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INSTITUTES

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JUNIOR COLLEGE | ITI | POLYTECHNIC | ENGINEERING | MBA | MCA | Ph.D

POLICY DOCUMENT

Student Feedback on Academics

Zeal Education Society's

ZEAL POLYTECHNIC, PUNE

An ISO 21001:2018 Certified Institute.

Approved by AICTE, New Delhi, Recognized by DTE, Mumbai (Govt. of Maharashtra),

Affiliated to MSBTE Mumbai, MSBTE Code: 0988, DTE Code : D-6435



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ZEAL POLYTECHNIC, PUNE
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POLICY DOCUMENT

Policy for Student Feedback on Academics

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This is to state that the following expert team has formed, reviewed and recommended to Support Weak Students and Encourage Bright Students for Zeal Polytechnic, Narhe, Pune.

The Policy is published and implemented after approval from Institute Level Curriculum Implementation Unit (ICIU).

Member 1

Member 2

Chairman

Institute Vision:

To become a premier institute in technical education by imparting vibrant knowledge and skill-based quality education with ethical values to cater the industrial and societal needs.

Institute Mission:

- ✓ To provide comprehensive technical education through academic excellence.
- ✓ To give industrial exposure to the students by industry- institute interaction.
- ✓ To inculcate technical competence, spirit of inquiry, teamwork and entrepreneurship.
- ✓ To enhance ethical, societal, industrial concerns and lifelong learning skills.



Policy for Student Feedback on Academics

1. Purpose:

The purpose of this policy is to establish a structured mechanism for collecting, analyzing, and utilizing student feedback on academic aspects to enhance teaching quality, curriculum delivery, and overall learning experience.

2. Scope:

This policy applies to all students and faculty members at Zeal Polytechnic and covers feedback related to academic instruction, course content, teaching methodologies, and overall learning environment.

3. Frequency of Feedback Collection:

Student feedback shall be collected twice in a semester:

- **Mid-Semester Feedback**
- **End-Semester Feedback**

4. Method of Collection:

- Feedback will be gathered through an online or offline questionnaire designed to assess various academic parameters.
- The questionnaire will be structured to maintain anonymity and encourage honest responses.
- Students will be informed in advance about the importance of their feedback and how it will be utilized for academic improvement.

5. Key Areas of Feedback:

Students will provide feedback on the following aspects:

- Effectiveness of teaching methodologies.
- Clarity and understanding of concepts delivered.
- Availability and accessibility of learning resources.
- Interaction and engagement with faculty.



- Practical and hands-on learning experiences.
- Effectiveness of assessment and evaluation processes.
- Suggestions for improvement.

6. Confidentiality and Anonymity:

- Student identities will be kept confidential to encourage open and honest responses.
- Aggregated feedback reports will be shared with respective faculty members and academic authorities without disclosing individual student identities.

7. Analysis and Utilization of Feedback:

- The Academic Committee will analyze the feedback and generate a summary report.
- Action plans will be devised for addressing key concerns raised by students.
- Faculty members will be provided constructive feedback for pedagogical improvement.
- Necessary improvements in teaching methodologies, content delivery, and academic support services will be implemented based on the findings.

8. Follow-Up and Review:

- Corrective actions taken based on feedback will be communicated to students to ensure transparency.
- Periodic reviews will be conducted to assess the effectiveness of implemented changes.
- Continuous monitoring will be carried out to enhance the learning experience and maintain academic excellence.

9. Responsibilities:

- The Academic Coordinators & Feedback Coordinator are responsible for overseeing the feedback collection process.
- Subject teachers must encourage students to provide constructive feedback.



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10. Compliance:

All stakeholders are expected to comply with this policy to foster a culture of academic excellence and continuous improvement at Zeal Polytechnic.