JMJ

COLLEGE FOR WOMEN

(AUTONOMOUS), TENALI - 522 202

Affiliated to Acharya Nagarjuna University

ISO Certificate No.
Q9186414992

Rev. Fr. MATHIAS WOLFF s.J.
FOUNDER - SOCIETY OF JMJ

FEEDBACK POLICY

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JMJ College for Women (Autonomous), Tenali, recognizes the importance of feedback as an integral part of the teaching and learning process, and aims to maximize the effectiveness of its use in practice. Feedback is collected at the end of each academic year from all stakeholders, namely Students, Faculty, Employers, Parents, and Alumni. Analysis is done on the feedback collected and suitable corrective measures are employed. The feedback is collected both online and offline method.

Objectives:

The feedback aims at continuous improvement of academic and administrative caliber, capacity building of the stakeholders and provide for overall betterment of the institution.

- Develop an ecosystem for academic excellence.
- Develop a systematic quality-check process for evolving, enhancing and sustaining excellence in academic practices.
- Ensure a learner-centric environment equipped with the latest technologies in teaching, research and knowledge sharing.
- Promote innovative practices to improve the effectiveness of teaching-learning experiences.

A structured feedback mechanism to stakeholders has been in place at the institute, so as to ensure High-Quality Technical Pedagogy in the areas of TLP (Teaching Learning Process). All the stakeholders play a pivotal role in the evaluation process to enhance the TLP to meet the global challenges in different spheres.

The stakeholders are categorized into two:

1. **Internal Stakeholders** - Management, Staff and Students etc,.
2. **External Stakeholders** - Parents, Alumni, Employers, Industry Experts, Resource Persons etc.

Internal Stakeholders:

- **Management:** Conducts activities and programs at various levels in order to translate its vision, mission, objectives, strategies, goals, targets and outcomes, time to time.

- **Faculty:** Serves as feedback mechanisms of various electronic and physical channels to translate vision, mission, objectives, strategies, goals, targets and outcomes of the department time to time.

- **Students:** Enable timely feedback on various activities and programs that help translate goals as career opportunities and capacity building.

External Stakeholders:

- **Parents:** key players, who provide constructive suggestions for smooth functioning and betterment of the institution and their ward.

- **Alumni:** Brand ambassadors, who convey the quality of Teaching Learning Process & professional success required to meet the global challenges.

- **Employers:** Industry Representatives from ILM. Apex. Infosys, TCS, VZen Care, Radiare Software Solutions, ICICI Bank, IT Intellect Micro Solutions, Pearl Lab and Tech Mahindra support for professional/career/academic excellence and advancement in appropriate arena through training session's by Placement Cell. Employers play pivotal role as academia and industry experts.

Modes of Feedback

The various modes of feedback collection are given below:

- Student feedback about the course and the program are collected at exit level.

- Alumni feedback is obtained through Institution web portal.

- Parents' feedback through Parent - Teachers meeting

- The stakeholders feedback received through Institution web portal are also considered.

Stakeholders: Definition, Roles & Responsibilities:

Stakeholder refers to:

1. Student
2. Alumni
3. Faculty
4. Employers
5. Parents

**Roles and Responsibilities of the stakeholders:**

- Participate in curriculum development.
- Evaluate the learning objectives and the proposed learning outcomes.
- Ensure that the learning objectives are in accordance with the programmed learning objectives and outcomes.
- Provide timely feedback on curriculum.
- Assess the relevance of programmes offered and courses taught in relation to current market trends and demands
- Evaluate teaching-learning gaps and the strategies to bridge the same.
- Envision strategies which would address the challenges in industry-academia collaboration.

Feedback Process:

The Feedback Process may comprise of 3 stages:

Stage 1 (Collection of Feedback): The filled-in feedback form to be collected by various academic departments.

Stage II (Analysis of feedback): The detailed analysis of filled-up feedback forms to be carried out by the IQAC; the necessary recommendations are shared with the concerned departments for appropriate action.
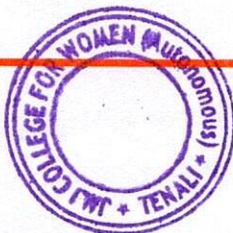
Stage III (Action Taken Report): The action taken report to be prepared based on the recommendation of the stakeholders for the further improvement.

Feedback Mechanism of the Institution

The IQAC team of JMJ College for Women collects the feedback on the academic performance and ambience from various stake holders, such as Students, Teachers, Employers and Alumni. The process was done using the Questionnaire method prepared by the Internal Quality Assurance Cell (IQAC) of the college. Feedback were collected from all stake holders, by using a five-point rating scale also analyzed it using MS-Excel to identifying and drawing pertinent pointers to enhance the learning effectiveness. Collecting feedback from the stakeholders is most crucial for the success of every institution. All the feedbacks are analyzed by using a five-point rating scale. The maximum score is 5 and the minimum score is 1, where

- ➢ 5 indicates Excellent
- ➢ 4 means Very Good
- ➢ 3 indicates Good
- ➢ 2 indicates Average and
- ➢ 1 indicates Below Average.

The Feedback Process:

1. Feedback is collected anonymously from the stakeholders of the college in random.
2. The collected feedback is then analyzed and the report is submitted to the Head of the Institution.
3. Principal the Head of institution, thereby intimate the same to College Development Council to take necessary suggestions received through the Feedback
4. The institution takes appropriate action based on the recommendations of the respective stakeholders and the complete report is uploaded in the college website.

Principal
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J.M.J. College for Women (A. nomous,
TENALI - 522 202.

ERP Document – Vendor Details

S.No	Software/Tool	Vendor Details
1.	College website: https://www.jmjcollege.ac.in Website Management services.	Spring Roots Business Incubator and Accelerator Private Limited D.No 11, Patamata Police Station Road, Jawahar Auto Nagar, Vijayawada, Andhra Pradesh, 520007. Ph: +91 93924 93924
2.	College Administration Software: (Lotus Software) Student Admission details To mark student attendance	Lotus – Galaxy Technologies 1-4-186/4 Masjeed Street, RTC Work Shop Road,VidyadharaPuram, Vijayawada - 520012
3.	Autonomous Examination Management Software (AEMS) Complete Examination operations are handled with AEMS	Spring Roots Business Incubator and Accelerator Private Limited D.No 11, Patamata Police Station Road, Jawahar Auto Nagar, Vijayawada, Andhra Pradesh, 520007. Ph: +91 93924 93924
4.	Tally ERP Finance and Accounts	Hi-Tec Software Solutions Tally Integrated Business Solutions TC-15/3363 (3-A), 3rd Floor, SFS MYNT, Pattom, Trivandrum – 695004 Ph: 9446221155
5.	EPASS- student fee reimbursement scholarships portal of Andhra Pradesh state government (non paid/free access) - Student Support	EPASS Project Monitoring unit Kavithas, Payakapuram Vijayawada, Andhra Pradesh 520015
6.	Library Automation For Staff and Student (e-learning resources)	NewGen Lib, Integrated Library management system, Verus Solutions Pvt.Ltd, Plot.No.69, Krishnapury Colony, West Marreddpally, Secunderabad, 500026, Telangana Website:www.newgenlib.com
7.	College and Hostel Fee Collection Software (Lotus Software)	Lotus – Galaxy Technologies 1-4-186/4 Masjeed Street, RTC Work Shop Road,VidyadharaPuram, Vijayawada - 520012
8.	Students Scholarships Website	Website: www.gnanabhumi.com

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