



**SANDIP**  
FOUNDATION



**Sandip Foundation's**

**Sandip Institute of Engineering &  
Management, Nashik**

*Affiliated to Savitribai Phule Pune University (SPPU)*

*website: <https://siem.sandipfoundation.org/>*

**Action Taken Report  
2019-2020**

# **Feedback Mechanism**

Performance of Institute is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the institute is reforming good performance and imparting quality education. Hence, the institute imparts policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

## **1. Purpose and Scope**

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the institute.
- Provides space for continuous enhancement of all products, services, facilities and procedures.
- Audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment.
- Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basics.

## **2. Responsibilities**

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and structure for its analysis. IQAC Director and the other faculty members from different departments will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in the institute.

## **3. Stakeholders**

Stakeholders are any person/persons or organization that has associated with the institute. Stakeholders include, but are not limited to:

- Students
- Alumni
- Teaching staff members
- Employers

## **4. Feedback Mechanism**

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through both online and offline methods. Filled feedback forms shall be analyzed by IQAC. Feedbacks are to be collected under following broad head –

Feedback from students	–	Mid of semester
Feedback from Alumni	–	Once/ Twice in a year
Feedback from employer	–	Annually
Feedback from staff	–	Annually
Feedback from parents	–	Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and infrastructure of the institute, and to suggest valuable suggestions in other aspects related to teaching and learning processes.

After the feedback analysis, it shall be forwarded to the competent authority for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.




**Prof.Dr.D.P.Patil**  
**Principal, SIEM**



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<b>Sr. No.</b>	<b>Findings of the feedback collected from various stockholders</b>	<b>Action Taken</b>
<b>1</b>	<b>Online video lectures should be made available</b>	<b>Planning of video lecture preparation and recording is done. Necessary training and equipment's are provided</b>
<b>2</b>	<b>Faculty who got the feedback more that 90 % regarding teaching &amp; learning process</b>	<b>The letter of appreciation should be given</b>
<b>3</b>	<b>Faculty who got the feedback less than 75% regarding teaching &amp; learning process</b>	<b>The letter of improvement should be given to Faculties.</b>

  
**Prof. Dr. D. P. Patil**  
**Principal, SIEM**

