

**A.S.D. Government Degree College for Women (Autonomous),  
Kakinada**

**Internal Quality Assurance Cell (IQAC)**

**Feedback Policy**

**Purpose:**

The primary objective of the feedback policy is to collect, analyze, and utilize structured feedback from stakeholders- students, alumni, faculty, and employers, to enhance the quality of academic and administrative processes.

**Objectives**

- To gather constructive feedback on academic and non-academic services.
- To identify areas for enhancement in teaching, curriculum, and campus life.
- To foster a culture of openness, dialogue, and continuous improvement.

**Scope:**

This policy applies to:

- Curriculum
- Teaching-learning processes
- Infrastructure and support services
- Institutional governance and administration

**Stakeholders Involved:**

- Students
- Alumni
- Faculty Members
- Employers/Industry Experts

### **Feedback Mechanism:**

- Mode: Online Google Forms/ hard copies (as needed)
- Frequency of feedback collection:
  - Students: Once every semester
  - Faculty: Once a year
  - Alumni: Once a year (On Curriculum)
  - Employers: Once a year (employability-related curriculum feedback)

### **Types of Feedback:**

- Curriculum Feedback: Relevance, contemporary needs, skills alignment
- Teaching-Learning Feedback: Methodologies, clarity, faculty preparedness
- Infrastructure & Support Feedback: Library, labs, ICT facilities, hostels
- Overall Institutional Feedback: Governance, discipline, eco-sustainability, inclusiveness

### **Data Collection and Analysis:**

- The IQAC coordinates data collection through department coordinators and feedback committee.
- Feedback is compiled and analysed by the Internal Quality Assurance Cell (IQAC) with the help of the designated feedback committee.
- Responses are analyzed using quantitative and qualitative methods. Reports are generated semester-wise or annually, as applicable.
- Summarized reports will be shared with relevant stakeholders (faculty, Heads of Departments, etc.).

### **Action Taken:**

- IQAC prepares an “Action Taken Report” based on feedback outcomes. Relevant changes are discussed in Staff Council, Board of Studies (BoS) and Academic Council.
- Faculty members are encouraged to reflect and adapt based on feedback.
- Regular follow-ups are conducted by the IQAC to ensure that improvements are made.
- Improvements are implemented and documented in the IQAC records and AQAR.

### **Confidentiality:**

- All feedback collected will remain confidential.
- Personal identifiers (if any) will be removed during analysis.
- Students will not face any discrimination or retaliation for honest feedback.

### **Transparency and Communication:**

The feedback outcomes and actions taken are published on the college website. Highlights are also shared with stakeholders through meetings.

### **Review of Policy:**

The feedback policy shall be reviewed every three years or as required by IQAC in consultation with stakeholders to align with Institutional goals.

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