



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
MD (Pathology)
Dean



Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmme.edu.in •E-mail: drpdmmc2007@rediffmail.com

Key Indicator 1.4 Feedback System
Metric 1.4.1
INDEX

| S.N. | Content | Page No. |
|-------------|---|-----------------|
| 1. | Revised Feedback Policy (2022) | 02-03 |
| 2. | Revised SOP for Feedback Collection and Analysis (2022) | 04-05 |
| 3. | Feedback Policy (2018) | 06-07 |
| 4. | Standard Operating Procedure | 08-09 |



Shri Shivaji Education Society Amravati's
**DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE**

Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
MD (Pathology)
Dean



Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmmc.edu.in •E-mail: drpdmmc2007@rediffmail.com

Out No. /Dept. of Pharmacology/ 67A/ 2022

Date: 07/ 04/ 2022

REVISED FEEDBACK POLICY

Approved by- IQAC& Head of Institute
Approval Date - 28/04/2022

Standard Feedback Policy on curriculum/ syllabus from stakeholders like students, teachers, employees, alumni and professionals.

Purpose: -

The purpose of this policy is to explain how Dr. Panjabrao Alias Bhausaheb Deshmukh Memorial Medical College handles feedback from various stakeholders. Performance of college is analyzed on the basis of effective feedback mechanism and it is essential to imparting quality education. Dr. Panjabrao Deshmukh Memorial Medical College welcomes feedback (comments, compliments, complaints, concerns and compliance) from various stakeholders as a valuable mechanism for reflecting the quality of curriculum & syllabus.

Policy Statement:-

Stakeholders feedback must be used as a part of Internal Quality Assurance System (IQAS) of the Institute and provide the institute an opportunity to-

- Understand needs & expectations of stakeholders.
- Identify compliances that can be done by Institute.
- Record, Register, Respond and Resolve the identification issue and share them with stakeholders.

Table of contents: -

Feedback committee of Institute prepares structured feedback forms from respective stakeholders. It is approved by IQACand (HOI) Head of the Institute. The feedback shall be collected through online method. Filled feedback forms shall be analyzed by committee.

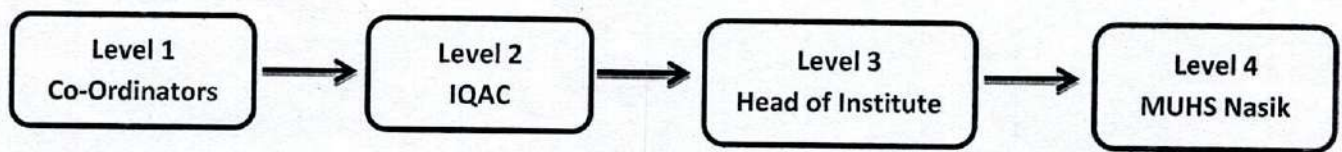
Feedbacks are to be collected under the following heads-

- Feedback from Students- Annually
- Feedback from Teachers- Annually
- Feedback from Employers- Annually
- Feedback from Alumni- Annually
- Feedback from Professionals- Annually

Methodology:-

- All stakeholders are provided link of Dr. P. D. M. M. College.
- Support of experts in collection of Feedback digitally & help in analysis of the same.
- Online submitted feedbacks are analyzed by using in house prepared software by expert.
- Graphical implementations and conclusions are drawn.
- Final Report is prepared by Respective Committee which is further presented in college council/ meetings.
- Action taken report to be prepared.

Flowchart of Feedback Process:-



Kensid.
Chairperson - Criteria No. I
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati



[Signature]
DEAN
Dr.P.D.M.M.C. Amravati
DEAN
Dr Panjabrao Alias Bhausahab Deshmukh
Memorial Medical College, Amravati



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
 Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
 MD (Pathology)
 Dean



Shri. Harshvardhan P. Deshmukh
 President
 Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmmc.edu.in •E-mail: drpdmmc2007@rediffmail.com

Out No./Dept. of Pharmacology/67A/ 2022

Date: 07/ 04/ 2022

REVISED

STANDARD OPERATING PROCEDURE For FEEDBACK COLLECTION & ANALYSIS

Approved by – IQAC & Head of Institute

Approval Date – 28/04/2022

A well-structured mechanism of Feedback collection and analysis is essential to improve all aspects of quality assurance. It holds important responsibility in the improvement of quality enhancement, evaluation of curriculum, teaching- learning procedures and learning resources.

Feedbacks collected on curriculum include:-

- Feedback from Students
- Feedback from Teachers
- Feedback from Employers
- Feedback from Alumni
- Feedback from Professionals

The collection of feedback and analysis initiates corrective measures accordingly to allow assurance and sustenance of excellence in all the Institute's endeavors.

Health Science Institutes must follow Standard Operating Procedures (SOP) to use inputs from stakeholders Feedback on Curriculum include resilience of curriculum & syllabus in honing the students competency level in job market, the level of interest pursuing higher studies/ research. Curriculum helps in improving students inter/ intrapersonal skills, society responsibility, integrity, ethical & human values, etc.

Feedback collection & analysis provides opportunity to skill up gradation of Institute's curriculum from the perspective of students, alumni & teachers.

Frequency of Feedback collection, Model & Module of Collection:-

| Sr. No. | Stakeholders | Frequency | Model | Module of collection- Digital/ Online |
|---------|---------------|-----------|---------------|---------------------------------------|
| 1. | Students | Annually | All Students | YES |
| 2. | Teachers | Annually | All Teachers | YES |
| 3. | Employers | Annually | Random Sample | YES |
| 4. | Alumni | Annually | Random Sample | YES |
| 5. | Professionals | Annually | Random Sample | YES |

Scope: -

Dr. Panjabrao Alias Bhausaheb Memorial Medical College will-

1. Foster services that encourage open and honest communication.
2. Inform stakeholders about the standard of curriculum they can expect.
3. Treat the stakeholders with respect & dignity.
4. Protect the privacy and rights of stakeholders to provide feedback and make suggestions regarding curriculum/ syllabuses.
5. Undertake activities to seek record and analyze feedback from stakeholders.
6. Provide an opportunity and welcome independent suggestions if they are unhappy towards curriculum.

Responsibilities: -

After the feedback analysis, it shall be forwarded to the competent authority for further process and to take action. Based on feedback analysis, action taken report shall be generated and necessary remedial measure taken on timely basis. The above mentioned cycle will be repeated annually.

Handwritten signature

Chairperson - Criteria No. I
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati



Handwritten signature
DEAN

Dr. P.D.M.M.C., Amravati

DEAN

Dr Panjabrao Alias Bhausaheb Deshmukh
Memorial Medical College, Amravati



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
MD (Pathology)
Dean



Shri. Harshvardhan P. Deshmukh
President
Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmmc.edu.in •E-mail: drpdmmc2007@rediffmail.com

Outward/ Dept.of Pharmacology/ 284/2018

Date : 23 /04 / 2018

FEEDBACK POLICY

Approved by – IQAC & Head of Institute
Approval Date :- 07/06/2018

Feedback is an integrate part of teaching & learning and crucial in developing students as independent teachers. This document classifies the slandered and responsibilities expected of students, teacher, employer, alumni and professional. .

Purpose and Scope –

- The purpose of this policy is how Dr. Panjabrao Alias Bhausaheb Deshmukh Memorial Medical College, in parts feedback policy to make feedback forms available for different stakeholders to analyze the performance on different aspect.
- To maintain current consciousness of the desires and forecast of students & stakeholders of the college.
- Effective feedback positive & negative important for continuous improvement.
- To remain aligned to goals & is part of continuous process for regular improvisations.

Policy statement –

- Stakeholder feedback must be used as a part of internal quality assurance system of (IQAC) institute as an opportunity to understand strengths, weakness, opportunities & challenges face by the institute & stakeholders.
- To include sense of ownership about the institute & make them feel valued & responsible.
- To record Register, Respond & Resolve the identified issue.

Table of consents –

Feedback committee of institute prepares structured feedback forms for various stakeholders. They are approved by IQAC & Head of Institute. The feedback forms are collected manually & analyzed by the committee.

Feedback are collected form following stakeholders as –

- Feedback from Students – Annually
- Feedback from Teachers – Annually
- Feedback from Employers – Annually
- Feedback from Alumni – Annually
- Feedback from Professionals – Annually

Responsibility–

After the feedback analysis, it is forwarded to authentic for further action. Then the action taken reported is generated & necessary are taken ion it.

Handwritten signature

Chairperson - Criteria No. I
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati



Handwritten signature

DEAN
Dr.P.D.M.M.C., Amravati

DEAN
Dr Panjabrao Alias Bhausahab Deshmukh
Memorial Medical College, Amravati



Shri Shivaji Education Society Amravati's
DR. PANJABRAO ALIAS BHAUSAHEB DESHMUKH
MEMORIAL MEDICAL COLLEGE
 Shivaji Nagar, Amravati- 444603



Dr. Anil T. Deshmukh
 MD (Pathology)
 Dean



Shri. Harshvardhan P. Deshmukh
 President
 Shri Shivaji Education Society

•OfficeTel: 0721-2552353 •Fax: 0721-2552353 •Website: www.pdmme.edu.in •E-mail: drpdmmc2007@rediffmail.com

Outward/ Dept. of Pharmacology/ 284 / 2018

Date : 23 / 04 / 2018

Standard Operating Procedure

Approved by – IQAC & Head of Institute

Approval Date :- 07/06 /2018

A well structured feedback mechanism is imperative for incremental progress of any institution. An effective mechanism for collection and analysis of feedback is vital to contribute to all aspects of quality assurance. It holds the key responsibility of quality enhancement, teaching, learning procedures & recourses.

Feedback on curriculum from various stakeholders include –

- Feedback from Students – Annually
- Feedback from Teachers – Annually
- Feedback from Employers – Annually
- Feedback from Alumni – Annually
- Feedback from Professionals – Annually

This collection of feedback from various stakeholders and initiating corrective measures according would allow assurance & sustenance of excellence in all the Institute's end over.

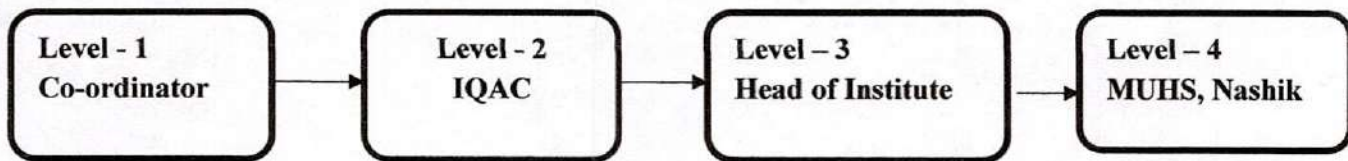
The feedback forms are prepared for students, faculty, Alumni, Employers & Professionals by the feedback committee members and chairman. The feedback forms are prepared based on multicentric approach aimed at obtaining reviews on various aspect of curriculum. The feedback forms are given to class co-ordinator, teachers, alumni & employers. The feedback is collected manually.

Frequency, Model & Module of Feedback collection:-

| S.N. | Stake holders | Frequency | Model | Digital/ Manual |
|------|---------------|-----------|--------------|-----------------|
| 1. | Students | Annually | All students | Manual |
| 2. | Teachers | Annually | All students | Manual |
| 3. | Employers | Annually | Random | Manual |
| 4. | Alumni | Annually | Random | Manual |
| 5. | Professional | Annually | Random | Manual |

The feedback obtained is analyzed by the Feedback committee. Analysis Report is submitted to the Dean. Finally the action report is prepared.

Flow chart for feedback process –



1/3/2017
Chairperson - Criteria No. I
NAAC Steering Committee
Dr. P. D. M. M. C. Amravati



DEAN
Dr. P.D.M.M.C., Amravati
DEAN
Dr Panjabrao Alias Bhausaheb Deshmukh
Memorial Medical College, Amravati