

**SONA COLLEGE OF TECHNOLOGY, SALEM-5**

**|An Autonomous Institution|**



**POLICY CUM SOP DOCUMENT**

**on**

**FEEDBACK ON SYLLABUS**

**SCT/IQAC/PS/2022-2023/2/Revision 2/2022**

**SONA COLLEGE OF TECHNOLOGY, SALEM-5**

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## **Policy Document on Feedback on Syllabus:**

### **1. PURPOSE:**

The purpose of Policy on Feedback of Syllabus and SOPs for implementation is to provide a framework for producing, capturing, summarizing and documenting information on feedback of various stakeholders namely industry persons, academicians, alumni, faculty members and students on quality and effectiveness of the syllabi of various programmes under CBCS.

### **2. OBJECTIVE OF POLICY:**

The main objectives of this document on Feedback of Syllabus and SOPs for implementation are:

- a) Monitoring and improving the quality of syllabi through timely collection and analyzing the feedback of all stakeholders.
- b) Providing opportunities for continuous improvement in quality of syllabi.
- c) Providing the opportunity to all stakeholders to actively participate in the continuous improvement of programs of study via feedback methods.
- d) Recognizing, documenting and implementing good practices for syllabi improvement.

### **3. STAKEHOLDERS INVOLVED:**

- a). Industry Persons
- b). Academicians/Teachers/Faculty
- c). Alumni
- d). Students
- e). Parents

### **4. FEEDBACK PARAMETERS/ATTRIBUTES:**

- a). Syllabi content involves fundamental concepts in relevant field
- b). Syllabi content in line with the course outcomes
- c). Suitability of syllabi with industry requirements
- d). Syllabi content involves case studies & applications perspectives.

e). Gaps to be addressed for revision.

f). Quality of Text Books & References given in Syllabi etc.

**5. FEEDBACK COLLECTION AND REVIEW PROCESS:**

a). Departments shall send the prepared curricula and syllabi to stakeholders to get their feedback for corrections/ suggestions / improvements to be incorporated in the curricula and syllabi every semester.

b). After compiling the feedback from all stakeholders, it will be discussed and analyzed at the Departmental Consultative Committee (DCC) for recommendation.

c). The recommended syllabi shall be presented and discussed in Board of Studies (BOS) meeting for its approval.

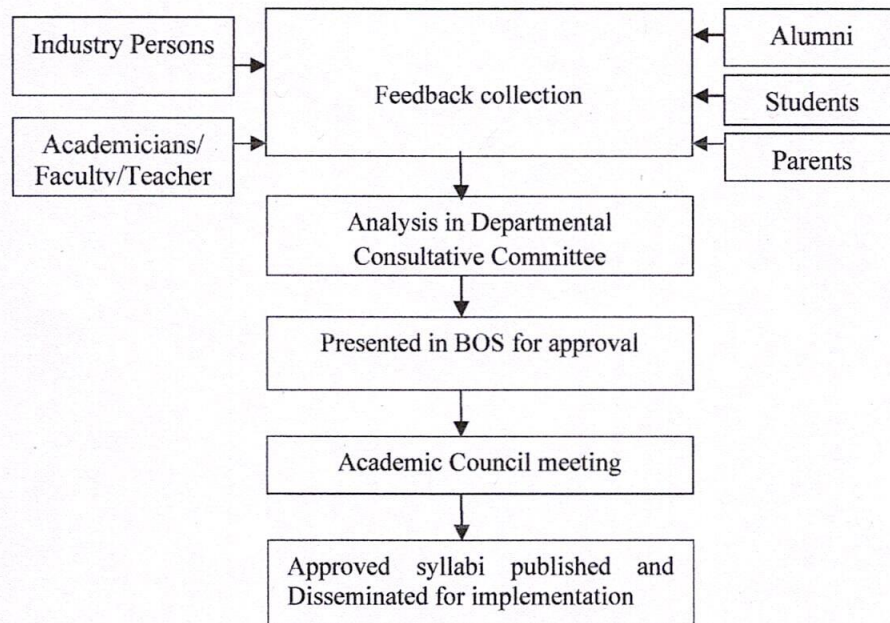
d). BOS approved syllabi shall be approved finally by Academic Council.

**6. RECORD MANAGEMENT:**

The records of feedback of the stakeholders shall be maintained in the departments concerned as per responsibilities mentioned below:

<b>Document type</b>	<b>Responsibility</b>	<b>Maintained at</b>
Hard/Soft Copies of filled-in Forms of Feedback	<ul style="list-style-type: none"><li>• HOD concerned</li><li>• Department BOS Coordinator</li></ul>	Departments concerned
Analysis reports of Feedback	<ul style="list-style-type: none"><li>• HOD concerned</li><li>• Department BOS Coordinator</li></ul>	Departments concerned
Final approved syllabi	<ul style="list-style-type: none"><li>• HOD concerned</li><li>• Department BOS Coordinator</li></ul>	Departments concerned

## 7. Process Flow Diagram



**Figure.1 Process flow diagram**

**8. Standard Operating Procedure (SOP) for implementation of Feedback of syllabus:**

1. Curriculum and syllabi of all programmes in CBCS Regulation will be updated periodically to cater the industrial needs with strong representation and active participation of college representatives and all stakeholders.
2. Departments shall send the prepared curricula and syllabi to stakeholders to get their feedback for corrections/ suggestions / improvements to be incorporated in the curricula and syllabi every semester.
3. Feedback report on the Curriculum and Syllabi concerned shall be got from the following experts before the conduct of BOS meeting and shall be maintained in the department.
  1. Two Academicians from reputed colleges.
  2. One Industry Expert( Not a Sona Alumni)
  3. Two Alumni.
4. Feedback got from stakeholders shall be analyzed in the Departmental Consultative Committee to present in the Board of studies meeting for approval. The approved suggestions shall be incorporated in the respective curricula and syllabi.
5. The Academic Council shall approve the final curricula and syllabi.
6. The Action Taken report on the curricula and syllabi as approved by Board of studies meetings and Academic Council shall be submitted to Academic Council office before the reopening date of the semester concerned.