

**BETHLAHEM INSTITUTE OF ENGINEERING,
KARUNGAL**



FEEDBACK POLICY

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FEEDBACK POLICY

Feedback plays a crucial role in improving the quality of teaching. To accomplish this, BloE has implemented a feedback system that incorporates input from various stakeholders including students, teachers, alumni and employers for each program annually. Feedback forms will be circulated to all stakeholders and then the completed forms will be collected. After analyzing the feedback, the valuable suggestions provided by stakeholders are taken into consideration and an action taken report is prepared and submitted to the authorities for implementing corrective measures.

Feedback Collection Process

- Feedback forms are created based on curriculum and college ambiances.
- Feedback from stakeholders is collected on a regular basis.
 - Alumni, Employers-Online
 - Students, Teachers – Online / Allotted Specific timeline
- For online, the feedback links are shared with stakeholders for collection of feedback.
- For each question target has been set before the collection of feedback.
- Stakeholders are required to fill out the form along with their comments.
- (Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree) and suggestions.

FEEDBACK PROCESS	REMARKS
Feedback collection	Applicable to all courses and collected through Online / Allotted Specific timeline
Feedback Receiver	Head of the Department
Frequency of the feedback collection	5-Strongly Agree, 4-Agree,3- Neutral,2- Disagree,1- Strongly Disagree
Target	75% Strongly agree and agree
Action taken / Corrective measures taken	Below75% and suggestions provided in comments

Feedback Analysis Process

- The stakeholder feedback undergoes analysis and consolidation. During department meetings, the generated report is reviewed with a specific focus on stakeholders.
- From the analysis report all the suggestions given by the stakeholders are forwarded to the head of the department to take necessary actions.

Consolidation and Corrective Action Taken

Before the inception of IQAC, the department head assessed the feedback. Since January 2021, IQAC has been responsible for evaluating the feedback previously reviewed by the departments. Every action taken is documented and both the analysis report and the action taken report are published on the website at the end of the academic year

