

Feedback on Curriculum	Policy No: 03a Last reviewed: 19th September 2018 Issue: 2 Page: 1 to 3
-------------------------------	---

Policy	Feedback on Curriculum
Approved by	Registrar
Date effective from	20 th September 2018
Date of next review	20 th September 2021
Purpose	<p>Sri Ramachandra Medical College and Research Institute (Deemed to be University) is committed to provide high quality teaching and learning experience to the learners.</p> <p>This policy outlines the processes of feedback mechanisms that will be undertaken to assure continuous quality improvement of the curriculum will be obtained from all the institute. Feedback on the curriculum will be obtained from all the primary stakeholders.</p>
Scope	This policy applies to all the programmes offered at Sri Ramachandra Institute of Higher Education and Research.
Procedure	<p>Students</p> <ol style="list-style-type: none"> 1. Online blinded feedback – link will be made available in institute’s web portal. 2. Programme heads will communicate to the students on the availability of the link and the last date through the administrative staff of the department. 3. Heads of the faculty monitors the number of responses in consultation with the IT section in order to ensure the fullest. 4. Analyzed feedback will be considered for curricular revision 5. Action taken report based on the analysis will be submitted to BOM for approval.

Frequency	<ul style="list-style-type: none"> • Every academic year • DOF/IQAC may request for a programme specific feedback as and when required
Time	By the end of Academic year
Related/Supportive Documents	<ul style="list-style-type: none"> • Feedback template • Action plan template
Custodian	Reports will be kept in the faculty for the next 5 years. A copy of action taken report will be sent to the IQAC.

Prepared by	Verified by	Approved by
 Prof. Narasimman Swaminathan (Vice Principal)	 Dr. A. Ravi (Senior Coordinator)	 Thiru V. Swaminathan (Registrar) REGISTRAR SRI RAMACHANDRA INSTITUTE OF HIGHER EDUCATION AND RESEARCH (DEEMED TO BE UNIVERSITY) PORUR, CHENNAI - 600 116