

## **SOP FOR FEEDBACK**

MCP/MSRMC/050A-2015

### **Purpose:**

Feedback is obtained from all stakeholders with the intention of improving the overall experience and achieving the desired outcomes.

### **Types of feedback:**

Student feedback

Faculty feedback

Feedback by Employers

Feedback by Alumni

Feedback from Professionals

Feedback by Heads of Department - Teaching staff and Non teaching staff

### **Process:**

Feedback forms are generated for various purposes by the Medical Education Unit, and duly approved by the College Council and the Head of the institute.

### **Student feedback:**

The students give their feedback about curriculum, teaching-learning process, course feedback and feedback about the teaching faculty.



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### **Faculty feedback:**

Faculty feedback is obtained annually as a part of appraisal which is duly received by the heads of the departments and the administrative heads of the institute.

### **Feedback by Employers:**

The employers give a feedback on the curriculum by a 11 point feedback template administered annually and based on overall understanding of clinical and academic integrative knowledge of the employee.

### **Feedback by Alumni:**

Feedback on curriculum from the alumni is obtained administering a 10 points feedback template asking for suggestion on improvement in curriculum if any.

### **Feedback by Professionals:**

Professionals give a feedback on the curriculum by a 11 point feedback template administered annually and based on their perception of the overall understanding of clinical and academic integrative knowledge of fresh medical graduates.

### **HOD's feedback:**

The Heads of departments give a feedback on various aspects of faculty performance as a part of appraisal which is done on an annual basis.

The Heads of departments also give a feedback on performance of all non-teaching staff as a part of the annual appraisal.

  
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**Outcomes:**

The feedback obtained is collected annually and is also attested with feedback of the administrative heads of the institute.

Analysis of feedback is done by the medical education unit / IQAC and shared with the members of the college council and other administrators.

Based on inputs and observations made action is taken to improve the outcomes with respect to overall improvement.

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