SYLLABUS FEEDBACK POLICY

INTRODUCTION:

The performance of an institution of higher education may be judged on a number of criteria that indicate to the extent to which the objectives and goals of the institution are achieved. Some of those criteria submit to objective and quantifiable measures while the others depend on the perception of different stakeholders which help the institute grow with quality. The evaluation of quality based on perception of different stakeholders necessitates that their views on different aspects relating to quality be obtained through their feedback. This would enable the institute to take appropriate measures for quality enhancement.

OBJECTIVE:

In order to meet the ever increasing demand of industries and also to keep the relevance with the local and global developmental needs, it is necessary to continuously upgrade the course curricula based on stakeholder's feedback both from academia and industry and therefore, the **syllabus Feedback Policy** is formulated with an aim to develop a ~~system~~ mechanism for design and review of the syllabi which takes in to consideration the industry trends, feedback from stakeholders and norms of the statutory bodies.

METHODOLOGY
COLLECTION:

The IQAC is a part of the institution's system and work towards realizing the goals of quality enhancement and sustenance. It takes all necessary initiatives to develop a systematic method of collecting the feedback from the various stakeholders, analyzing them thoroughly and take all necessary measures to act upon/monitor in order to enhance the overall quality of teaching-learning processes. IQAC would develop the standard feedback formats and mechanism for the following stakeholders.

1. Students
2. Alumni
3. Teachers
4. Employers
5. Parents
   - Students- Feedback on curriculum would be collected from students, by circulating the Feedback Forms after the semester examination on a regular basis.
   - Alumni- Feedback would be collected during Alumni Meetings or could be sent via online platforms. The filled forms would be sent for further action.
   - Teachers- Feedback would be collected from teachers by circulating the feedback forms.
   - Employer – Feedback forms would be collected either in person or online mode for from the employers. The feedback could also be collected during Mega Placement Drives/HR Conclaves held in the campus.
   - Parents-Feedback form could be collected from parents/guardians during Parents Meets/various other meetings or through online platforms.

Registrar
University of Science & Technology
Meghalaya

Vice Chancellor
University of Science & Technology
Meghalaya

COMPILATION AND ANALYSIS:

The Feedback Committee comprising of the following members
1. Registrar
2. Direcor, IQAC
3. Deans of Schools
4. Few members from faculty members
5. Dy Registrar (Academic)

The committee will look after the entire process of feedback. Once the Feedback is collected, the compilation and analysis would be done in the meetings convened by Director IQAC. The data would be presented through MS Excel and with the help of BAR DIAGRAM for easy understanding.

SPECIALY REVIEW MEETING :

A review meeting will be held after completion of examination every year to discus about the feedback collected by inviting top level academicians for any revision.

ACTION PLAN:

On the basis of the analysis, all Head of departments/Deans of Schools would be communicated for taking necessary actions at the department/school level for improvement of syllabi and other issues directly impacting the teaching learning process. The feedback/action taken report would be circulated to all concerned and would be placed to the Academic Council for ratification/approval. A separate feedback mechanism would be adopted for all other administrative and infrastructural issues relating to students, faculty and staff which would be monitored by the respective committees.

Approved by

Vice Chancellor
University of Science & Technology
Meghalaya   **Dr. P.K. Abdul Aziz** 04/03/13

(Vice Chancellor)

Registrar
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