feedback Collection Process │
                    └─────────────────────────────────┘
                                   │
                                   ▼
                    ┌─────────────────────────────────┐
                    │      Theory & Laboratory Course    │
                    └─────────────────────────────────┘
                                   │
   ┌──────────┬──────────┬──────────┼──────────┬──────────┬──────────┐
   ▼          ▼          ▼          ▼          ▼          ▼
```

| Online Feedback on Faculty | Tutor Ward Meeting

Class Advisor & Tutor | Class Committee Meeting

HOD | Course Review Meeting

HOD & Academic Coordinator | Course End Semester Meeting

HOD/Principal | Online Course End Survey |

```
                                   │
                                   ▼
                    ┌─────────────────────────────────┐
                    │          Feedback Analysis          │
                    └─────────────────────────────────┘
                                   │
                                   ▼
                    ┌─────────────────────────────────┐
                    │          Corrective Action          │
                    └─────────────────────────────────┘
```
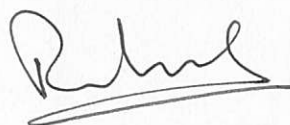
Feedback on Teaching and Learning Process:

Feedbacks from students are obtained periodically by the Head of department in the course review meetings, tutor ward meetings, class committee meetings and end semester meetings, Course curriculum, Graduate Exit Survey, Alumni Survey. Students evaluate the quality of teaching on criteria-based feedback which are collected, analyzed and presented to the department Heads. From the assessment of the feedback, suggestions for improvement if any, is carried out. The following feedback is obtained from students.

Feedback Mechanism for Teaching-Learning Process

S. No.	Feedback Mechanism	Frequency of feedback collected	Composition
1	Tutor ward meeting	Once in a week	15 to 20 students / tutor
2	Class committee meeting	Thrice in a semester	Student representative from: • Day Scholar • Slow Learner • Advanced Learner Subject assigned Faculty Academic Coordinator Head of the Department
3	Course review meeting	Thrice in a semester (Before each Internal Assessment)	Head of the Department
4	End semester review meeting	Once in a semester (One week before the end of the Semester)	Principal & Head of the Department
5	Course end survey	Once in a semester	All students

Students' feedback on faculty

Common feedback form is designed for all the programs at our Institutional level by considering all the dimensions of the teaching-learning process such as quality of teaching, student interactions, clearance of doubts, communication, evaluation, subject knowledge, punctuality, etc. The students are asked to take up a complete anonymous online survey for their responses. The survey result goes to the HODs and corrective actions are taken based on the consultation with the Principal and Management. Students' feedback about the faculty and content delivery is assessed by using the feedback format as mentioned below.
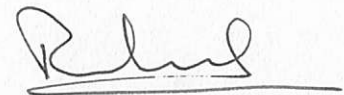
CONSOLIDATION & CORRECTIVE ACTION TAKEN
Action Taken and Impact Analysis on teaching learning process:
Based on student / faculty feedback

➤ Placement orientation & Career Day program has been organized for all the students to get the awareness regarding the companies

➤ Additional classes were provided for an analytical paper to produce better results

➤ Special classes in theory and lab sessions were arranged for the completion of the syllabus portion before the internal assessment

➤ in end semester review, orientations regarding the university examination preparation and additional revision classes for the challenging students were organized. Based on which, students are able to solve the complex problems with more confidence

Principal
Aryan Institute of Engineering & Technology
Arya Vihar, Barakuda, Panchagao
Bhubaneswar-752055
Principal
Aryan Institute of Engineering and Technology

ARYAN INSTITUTE OF ENGINEERING AND TECHNOLOGY

ARYAN
INSTITUTE OF ENGINEERING & TECHNOLOGY

(Approved by AICTE, New Delhi,Affiliated to BPUT & SCTE & VT, Govt. of Odisha)

Arya Vihar, Barakuda, Panchagaon, Bhubaneswar- 752050, Ph.: 0674- 2595051

E-mail : aryan.edu123@gmail.com. Website : www.aryan.ac.in

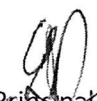Ref. No. AIET/1107/16   Date 13/06/2016

POLICY IMPLEMENTATION

Here it has been stated that as per discussion with the Governing body Council of Aryan Institute of Engineering & Technology on dated 11/06/2016 the following policy was implemented from the Academic year 2016-17 onwards.

Key elements to be considered for Monitoring activities are

1.Proposal for implementation feedback policy at the institution from the stakeholders Students, Teachers, Employers and Alumni.
2. Proposal for implementation of various skill development programmes
3. Capacity-building of professional staff.

4. Introduction of different ADD-ON certification courses for all students.

Srl No.	Member Name	Designation	Position In Committee
1	Dr. Madhumita Parida	Chairperson AIET	Chairperson
2	Mrs. Sasmita Parida	Director AIET	Vice-Chairperson
3	Dr. Sudhanshu Sekhar Khuntia	Principal AIET	Chief Coordinator
4	Mr Prakash Chandra Sahoo	HOD/Professor	Coordinator
5	Dr. M.K. Muri	Rtd. Suptd. Engineer, Irrigation Deptt.	Member
6	Dr. Subodh Kumar Routray	Rtd. Executive Engineer, RD Deptt.	Member
7	Dr. P.K. Swain	Dean Academic ,AIET	Member
8	Dr. Amiya Kumar Sahoo	Vice Principal, AIET	Member
9	Mr. Prakash Kumar Dehury	Asst. Professor	Member
10	Sridhar Jena	Representative of Alumni	Member
11	Mr. Hemant Kumar Barik	Librarian	Members

Principal
Aryan Institute of Engineering & Technology
Arya Vihar, Barakuda, Panchagaon
Bhubaneswar-752050