



An Institution of
the Society for the Higher Education
of Women in India

Sophia College for Women
Empowered Autonomous

Bhulabhai Desai Road
Mumbai – 400026

Ph: 022-23512642 / 23523304

www.sophiacollegemumbai.com

Feedback Policy

Administrative Policy Number (APN): SCWAPN/19	Functional Area: To ensure transparent communication channels that solicit constructive input from stakeholders.
Brief Description of the Policy:	Purpose: to establish a structured mechanism for collecting, analyzing, and utilizing feedback from students, faculty, and stakeholders to enhance the quality of education and institutional practices. Audience: All Stakeholders
Policy Applies to:	All Stakeholders
Effective from the Date:	26 th November, 2018
Approved by:	College Development Committee (CDC)
Responsible Authority	IQAC
Superseding Authority	Principal
Last Reviewed. / Updated:	Revised Policy
Reason for the policy	official assessment of the learning teaching mechanism and development of effective systems for education
References for the policy	UGC/ University of Mumbai

Introduction

The Feedback Policy aims to systematically gather and analyze input from students, faculty, and stakeholders to continuously improve educational practices and institutional operations. By fostering an environment of open communication and constructive feedback, the institution seeks to enhance overall academic and administrative quality.

Objectives

- To systematically collect and analyze feedback from students, faculty, and stakeholders for continuous improvement.
- To enhance the quality of academic programs and teaching methodologies through informed adjustments.
- To identify and address areas of concern in administrative processes and campus facilities.
- To foster a culture of open communication and transparency within the institution.
- To use feedback as a tool for strategic planning and decision-making to meet the evolving needs of the college community.

Systems and procedures for feedback collection, analysis and curriculum revision.

The institution ensures that the curriculum is up to date and meets the demands of the time. It undertakes a methodical procedure to guarantee the local, regional, national and global needs under the supervision of IQAC. All programmes are revised and reviewed periodically which manifests itself in the form of input on the curriculum gathered from various stakeholders.

A structured feedback form, designed by IQAC Documentation and feedback committee, is collected by departments from IQAC office and is circulated among stakeholders such as

1. Students
2. Teachers
3. Alumni
4. Parents
5. Employer

The responses from stakeholders are to be analyzed by the members of the feedback committee and suggestions are to be promptly communicated to various departments. The suggestions from various stakeholders are discussed in

the BOS meeting and necessary changes are recommended to the curriculum. An Action Taken Report (ATR) is prepared by the IQAC. The ATR is approved by the Principal and is duly uploaded in the college website.

Feedbacks

Entry level feedback for students: The purpose of Entry Level Feedback for students is to assess their initial expectations and needs to tailor support services and enhance their academic experience from the start.

Exit Feedback for students: The purpose of Exit Feedback for students is to gather insights on their educational journey and overall experience to enhance institutional practices and student outcomes

Student Satisfaction survey: The purpose of the Student Satisfactory Survey is to gauge students' overall satisfaction with their educational experience and identify areas for improvement.

Alumni/Student Progression Feedback: The purpose of alumni/student progression feedback is to understand the direction of students' career paths post-graduation.

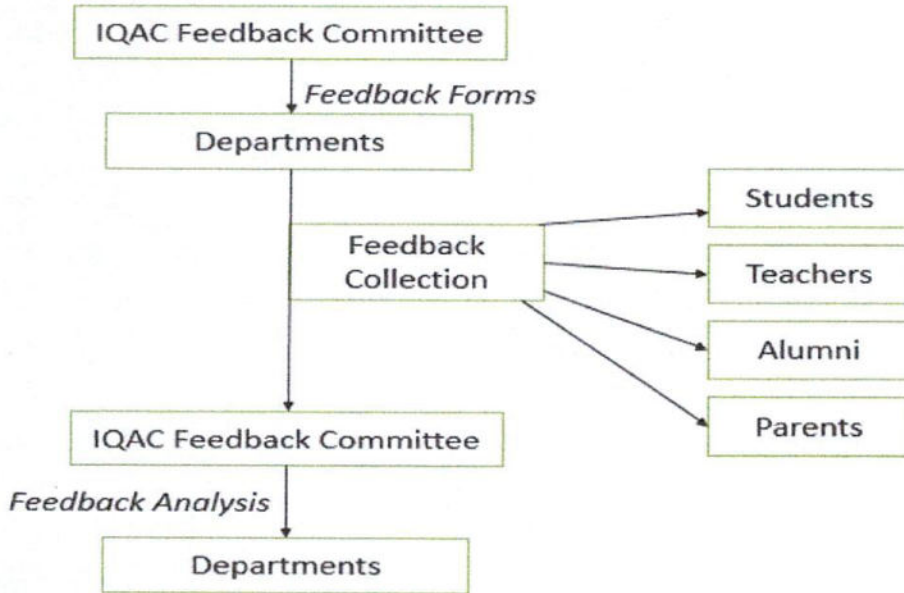
Curriculum Feedback: The purpose of curriculum feedback is to ensure the continuous improvement and relevance of academic programs by incorporating insights from students, faculty, and other stakeholders.

Employer Feedback: keeping in view of accelerating the industry academia linkage, feedback from employers are to be collected on curriculum. by this feedback form we Evaluate the relevance and effectiveness of the program structure, curriculum delivery and skill-building process from the perspective of the industry.

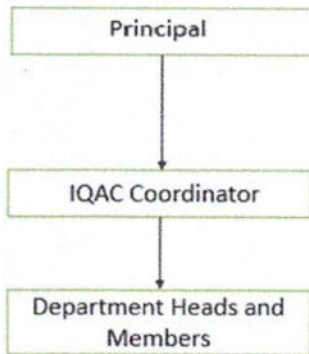
Teacher Assessment Questionnaire: Institution also does the subject wise assessment of teaching and use of teaching methodology of individual teachers and feedback is shared with them.

IQAC feedback and documentation committee makes the forms and revises it from time to time.

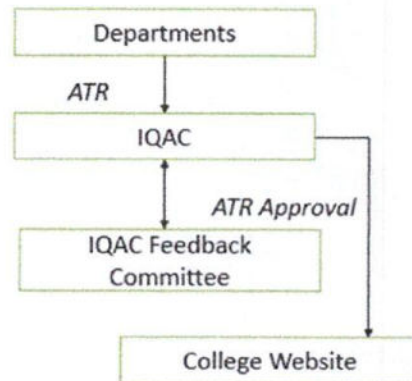
Phase I: Collection and Analysis



Phase II: Approval and Implementation



Phase III: ATR Preparation & Publishing



A.P. Pahi

IQAC coordinator

**Coordinator
IQAC
Sophia College**



Sharda Puri

Principal

**PRINCIPAL, SOPHIA COLLEGE,
BHULABHAI DEASI ROAD,
MUMBAI-400 026.**