



**K. J. Somaiya Institute of Engineering and Information Technology
Sion, Mumbai**

NAAC Accredited Institute with “A” Grade



NBA Accredited 3 Programs

(Computer Engineering, Electronics & Telecommunication Engineering &
Electronics Engineering)

Permanently Affiliated to University of Mumbai & Approved by AICTE & DTE

Methodology being followed for analysis of feedback and its effectiveness

Feedback in our Institute is conducted at different levels. We try our best to consider inputs from various sources to improve our student support system.

Students Feedback

- Module exit surveys
- Course exit surveys
- Program exit survey
- Online anonymous feedback (Twice a Semester)
- Facility feedback/student satisfaction survey
- Student Council
- Membership in IQAC and DQC Other Stakeholder Feedback
- Alumni Feedback
- Parent Feedback
- Advisory committee feedback

Peer Feedback regarding academics

- Academic audit (Department Specific audit , faculty specific audit)
- Governing Body Committee Feedback

Annual performance audit of faculty members is carried out with Self-Appraisal verification along with feedback from governing body regarding academic and administrative improvements.

The Institute has made provision for interacting with and obtaining feedback from all stakeholders. Student interaction is through the Student Council and various student committees and chapters. Current students and alumni students are part of advisory boards like DAB and IQAC and DQC. Institute has a Proctor system and proctor meetings are a window to interact with the students.

Institute conducts an orientation program for first-year students and their parents to share the working model of the system. Regular parent-teacher meetings every semester are another feature. The Parent feedback is collected at the Parent-Teacher Meeting. Online feedback is collected from parents through google form. Parents are also part of departmental advisory committees. Feedback from students is also, obtained twice semester through an online feedback system which also provides anonymity, thereby giving students an opportunity to speak their mind.

For interacting with alumni, Institute has a registered body of Alumni and we conduct alumni meet once a year to share the experiences, progress of the alumni and discussing with them about how the alumni can associate with the organisation to empower and motivate their juniors who are learning in the Institute. There is also an online alumni portal through which feedback is obtained and also we obtain alumni feedback during the yearly meet and whenever they visit the campus.

Interaction with Industry experts through IIIC, T&P cell, R&D cell and industry experts on board/various committees enable us to get the industry perspective.

The Feedback form has all the dimensions of the teaching-learning process such as lesson plan, student interactions, clearance of doubts, communication, pace of coverage, subject knowledge, punctuality etc. Students have to fill the feedback form online. The analysis of this feedback is done and the remarks are conveyed to the teachers for improvement by the head of the departments.

Module Exit Surveys are conducted for early identification of lacuna in the teaching- learning process. These surveys are conducted at the end of every module that provide the information about the understanding of the module. Action based on module exit survey is taken for clarifying / solving the doubts of the students as and when required. Course exit survey is also filled by the student for every course in every semester and final year students complete a programme exit survey, We utilise this feedback to improve the Institute. Institute also collects feedback from alumni. These feedbacks are analysed and appropriate measures are taken to rectify any deficiencies. From the current semester, we have started system of module exit survey, for early identification of lacuna in the teaching-learning process.

Frequency of Collection & Evaluation:

First Feedback evaluation is made in the third week of the semester and second feedback evaluation is made before the commencement of second internal assessment test.

A. Rewards and Corrective Measure taken

- Faculty members with student feedback above 80% will be rewarded by issuing certificate of Appreciation of each course.
- The feedback is analysed by HOD and is shared with the teachers and are counselled or appreciated based on the feedback.
- If the students feedback falls below 70%, the faculty will be counselled individually by the HOD/Principal and the faculty will be advised and suggestion will be given to further improvement of performance.
- The faculty are encouraged and financed to attend the STTP ,FDP, seminar, workshop etc. to upgrade their knowledge and skills.

External academic audit is conducted by faculty from prestigious accredited Institutes. The feedback given by them has been very useful and has resulted in some policy decisions. The Institute is using the audit as a catalyst to bring about change and improve academic and non-academic domains.

Institute has a Proctor system and proctor meetings are a window to interact with the students. Feedback from students is also obtained twice every semester through an online feedback system which also provides anonymity, thereby giving students an opportunity to speak their mind. The feedback is analysed by HOD and is shared with the teachers and are counselled or appreciated based on the feedback.

Feedback from different sources are analysed by departments and it is discussed during HOD meetings and changes are incorporated in our action plan based on inputs. The activities during the year are planned according to needs of students and current trends in industry.

The student community interacts with leadership through the Student Welfare Committee which deals with the student council and various professional chapters. Alumni feedback is channelized through a dedicated alumni committee. All the inputs are communicated by the principal to the GB and vice versa. Decisions are taken considering feedback received from all stakeholders. Information is shared during meetings and interactions with all stakeholders.

There are two GB and LMC meetings are conducted in a year and monthly meetings of heads of institutions at trust level. Head of the Institution conducts regular meeting with HODs. Periodic meetings are held with the committee members and coordinators of all committees as per requirement. The frequency of meeting depends on the portfolio of the committee. Common meeting with faculty is held whenever required and at least twice a semester. There is regular and constant interaction with students besides meetings with Student council which enable to gauge the pulse of the students. We also have a suggestion box in the common corridor.

Suggestions for curriculum improvement usually arise from students, parents, alumni and industry experts. We have invited alumni for lectures based on this feedback. Improvement in industry interaction and expert lectures are a result of collective feedback from advisory committees and alumni. Student feedback mostly happens in an informal manner and is noted by the concerned subject faculty. From last year, syllabus revision is in progress in UoM and many faculties have tried to obtain feedback from peers and students orally and also by means of online forms and the suggestions are informed to the respective syllabus revision committees.

Term-end report is submitted by departments and committees every semester. All this information is published as a college newsletter, in addition, all departments publish a newsletter every semester which is mailed to faculty and students of that department.