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Feedback System of P.C.I.E.T

Timeline for obtaining feedback and feedback Mechanism

S.No	Feedback details	Time of feedback	Remarks
1	Teaching Learning process feedback	Every month	To be collected at the end of the month
2	Student feedback on course Form.	Last working day of the semester.	To be collected on last working day of Semester.
3	Student feedback on course Teacher Form.	Last working day of the semester.	To be collected on last working day of Semester.
4	Students Feedback on Institute form.	End of the each academic year	To be collected on last working day of Even Semester.
5	Parents Feedback	Each semester	To be collected during the Parent-Teachers meeting conducted during middle of the semester.
6	Alumni feedback	Every year	To be collected during the convocation for the immediate passed out students and end of the each academic year (May month) for others.
7	Employer feedback on Alumni	Every year	To be collected at end of the each academic year.
8	Corrective action to be taken on feedback	Every Month	In the academic progress and monitoring meeting at the end of each month.

Note:

1. The feedback forms to be photocopied by the department when online mode is not available.
2. The feedback is to be retained with the department.
3. The analysis is to be done using Excel.
4. Comparisons with the previous months/years (upto three years/6 months if monthly) is to be done.
5. A report with inference (along with actions to be taken if any) from the graphs generated in Excel is to be submitted to the Principal by the HoD.

Summary on various feedbacks obtained

The main feedback of the P.C.I.E.T education process is the Basic Circle Feedback which is obtained during the middle of a semester. Each batch of students are unique in some way and this feedback of the teacher on the course and the delivery process enables a teacher to change the teaching learning process to cater the student group. At the end of the semester a student gives again a feedback on teacher along with the course separately.

During the end of the academic year, a student gives the feedback on the Institute. The feedback on Institute is a feedback which covers Quality of Teacher, Lab facilities and knowledge level of lab technicians Cleanliness of the campus, Availability and efficient usage of teaching aids like LCD, PPT, Web Based Learning, smart board, simulation software etc. In addition, canteen, hostel, transport, sports, library, placement and training, grievances are captured.

Alumni feedback on the facilities provided to them during their stay, curricular aspects and placements are collected during convocation. Feedback from employers of the alumni in the areas of communication skills, team work, planning and organization skills, motivation, technical skill set, managerial skills and creativity is collected whenever possible.

The corrective action on different feedbacks has been taken after review and monitoring of academic progress in the Academic Review & Monitoring meeting at the end of each month.

**PRINCIPAL
P.C.I.E.T, Chhendipada**