

FEEDBACK MECHANISMS PREVAILING AT THE INSTITUTE

The institute has been practicing a 360 degree feedback system accommodating all the stake holders including faculties, students, alumni, employers and parents, to help the individuals and organization to improve their performance and effectiveness.

FACULTY

- For enhancing the curriculum, academic discipline, Teaching Learning process, Research and Extension activities are discussed in faculty meeting which held before beginning of each semester.
- faculty members express their opinion on the teaching learning process, research and extension activities and the same would be debated and discussed.
- The course faculty is empowered to revise the contents for effective delivery for better outcome of course
- The appropriate suggestions are put forward to the respective councils for implementations.

STUDENT

- Feedback provides input for initial corrections in the teaching-learning process, to make the process more effective.
- The student's feedback on the staff will find a place in the performance appraisal system (PAS) of the individual faculty member and the same is evaluated for the sanction of increments.
- The students feedback on Curriculum, Teaching, Learning and Evaluation is discussed in the appropriate forums like Faculty meeting, BOS

ALUMNI

- Alumni is found to be the brand ambassador(s) of our institute, the feedback from them given due considerations by institute.
- exit feedback is conducted by the Alumni association regularly at the end of completion of program
- The consolidated feedback report provides the performances of institute and scope for improvement in institute activities.

EMPLOYER

- Employer feedback on the programs offered are given due credence for effective contents delivery of the program.
- Industrial meet was organized by institute in form of seminar & workshops in which the attainment of program outcome, teaching-learning process are discussed.

PARENTS

- The parents' feedback are also obtained and analyzed on the selected parameters.
- Students' performance is continuous assessed at institute and parents can get the evaluation of its ward at anytime of each semester.

Sinhgad Institute of Business Administration & Computer Application (SIBACA)

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STUDENT FEEDBACK FORMCourse Code/ Batch : _____ Course Title: MBA Semester: _____**Instructions to the Student:**

- Thank you for participating as your feedback is important to us. We want to know if we met your objectives in taking the course, and your suggestions for improvements.
- Your answers will be kept confidential and will not affect your grade for the course in any way.
- Indicate your honest response by entering a “√” mark against e.g. **1=Strongly Ineffective, 5=Strongly Effective** under the appropriate columns.
- Avoid writing names anywhere, so that your identity is not revealed.

	Student evaluation (Please rate from 1 to 5)				
	1	2	3	4	5
Contents of curriculum are advanced and meet program objectives					
Distribution of the contact hours among the course components (L-T-P)					
Course/syllabus has good balance between theory and application.					
Course/syllabus has sufficient number of Generic Elective Courses & Subject (Specialization) Elective Courses					
Course/ programme provide adequate and smooth support for live projects and desk research.					
Competencies expected out of the course are essential for career enrichment					
The faculties' complete the entire syllabus in time.					
The faculties' discusses topics and interact in the class					
The faculties' communicates clearly and inspires me by his/her teaching.					
The faculties' encourages participation and discussion in class.					
The faculties' uses modern teaching aids, handouts, suitable references, power point presentation, web-resources, etc.					
Program is effective in enhancing team-working abilities.					
Program is effective in developing analytical and problem solving skills.					
Environment in the institute was conducive for learning					
Periodical assessments of each subject are well planned and conducted as per schedule.					
Encouraging academic interaction through this evaluation.					
Internal Tests and external examinations are conducted well in time with proper coverage of all units in the syllabus.					
Evaluation process is fair and unbiased.					
Prescribed books/reading materials are available in the library					
Photocopying facility is available in the institute and on the campus					
Wifi & Internet facilities are available in the institute					
Grievances/problems are redress /solved well in time.					
Functioning and effectiveness of placement cell(s)					
Functioning and effectiveness of computer lab(s)					
Campus in terms of green and eco friendly.					
Campus in terms of adequate water & power supply.					
Suggestions for improvement, if any:					

FACULTY FEEDBACK

FORM-I

This questionnaire is intended to collect information relating to your satisfaction towards the curriculum, teaching, learning and evaluation. The information provided by you will be kept confidential and will be used as important feedback for quality improvement of the programme of studies/institution.

Directions:

For each item please indicate your level of satisfaction with the following statement by choosing a score between 1 and 5. (1 – Strongly Disagree, 2 - Disagree, 3 – Neither Agree nor Disagree, 4 – Agree, 5 – Strongly Agree)

Curriculum, Teaching, Learning and Evaluation	1– Strongly Disagree	2- Disagree	3– Neither Agree nor Disagree	4– Agree	5– Strongly Agree
Syllabus is suitable to the course.					
Aims and objectives of the syllabi are well defined					
The course/syllabus has good balance between theory and application.					
Course/syllabus has sufficient number of Generic Elective Courses & Subject (Specialization) Elective Courses					
The books prescribed/listed as reference materials are relevant, updated and appropriate.					
Infrastructural facilities, such as faculty's rooms, class rooms, reading rooms and toilets are available in the institute.					
Tests and examinations are conducted well in time with proper coverage of all units in the syllabus.					
Freedom to propose or suggest and incorporate relevant topics in the teaching.					
Freedom to adopt new techniques/strategies of teaching such as presentations, group discussions and learners' participations.					
Freedom to adopt/adapt new techniques/strategies of testing and assessment of students.					
The environment in the institute is conducive to teaching and research.					
The administration is faculty friendly					
The institute provides adequate and smooth support for upgrading skills and research facilities.					
Provisions for professional development are non-discriminatory and fair.					

Suggestions if any:

ALUMNI FEEDBACK FORM

We shall be thankful if you can spare some of your valuable time to fill up this feedback form and your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institute.

Alumni Name :	
Year of Passing out:	Batch :
Communication Address:	
Present Organization:	
Designation:	Present Location:
E-Mail ID :	Mobile:

Attributes	Please Tick				
	Excellent	Very Good	Good	Average	Poor
(Rate courses on the basis of)					
Facilitating an understanding of the theory and practical					
Facilitating/ learning teamwork					
Facilitating an experience of the real world					
Facilitating/ developing innovativeness					
Developing the core competence in your chosen area/ specializations.					
Special Training Programs for bridging Industry/Academic gap					
Caliber of students passing out of this Institute					
Co-operation and support received by administration staff members					
Assistance provided for getting Internships & placement opportunities					
Overall experience with cultural activities					
Infrastructure & Lab facilities					
PLEASE COMMENT ON THE FOLLOWING:					
If you are invited to deliver A Guest Lecture/A Special Talk/A Motivational Session for your juniors, will you be interested?					
Have you participated in any Alumni meet as of now?					
Do you receive communications from the institute through Mails/ Calls/SMS etc?					
Any other suggestions/comments:					

EMPLOYER FEEDBACK FORM

Dear Employer,

Many Alumni of our Institute have already been working with you. We are thankful to you for providing them employment with your prestigious Company/ Organization. The survey is intended to assist SIBACA for preparing students for the work environment and will better serve your company and industry needs.

Company Name /Address:: _____
Person Completing Form: _____
Number of Alumni of the Institute employed by you :
Number of Alumni of the Institute working with you :

Tick the number that best describes your level of satisfaction about your employee(s) (who are past students of this college) at each point given below:

	Excellent	Very Good	Good	Satisfactory	Poor
Planning and organization skills					
Communication skills and Soft Skills					
Obedience and relationship with Seniors					
Leadership, Team spirit and Initiative					
Relationship with peers / subordinates					
Innovativeness & creativity					
Self-motivated and taking on appropriate level of responsibility					
Overall satisfaction with SIBACA students					
Overall satisfaction with SIBACA curriculum					
How could our programs be improved?					
What specific comments do you have regarding the curriculum?					
Any other comment(s):					
Would you like to recruit more SIBACA student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please add any reasons/comments in the box below		
Would you refer us to other organization(s)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If no, please add any reasons/comments in the box below		

Suggestions if any : _____

PARENTAL SATISFACTION FEEDBACK FORM

Dear Parents,

The SIBACA binds itself for providing a dynamic academia in-line with industry to inculcate professional skills. To peruse excellence in every aspect your valuable inputs will be of great use to improve the quality of our academic programs and enhance the credibility of our Institute.

Parent Name:	
Educational Qualifications:	Occupation/ Employment:
Contact Details:	Email:
Name of the Ward:	Batch : _____

	5: Excellent	4: Very Good	3: Good	2: Satisfactory	1: Poor
Teaching-Learning Environment					
Wards academic performance					
Curriculum of the programme					
System of Monitoring Student's Progress					
Competence & Commitment of Faculty					
Encouraging academic interaction through evaluation					
Course structure facilitating an experience of the real world					
Institutional sensitivity towards new skills/ techniques apart from those included in the curriculum					
Learning Resources such as Library, Internet, Computer					
Overall infrastructure facilities at the institute					
How could our programs be improved?					
What specific comments do you have regarding the curriculum?					
Any other comment(s):					