



## Feedback Policy

Mahendra college of Engineering, Salem is always strong to provide quality education with good ambience and environment. To achieve this MCE has an established feedback process mechanism of seeking, collecting, analyzing feedback from different stakeholders 1) Students, 2) Teachers, 3) Employers and 4) Alumni through structured questionnaire for review of Curriculum of all programmes and college ambience. After collection of feedback forms from stakeholders it is properly analyzed and valuable suggestions given were considered, suitable action is taken and the action taken report is submitted to appropriate bodies.

## FEEDBACK COLLECTION PROCESS

- Every year stake holder's questionnaires will be updated on need basis.
- Feedback forms with curriculum and ambience based questionnaires are prepared.
- Feedback forms are shared with stakeholders and specific timeline has been allotted for the collection process.
- The stakeholders are requested to give their answers like Excellent, Good, Fair, Poor and suggestions in the feedback forms.
- For each questionnaire target has been set like 80% which are consider in Excellent and Good.

PROCESS	REMARKS
Feedback collection	Applicable to all final year students, teachers, alumni and employers. Feedback forms are collected.
Feedback receiver	Head of the Department
Frequency of feedback collection	Once in a year
Metrics used for calculation	Excellent(4), Good(3), Satisfactory(2) and Poor (1)
Target (%)	80% (Excellent & Good)
Action taken / Corrective measures taken	Below 80% and suggestions provided by stakeholders.



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## Feedback analysis & action taken process:

- The feedback given by the stakeholders is analyzed.
- The analysis report has been consolidated by stakeholders wise and reviewed in department meeting.
- For each questions target has been set before the feedback collection.
- In the analysis report all the suggestions given by the stakeholders are forwarded to the department advisory board and IQAC.
- If the response is below target level, a special committee will be formed to take necessary corrective action.
- The feedback analysis and action taken report are made available in website.



  
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