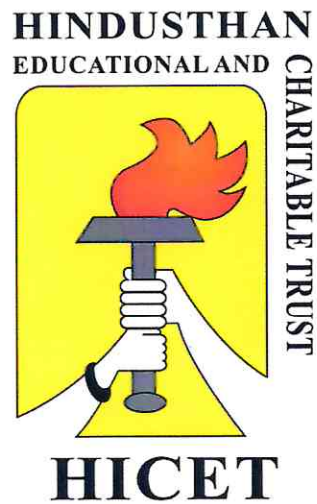


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CURRICULUM FEEDBACK POLICY

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The core of two-way communication between a provider and a receiver is a feedback. Effective feedback from stakeholders like, positive and negative is vital for continuous improvement of organization, which aids in understanding the organization's strengths, shortcomings, opportunities, and obstacles and further benefits both the organization and the stakeholders.

The organization establishes a stakeholder feedback policy on curriculum during every Board of Studies meeting for continual development in curriculum design. The main objective of this policy is to get feedback from stakeholders such as Students, Alumni, Employers, Faculty, Academic Experts and Parents to make the curriculum and syllabus to meet the expectations of the industry as well as research required in specific domine. To considering the above fact, we have the following feedback mechanisms to ensure the improvisation of curriculum.

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.

FEEDBACK MECHANISM

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



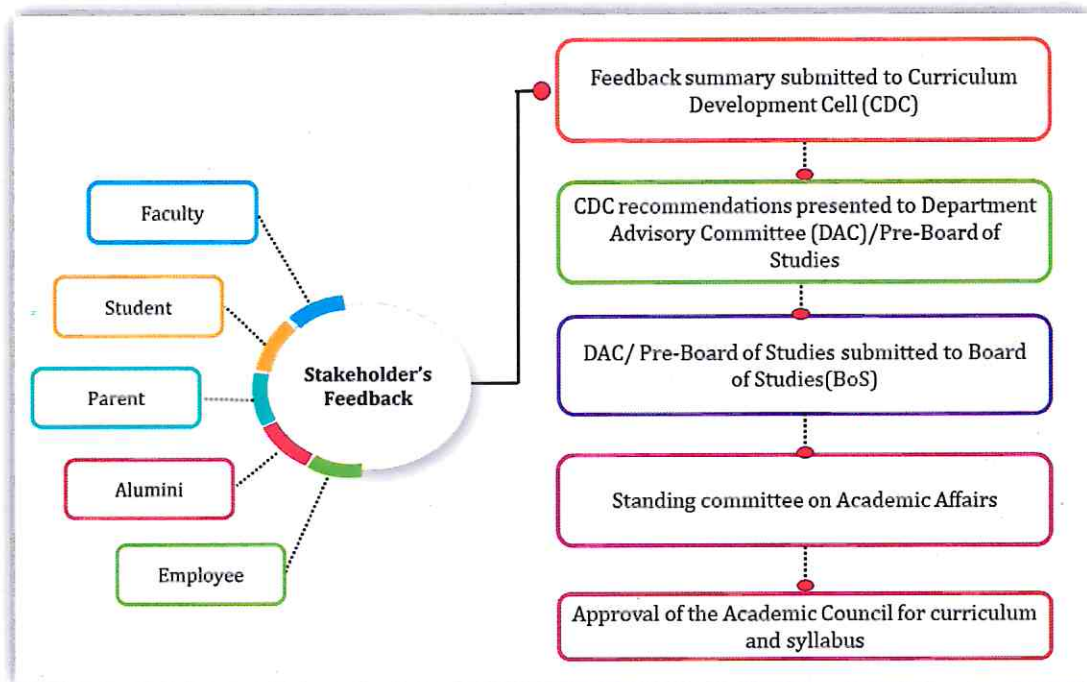


Fig.1. Feedback mechanism on curriculum design in HiCET

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

FEEDBACK COLLECTED FROM THE STAKEHOLDERS

Every year, at the end of each academic year, the institution collects response from undergraduate and postgraduate students, alumni, parents, employer and faculty. The responses are collected in hybrid mode (both online and offline). The purpose of this feedback collection is to find the gap that our stakeholders have identified and fix them at the earliest to enrich the teaching learning environment an ample one.

ANALYSIS OF RECEIVED FEEDBACK AND REVIEW OF RESULTS

The feedback from the stakeholders is collected and analyzed through Academic affairs (OAA). The summary of feedback on the curriculum will be presented to the curriculum development cell (CDC). The CDC consists of Principal, Dean (Academic), COE and other member of CDC. The CDC will analyze and approve the feedback summary. The CDC also suggests the DAC/ Pre-Board of study to carry out the incorporation of feedback. The DAC/Pre-Board of study will consist of BoS Chairman, Academic expert, Course coordinators, Faculty and student representative. The DAC/ Pre-Board of study 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, chairman of Board of study and senior faculty members. The SC suggestion will be taken to Academic Council meeting (ACM) for approval.

ACTION TAKEN

After the approval of Academic council meeting, the Chairman of Board of study has to submit the action taken report (ATR) on Feedback Analysis of Stakeholders to the head of the Institution for further proceeding.




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