

Pravara Institute of Medical Sciences
(Deemed to be University)
Lone Bk. , Dist.- Ahmednagar, Maharashtra PIN- 413736

No.PIMS/R/2019/ 1719

Date :- 01.10.2019

NOTIFICATION No.62/2019

Sub:- Standard Operating Procedure (SOP) /Rules governing Feedback Analysis, Action Taken Report & Follow Up.

Ref.:- Approval of BOM - PIMS-DU vide Resolution No. BOM/ 28(a) /2019 dtd 28.09.2019.

The Standard Operating Procedure (SOP) /Rules governing Feedback Analysis, Action Taken Report & Follow Up (Systems & Processes) is hereby notified by the University

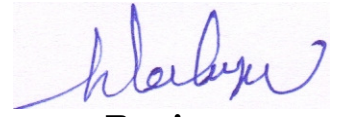
All the Heads of the Institutions/ Colleges/Centres shall implement the same at their colleges w.e.f. 01.09.2019 and onwards. They shall comply with the Rules and Procedures laid down and approved by BOM.

The students will be eligible to appear for the examination when they produce a certificate issued by the HOI that he / she has given their feedback for the said year / term.

The Feedback process is compulsory for teachers also and will be one of the components for Annual Performance Appraisal. For any clarification HOIs may contact the Registrar PIMS-DU / University Coordinator for Feedback Analysis.

[The HOIs shall arrange to take the feedback from students of II term of 2018-19 academic year and for teaching staff academic year 2018-19 ie feedback of preceding term / year and for further term and year as per SOP].

By order



Registrar

Encl. SOP/ Rule Governing Feedback Analysis as approved by BOM

Copy to

- 1. Dean / Principal / Director - RMC, RDC, CON, COPT, CSM, CBT for implementation**
- 2. Copy respectfully submitted to - Pro Chancellor - PIMS-DU
Vice Chancellor - PIMS-DU**
- 3. The Controller of Examination and Finance Officer PIMS-DU**

Pravara Institute of Medical Sciences
(Deemed to be University)
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Standard Operating Procedure (SOP) /Rules governing Feedback analysis, Action taken Report & follow up (Systems & Processes)
 w.e.f. 2019-20

NOTIFICATION No.62/2019

I. Preamble:	Feedback Analysis plays an important role in quality assurance. Hence the educational institutions must follow standard operating procedure to use inputs from students, parents, teachers and professionals for improvement in quality of teaching learning process, infrastructure and learning resources so as to produce competent health professionals
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II. Overview of feedback process:

- As a means of Quality assurance, feedback analysis of various stakeholders has primary importance. Hence all higher education institutes must follow structured standard format to obtain feedback from stakeholders including students, teachers, employers, professionals, alumni and parents.
- The Head of the College / Institution / Centre shall be responsible for the implementation of this SOP (Processes and Systems) .
- **The institute/college shall ensure the feedback and its analysis from the following stakeholders:**

Sr. no	Stakeholder	Frequency	Sample	Standard form	Digital/online
1	Students-UG & PG	6 monthly	All students	yes	yes
2	Outgoing PG students outgoing UG students	yearly, after final University exam	All outgoing UG & PG students	yes	yes
3	Interns Exit feedback	Once a year, at the time of completion	All interns	yes	yes
4	Teachers	Once a year	All teachers	yes	yes
5	Peers / External Examiners, Resource Persons	yearly	Random sample	yes	Digital or / and Manual
6	Alumini	yearly	Random sample	yes	Digital or / and Manual
7	Parents	yearly	Random sample	yes	Manual or Digital
8	Professional(experts in the field),Visitors	yearly	Random sample	No	Visitor's Doing or Manual / Written
9	Employers/ Management	yearly	Random sample	No	Manual or Digital

While the feedback from all the students and teachers is expected to be taken at regular interval i.e. 6 monthly/ or yearly, feedback from other stakeholders can be taken randomly once a year.

For obtaining feedback either through manual or digital process, there is need for having data templates comprising of questions to elicit feedback in specific and unambiguous manner from all stakeholders.

III. College Level Committee for Feedback Analysis and its Function.

There is a need to have a Committee at each constituent College / Centre under PIMS-DU, consisting of Head of Institute/ College as Chairman and college Coordinator as member secretary. The Head of the College will nominate required members of the Committee from various departments.

It will be responsibility of all the Heads of College / Centre to ensure the following through College Feedback Committee:

1. To obtain feedback from all students at end of each semester/ term. For example: terms starting from August 2019, first feedback for 6 months August 2019-January 2020 may be obtained in month of February 2020. Yearly feedback then can be taken after declaration of university results, at beginning of new term say in August-September 2020.
2. For Teachers, yearly feedback be obtained before the announcement of University Examination results in July of the year
3. For other stakeholders, randomly chosen sample of around 100 may be sufficient. But more number of stake holders response is welcome.

IV. Role of Heads of Colleges & Coordinators of the Feedback Committee and their teacher members.

1. The Head of the College – Dean / Principal/ Director shall announce the **Academic** schedule for obtaining feedback from students and teachers
2. The **Proforma** for obtaining the Feedback from stake holders are given in Annexure s.
3. The online submitted forms are analyzed using software's with help of **IT department**. The tables and graphs are made for each annexure/ questions and inferences and conclusions are drawn.
Each college coordinator is having unique username and password through which he/she can access the information.
4. **The report is prepared** by respective Feedback Committee headed by Dean/Principals. **It is presented** in respective college council meetings

by respective coordinators. **Action Taken Report** to be prepared by respective Dean/Principals.

5. Respective coordinators to present the summary of report and ATR in University meeting under the Chairmanship of Hon. Vice Chancellor.
6. The HOI and the college committee shall ensure that all their students (U.G. , PG) give feedback twice a year and all their teacher once a year. For others random sampling nearing to 100 for each stake folder is expected. Hence it is mandatory for students and teachers. It shall be linked to their admission to next year, appearance for next exam, in

V. Role of University Coordinator for feedback Analysis system (nominated by the PIMS-DU)

1. To finalize feedback formats and make them available to respective coordinators of the College.
2. To offer suggestions and review feedback process from time to time.
3. University Coordinator will compile reports of all colleges with ATR presented before the university level committee and further check them, arrange them and forward it to IQAC . He shall present all the consolidated report before university authorities.

VI. Role of IQAC:

1. To put up consolidated reports to Hon. Vice Chancellor, who then forwards it to BOM with his remarks/remedial actions, thus completing the cycle.
2. To publish relevant part of report in University Annual Report.
3. To upload on university website (formats, report, ATR on feedback).

Flow chart of feedback process:			
1	Level 1	Heads of Institutions & coordinators	To ensure collection of Feedback as per determent schedule and Analyses it and Take Action – ATR
2	Level 2	University level coordinator & IT cell	To ensure availability of Formats online. IT cell to provide all IT facilities consideration of all Report
3	Level 3	IQAC	Forward reports to Vice Chancellor, Publish relevant part in University Annual Report & to upload report on website
4	Level 4	Hon.Vice Chancellor & BOM	To take appropriate decisions as per ATR related to infrastructure, learning resources and other aspects of educational environment

VII. METHODOLOGY:- The IT cell will provide all necessary digital facilities (hardware and software) and IT experts in process of obtaining feedback digitally and help in analysis of the same Online Student feedback submission procedure for students

1. The links to the Online Student Feedback forms will be posted and available in a students dashboard inbox according to the Online Student feedback schedule.
2. The feedback form links in student dashboard will be active and visible only for the specified period of time, from Feedback Start Date and time to Feedback End Date and Time.
3. Students have to submit their feedback responses before expiry of the specified period of time (before cutoff date and time).
4. After expiry of specified period of time , the feedback links will be invisible and deactivate automatically.

The student can submit their feedbacks online by either login to...

A) TCS 'iON mTOP' mobile app on Android / iphone Smart phones.

Or

B) TCS iON Self Service web page in Google Chrome / Mozilla Firefox web browser on smart phones / laptop / desktop.

Note: Students can get their username and password from their respective college's Student Section.

The web link to the 'TCS iON Self Service' web page is available in PIMS-DU University website www.pravara.com, under the heading 'ERP Login For ...', the link text 'Students'.

A) The Student Feedback submission process by using TCS 'iON mTOP' mobile app.

1. Login to the mTOP mobile app by using username and password.
2. Select the Digital Campus icon in iON mTOP window. [iON mTOP' Screen Shot : 1, Page No. 5]
3. Select Feedback Menu item on Digital Campus window. [iON mTOP' Screen Shot : 2, Page No. 5]
4. All pending feedbacks will be listed in Pending Feedback window with their Feedback name, Window Name, Feedback Start Date and Feedback End Date. [iON mTOP' Screen Shot : 3, Page No 6]

5. Click on Respond button of a desired feedback from the pending feedback list to open respective feedback submission form.
6. Fill the feedback form completely and click the submit button to submit the feedback. ['iON mTOP' Screen Shot : 4 & 5, Page No 6,7] The questions marked with * are the compulsory questions.
7. On successful submission of feedback, the submitted feedback will automatically be removed from the pending feedback list.
8. Following online feedbacks can be submitted online by using TCS'iON mTOP' mobile app.

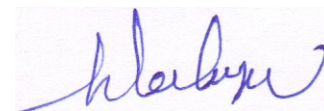
Note: The TCS 'iON mTOP' mobile app do not support online submission of Feedback on Faculty Member (Involved in Teaching / evaluation / Extension / outreach activities), for online submission of this feedback please use TCS iON Self Service through web browser on mobile / desktop / laptop.

B) The Student Feedback Submission process by using TCS iON Self Service in web browser.

1. Login to the self service.
2. Click on Submit Feedback menu item.
3. In submit feedback window, keep all input text boxes empty and click on Search button to list all pending feedbacks. [TCS iON Self Service Screen Shot : 1, Page 7].
4. All the pending feedback will be listed in search list. The search list will display Feedback name, Feedback type, Feedback For, Window, Window start date, Window end date, status, action. . [TCS iON Self Service Screen Shot : 2, Page 8]
5. To select and feel a particular feedback form from the pending feedback list, lick on the submit action button of a respective feedback. It will open a page with Instructions to Submit Feedback. [TCS iON Self Service Screen Shot : 2, Page 8]
6. Click on **click to proceed** button on 'Instructions to Submit Feedback' page. [TCS iON Self Service Screen Shot : 3, Page 8]
7. Fill the feedback form completely and click the submit button to submit the feedback. Save All button can be used to temporarily save the partially filled feedback.[TCS iON Self Service Screen Shot : 4, Page 9]
8. On successful submission of feedback, the submitted feedback will be automatically removed from the pending feedback Search – list (Refresh the list to remove all submitted feedbacks from pending feedback search list).
9. Following online feedbacks can be submitted online by using TCS iON Self Service.

**VIII. FEEDBACK FORMATS APPROVED BY UNIVERSITY ARE
ENCLOSED AS ANNEXURE**

Annexure- I	Feedback format from students
	A. Feedback on Infrastructure and Learning Resources.
	B. Feedback on Curriculum – Syllabus and Co-Curricular Aspects
	C. Feedback on Departmental Teaching Learning Process
	D. Feedback on Faculty members
Annexure – II	Feedback from Out- Going Students (Exit feedback). A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – III	Feedback from Interns A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – IV	Feedback from Teachers/ Faculty Members A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – V	Feedback from Peers / Resource Persons / Examiner (External)/ Employers A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – VI	Feedback from Alumni A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – VII	Feedback from Parents
Annexure – VIII	Professionals / Dignitaries on their visit to Institutions
Annexure – IX	Feedback from Employers - Management



**Registrar
PIMS-DU**

Pravara Institute of Medical Sciences (Deemed to be University)

ANNEXURES : *Formats for obtaining Feedback from stakeholders*

Annexure- I	Feedback format from students
	A. Feedback on Infrastructure and Learning Resources.
	B. Feedback on Curriculum – Syllabus and Co-Curricular Aspects
	C. Feedback on Departmental Teaching Learning Process
	D. Feedback on Faculty members
Annexure – II	Feedback from Out- Going Students (Exit feedback). A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – III	Feedback from Interns A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – IV	Feedback from Teachers/ Faculty Members A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – V	Feedback from Peers / Resource Persons / Examiner (External)/ Employers A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – VI	Feedback from Alumni A. Feedback on Academics, Facilities, Support and Services B. Feedback on Curriculum, Syllabus and Co-Curricular Aspect
Annexure – VII	Feedback from Parents
Annexure – VIII	Professionals / Dignitaries on their visit to Institutions
Annexure – IX	Feedback from Employers - Management

Pravara Institute of Medical Sciences (Deemed to be University)

ANNEXURES : Formats for obtaining Feedback from stakeholders

Annexure – I – Feedback format for students

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given by the students be assessed by taking averages.

		Poor Excellent				
A.	Feedback on Infrastructure and Learning Resources.					
Sr. No.	Question	1	2	3	4	5
1	Basic learning resources (Lecture theaters, library, e-learning, Museum, skill lab, Practical labs etc.)					
2	Clinical learning resources (hospital patients, support services, investigation & super-specialty facilities)					
3	Community learning resources (adopted community/field visits, health centers, MD camps, NSS)					
4	Hostel Facility (accommodation, mess, gym, 24*7 water, electricity & security)					
5	Campus amenities with sports facilities (canteen, playground, garden, roads, bank, ATM)					
	Opinion/Suggestions:.....					
B.	Feed Back on Curriculum – Syllabus and Co-Curricular Aspects					
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude, Communication Skill, Employability and Entrepreneurship					
4	Curricular Enrichment through Value Added Programmes / Training / Workshops to enhance Skills, competence and Professionation					
5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation Programmes					

6	Coverage of relevant and important topics like Environment, Climate Charge, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum					
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.					
	Suggestion and Recommendations on curricular Aspect / Syllabus					
C.	Feedback on Departmental Teaching Learning Process.					
Sr. No.	Question	1	2	3	4	5
1.	Advance teaching plan & its timely completion (Academic Calendar & Time Table):					
2.	Competencies, Learning Objectives and Course outcomes informed & discussed					
3.	Learning resources (museum, lab, PPT & question bank, community, health centers):					
4.	Teaching leaning methodologies (syllabus-content, depth & innovative methods (viz. PBL, integrated teaching, seminars, quiz, research etc.):					
5.	Evaluation (fairness, transparency post assessment discussion in internal assessment):					
6.	Mentoring, Counseling & guidance for overall development					
7.	Extra guidance for excellent & weak students					
8.	Opportunities for student exchange, Externship & educational visits					
9.	Co-curricular extracurricular activities (NSS, guest lectures, health day celebration etc.):					
10	Guidance for employability & improvement of skills (soft/life skills etc.):					
	Opinion / Suggestion:					
D.	Feedback on Faculty members / Teachers					
Sr. No.	Question	1	2	3	4	5
1.	Subject Knowledge, preparedness & Skills:					
2.	Teaching Methodology & approach towards teaching					
3.	Communication Skills					
4.	Use of Information & communication technology, e- resources					
5.	Attitude towards students					
	Opinion / Suggestion:					

Annexure – II – Format for feedback from out-going students (UG or PG) (Exit

Feedback)

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given by the students be assessed by taking averages

Poor Excellent

A.	Feedback on Academics, Facilities, Support and Services	1	2	3	4	5
1	Quality of teachers	1	2	3	4	5
2	Advance teaching plan (academic calendar & time tables):					
3	Learning resources (Museum, lab, PPT & Question bank, community, health centers)					
4	Teaching learning methodologies (syllabus-content, depth & coverage, innovative methods viz. PBL, integrated teaching, seminars, quiz, research etc. :)					
5	Evaluation (fairness, transparency in internal assessment)					
6	Co-curricular extracurricular activities (NSS, guest lectures, health day celebration, Padmanjali etc. :)					
7	Basic learning resources (Lecture theaters, library, e-learning, Museum, skill lab, practical labs etc.) :					
8	Clinical learning resources (Hospital patients, support services, investigation & superspecialty facilities) :					
9	Community learning resources (adopted community/field visits, health centers, MD camp, NSS) :					
10	Hostel facility (accommodation, mess, gym, 24*7 water, electricity & security) :					
11	Campus amenities with sports facilities (canteen, playgrounds, garden ,roads, bank ATM) facilities for student council & cultural activities (Padamanjali)					
12	Curricular enrichment & update of contents, training programs					
13	Quality of Technical / Paramedical / Nursing / Support Staff					
	Opinion/Suggestion:					
B.	Feed Back on Curriculum – Syllabus and Co-Curricular Aspects	1	2	3	4	5
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude, Communication Skill, Employability and Entrepreneurship					
4	Curricular Enrichment through Value Added Programmes / Training / Workshops to enhance Skills, competence and Professionation					

5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation Programmes						
6	Coverage of relevant and important topics like Environment, Climate Change, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum						
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.						
	Suggestion and Recommendations on curricular Aspect / Syllabus						

Annexure – III Format of Feedback from Interns (while getting Internship completion certificate)

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given by the students be assessed by taking averages

A. Feedback on Academics, Facilities, Support and Services

Sr. No.	Question	Poor Excellent				
		1	2	3	4	5
1	Training schedule and Rotation					
2	Training in casualty / ward / OT/OPD					
3	Training in Community Healthcare					
4	Learning & Training from Peers (Senior Faculty Member)					
5	Training on writing case sheets/ Proforma/ Discharge Certificates					
6	Skill Development about clinical practices, practical care Therapeutics, Diagnostics					
7	Professional Development / Competence Development					
8	Facilities provided during Internship at Hospital					
9	Residential / Boarding Facilities					
10	Participation policy for Interns in CME / VAP					
11	Quality of technical / Paramedical Nursing/Support Staff					
	Any suggestions / Opinion					
B.	Feed Back on Curriculum – Syllabus and Co-Curricular Aspects					
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude, Communication Skill, Employability and Entrepreneurship					
4	Curricular Enrichment through Value Added Programmes / Training / Workshops to enhance Skills, competence and Professionation					
5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation					

	Programmes						
6	Coverage of relevant and important topics like Environment, Climate Charge, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum						
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.						
	Suggestion and Recommendations on curricular Aspect / Syllabus						

Annexure – IV Format of Feedback from Teachers / Faculty Members

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given will be assessed by taking averages

Poor Excellent

A. Feedback on Academics, Facilities, Support and Services						
Sr. No.	Parameter	1	2	3	4	5
1	Campus stay and ambience and basic amenities					
2	Avenues for academic and personal growth					
3	Working atmosphere / Academic Ambience					
4	Opportunities for enhancement of K/S/C/A there CME					
5	Educational resources and infrastructure					
6	FDP/FIP/ Professional Development for Teachers					
7	Research facilities and promotion of Research					
8	Research Incentives and Assistance					
9	OOD / Deputation facilities to participate in S/S/C/W					
10	Opportunities in governance of College and PIMS-DU					
11	Recreational Facilities					
12	Medical facilities/ Welfare measures					
13	Quality of technical / Paramedical Nursing/Support Staff					
	opinion/suggestion					
B. Feed Back on Curriculum – Syllabus and Co-Curricular Aspects						
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude, Communication Skill, Employability and Entrepreneurship					
4	Curricular Enrichment through Value Added Programmes / Training /					

	Workshops to enhance Skills, competence and Professionation						
5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation Programmes						
6	Coverage of relevant and important topics like Environment, Climate Charge, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum						
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.						
	Suggestion and Recommendations on curricular Aspect / Syllabus						

Annexure – V Feedback from Peers / Resource Persons/Examiners (External)/

Employers

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given will be assessed by taking averages

		Poor Excellent				
A.	Feedback on Academics, Facilities, Support and Services					
Sr. No.	Question	1	2	3	4	5
1	Overall ambience of campus – Academic, General Professional					
2	Overall infrastructure & ambience of department/ College/ University					
3	Team work and involvement of Faculty and Nonteaching staff					
4	Planning, organization, arrangements and Logistics at Institutions					
5	Systems, Processes, Clinical and learning Resources					
6	Lodging ,boarding and hospitality during stay					
7	Fairness in conduct of examination- Theory valuation & Practical					
8	Remuneration ,communication from university					
9	Overall performance of student and presentation					
10	Academic standards					
11	Event and stage management during scientific Deliberations					
12	Overall ranking of the Institution					
13	Quality of technical / Paramedical /Nursing and Support Staff					
	Opinion/ Suggestion					
B.	Feed Back on Curriculum – Syllabus and Co-Curricular Aspects					
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude,					

	Communication Skill, Employability and Entrepreneurship						
4	Curricular Enrichment through Value Added Programmes / Training / Workshops to enhance Skills, competence and Professionation						
5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation Programmes						
6	Coverage of relevant and important topics like Environment, Climate Charge, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum						
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.						
	Suggestion and Recommendations on curricular Aspect / Syllabus						

Annexure VI Feedback from Alumni

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given will be assessed by taking averages

Poor Excellent

A.	Feedback on Academics, Facilities, Support and Services					
Sr. No.	Question	1	2	3	4	5
1	Overall ambience of campus for academic & Professional					
2	Overall infrastructure of college, hospital and health centres					
3	Standard of faculty and their academics					
4	Standard of support staff (Nurses Para Medicals)					
5	Clinical material and Learning Resources at Hospital, Learning Resources Community					
6	Learning Resources – Library & IT					
7	Experimental learning as Intern / PG/UG student					
8	Facilities Hostel / Residential/ Boarding/ Canteen/ATM cultural development					
9	Schemes for poor and needy patients & facilities for patients					
10	Thrust to overall development of a student					
11	Your overall perception about the College and University					
12	Guidance, Mentorship, Peer Learning, hand holding					
13	Quality of technical / Paramedical /Nursing and Support Staff					
	Opinion/Suggestion					
B.	Feed Back on Curriculum – Syllabus and Co-Curricular Aspects					
Sr. No.	Question	1	2	3	4	5
1	Relevance of Curriculum / Syllabus Their revision and update periodically					
2	Curricular Planning, Design, Development, Transaction and Delivery in their Academic Programmes					
3	Curricular Focus on Knowledge, Skills, Competence, Attitude, Communication Skill, Employability and Entrepreneurship					

4	Curricular Enrichment through Value Added Programmes / Training / Workshops to enhance Skills, competence and Professionation						
5	Orientation towards Syllabus / Curriculum (Content / Delivery/ Transaction / Evaluation) through Foundation / Induction / Orientation Programmes						
6	Coverage of relevant and important topics like Environment, Climate Charge, Demography, Health Determinants, Human Rights, Values and Ethics in the curriculum						
7	Scope for Co- Curricular Activities and Beyond curriculum scholarly Activities. Transaction Like Guest Lecture / Seminar / Assignments / Research / Group Discussion/ Field work / Internship / Community Posting.						
	Suggestion and Recommendations on curricular Aspect / Syllabus						

Annexure – VII Format of Feedback from Parents:

Note:

1. Each question will carry five options on Likert Scale viz poor, average, good, very good & excellent carrying marks of 1, 2, 3, 4 & 5 respectively.
2. An additional open box of opinion/suggestion will be placed at the end.
3. Overall feedback given will be assessed by taking averages

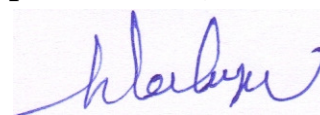
Sr. No.	Question	1	2	3	4	5
1	Educational resources and infrastructure					
2	Communication about academic progress of your ward					
3	Hostel and mess facilities and security for your ward					
4	Campus ,sports culture and extracurricular activities for your ward					
5	Opinion about faculty					
6	Opinion about Administration & management					
7	Opinion about overall personality Development					
8	Opinion about Guardianship, Mentorship, Caretaking, Counselling, career guidance					
9	Overall ranking of institute					
	Opinion/ Suggestion					

Annexure VIII Format for Feedback from Professionals / Dignitaries on their visit to the Institutions

1. To maintain a visitor’s Diary
2. To take the opinion / Remarks/ Feedback as a sheet of the Dairy from the professional , Dignitaries.
3. To clearly mention the name and designation of the Dignitary on visit and date (To be written by the HOI)
4. This Visitors Diary be in the custody of the HOI

Annexure IX Format for Feedback from Employers - Management

This feedback may be in the form of a letter addressed to HOI about the professional and utility of the employees working under them (who are the alumni of PIMS-DU constituted Colleges) and on CDD, Implementation, Delivery, Transaction, Syllabi, Content, Evaluation.



**Registrar
PIMS-DU**