



“Techno-social Excellence”

Marathwada Mitra Mandal's Institute of Technology

Lohgaon, Pune-411047

Approved by AICTE | Affiliated to Savitribai Phule Pune University (SPPU)

Accredited with Grade 'A' by NAAC

Vision

To be a premier institute of **techno-social excellence** for the welfare of society

Mision

- **Integrating** Innovative Pedagogy
 - **Implementing** Entrepreneurship
 - **Promoting** Global Competency
 - **Enhancing** Technology Transfer
 - **Creating** Excellent Human Resource
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POLICY FOR
STUDENTS' FEEDBACK
(Teaching-Learning)

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1. Preamble

Student feedback provides essential insights into the effectiveness of teaching–learning practices, classroom engagement, and curriculum delivery. As per the guidelines for AICTE 360° Faculty Appraisal, structured student feedback is an essential component for evaluating teaching performance. The purpose of this policy is to define guidelines for a transparent and systematic mechanism for collecting, analysing, and utilising student feedback to enhance academic quality and support continuous improvement.

2. Objectives of the Policy

The objectives of this policy are to:

- Establish a clear and structured process for collecting student feedback on teaching–learning.
- Ensure consistent monitoring and improvement of the student learning experience.
- Support faculty development through constructive feedback and implement corrective measures when needed.
- Promote accountability, transparency, and continuous quality enhancement.

3. Scope

This policy is applicable to all faculty members involved in instruction (theory, practicals, tutorials, projects). Feedback collected under this policy will form a part of the faculty performance appraisal process.

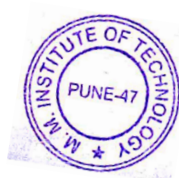
4. Mode of conduction

Student feedback will be conducted through the Institute's ERP platform. In a situation where the ERP platform has limitations, online forms will be shared by respective HoDs. The mode shall be decided before the commencement of the semester by the respective HoDs.

5. Roles and responsibilities

MMIT has a committee, “Student Feedback and Faculty Appraisal,” under the Dean of Administration. The committee includes all HoDs and senior faculty members. The roles and responsibilities are defined as follows:

Particular	Roles and responsibilities
Key Committee Members of	• Prepare and periodically review the Policy and questionnaire. • Finalize the mode and schedule of feedback conduction. • Review and update the questionnaire



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Particular	Roles and responsibilities
Student Feedback and Faculty Appraisal Committee	- Decide the mode of implementation and schedule - Oversee implementation procedures
Head – Functional Committee	- Frame the feedback questions/statements. - Coordinate feedback collection with HoDs as per the schedule timeline. - Maintain consolidated feedback summaries
Module Coordinator – ERP	- Configure and update feedback questions in ERP. - Assign ERP access permissions to HoDs.
Heads of Department (HODs)	- Add feedback in the ERP class-wise. - Ensure conducting feedback as per the schedule - Analyze the faculty feedback and take corrective actions as necessary. - Maintain a summary of feedback.
Class Teacher	- Prepare the eligible student list based on attendance criteria - Explain the feedback procedure and questionnaire to students - Conduct feedback within the notified timeline
Subject Teacher / Faculty	- Analyse received feedback and students’ comments constructively - Identify areas for improvement and implement corrective actions

6. Eligibility for Students to Submit Feedback

Students must have a minimum 75% attendance in the subject to be eligible for giving feedback. For genuine/exceptional reasons, the HoD may relax the criteria after discussion with department faculty members.

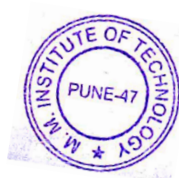
7. Questionnaire

Feedback questionnaires are prepared as per the guidelines of the AICTE 360° Faculty Appraisal Framework. Committee members may revise or add questions based on institutional requirements.

8. Frequency of the feedback

For Theory Subjects

Feedback for theory subjects should be obtained at least three times in a semester



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- Initial Feedback: After completion of two / three weeks of teaching. (essential)
- Mid-Semester Feedback (essential)
- Third Feedback: May be conducted as per the requirements

Practical Subjects:

Feedback shall be conducted at least twice a semester (essential)

- Mid-Semester Feedback (essential)
- Second Feedback: May be conducted as per the requirements

9. Feedback Scoring and Interpretation

The student's response to the questionnaire in ERP will be on a 5-point scale. The outcome will be converted into percentages, which will be interpreted as follows:

Feedback Percentage	Interpretation
80-100%	Excellent
70-80%	Good
Below 70	Need Improvement

Corrective measures

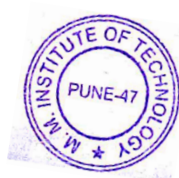
- HoD shall analyse detailed ERP feedback reports.
- For significant concerns, the HoD shall interact with students of the concerned class/division to understand issues.
- If necessary, HOD will frame additional/specific questionnaires and will conduct additional feedback
- HOD shall interact with the concerned faculty and shall provide counseling/mentoring accordingly.
- Such cases, if any, will be brought to the notice of the Vice-Principal and/or Principal.
- The Vice-Principal / Principal may interact with students to assess the situation and advise the faculty member on improvements.

Implications of Feedback

Feedback outcomes shall be one of the parameters for faculty appreciations or recommendations to the management.

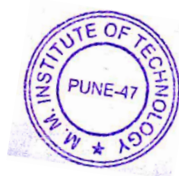
Confidentiality and Ethical Practices

- Once submitted, the feedback shall be un-editable for everyone.



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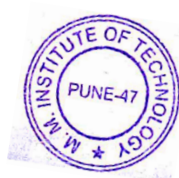
- Student identity will not be disclosed. Faculty will only see the number of respondents, not the individual names of the students.
- HoDs/ Module Coordinators shall not share details of students (given the feedback) with faculty.
- Feedback shall not be used as a punitive tool, but as a quality improvement mechanism.
- Faculty members must not influence students to obtain favourable feedback. If noticed, the HOD / Vice Principals / Principal shall initiate corrective disciplinary actions.
- Faculty should take students’ comments in a positive spirit of self-improvement.
- Any unofficial or self-conducted feedback by faculty without HoD approval shall be considered invalid.



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ANNEXURE - I
Questions for Faculty Feedback (Theory Subjects)

Sr.	Question	Options
1	Syllabus Converge, Regularity and Punctuality: Is the teacher covering the syllabus with all subtopics as per the Course Plan / Syllabus of SPPU?	Excellent - 4 Very Good - 3 Good - 2 Average - 1 Poor - 0
2	Subject Explanation: Is the teacher covering relevant topics with necessary explanation? Has the teacher covered relevant topics beyond the syllabus wherever necessary?	
3	Effective Delivery: Is the teacher effectively delivering the subject using (a) Good quality teaching material (b) Good Communication Skills (c) ICT or Teaching Aids like PPTs / Videos / MCQ's / common examples?	
4	Pace on which contents were covered: Does the teacher ensure students' understanding by engaging them, clearing doubts, and addressing queries during teaching?	
5	Motivation and inspiration to learn: Does the teacher motivate and inspire students to learn; extend support and have concern for the overall development of the students?	
6	Does teacher support the development of student skills in Practical or Hands-on training or Tutorial?	
7	Clarity of expectations of students: Does the teacher discusses importance of the subject / topic by explaining Course Outcomes (CO) & Programme Outcome (PO)?	
8	Feedback on Students' progress: Does teacher discuss attendance, performance in internal tests, assignments and suggest corrective measures?	
9	Willingness to offer help and advice: Does the teacher offer you help or gives advice when required?	
10	Has the teacher shared the teaching material with you? (Theory Notes, Presentations, etc.) on Google Classroom (or ERP)?	
11	Are you satisfied with the teaching of this subject by the teacher?	Yes - 1 No - 0
12	Would you recommend the teacher to continue teaching this subject to your class or the same subject to your fellow juniors?	
13	Do you have any other suggestions, remarks, comments about this teacher?	Descriptive



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ANNEXURE - II
Questions for Faculty Feedback (Practical Subjects)

Sr.	Question	Options
1	Providing Write-up: Has the teacher given you write-ups / manuals for Practical / Tutorial?	Excellent - 4 Very Good - 3 Good - 2 Average - 1 Poor - 0
2	Explanation of Procedure: Does the teacher explain the procedure for performing the Practical / Tutorial examples?	
3	Engagement during performing: Does the teacher conduct a Practical / Tutorial session for a full two hours?	
4	Checking Practical Journals / Tutorials: Does the teacher check your practical journals / Tutorials write-ups regularly?	
5	Assessment Marks (Continuous evaluation): Has the teacher shared/displayed to you the Term Work marks at regular intervals?	
6	Conducting Practical / Tutorial: How many Practical / Tutorial completed till date? (Write in Number)	
7	Do you have any other suggestions, remarks, or comments about this teacher?	Descriptive

