



Date: 23-05-2025

## FEEDBACK COMMITTEE POLICY AND GUIDELINES

### 1. Introduction

The Feedback Committee of Al-Azhar Dental College was constituted on **21-05-2025** with the primary objective of strengthening academic quality, teaching-learning processes, infrastructure, governance, and overall institutional effectiveness. The committee functions as an integral component of the Internal Quality Assurance System and operates under the guidance of the IQAC and institutional management.

### 2. Purpose and Philosophy

The Feedback Committee is guided by the philosophy that **systematic, inclusive, and constructive feedback** from stakeholders is essential for achieving academic excellence and organizational efficiency.

The committee operates on the following core principles:

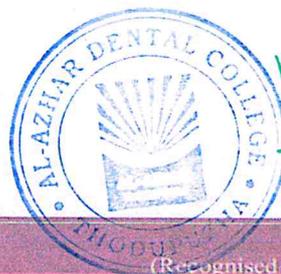
- Inclusiveness of all major stakeholders
- Transparency and fairness
- Confidentiality and anonymity
- Evidence-based decision-making
- Continuous improvement

Feedback is viewed not as a fault-finding mechanism but as a **development-oriented process** aimed at enhancing institutional performance.

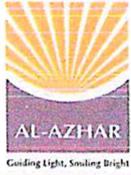
### 3. Objectives of the Feedback Committee

The objectives of the committee are to:

- Collect structured and meaningful feedback from stakeholders
- Assess the effectiveness of academic and administrative processes
- Identify strengths, weaknesses, and areas for improvement
- Recommend corrective and preventive measures
- Support informed decision-making by IQAC and management



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## 4. Composition of the Committee

Role	Designation
Chairperson	Principal / Director
Administrative In-Charge	Administrative Officer
Coordinator	Senior Faculty Member (Reader or above)
IQAC Representative	IQAC Coordinator
Members	Representatives from teaching staff and non-teaching staff

## 5. Meetings of the Committee

- The committee shall meet **once every four months** during an academic year.
- Additional meetings may be convened as and when required to address urgent or specific issues.
- Minutes of meetings shall be recorded and maintained.

## 6. Stakeholders for Feedback Collection

The Feedback Committee shall collect feedback from the following key stakeholders:

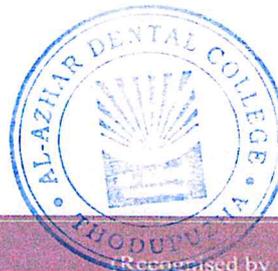
- Students
- Faculty Members
- Alumni
- Employers
- Peer Faculty Members

This multi-stakeholder approach ensures a comprehensive evaluation of institutional functioning.

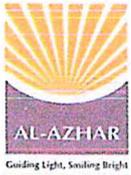
## 7. Scope and Areas of Feedback

Feedback may be collected on, but is not limited to:

- Teaching-learning processes
- Curriculum delivery and relevance
- Clinical training and exposure
- Infrastructure and learning resources



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- Student support services
- Administrative efficiency

## 8. Working Principles of the Feedback Committee

### 8.1 Systematic Feedback Collection

- Feedback shall be collected **periodically**, usually **once every semester**.
- Structured tools such as **online questionnaires (Google Forms)** shall be used.
- Feedback instruments shall be reviewed and updated periodically to meet evolving academic and regulatory requirements.

### 8.2 Transparency, Anonymity and Confidentiality

- The committee shall ensure complete anonymity of respondents.
- All responses shall be kept strictly confidential.
- Feedback data shall be used exclusively for academic and institutional improvement purposes.

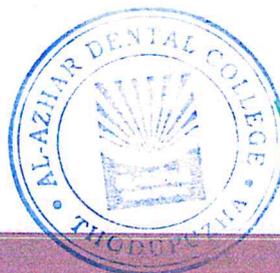
This approach encourages honest, unbiased, and constructive participation from stakeholders.

### 8.3 Data Analysis and Interpretation

- Collected feedback shall be systematically compiled and analyzed using quantitative and qualitative methods.
- Trends, strengths, gaps, and areas requiring improvement shall be identified.
- Analytical summaries and graphical representations shall be prepared wherever applicable.

### 8.4 Reporting and Communication

- The analyzed feedback reports shall be presented to the **IQAC and institutional management**.
- Relevant findings shall be communicated to concerned departments and committees for necessary action.
- Key outcomes may be discussed in academic and administrative meetings.



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## **8.5 Action Planning and Implementation**

Based on feedback analysis, the committee shall:

- Recommend specific, feasible, and time-bound corrective actions
- Suggest academic reforms, faculty development initiatives, infrastructure enhancement, and student support measures
- Facilitate implementation through coordination with concerned authorities

## **8.6 Monitoring and Follow-up**

- The committee shall monitor the implementation of suggested actions.
- Effectiveness of corrective measures shall be reviewed in subsequent feedback cycles.
- Continuous improvement shall be ensured through periodic evaluation.

## **8.7 Documentation and Record Maintenance**

The Feedback Committee shall maintain proper records of:

- Feedback questionnaires
- Compiled and analyzed data
- Minutes of meetings
- Action Taken Reports (ATR)

These records shall serve as documentary evidence for **quality audits, accreditation, and regulatory inspections.**

## **9. Continuous Quality Improvement Mechanism**

The Feedback Committee follows the PDCA (Plan-Do-Check-Act) Cycle:

- **Plan:** Design and review feedback tools
- **Do:** Collect feedback
- **Check:** Analyze feedback data
- **Act:** Implement and monitor improvements

This cycle ensures sustainable and continuous enhancement of institutional quality.

## **10. Approval**

This policy shall come into effect from the date of approval and shall be reviewed periodically.



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