

FEEDBACK IMPLEMENTATION COMMITTEE - POLICY

2.1 Introduction:

Feedback is an essential part of education and training programmes. It helps learners to maximise their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. This is important where teacher can improve his/her teaching process that will ultimately benefit the student. The feedback from different stakeholders, help the institute to understand the need of society and what another stakeholder expects from the institute. With this objective the college has developed the following feedback systems

2.2 Feedback on Teaching:

a. Students Feedback: Teaching is the core activity of the college, hence, to maintain teaching quality each teacher's feedback is to be taken from students twice in each semester. Respective teachers have to distribute the forms amongst the student, collect and submit to IQAC for Analysis. On the basis of this analysis Principal can take appropriate steps to improve the quality of teaching learning process in the College.

b. Internal Peers: Each Faculty of the college has to attend each other's lectures and fill up the feedback forms.

2.3 Feedback on Institutional Performance:

Feedbacks are to be taken from all the Stakeholders i.e., Students, Parents, Alumni and Faculty to analyse the overall institutional performance in different aspects like Library, Placement, office administration, various college activities organised by the College. It helps to make improvements in next academic year.

2.4. Feedback on Curriculum:

Feedback on curriculum is taken from all the Stakeholders i.e., Students, Parents, Employers, Alumni, and faculty to analyse the effectiveness of existing curriculum and to suggest alteration or modifications as per the need of an hour.

Sl No	Nature of Feedback	Frequency in a Year	Objective
1.	Instant Feedback by the Student	Round the Year	On Any Matter/Grievance
2.	Feedback on curriculum from students	Once in a year	Continuous feedback taken from students after each year and also from outgoing students.
3.	Feedback on curriculum from faculty	Once in a year	Continuous feedback taken from faculty who are handling each course
4.	Feedback by the Student on Campus & Teacher's Performance	Once /Twice in a Year	Students' Feedback on Specific Teacher's Performance (By Name)
5.	Peer feed back	Once /Twice in a Year	
6.	Feedback from advanced student	Once /Twice in a Year	Regarding Special programs for advanced learners
7.	Feedback by the patients	Once in 3 months	Patient's feedback on hospital facilities, treatment facilities and hospitality
8.	Alumni Feedback	Once in a Year	To get their response about programme they underwent
9.	Parents' Feedback	Once in a Year	Regarding college functioning, teaching activities, curriculum
10	Employers' Feedback	Once in a Year	Design and review of Curriculum, institutional policies and activities

The reports of the feedback are discussed by the 'Feedback Implementation Committee' meeting and IQAC meeting for appropriate action. The meeting will be held from time to time as and when required.

Feedback Implementation Committee Members:

1. Dr V T Beena, Principal, GDC Kottayam, Chairperson
2. Dr Admaja K Nair, Asst Prof., OMR Dept– Convener
3. Dr L S Sreela, Prof & Head, OMR Dept
4. Dr Baiju R M, Addtnl Prof, Periodontics Dept
5. Dr Elbe Peter, Addtnl Prof, Orthodontics Dept
6. Dr PG Antony, Assoc Prof, OMFS dept.
7. Dr Shibu Aman, Asst Prof., Conservative Dentistry Dept
8. Dr Vivek Narayan, Asst Prof., PHD Dept
9. Dr Adershitha A R, Asst Prof., Prosthodontics Dept
10. Dr Aby Abraham, Asst Prof., Orthodontics Dept
11. Dr Mary Shimi, Asst Prof., PHD Dept
12. Dr Prasanth Soni Soman, Asst Prof., Orthodontics Dept
13. Dr Pradeesh Sathyan, Asst Prof., Oral Pathology Dept
14. Dr Gibi Cyriac, Asst Prof., Pedodontics Dept
15. Dr Bindu V Bhaskar, Asst Prof., PHD Dept
16. Dr Maneesha R, Asst Prof., Pedodontics Dept