HINDUSTHAN COLLEGE OF ENGINEERING AND TECHNOLOGY
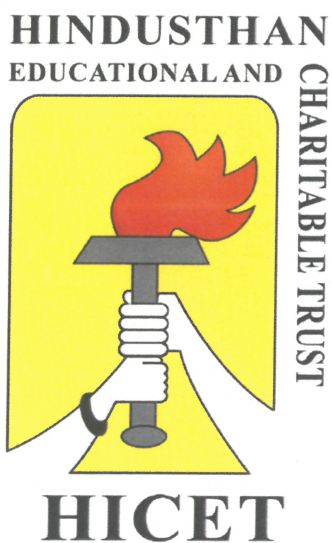### Coimbatore 641 032, Tamilnadu, India

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HINDUSTHAN
EDUCATIONAL AND CHARITABLE TRUST

HICET

FEEDBACK MANUAL ON CURRICULUM
2020-2021
(VERSION 4)

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FEEDBACK MANUAL ON CURRICULUM

1. INTRODUCTION

Feedback is the two-way communication between the sender and the receiver. The greatest strategy for an institution to go forward with increased performance toward accomplishing its goals through the gathering and analysis of feedback. HiCET has consistently maintained the practice of gathering input from **stakeholders such as Students, Alumni's, Parents, Employees, Faculty members** and Academic experts. Feedback from students, staff, alumni and employees generate a sense of ownership in the institution and making them feel valued and accountable.

The feedback surveys, carried out every year, collect responses on the teaching and learning process, college infrastructure, performance of teachers, library, ICT resources, continuous evaluation, extracurricular activities, student-teacher relationship, options for career and personality development, overall **satisfaction of students in the college, parent's suggestions, alumni's experiences** and opinions etc. The above stated responses are consolidated and put forward for betterment. Apart from this mechanism, it is desirable that each department creates their own internal mechanism to collect the feedback forms for continuous improvements in their respective departments which offers a great level of support in the overall quality maintenance of the institute.

The entire organization to stay focused on its goals and to participate in a process of continuous improvement, feedback is crucial on a regular basis. HiCET in its objective of continuous improvement in all sectors. In this connection, work towards understanding the organization's strengths, shortcomings, opportunities, and obstacles which supports to make further improvements that benefits both the organization and the stakeholders.

2. OBJECTIVES OF THE FEEDBACK SYSTEM

➢ To evaluate and analyze the responses on the institution

➢ To implement the remedial action and steps to improve the quality of education.

3. FEEDBACK MECHANISM

The following steps are followed in the feedback mechanism on curriculum design as shown in the Fig1.
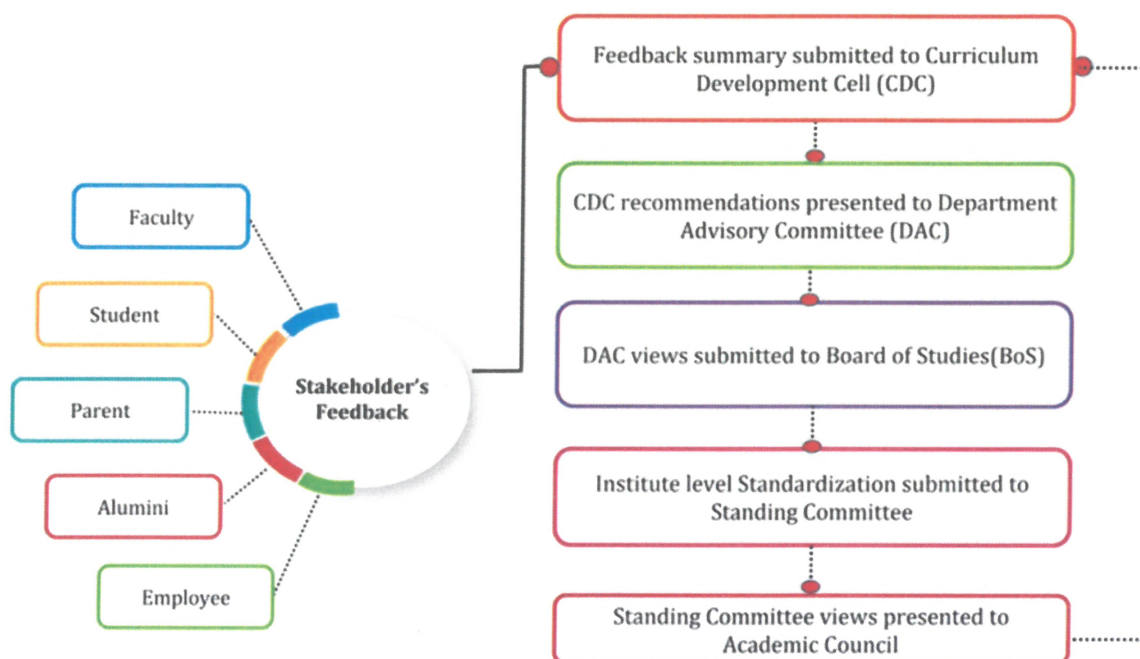
Fig 1. Feedback Mechanism

3.1 PREPARATION OF FEEDBACK FORMAT

The feedback form is prepared by the faculties under the guidelines of Curriculum Development Cell (CDC). The main objective of this form is to get feedback from stakeholders on the effectiveness of the prescribed curriculum.

3.1.1 STAKEHOLDERS

The various stakeholders are:

A. Students
B. Parents
C. Alumni
D. Employers
E. Faculty Members

3.1.2 TYPES OF FEEDBACK FORMAT

A. Student Feedback on Curriculum
B. Parent Feedback on Curriculum
C. Alumni Feedback on Curriculum
D. Employer Feedback on Curriculum
E. Faculty Feedback on Curriculum
F. Academic Expert Feedback on Curriculum

3.2 CIRCULATION OF FEEDBACK FORMAT

The feedback forms shall be circulated through the Office of Academic Affairs (OAA) to the concerned department for dealing with the particular stakeholder.

Type of feedback Form	Circulation Mechanism
Student Feedback on Curriculum	OAA to Concern Department Available in college website www.hicet.ac.in
Parent Feedback on Curriculum	
Alumni Feedback on Curriculum	
Employer Feedback on Curriculum	
Faculty Feedback on Curriculum	
Academic Expert Feedback on Curriculum	

3.3 COLLECTION OF FEEDBACK FORM

The data of the feedback shall be collected once in a year through online/offline mode by the department as follows:

3.3.1 FEEDBACK COLLECTED FROM THE STUDENTS

Every year, at the end of each academic year, the institution collects response from undergraduate and postgraduate students. Students actively participated in the feedback survey. The responses are collected in hybrid mode (both online and offline).

The following points are mentioned in the questionnaires, and it covers the **status and expectation of student's community. Students are given ample** opportunity to share their opinions and suggestions regarding the modification of the contents.

- ✓ Syllabus coverage
- ✓ Approach and communication of teachers.
- ✓ Learning materials are adequate
- ✓ Electives offered
- ✓ Depth of the course content
- ✓ Evaluation process
- ✓ Extra learning and self-learning.

The survey's results are thoroughly discussed by the Dean of Academic Affairs. The purpose of this feedback collection is to find the gap that our students have identified and fix them at the earliest to enrich the teaching learning environment an ample one.

The format is enclosed as Annexure 1.

3.3.2 FEEDBACK FROM THE FACULTY MEMBERS

Teachers are important contributors to the improvement of academic performance since they are the noble facilitators of higher education. Teachers

are one of the most vital factors in any higher educational institution. Every year, the Dean Academic receives teacher's feedback on the curriculum, evaluates it, and makes necessary updates to the curriculum design and syllabus for the benefit of the student fraternity. The teachers are supplied with a pre-printed style questionnaire to record their opinion. The recorded choices are then processed to obtain the feedback Analysis Report. The feedback is regarded as one of the crucial factors that will be evaluated during the upcoming BoS, and any changes will be incorporated depending on the feedback.

The format is enclosed as Annexure 2.

3.3.3 FEEDBACK FROM PARENTS

Twice a year, the Department communicates to parents in a formal written statement for discussion regarding their children's academic learning status and curriculum improvement techniques. In addition, find out the special interests of students in curriculum design, placement opportunities, and how to include the same into the curriculum.

Feedback from parents towards institutional delivery of academics including course employability, skill training, practical learning, and their overall satisfaction related to the progress of their ward will be collected manually/electronically by the concerned teachers under the guidance of Deans of Academics.

The format is enclosed as Annexure 3.

3.3.4 FEEDBACK FROM ACADEMIC EXPERTS

The Department has nominated external experts from the relevant fields to review and assess the logical and rational inputs. The academic experts are being nominated and selected by the chairman of Bos and the same is proposed to the University. The subject syllabus and academic evaluation plan are presented to the external expert in the presence of the university nominee to receive feedback

without any hesitations. The feedback made by the academic experts are considered and incorporated into syllabus.

The format is enclosed as Annexure 4.

3.3.5 FEEDBACK FROM EMPLOYER

The most crucial factor in determining the success of any educational institution is employer's feedback. There is no doubt that the curriculum taught at the higher education institute plays a very essential function in fostering these talents, and the employer is one of those stakeholders who may give his or her honest view regarding the actual capabilities of his or her employees. In order to advise relevant curriculum adjustments, it is crucial to understand how employers see the subject.

The most essential factor that impacts the success of an educational institution is employer feedback. Through funding for infrastructural development and the employer can support the growth of an intellectual community.

The format is enclosed as Annexure 5.

3.3.6 FEEDBACK FROM ALUMNI

The department would ask its alumni for their course-related input. This element will be considered during the next BoS, and any changes will be made based on the feedback, as alumni to understand how specifically the curriculum assisted them to obtain job opening or a higher education chance.

Based on their authentic institutional and professional experiences, feedback from the department's alumni is to be obtained for the courses, which they can help enhance and have better content in the syllabus or amend as may be considered necessary. As a result, it may help to improve both the curriculum and the student's career options.

The format is enclosed as Annexure 6.

3.4 ANALYSIS OF FEEDBACK RECEIVED AND REVIEW OF RESULTS

The feedback from the stakeholders is collected and analyzed through OAA. The summary of feedback on the curriculum will be presented to the curriculum development cell. The CDC consists of Principal, Dean (Academic), and COE. The CDC will analyze and approve the feedback summary. The CDC also suggests the DAC carry out the incorporation of feedback.

The DAC will consist of BoS Chairman, Faculty, and student. The DAC will carry out the necessary changes and submit them to the BoS. The BoS includes the chairman and stakeholders. The BoS suggestions will be put forth to the Standing Committee (SC). The SC will consist of Principal, Dean, and senior faculty members. The SC suggestion will be taken to ACM for approval.

3.5 ACTION TAKEN

The action taken report by each department shall be submitted to CDC within a month of the analysis of the feedback. All the action taken reports will be sent to the Principal to be presented before the Academic Council Meeting (ACM)/ Board of Governing Body (GB) of HiCET.

3.6 REVISION OF FEEDBACK FORM

The feedback forms could be revised as per the suggestion from Academic Council Meeting (ACM) of HiCET. The revisions shall be made by the feedback committee and submitted to OAA (Office of Academic Affairs). Revised feed Back form circulated to concern department once get approval from CDC.

3.7 ROLE OF FEEDBACK COMMITTEE

The following work could be assisted by feedback committee of OAA (Office of Academic Affairs)

> 1) Analysis of feedback responses received.

2)Preparation of feedback formats based on suggestions of Curriculum Development Cell.

3) Presentation of recommendations after analyzing feedback to OAA (Office of Academic Affairs).

4) Revision of the formats as per the requirement.

PRINCIPAL
Hindusthan College of Engineering & Technology
COIMBATORE - 641 032

ACADEMIC YEAR WISE FEED BACK FORM

❖ **2020-2021 Revised Feedback Form**

HINDUSTHAN

College of Engineering and Technology

Department:

Student Feedback on Curriculum

| Name of the student | : | | Register Number | : |
| Semester | : | | Academic year | : |

Date of Feedback :

S.No.	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Curriculum is up-to-date, need based and application oriented				
2.	Course objective & course outcomes are achieved in the syllabus				
3.	Professional and open Electives offered are supportive to the core papers				
4.	Equal Weightage is given to Theory/Theory with laboratory /Practical/Mandatory course content				
5.	Profundity of the course content in the syllabus				

6.	Exact Sequence of the courses provided in the curriculum				
7.	Syllabus coverage in class by the teaching faculty				
8.	Faculty Encouragement in learning process				
9.	Teaching and learning process enables clear understanding of the course content.				
10.	Text books/ reference books /e content recommended in the syllabus are relevant and updated.				
11.	Availability of library resources in central and departmental library.				
12.	Reliability of Assessment and Evaluation Process.				
13.	The syllabus provides sufficient knowledge & perspective in the respective branch.				
14.	Curriculum has ability to develop Entrepreneurship and Employability.				

If any suggestions for improvement:

Signature of the Student

HINDUSTHAN
College of Engineering and Technology

Department:

Alumni Feedback on Curriculum

Name of the Alumni &
Designation   :

Name of the Organization   :

Communicating Address   :

Mobile Number   :   **E-Mail id:**

Date of Feedback   :   **Academic year:**

Please mention your assessment of the board of studies meeting by **put the (√) mark** among those given against each query.

S.No.	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Course objectives and outcome of the syllabus are clearly defined.				
2.	Regulations and Scheme of Examination				
3.	Semester-wise course content				
4.	Content Delivery, Methodology & Learning Resources				

5.	The practical syllabus empowers to develop experimental, design, problem solving and analysis skills of the students.				
6.	Curriculum and syllabus mainly focus students on industry ready, creating opportunity to contribute and participate in Conferences/Seminars /Webinars / Workshops to induce Self-Learning and Inventing / Innovating new ideologies to the society, preparing research proposal and entrepreneurship.				
7.	Availability of library resources supports Text and Reference Books suggested to study				

If any suggestions for improving curriculum:

Signature of the Alumni

HINDUSTHAN
College of Engineering and Technology

Department:

Parent Feedback on Curriculum

Name of the Parent :	
Profession :	
Name of the Student (Ward) :	**Roll No:**
Department :	**Semester:**
Mobile Number :	**E-Mail id:**
Date of Feedback :	**Academic year:**

Please mention your assessment of the board of studies meeting by **put the (√) mark** among those given against each query.

S.No.	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Syllabus content of the course which encourage the students self-learning.				
2.	Teaching Faculty treat the students equally irrespective of the background				
3.	Transparency of the evaluation system followed by the Institution				

4.	Infrastructure and Lab Facility available to support the curriculum.				
5.	Availability of the text and reference books in Central and Department library.				

If any suggestions for improvement:

Signature of the Parent

HINDUSTHAN

College of Engineering and Technology

Department:

Faculty Feedback on Curriculum

Name of the Faculty   :

Designation   :

Name of the Program   :

Communicating Address   :

Mobile Number   :   E-Mail id:

                                                       Academic year:

Date of Feedback   :

Please mention your assessment of the board of studies meeting by **put the (√) mark** among those given against each query.

S. No	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Curriculum is up-to-date, need based and application oriented				
2.	Electives offered are supportive to the core papers				
3.	Implementation of Outcome Based Education				
4.	Course outcomes contribute to the fulfilment of program outcomes (PO)				
5.	Regulations and Scheme of Examination				

6.	Semester-wise course content				
7.	Content Delivery, Methodology and Learning Resources				
8.	Availability of library resources supports Text and Reference Books suggested to study				
9.	Curriculum and syllabus mainly focus students on industry ready, creating opportunity to contribute and participate in Conferences/ Seminars/Webinars/Workshops, to induce self-learning and inventing/innovating new ideologies to the society, preparing research proposal and entrepreneurship				
10.	Suggestion from experts (Institutions/ Industries) in BoS helps to design and update syllabus				

If any suggestions for improvement:

Signature of the Faculty

HINDUSTHAN
College of Engineering and Technology

Department:

Employer Feedback on Curriculum

Name of the Employer   :

Designation   :

Name of the Organization   :

Communicating Address   :

Mobile Number   :   **E-Mail id:**

Date of Feed Back   **Academic year:**

Please mention your assessment of the board of studies meeting by **put the (√) mark** among those given against each query.

Sl.No.	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Quality of the Curriculum & Syllabus				
2.	Implementation of Outcome Based Education				
3.	Emphasis on both fundamentals as well as latest Technologies in Curriculum				

4.	Offered Courses related to Industry/employability				
5.	Competencies/outcomes in relation to the course content				
6.	Tools used for designing the experiments in terms of existing practices in the industries				
7.	Curriculum offers a range of professional and open electives/value-added courses				
8.	Curriculum has ability to develop entrepreneurship /inventing new ideology				

If any suggestions kindly Specify, which will help us to advance our curriculum:

Signature of the Employer

HINDUSTHAN
College of Engineering and Technology

Department:

Academic Expert Feedback on Curriculum

Department/ Board Name :

Name of the Expert :

Designation :

Communicating Address :

Mobile Number :   **E-Mail id:**

Date of Feedback :   **Academic year:**

Please mention your assessment of the board of studies meeting by **put the (√) mark** among those given against each query.

S.No	Questions	Excellent	Good	Average	Necessitate to Improve
1.	Quality of the Curriculum & Syllabus				
2.	Implementation of Outcome Based Education				
3.	Quality of PEOs, POs and COs				
4.	Regulations and Scheme of Examination				

5.	Semester-wise course content				
6.	Content Delivery, Methodology and Learning Resources				
7.	Text and reference books proposed for study				
8.	Evaluation method of Continuous internal Assessment & Comprehensive Examination Marks				
9.	Question Paper Pattern and Standard (Blooms Level)				
10.	Panel of Examiners				

If any suggestions kindly Specify which will help us to advance our curriculum

Signature of the Expert