

SOP's FOR FEEDBACK SURVEYS

1- Teachers/Lab Engineers Evaluation Survey

Activity	Responsibility
Feedback survey	QEC ^{*1}
Analysis and report generation	QEC
Corrective actions	HoD ^{*2} /Principal

^{*1}Quality Enhancement Cell

^{*2}Head of Academic Department

The purpose of faculty evaluation by students may help faculty to identify areas of strength and weakness in order to help them to improve their teaching practices, and provide them with their students' views about them. Faculty evaluation is considered to be one of the most important objectives for any academic institution in order to ensure that these institutions achieved their goals in graduating highly qualified students, provide faculty with feedback about their performance, promote faculty to higher ranks, and provide feedback to the decision makers about faculty.

- (a) Feedback survey for Teachers/Lab engineers from students will be carried out by QEC at the end of each semester.
- (b) The results of survey will be analyzed by QEC and report generated.
- (c) The report will be sent to respective HoD's for necessary corrective actions, if required, to improve the performance of faculty.

2-Course Evaluation Survey by Students

Activity	Responsibility
Feedback survey	QEC
Analysis and report generation	QEC
Corrective actions	Academic department

Course evaluation survey is a great tool to gather insightful and valuable information from students and use it to develop strategies to improve the quality of students learning experiences. A well designed and implemented course evaluation survey can help to:

- 1) Collect constructive student feedback quickly and anonymously.**
- 2) Provide useful insights about the course.**
- 3) Develop ideas to enhance course content and improve teaching methods.**
- 4) Help students acquire a more positive learning experience.**
- 5) Improve the educational courses.**
- 6) Involves students in the learning process.**

(a) Feedback survey for courses studied will be carried out from students by QEC at the end of each semester.

(b) The results of survey will be analyzed by QEC and report generated.

(c) The report will be sent to the academic departments for necessary corrective actions, if required, to improve the courses.

3-Course Evaluation Survey by Faculty

Activity	Responsibility
Feedback survey	Academic department
Analysis and report generation	Academic department
Corrective actions	Academic department

Faculty submits a course review report at the end of each semester. In this report faculty including lab engineers share their experience of teaching particular subjects in the closing semester. They give comments over the course contents and suggest improvements in the light of their teaching experience and students evaluation results.

- (a) The faculty and lab engineers will submit a course review report on prescribed forms along with OBE results of their subjects.
- (b) The DOBE committee will discuss the comments/suggestions submitted by faculty/lab engineers and forward the same to DOQEC, if required.
- (c) The DOQEC will further analyze the comments and ultimately suggest corrective actions, if required.

4-Students Exit Survey (Graduating Students Survey)

Activity	Responsibility
Feedback survey	QEC
Analysis and report generation	QEC
Corrective actions	Academic department/Higher authority

For educational institutions striving for excellence, it is essential that they evaluate the effectiveness of their programs, and the efficiency of student services offered by them. Such evaluation is incomplete if it does not include feedback from the students. Students Exit Surveys are an excellent tool to obtain feedback from students. While they help measure satisfaction of graduating students with various aspects related to the program, they also allow students to share their on-campus experiences.

- (a) Exit survey will be carried out by QEC from the 8th semester students before their end semester exams.
- (b) The results of survey will be analyzed by QEC and report generated.
- (c) The report will be sent to the academic departments for necessary corrective actions, if required, to improve the program.
- (d)

5- Faculty Feedback Survey

Activity	Responsibility
Feedback survey	Academic department
Analysis and report generation	QEC
Corrective actions	HoD/Higher authority

The Faculty feedback survey is aimed to measure the level of faculty satisfaction with working conditions, professional development, type of responsibility undertaken at SCET and their opinion to support decisions for making the Institute a better place to work.

(a) Feedback survey will be conducted by the academic departments on yearly basis.

(b) The results of survey will be analyzed by QEC and report generated.

(c) The report will be sent to the higher authorities for taking necessary actions, if required, to improve the working environment and making policies for faculty retention.

6-Alumni / Employer's Feedback Survey

Activity	Responsibility
Alumni registration	QEC
<ul style="list-style-type: none">Alumni feedbackEmployer feedback	SAS*
Analysis of feedback and report generation	QEC
Alumni gathering	SAS

* SAS – SCET Alumni Society

Alumni feedback survey is carried out to identify those graduates who can best support the institution's marketing efforts. It also discovers which alumni loves their university experience, and also learn what they're now up to. Also, Alumni can tell prospective students what their experience was like—with the power of firsthand experience—which adds credibility to the claims the organization strives to make.

Similarly, the Employer feedback survey provides information about the quality of education provided at the institution, by asking employers to provide feedback about the generic skills, technical skills and work readiness of the graduates employed in their workplace. It is aimed to establish the extent of employer satisfaction with the skills of new graduates entering the market, as well as areas of dissatisfaction.

- (a) **Registration / Membership:** All graduates of SCET are eligible to get membership card of SCET Alumni Society (SAS). Quality Enhancement Cell (QEC) will be providing and collecting registration forms from all graduates on one time prescribes fee.
- (b) **Feedback:** Alumni are a key stakeholder for the revision and improvement of the program. Alumni feedback will be annually collected through online system starting after the 4th year of graduation. SCET Alumni Society (SAS) will be responsible for collecting feedback from the Alumnus, and also from their employers. All collected feedbacks will be submitted to Quality Enhancement Cell (QEC) for record keeping. SCET Alumni Society (SAS) will also be responsible for updating the job data from all Alumni.
- (c) **Report:** After the collecting of Feedback from Alumni and their Employers. Quality Enhancement Cell (QEC) will generate report from the feedback accordingly. Report will be forwarded to the Departmental Quality Assurance Committee (DQAC) for any corrective actions, if required.
- (d) **Alumni Gathering:** SCET Alumni Society (SAS) will also arrange gathering for the Alumnus on annual basis.

7- Students Internships Feedback Survey

Activity	Responsibility
Internship arrangement	QEC
Feedback from internees and its analysis	Academic department
Assessment of internees	Academic department
Corrective actions	Academic department
Record keeping	QEC

- (a) QEC shall generate list of students who got internship referral letters and send it to the respective departments for monitoring the students and get the feedback form completed and verified by the department.
- (b) The department shall define the procedure for collecting internship feedback forms. In this context, the departments will not let the student register for 7th semester if internship feedback form is not submitted.
- (c) Departments will conduct evaluation/viva for assessment of the quality of internship and student learning and evaluate their performance on prescribed rubrics.
- (d) Departments will generate report as per student's feedback and evaluation.
- (e) The report will be sent to QEC.