



# PPG INSTITUTE OF TECHNOLOGY

NH – 209, Sathy Road, Saravanampatti, Coimbatore – 641 035  
(Approved by AICTE, New Delhi & Affiliated to Anna University, Chennai)

**UGC Recognized | ISO 9001:2015 Certified Institution**



## FEEDBACK POLICY



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## FEEDBACK POLICY

PPG INSTITUTE OF TECHNOLOGY understands that teaching learning process for the continuous refinement. To capacitate this process of continuous refinement, our institution has adopted a feedback system that takes suggestions from different stakeholders such as students, teachers, parents, alumni, and employers of each programme for every academic year. Our institute follows the mechanism detailed below for collection of feedback from students, teachers, parents, alumni, and employers on the curriculum, academic performance (Teaching – Learning process) and ambience of the institution - once feedback is collected, analyses the feedbacks, valuable suggestions given were considered, necessary actions will execute and submit the action taken report to the appropriate bodies. The feedback links and action taken report are hosted in the college website.

### **FEEDBACK COLLECTION PROCESS:**

Feedback links / forms with the curriculum, academic performance and ambience of the institution – based questionnaires are designed and shared with stakeholders. For collection of feedback specific timeline has been allotted for the process. In feedback questionnaires general questions are asked and they are required to give the remark like Excellent, Good, Average, Fair, Poor. For each question, target has been set like 80% which are consider in excellent and good.

PROCESS	REMARKS
Feedback Collection	Applicable to all courses and collected through feedback forms
Feedback Receiver	Head of the Department
Frequency of Feedback Collection	Once in the Semester for Students / Once in the year for Other Stakeholders
Metrics used for calculation	5- Excellent, 4-Good, 3-Average, 2-Fair, 1-Poor
Target %	80% (Excellent and Good)
Action Taken / Corrective measures	Below 80% / Suggestion & Comments



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## FEEDBACK ANALYSIS & ACTION TAKEN PROCESS:

Stakeholder feedback is collected, consolidated, and analyzed systematically. An analysis report is generated, categorized by stakeholders, and subsequently reviewed during department meetings. Prior to gathering feedback, specific targets are established for each question. The analysis report includes all suggestions and comments provided by stakeholders, which are then submitted to the Institutional Quality Assurance Cell (IQAC). In cases where the response falls below the set target, a dedicated committee is formed through IQAC to implement necessary corrective actions. The final report is then made accessible on the institutional website.



  
PRINCIPAL

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