

Feedback Collection

From

Students, Alumni, Overall and Employers

- Respondents for Different types of Feedback :**

<i>Overall Feedback by Students</i>	<i>Teacher- wise Feedback by Students</i>	<i>Alumni Feedback</i>	<i>Employers' Feedback</i>	<i>Students' Satisfaction Survey(SSS)</i>
Students of Semester- 2,4 and 6	Students of Semester- 2,4 and 6	Ex-Students of all Departments	Employers of Ex-students and Current students(if already employed)	All 6 th Semester Students

Different activities associated with Feedback collection

- Teachers in Charge of Preparing Different Feedback Forms(using Google Form) and Links :**

Name of the Teacher	Type of Feedback Form and Link to be Prepared
Dr. Sujata Mitra	Overall and Alumni
Dr. Poulami Roy	Teacher and Employer
Prof. Balaram Mistry	Student Satisfaction Survey(SSS)

- The above teachers will send the Feedback Form Links for different departments to Dr. Debrupa Chakraborty;
- Thereafter, Dr. Debrupa Chakraborty will transfer the Departmentwise feedback links to respective Departmental HODs/Coordinator;

- After getting the links, the HODs/Coordinator will make necessary arrangements for taking feedback on different categories from their departmental respondents;
- Dr.Sujata Mitra, Dr. Poulami Roy and Prof. Balaram Mistry, as the generator of the feedback forms, will then send the Departmentwise feedback reports (Spreadsheets and Graphs) to Dr. Debrupa Chakraborty
- Subsequently, Dr.Debrupa Chakraborty will transfer such reports to different HODs/Coordinator for necessary review and analysis of feedbacks received from departmental respondents;
- After reviewing the Google form responses, all HODs/Coordinator will prepare the Feedback analysis Reports, discuss in the Departmental meeting about responses received and will send the Feedback Analysis Reports along with Minutes of the Departmental meeting to Dr. Debrupa Chakraborty;
- Finally, Dr. Debrupa Chakraborty will submit all such Reports and Minutes of Departmental meetings to the IQAC Coordinator for necessary appraisal by the IQAC;
- After consideration of Feedback Analysis Reports in the IQAC meeting, the IQAC Coordinator will place all such reports to the Governing Body for necessary review by the apex authority and recommendations for actions to be taken for further improving the activities of various units of the college.