



1.4.1 QnM	<i>Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website (Yes or No)</i>
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Supporting Documents

S.NO	DESCRIPTION
1	Certificate of Head of Institution, Feedback Process, Questionnaire
2	Sample Filled Feedback of:
	i. Students
	ii. Teachers
	iii. Employers
	iv. Alumni
3	Analysis of the Feedback collected
4	Action taken Report
5	Action taken report on feedback made Available on institutional the website



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INDEX

S.NO.	DESCRIPTION	Page No.
1	Certificate of Head of Institute	2
2	Proof of Feedback Available on Website	4



GIANJYOTI
Aspire. Achieve. Ascend

Institute of Management
and Technology

Certificate of Head of Institution



Ref: GJ/2024/033

Date: 27.08.2024

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Gian Jyoti Institute of Management and Technology, Mohali affiliated to IKGPTU has a structured feedback system in place for the enhancement of academic performance and ambience of the institute by taking suggestions from stakeholders. The feedback is collected at the end of each semester from the following stakeholders:

1. Students
2. Teachers
3. Employers
4. Alumni

Based on Feedback Analysis, Action Taken Report is prepared and corrective measures have been implemented. This eventually helps to fine-tune the teaching learning process and uplift the academic facilities. The Feedback Link, Analysis Report and Action Taken Report are made available on our website.

Director
Gian Jyoti Institute of
Management & Technology
Phase-2, Mohali
Sector-54, Chandigarh
Dr. Annet Bedi
Director

Feedback Available on the Website

Feedback and Action Taken Report available on Institute Website

STAKEHOLDER FEEDBACK PROCESS

Gian Jyoti Institute of Management and Technology is always keen to provide quality education and improve the standard of the institute. To achieve this, the institute has implemented a feedback process that takes suggestions from the different stakeholders such as students, faculty, alumni and employers. The feedback forms are circulated to all the stakeholders. After collecting the feedback, analysis of the feedback is done and necessary actions are taken according to the suggestions given by the stakeholders.

FEEDBACK MECHANISM

- The following feedback process is followed every six months. Feedback is taken from the following stakeholders
 1. Students
 2. Teacher
 3. Alumni
 4. Employers
- Feedback forms with questions based on teaching learning process, curriculum and ambience are prepared using google forms and the form links are shared with the respective stakeholders.
- The stakeholders are asked to fill the google forms within a time limit. They are required to give the responses Strongly Agree, Agree, Neutral, Disagree and Strongly Disagree. For each question, target is set 80% which comes under Strongly Agree and Agree.
- The feedback taken from all the stakeholders are analyzed and necessary actions are taken at the department level.

Feedback Process	Remarks
Feedback Collection	Applicable to all courses and collected through Google Forms
Feedback Receiver	Head of the Department
Frequency of Feedback Collection	Once in six months
Metrics used for the Feedback Process	Strongly Agree, Agree, Neutral, Disagree, Strongly Disagree
Target	80% Strongly Agree and Agree
Action Taken	Metrics below 80% and suggestions given in Comments

EXECUTION OF THE ACTIONS BASED ON THE SUGGESTIONS BY THE STAKEHOLDERS

- Arranged visits in several technical and management companies and conducted many seminars and workshops at college.
- Training is provided to faculty members through various development programs and they are encouraged to do online certifications from ATAL FDPs, SWAYAM based on their interests.
- Various expert talks and seminars on entrepreneurship have been organized.
- Conducted several programming and coding competitions like hackathon, project displays and other events.
- Communication skills and interpersonal skills along with the programming and coding classes are held from 2nd year onwards to meet the current requirements of the industry.
- MOUs have been signed with various companies and institutions for better employability.



STUDENT FEEDBACK FORM

Select the appropriate choice for each statement.

S.No.	Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Teachers arrive on time for the lecture.					
2	Adjustments are made in case teacher is on leave.					
3	Syllabus of the course is completed on time.					
4	Study material and resources are shared well in time.					
5	Teacher's communication is effective.					
6	Teacher explain concepts using relevant examples.					
7	Teachers refer to the current issues and advancements in the field of study.					
8	Course outcomes and program outcomes are communicated during the start of the session.					
9	I am fully aware of the course outcomes.					
10	Teachers clear doubts during the session.					
11	Discussions, case studies, roleplays, games, quizzes and other tools are used judiciously to make concepts clear.					
12	Study material shared by the teacher is relevant and helpful for exams.					
13	Teachers discuss the test answers after conduct.					
14	Evaluation process of assignments and tests is fair and just.					



15	Staff does not discriminate among students based on gender, caste, ethnicity, socio-economic status, nationality, etc.					
16	Teachers focus on enhancing professional skills among students to make them employment ready.					
17	Teachers encourage students to take up extra curricular and co-curricular activities or pursue hobbies.					
18	Library has sufficient resources related to course.					
19	Quality of service in Canteens is satisfactory.					
20	Washrooms and Drinking Water Facility is hygienic and available at each floor.					



TEACHER FEEDBACK FORM

Select the appropriate choice for each statement.

S.No.	Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	The objectives and aims of the syllabus are clearly articulated.					
2	The syllabus is well-suited to the course requirements.					
3	The course facilitates the development of analysis and problem-solving skills.					
4	Textbooks and reference materials are readily available to cover the syllabus contents.					
5	The CBCS (Choice Based Credit System) pattern enhances the learning experience.					
6	The syllabus effectively addresses the gap between industry standards and academia.					
7	The time allocated for syllabus coverage within the specified hours is appropriate.					
8	The level of skills and knowledge acquired upon course completion is satisfactory.					
9	The syllabus provides ample opportunities for undertaking projects.					
10	The course assists students in interview preparation.					



ALUMNI FEEDBACK FORM

Select the appropriate choice for each statement.

S.No.	Statements	Excellent	Very Good	Moderate	Poor	Very Poor
1	Relevance and comprehensiveness of the curriculum and course content.					
2	Quality of course delivery.					
3	Effectiveness of faculty members' teaching.					
4	Utilization of teaching aids and methodologies by the department.					
5	Organization of seminars, workshops, faculty development programs, and industrial visits for skill development.					
6	Availability of counselling sessions provided by the college and department.					
7	Learning environment provided by the department.					
8	Evaluation methods.					
9	Overall experience as a student within your department.					
10	Programs offered by the institution to prepare for interviews.					
11	Infrastructure provided by the institution for curricular, co-curricular and extra-curricular activities.					



EMPLOYER FEEDBACK FORM

Select the appropriate choice for each statement.

S.No.	Statements	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1	Work attitude					
2	Learning capability					
3	Planning and organizational skills					
4	Oral communication proficiency					
5	Professional demeanour					
6	Interpersonal relationships					
7	Ability to embrace new ideas and learn new techniques					
8	Relationship with seniors, peers and subordinates					
9	Willingness to take on additional responsibilities					
10	Creativity and innovativeness					
11	Teamwork abilities					
12	Leadership qualities					