



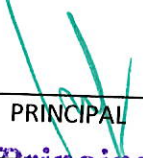


MAILAM ENGINEERING COLLEGE

Approved by AICTE, New Delhi, Affiliated to Anna University, Chennai and
Accredited by National Board of Accreditation (NBA) & TATA Consultancy Services (TCS)

FEEDBACK POLICY

POLICY NO.	ISSUE/REVISION NO.	DATE OF REVISION	NEXT REVISION
MEC/IQAC/POLICY/007	01/01	15/12/2021	2025

PREPARED BY	VERIFIED BY	APPROVED BY
		
IQAC COORDINATOR	IQAC COORDINATOR	PRINCIPAL

Principal
Mailam Engineering College,
Mailam - 604 304.



MAILAM ENGINEERING COLLEGE

Mailam (Po), Tindivanam (Tk.), Villupuram (Dt.) Pin: 604 304

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FEEDBACK POLICY

1. Introduction

Performance of Mailam Engineering College is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the Mailam Engineering College is reforming good performance and imparting quality education. Hence, the Mailam Engineering college imparts policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

2. Purpose and Scope

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the College.
- Provides space for continuous enhancement of all products, services, facilities and procedures.
- Audit and enhance the aspects of students learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment.
- Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basis.
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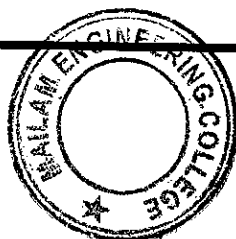
3. Responsibilities

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and structure for its analysis. IQAC Coordinator and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in College.

4. Stakeholders

Stakeholders are any person/persons or organization that has associated with the university. Stakeholders include, but are not limited to:

- Students
- Alumni
- Faculties
- Employers





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5. Feedback Mechanism

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through offline methods. Filled feedback forms shall be analyzed by IQAC. Feedbacks are to be collected under following broad head.

Feedback from students	-	End of Semester
Feedback from Alumni	-	Once in a year
Feedback from employer of student	-	Once in a year after joining
Feedback from Faculties	-	Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes.

After the feedback analysis, it shall be forwarded to the **competent authority** for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.

