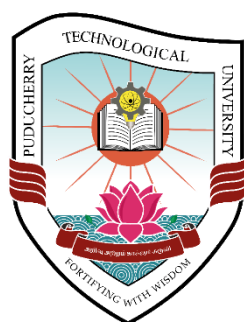


Feedback Policy

(Version 1.0)



PUDUCHERRY TECHNOLOGICAL UNIVERSITY
PUDUCHERRY 605014

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1.Overview and Scope

- 1.1 Puducherry Technological University (PTU) is dedicated to provide a congenial academic environment for nurturing the young minds to take on the challenges posed by globalization and advancements in different areas of Technology.
- 1.2 This policy outline principles and procedures related with obtaining, assessing, disseminating data concerning the quality of learning and overall experience of students in the campus.
- 1.3 PTU uses student feedback to understand the student's perspective of the course/program/facilities and their learning/staying experience which will be helpful in shaping the curriculum and the campus better for learning.
- 1.4 This Policy applies to all University Department courses, students, faculty, staff and academic bodies of PTU.

2. Principles

- 2.1 Feedback should be collected in a systematic manner and will ensure data protection, anonymity and confidentiality of responses.
- 2.2 The analysis of student feedback data enables identification of both the strengths and weakness of course structure, teaching, facilities, assignment, tutorial, test/examination and evaluation procedure.
- 2.3 Student feedback data should be used in ways that will lead to improvements in the student learning experience and will be used for PTU quality assurance and enhancement activities.
- 2.4 PTU rewards faculty obtaining higher score and ensures corrective measure for faculty with lower score in feedback.

3. Procedure

- 3.1 During the Course registration of second to final semester of all UG/PG courses, feedback for previous semester theory and laboratory courses shall be collected in on-line mode. (Refer Annexure I and Annexure II for questionnaire of Theory and Practical feedback courses respectively)
- 3.2 Additionally, during the course registration of all even semester courses, General amenities/facilities feedback shall be collected in on-line mode. (Refer Annexure III for General amenities/facilities feedback questionnaire.)
- 3.3 Alumni feedback shall be collected in on-line mode/pen and paper mode during the Graduation/Convocation and Alumni meet. ((Refer Annexure IV for Alumni feedback questionnaire.)
- 3.5 Parents feedback shall be collected in on-line mode/pen and paper mode during the exit of the student from the program. ((Refer Annexure V for Parents feedback questionnaire.)
- 3.6 Feedback for different courses will be collected from the faculty during yearly Academic Audit and will be submitted to Dean (IQAC) and Dean (Academic Courses) by the Head of the Department in a sealed cover.
- 3.7 A committee chaired by the Vice-Chancellor with Dean (IQAC), Dean(Academic Courses), Dean (Student Affairs) and corresponding Head of the Department will decide on the rewards and corrective measures for faculty based on the feedback score of the course. (Refer Annexure VI for reward and corrective measures)

Annexure I

Feedback- Theory Courses (5-Excellent 4- Very good 3-Good 2-Average 1-poor)

1. Objectives of the course is clear.
2. The course outcomes are well defined and meet course objectives adequately.
3. The course is helpful to get new knowledge, information and perspective in the subject area.
4. The course has motivated me.
5. The teacher covered entire syllabus as prescribed by university in proper pace.
6. The teacher covered relevant topics beyond syllabus.
7. Effectiveness of teacher in terms of technical content/course content, communication skills and use of teaching aids.
8. Motivation and inspiration of students to learn
9. Support for the development of students' skill through practical demonstration and hands on training.
10. The teacher provides feedback on students' progress.
11. Willingness to offer help and advice to students.
12. Teacher encourages independent /logical/analytical thinking.
13. The teacher inspire students for social values and acts as a role model.
14. Test/Assignment/Tutorial questions are of good standard.
15. Test/Assignment/Tutorial help in further understanding.
16. Teacher shares the answers/scheme of evaluation for test and assignment.
17. The evaluation was prompt and impartial.
18. The course is very useful to acquire domain knowledge.
19. Overall, I enjoyed learning the course.

Annexure II

Feedback- Laboratory Courses

(5-Excellent 4- Very good 3-Good 2-Average 1-poor)

1. The practical course is connected with the theory course.
2. Experiments are well defined and meet course objectives adequately.
3. Lab experiments augment the knowledge gained in theory.
4. Teacher provides adequate background material / instructions for carrying out the experiments.
5. Teacher regularly checks observation/evaluate record note books.
6. Teacher is available for whole duration of laboratory hours.
7. Teacher helps the students in conducting experiments.
8. Test/Examination/Viva questions are of good standard.
9. Test/Viva/Examination help in further understanding.
10. The facilities/equipment are adequate and in good working condition.
11. Help provided by the supporting staffs in laboratory is effective.
12. Overall, the laboratory experiments provided good hands-on training and improved my skills.

Annexure III

General Amenities/Facilities feedback (5-Excellent 4- Very good 3-Good 2-Average 1-poor)

1. Classrooms are spacious with good lighting and good ambience.
2. Students desk are adequate and comfortable.
3. Classroom is equipped with modern tools like LCD projector, smart board, etc.
4. Drinking water facility available in the department.
5. Learning materials/e-resources available in university library.
6. Adequate number of copies of text/reference book available.
7. Students are free to access the library during instructional/ non-instructional hours.
8. Rest room / Toilet facilities in the campus are adequate and clean.
9. Medical facilities including ambulance are made available in the campus for simple medical issues and handling emergency cases.
10. Internet facilities with required bandwidth available.
11. The campus has good Wi-Fi facility.
12. Sports track/ground with good facilities made available for athletes/sports person practice.
13. Adequate Co-Curricular and Extra-curricular activities/clubs are available to hone your skills.
14. Adequate canteen facility is available in the premises.
15. Transport facilities are adequate.
16. Banking facilities are adequate.
17. Security facility in the university is adequate.
18. The preplacement training is useful.
19. University provides career guidance and encourages for higher studies and Entrepreneurship initiatives.
20. Overall, I am proud to be a PTU student.

Annexure IV

Alumni feedback

(Strongly Agree, Agree, Neutral, Disagree and Strongly disagree)

Name :

Mobile number & email ID:

Year of Graduation:

Name of the programme studied:

Present Designation and Work Profile:

- 1 Institute prepared me well for my carrier
- 2 Skills/knowledge learnt in the program helped me to reach this present position.
- 3 The institute / faculty helped me in placement / higher education
- 4 The learning ambience at the institute is good
- 5 The curriculum helped me to apply technical knowledge in identifying and analysing engineering problems.
- 6 Sufficient number of co-curricular activities were arranged during my study period
- 7 Institute provided sufficient opportunity to participate in extracurricular activities
- 8 Institute is student-centric in all its Academic activities.
- 9 Institute improved my ability to engage in life long learning.
- 10 Institute improved my communication skills/ and overall personality,
- 11 Institute helped me to understand professional and ethical responsibilities as an engineer.
- 12 Institute trained me to engage in a team as a member/leader in providing solution requiring multidisciplinary approach.
- 13 All the academic processes of the institute are transparent
- 14 Mentoring system in the Institute is good.
- 15 I am proud to be an Alumni of this Institute.

Annexure V

Parent feedback

Please rate the University from Parents perspective

(5-Excellent 4- Very good 3-Good 2-Average 1-poor)

1. Safety of the ward
2. University enforces discipline
3. University infrastructure
4. Quality of teaching
5. Examination system and declaration of result
6. Placement activities
7. Internet facility
8. Transport facility
9. Canteen facility
10. Medical facility
11. Student friendly support system
12. Overall, campus ambience.

Annexure VI

University policy for Reward and Corrective measures

Feedback point in a scale of 5	Grade	Reward/Corrective measure
4.75-5	Exemplary	Letter of Appreciation by The Vice-chancellor
4-4.74	Beyond expectations	Letter of Appreciation by The Dean (Academic Courses)
3.5-3.9	Meeting expectations	-
3-3.4	Not satisfied	Mentoring by a senior professor who has handled the subject and monitoring the improvement
Less than 3	Poor	<ol style="list-style-type: none"> 1. To attend FDP regarding teaching pedagogy 2. Mentoring by a senior professor who has handled the subject and monitoring the improvement