

Content

1.4.2

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NAAC Criteria-1

AQAR 2017-18

List of Supporting Documents

Item No.	Content
1.4.2	How the feedback obtained is being analyzed and utilized for overall development of the institution

1.4.2


Feedback Process followed by the Departments

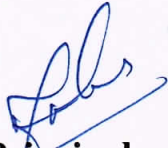
Institute has a mechanism of obtaining feedback from students and stakeholders on curriculum. The institute takes regular feedback from industry, alumni, students, and parents.

The feedback from the students regarding the faculty, facilities and other entities are taken once in a semester.

The feedback from the students regarding faculty, facilities and other entities are taken at the end of semester. Detail analysis of this feedback is carried out. Also faculty collects the feedback and problems of students during counseling meetings. They report it to HOD. HoDs and Vice Principal convey this information to the Principal. In the meeting of the Principal with the management, this information is discussed. Based on these discussions, activities are revised. Periodic meetings with alumni, parents, students and staff ensure that all the stakeholders are aware of the college activities.

Feedback from other stakeholders i.e. alumni, parents, employer is collected once in a year. Analysis of this feedback is carried out. Based on received feedback, the Institution takes corrective measures to improve its performance. The comments of stakeholders are also communicated to University authorities through workshops, meeting of Dean, Vice Chancellor, and officers of Academic Council. The faculty who is involved in curriculum development gives the feedback to the core group formed by the University.


Head of Department
H.O.D. (EXTC Dept.)
P. R. Pote (Patil) College of Engg. & Management
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Principal
Principal
P. R. Pote (Patil)
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Amravati.

**P. R. Pote (Patil) College of Engineering & Management,
Amravati**

Activity/ Feedback Action Taken Report Format

The Action Taken Report (ATR) is compiled after completion of activities. Activities may include, meetings, feedback collected and analyzed. It states the various actions based on the discussions/responses. It is usually submitted after a time gap. This ensures that there is adequate time to act on the matters discussed in the report.

ATR For Subject Faculty Feedback:

- Decide the threshold value where action taken report is generated.
- Action taken measures may be for feedback received above and below the threshold value of Feedback.
- Under action taken- Appreciation letter, show cause letters to be mentioned
- Action taken statement to be prepared for the competent authority for example "Feedback is communicated to competent authority"
- Action taken is suggested from Head of Department to the individual faculty for example "The teachers were advised to strengthen the areas of concern highlighted in the student feedback report by attending concerned refresher programs, STTPs, FDPs etc."

ATR For Activity Feedback:

- Decide the threshold value where action taken report is generated.
- Action taken measures may be for feedback received above and below the threshold value of Feedback.
- Action taken statement to be prepared for the competent authority for example "Feedback is communicated to competent authority"
- Action taken is suggested from Head of Department/ Activity in charge for the participant's issues raised/suggestions/lower attainment of questions.

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Action Taken Report

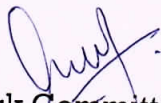
Name of Department/Facility: Electronics & Telecommunication Engineering

Name of Activity: Analysis of student feedback on curriculum

Feedback Taken on: 05/04/2018

Feedback Analyzed on: 11/04/2018

SN	Participant's issues raised/suggestions/lower attainment of questions	Observations	Action Taken
1.	Participant's suggestion regarding increase in library hours during university examination.	----	Issue Conveyed to Library office


Feedback Committee Coordinator


HOD/IQAC Coordinator


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