



Loknete Dr. Balasaheb Vikhe Patil (Padma Bhushan Awardee)

Pravara Rural Education Society's

**ARTS, COMMERCE AND SCIENCE COLLEGE,
ALKUTI**

Tal. Parner, Dist. Ahilyanagar (MS) Pin – 414305

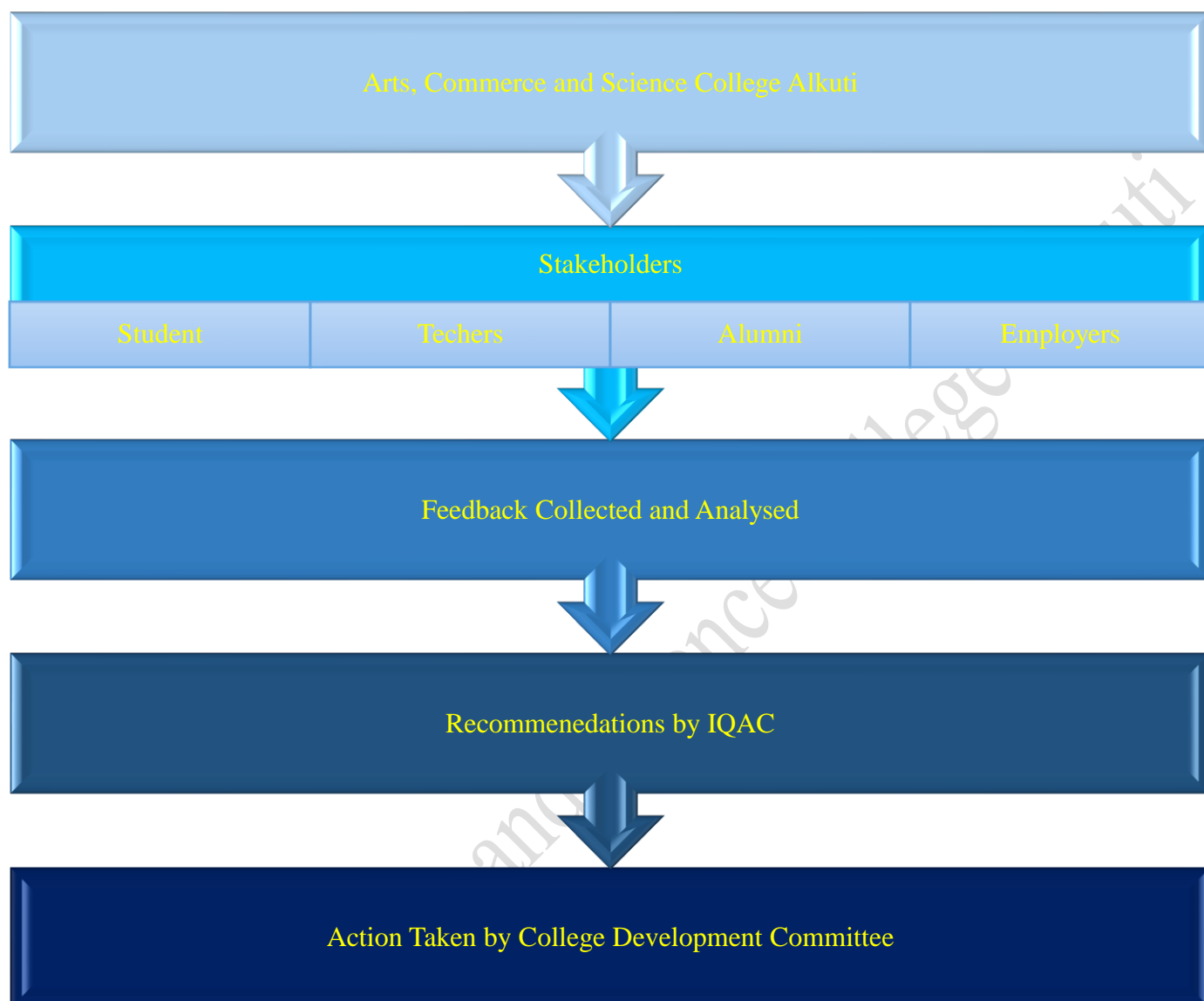
FEEDBACK PROCESS MANUAL

(Students, Teachers, Alumni, Employer)

Prepared by

Internal Quality Assurance Cell (IQAC)

Action Taken Flow-chart



The IQAC facilitates the development of feedback mechanisms to gather input from stakeholders. Feedback is collected through both online and offline modes by the designated Feedback Committee. After collection, the Feedback Committee systematically analyzes the feedback and compiles a detailed report. This analysis is submitted to the IQAC for further review. The IQAC evaluates the feedback in alignment with the institution's overall vision, mission, and strategic objectives. Based on this evaluation, the IQAC prepares an action plan outlining recommended improvements and remedial measures. The action plan is then presented to the College Development Committee (CDC) or equivalent governing body for consideration and approval. Upon approval, the recommendations are communicated to the relevant authorities, affiliated bodies, or universities as necessary. The institution then implements the approved measures to foster continuous improvement in academic, administrative, and infrastructural areas.

Introduction

Feedback is an integral and ongoing part of the educational process, serving as a vital tool for continuous improvement and quality assurance. It plays a key role in enhancing the teaching and learning environment, ensuring that the institution provides the best possible experiences for its stakeholders. By fostering a culture of feedback, the institute seeks to create an environment that encourages students, faculty, and other stakeholders to perform to their full potential and achieve academic success.

The feedback mechanism is designed to involve all relevant parties — students, teachers, alumni, and employers — in assessing and enhancing the quality of the institution's educational offerings. These various stakeholders contribute to the institution's growth by sharing valuable insights on the academic experience, institutional services, and policies. The feedback gathered is essential for evaluating current practices and policies, identifying areas for improvement, and aligning institutional goals with the evolving needs and expectations of its stakeholders.

With the focus on strengthening the quality assurance processes, the institute continuously strives to create a positive, inclusive, and effective educational environment. To this end, the college has established a structured and comprehensive feedback system to ensure all aspects of its operations are subject to regular review and improvement.

Purpose and Scope

The primary goals and scope of the feedback system are as follows:

- **Continuous Awareness:** To ensure the institution remains informed about the expectations, needs, and preferences of its students and other key stakeholders, facilitating proactive responses to changing demands.
- **Ongoing Improvement:** To create a framework for the continuous enhancement of educational programs, services, infrastructure, and administrative procedures, ensuring that they remain relevant and of high quality.
- **Evaluation of Learning Experiences:** To systematically assess the effectiveness of teaching, learning, and assessment methods, ensuring that the students' learning experiences are continuously refined based on real-time feedback.
- **Active Stakeholder Involvement:** To provide a mechanism through which students and other stakeholders can actively engage in shaping the institution's academic offerings, fostering a collaborative approach to educational quality enhancement.

Stakeholders

Stakeholders are individuals, groups, or organizations that have a direct or indirect interest in the functioning of the institution. The feedback mechanism involves contributions from the following key groups:

- **Students**
- **Alumni**
- **Teachers:**
- **Employers**

Feedback Committee

Academic Year: 2024-25

Sr. No.	Name of the Faculty	Designation
1.	Dr. Thorat S.S.	Chairman
2.	Mr. Zaware R.J.	Member
3.	Mr. Balsane S.V.	Member
4.	Mr. Sumbare P.B.	Member

Feedback Mechanism

At Arts, Commerce, and Science College, Alkuti, the feedback mechanism is a cornerstone of the institution's commitment to continuous improvement and inclusive development. This comprehensive approach to feedback collection is designed to ensure that every aspect of the college's functioning—academic, administrative, and operational—undergoes regular evaluation, providing a transparent, responsive, and evolving learning environment. The feedback process actively engages a diverse range of stakeholders—students, faculty, alumni, and employers—in evaluating the quality of services, programs, and facilities provided by the institution. By involving these groups, the college ensures that feedback reflects a holistic perspective of the institution's impact and effectiveness.

The Internal Quality Assurance Cell (IQAC) takes a lead role in developing and structuring feedback forms that are carefully designed to address the specific concerns and perspectives of each stakeholder group. These forms are made available both online and offline, ensuring broad accessibility and participation across all channels. The Feedback Committee, which is responsible for the collection, analysis, and reporting of feedback, ensures that responses are systematically reviewed and that the data is utilized to inform institutional planning and development.

Feedback is gathered across the following broad categories:

- **Student Feedback:** Collected annually or at the end of each semester to assess the overall academic experience, teaching effectiveness, and the learning environment.
- **Teacher Feedback:** Collected annually to evaluate faculty performance, teaching methods, and areas for professional development.
- **Alumni Feedback:** Collected annually to understand how well the institution's programs have prepared graduates for professional and personal success.
- **Employer Feedback:** Collected annually to assess the alignment of academic offerings with the demands of the workforce and to ensure graduates possess the necessary skills for career advancement.

In addition to the general feedback, the college places significant emphasis on collecting input regarding the curriculum from all stakeholders. This feedback serves as a critical tool for evaluating the relevance, comprehensiveness, and effectiveness of the curriculum, ensuring that it meets the evolving needs of students and the demands of the broader academic and professional landscapes. Feedback also focuses on teaching

methods, assessment strategies, and research practices, allowing the institution to maintain its position as a leader in providing quality education. The feedback mechanism is not only about collecting information but also about acting upon it. The data collected is subjected to thorough analysis, followed by the implementation of corrective measures designed to enhance the quality of education, student support services, and overall institutional performance. This process is part of a larger institutional framework that fosters an ongoing cycle of evaluation and improvement.

The Feedback Committee, led by the Principal, is responsible for overseeing the feedback process, ensuring its effectiveness, and providing regular reports to the management. The committee analyzes the feedback to identify trends, strengths, weaknesses, and areas for improvement. The insights gained from this analysis directly inform decision-making and strategic planning, driving the continuous enhancement of both academic and non-academic aspects of the institution. Through this inclusive and systematic feedback process, Arts, Commerce, and Science College, Alkuti, strives to create a dynamic and responsive educational environment that continually adapts to meet the needs of its students, faculty, and the larger community.

After the feedback is collected, it undergoes a thorough analysis, and the findings are compiled into an analysis report. This report is shared with the Internal Quality Assurance Cell (IQAC), which evaluates the insights gathered from stakeholders. Feedback from students, faculty, alumni, and employers is considered invaluable, as it directly contributes to enhancing various dimensions of the institution, including infrastructure, entrepreneurship, employability, and academic quality. The feedback collected is carefully evaluated in the context of the institution's broader vision and mission, ensuring that the suggestions align with the strategic goals of the college. The IQAC plays a pivotal role in translating these insights into actionable recommendations. Based on the analysis, the IQAC prepares an Action Taken Report that includes specific, timely remedial measures to address the identified areas for improvement.

This action report is then presented to the College Development Committee (CDC) for approval. Once approved by the CDC, the report is forwarded to the competent authority or the affiliated university for further steps and formal implementation. The feedback mechanism serves as a critical tool in fostering a cycle of continuous improvement. By actively addressing the needs and expectations of stakeholders, it contributes to the refinement of the curriculum, teaching methodologies, infrastructure development, and overall student experience. This approach ensures that the college remains responsive to changes, meets evolving educational demands, and maintains a strong focus on achieving excellence in all areas of its functioning.




Principal

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