

**SOP**

**Feedback on Curriculum**

## **SOP for Feedback on Curriculum (2020- 2021)**

### **Objective:**

To describe the process of collection of feedback from various stakeholders on various aspects of a curriculum.

**Responsibilities:** The department of Academic affairs/IQAC would release the feedback forms with the help of IT department to the following stakeholders.

- Current batch of students
- Teaching faculty of various Institutes
- Alumni
- Professionals / Employer of passed out students
- Parents of students currently studying

### **Process of construction and validation of feedback forms:**

A committee is formed constituting members from Academic affairs, IQAC, UDHPE, Examination center of the University.

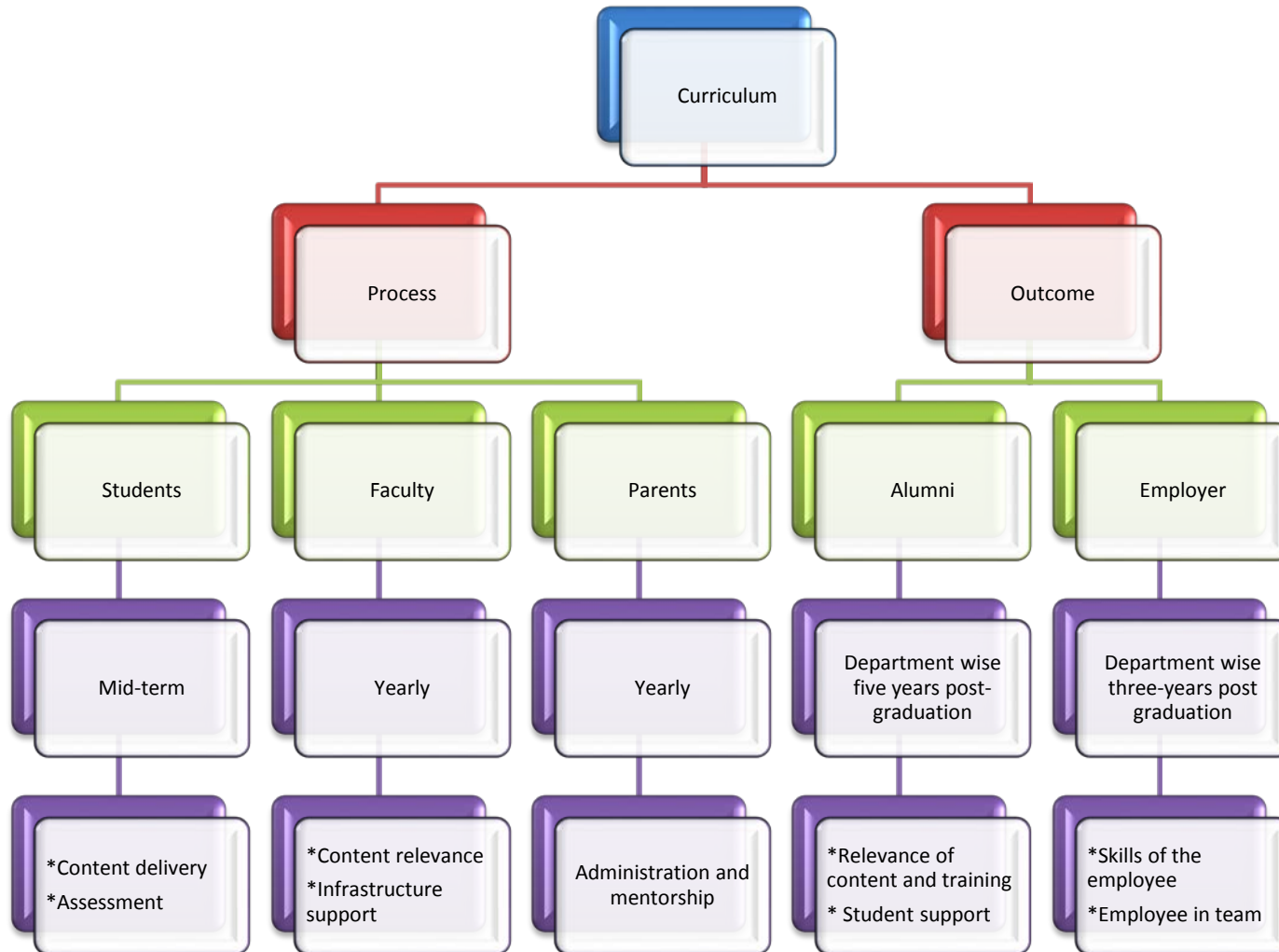
### **Responsibilities of the committee:**

- Academic affairs, KAHER is responsible for arranging the meeting of the committee.
- Every member should work on the terms and works assigned in the meetings.
- The feedback forms are prepared as per the following distribution

<b>Items on</b>	<b>To whom</b>	<b>Number of items</b>	<b>Contribution</b>
Content delivery	Students	5-6	Academic affairs
	Alumni	3-4	
Assessment	Students	4-5	Examination center
Content relevance	Faculty	5-6	Academic affairs
	Alumni	3-4	
Infrastructure support	Faculty	5-6	IQAC
Institution administration	Parents	7-8	Academic affairs
Mentorship	Parents	3-4	Academic affairs
Student support	Alumni	3-4	UDEHP
Competency of employee (Our student)	Employer	2-3	Academic affairs
		6-7	UDEHP

- The questions thus prepared are compiled and reviewed by all the members. The questions are modified to increase the clarity of the questions. Duplicate questions are removed.
- The feedback forms are submitted to higher authority for validation and approval.
- The accepted feedback forms are submitted to IT department for processing.
- The E-forms are integrated to University LMS/website.

**Process of collection of feedback:** The forms are distributed as per the conceptual framework



- The feedback forms are sent to only 30% of each stakeholder, who are randomly selected by the computer.
- The IT department will maintain the confidentiality on who has been chosen for the feedback. The anonymity of the person increases the validity of the feedback.
- At the same time IT department will remind the defaulters to provide feedback within a period of three days of administration of form. In case of non-response, the candidates are reminded through repeated E-mail/ SMS for a period of 1 week.
- The responses thus obtained are analyzed and forwarded to Department of Academic affairs, KAHER.
- The Qualitative data is analyzed manually.

**Submission of Analyzed data:**

- The analyzed data is forwarded to IQAC department, KAHER.
- The constituent colleges are also given segregated data from the IT department to utilize it for Curriculum revision/ enrichment.