

# Dinsha Patel College of Nursing, Nadiad

## National Assessment and Accreditation Project (NAAC)

**Title of the Committee:** Feedback & Survey Committee 2019 - 2020

### **1. Details of committee members:**

- Mr. Virendra Jain (**Chairman**)
- Ms. Sachi Christian (**Secretary**)
- Ms. Sanjana Bhatia
- Mr. Nickon Das
- Ms. Neha Parmar
- Ms. Mural Christian
- Ms. Kiran Dolia
- Ms. Khushbu N. Patel
- Mrs. Paras Savaliya
- Ms. Bansari Trivedi
- Ms. Dhara Vyas
- Mr. Kailash Nagar

### **2. Overview**

- Dinsha Patel College of Nursing, Nadiad understands that teaching-learning system followed by an educational institution needs continuous refinement. To capacitate this process of continuous refinement, the institution shall adopt a Feedback and Survey system that takes suggestions from Students, Teachers, Parents and stakeholders of each programmes each Year. This eventually helps to fine-tune the teaching-learning process and the curriculum.
- The institution shall follow a well-defined and formal feedback system implemented at different levels.
- The feedback from students regarding the quality of teaching and curriculum shall be collected in end of every year through the each class and department. Teaching index value is calculated by the system for each teacher.
- Student feedback regarding the teaching-learning process is also collected from students at the end of academic year.

- At the end of each academic year students are required to complete a annual exit survey. In this, students will be required to respond to questions that examine how effective the teaching-learning process was in aiding the student attain the respective course outcomes.
- Employer surveys shall be conducted every year to gather information about the key strengths and weaknesses of students that they have recruited from this college. Employer survey is a key component in deciding skills the students lack expertise in. The course delivery shall be modified to alleviate these shortcomings for the forthcoming batches of students. Furthermore, feedback from recruiters shall be collected by the feedback and survey committee.
- Alumni feedback is another important component of the feedback system. Dinsha Patel College of Nursing is an institute having one of the strongest alumni networks. Alumni of the institution span across the globe and are well connected with the institution through alumni associations. Feedback from this nexus, comprising of individuals from all spheres, has been imperative in improving the quality of education over the years. Feedback shall be collected from alumni periodically through appropriate means.
- For the overall improvement of the character of a student, the institution shall take feedbacks from parents and guardians. These shall be gathered during PTA (Parents Teacher Association) meetings and stakeholder meetings.
- These collected feedback forms shall be consolidated and discussed in Department level committee meetings to decide the necessary actions needed at Department level. The consolidated reports shall be presented at institution level committee meetings. The feedback shall be used to scrutinize and refine the policies so that institution moves closer to its vision.

### **3. Objectives of Committee:**

The broad objectives of Feedback & Survey Committee are to:

1. To assess the success of academic provision in relation to the expectations of student regarding curriculum.
2. To provide feedback to lectures in order to improve delivery and content of the study subjects.
3. To significantly increase alumni interaction with the institution.
4. Fostering and keeping alive loyalty to the institution and creating concern for its welfare.
5. Inculcate exchange of ideas among alumni and between alumni and students.
6. To assist current students to achieve their goals by means of mentorship and scholarship setup through Alumni.

7. To provide students with the opportunity to comment on the quality of their learning experiences.
8. To assess the satisfaction of the parents with the curriculum and facilities in the college.
9. To find out the lacking points from the employers for betterment in future.

#### **4. Role and Responsibilities**

Overall role and responsibilities of all members are:

1. To maintain an up-to-date and detailed database of the feedback.
2. To implement the final result of feedback analysis in the curriculum system.
2. To highlight the success of alumni to improve the credibility and reputation of the College.
3. Plan and promote a platform for interaction between all stakeholders of DPCN.
4. Promote the interests and welfare of alumni association.
5. Maintain healthy relationship with the all stakeholders.
6. Assist management in creating an environment in the college which is enables students to have far-lasting memories.

#### **5. How Does Feedback Obtained**

Students, teachers, alumni, employers and parents are invited, by mean of an email or SMS providing link and other methods, to complete a brief online/offline feedback form, on an anonymous basis, towards the end of selected academic year. This process occurs yearly basis towards the end of the academic year in August/ September. In each case, feedback is collected after students have been assessed on that particular subject/ curriculum but prior to publication of results.

#### **6. Focus of the Student Feedback Form**

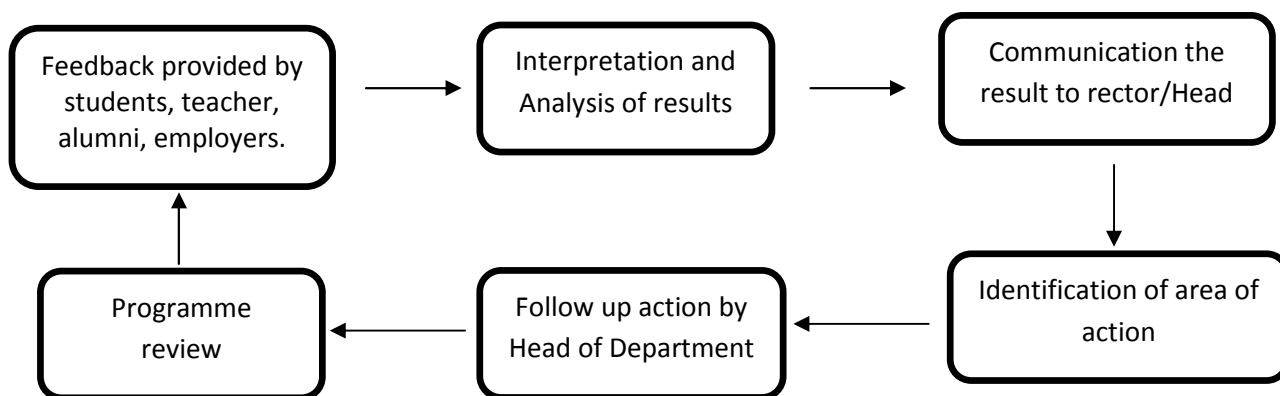
The student feedback form focuses on the following issues:

- General questions on the syllabus or subjects/curriculum
- Comparison between study syllabus description and actual delivery
- Teaching and Lecturing methodology
- Lecturer attributes
- Method of assessment
- Administration and resources
- Any additional comments

## 7. Anonymity of Student Feedback

- The student feedback exercise is entirely confidential and anonymous. The following procedures have been put in place to maintain anonymity and to ensure that students are not adversely affected by the feedback they submit.

## 8. Feedback Process



## 9. Responsibility/work distribution details

Sr. No.	Faculty Name	Role and Responsibility
1	Mr. Virendra Jain (Chairman)	Overall supervision of work progress and guidance
2	Ms. Sachi Christian (Secretary)	Maintain record and report (Documentation) Planning related to feedback system Compilation of the analysis feedback data. Follow up the work progress
3	All class coordinators	Collection and analysis the feedback from the allotted classes.

## 10. List of the records

1. Meeting Register
2. Class and course wise fill up feedback form details file
3. Feedback analysis details file
4. Circular file
5. Implementation and action taken record file

**Sign of Principal**  
**Mr. Virendra Jain**