

MRMCW/Policy/JAN-2018/09

Malla Reddy Medical College for Women
POLICY FOR CURRICULUM FEEDBACK

INTRODUCTION

Malla Reddy Medical College for Women is committed to collect feedback from all stake holders, for assessing and improving the curriculum, and to achieve the set academic goals. This policy document outlines the procedures and requirements for obtaining and maintaining the feedback.

OBJECTIVES

1. To collect feedback regarding the curriculum regularly from all stakeholders as approved in the Board of Governance- students, professionals, alumni, employers & teachers.
2. Analysis of the feedback collected.
3. Changes to be made in the curriculum, as required.

METHOD OF COLLECTING THE FEEDBACK& RESPONSIBILITIES

1. Finalization of questionnaire and method of deployment- done by Dean, IQAC coordinator, criterion 1 convener, feedback convener.
2. Online feedback creation sending mails/links to stakeholders- Feedback coordinator.
3. Data submission of stakeholders- Feedback collected by criterion 1 convener and feedback convener.
4. Feedback compilation, analysis & preparation of action taken report (ATR)- Anonymous report is presented in the college council meeting and ATR is prepared based on suggestions received, and the feasibility of implementation.
5. Approval of ATR & feedback analysis report- ATR and feedback analysis report is approved in the Governing Council meeting.

FEEDBACK PROCESS TIMELINE

S No	Stakeholder	Timeline
1.	Students	End of academic year (for 2 weeks)
2.	Teachers	End of academic year (for 2 weeks)
3.	Alumni	All year round
4.	Professionals	Immediate (all year round). Eg: Following Board of Studies meeting, Exam duty etc.
5.	Employers	All year round
6.	Initial response compilation, anonymization	Within 2 weeks of ending response collection
7.	Curriculum committee meeting and action taken report	First curriculum committee meeting for that academic year.
8.	Further processing of feedback analysis report and action taken report	Next scheduled Governing Council meeting

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