



# National Law University and Judicial Academy, Assam

Hajo Road, Amingaon, Guwahati-781031, Assam (India).

## POLICY FOR FEEDBACK

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### FEEDBACK POLICY

Performance of University is increasingly analyzed on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the university is reforming good performance and imparting quality education. Hence, the university imparts policy to make feedback forms available for different stakeholders to analyze the performance on different aspects.

#### **Purpose and Scope**

- To maintain a current consciousness of the desires and forecast of students and stakeholders of the university;
- Provides space for continuous enhancement of university in all aspects
- Audit and enhance the aspects of students' learning experiences through the timely collection, analysis and reporting of student feedback concerning teaching, learning and assessment;
- Providing students and stakeholders with the scope to actively participate in the continual improvement of programs of study by feedback collected on timely basics.

#### **Responsibilities**

Internal Quality Assurance Cell (IQAC) has flourished Feedback Mechanism and structure for its analysis. IQAC Director and the other faculty members will be jointly responsible for the collection, analysis and reporting of student and stakeholder feedback relating to academic and other allied program conducted in university.

#### **Stakeholders**

Stakeholders are any person/persons or organization that has associated with the university. Stakeholders include, but are not limited to:

- Students
- Alumni
- Teaching & Non-Teaching staff members
- Professional Bodies



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- Suppliers/Vendors, Trainers
- Guests- Technical & Non-Technical events
- Parents

#### **Feedback Mechanism**

IQAC shall prepare structured Feedback forms for respective stakeholders. The feedback shall be collected through both online and offline methods. Filled feedback forms shall be analysed by IQAC. Feedbacks are to be collected under following broad head -

- Feedback from students - Fortnightly , End of Semester
- Feedback from Alumni - Once/ Twice in a year
- Feedback from Professionals – Every year
- Feedback from staff - Annually
- Feedback from parents - Annually

Feedback on curriculum shall be taken from all the Stakeholders to analyze the success of existing curriculum and to suggest valuable suggestions in other aspects related to teaching, learning and research processes. After the feedback analysis, it shall be forwarded to the competent authority for further process and action. Based on feedback analysis, action taken report shall be generated and necessary remedial measures taken on timely basis.