



(2014011494)

UNI TRUST SURAJBA MAHILA ARTS COLLEGE

(Managed By : Sardar Vallabhbhai Samajseva Trust)

New Shorock Mill Road, NADIAD - 387 001, (GUJARAT)

Ph No. 0268 - 2566555, 2565425

utsmahilaarts@yahoo.in www.mahilaarts.org "NAAC" Accredited Grade : "B"

Re-Accredited "B" with 2.92 CGPA

Ref No :

Date

MECHANISM FOR COLLECTING FEEDBACK

Objective:

It is necessary to collect feedback from various groups of persons for various reasons, in different contexts.

This document is a policy for the College staff, to serve as guideline when it is necessary to collect feedback, or to design a feedback system.

Mechanism:

1. In case permission is necessary for obtaining feedback, the same shall be sought from the concerned authority.
2. The persons and authorities to whom the Feedback Report is to be provided for taking further action shall be identified, though additions can be made later to the list.
3. All concerned or stakeholders shall be about the activity of feedback collection.
4. The following shall be determined and described explicitly before starting the entire process:
 - a. The person(s) responsible for the project: in case there is to be a committee or a group, its Head or Coordinator
 - b. The purpose of feedback collection
 - c. The target audience
 - d. The methodology of collection
 - e. List of persons involved in the process, and their competence
 - f. The data analysis methods
 - g. Responsibility for writing of report [this can be changed later, but one person must be identified at this stage itself]
 - h. Duration for which the original raw data is to be preserved, and the person(s) responsible for this.



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- i. The person(s) who can make changes in the process, as per exigency
- j. Validation of every stage or process wherever applicable
5. In case it is necessary, Step 4 shall be discussed with all concerned, and their consent sought.
6. The Head or Coordinator shall ensure satisfactory carrying out of the entire process and its culmination, including handing over the Report and raw data to the custodian designated above.

Final Outcome Expected:

It is expected that every feedback shall be constructive for the organization development, and be useful for further research work in case applicable.




Principal
U.T.S. Mahila Arts College
NADIAD.