

(An Institute of National Importance under DPIIT, Ministry of Commerce & Industry, Govt. of India)

## Student Feedback Policy for National Design Institute Madhya Pradesh

### Introduction

The student feedback policy aims to provide a structured and transparent mechanism to gather valuable insights from students regarding their learning experience. By aligning feedback collection with the institute's modular teaching pedagogy, this policy facilitates continuous improvement in the quality of teaching, course content, and overall student satisfaction. This approach ensures that teaching methods remain dynamic, relevant, and aligned with both student needs and industry standards.

### Objective

- **Foster a student-centric learning environment** by acting on student feedback to improve curriculum design, pedagogy, and resource allocation and facilities.
- **Promote transparency and communication** between students, faculty, and administration to ensure alignment of academic goals.
- **Support faculty development** by offering constructive insights into areas for improvement and recognizing areas of strength.
- **Enhance teaching quality** through regular evaluation of course delivery, course content, and student satisfaction.

The feedback can be taken in two parts, considering Academic and Non-academic parameters.

### 1. Parameters and Timeline for Student Academic Feedback Collection:

To ensure that the feedback process is structured, comprehensive, and timely, student feedback will be collected on the following key parameters:

- (i) **Course Content & Curriculum:** Relevance, depth, and clarity of course material, alignment with industry trends, and practical applicability.
- (ii) **Teaching Methods & Pedagogy:** Effectiveness of teaching strategies, use of multimedia, engagement in class, and opportunities for interactive learning.
- (iii) **Faculty Accessibility:** Faculty's ability to explain concepts, communication skills, approachability, responsiveness, and availability for student support.

- (iv) **Learning Resources:** Availability and quality of learning materials, software tools, equipment, and studio resources.
- (v) **Evaluation & Assessment:** Fairness, transparency, and clarity in evaluation methods, grading criteria, and feedback on assignments or projects.
- (vi) **Student Support & Environment:** Availability of academic support, peer collaboration, studio facilities, and the overall learning environment.

#### **Feedback Timeline:**

**End-of-Semester- feedback** will be collected at the conclusion of the academic session, typically at the **end of semester** (during preparation week), to assess the overall experience.

## **2. Method of Implementation and Execution:**

- (i) **Online Surveys:** Feedback will be gathered using a secure, anonymous online survey tool that allows for both quantitative (rating scales) and qualitative (open-ended) responses. This ensures that all students have access to a user-friendly platform and can provide thoughtful feedback.
- (ii) **Focus Group Discussions (Optional):** For specific areas optional group discussions or interviews may be conducted with a representative sample of students, (consultative forum)
- (iii) **Faculty Reflection Sessions (optional):** After each feedback collection, faculties will be encouraged to self-reflect on the feedback provided, ensuring that faculty members have the opportunity to adjust their teaching methods, materials, or strategies if necessary.

## **3. Sharing with Faculty Members for Transparency:**

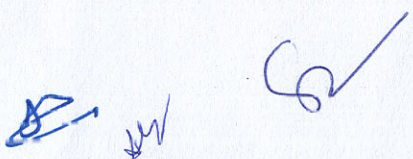
To maintain transparency and encourage a collaborative approach to continuous improvement, feedback results will be shared with the faculty members responsible for the course/module by the closure of semester.

The process will involve a report summarizing aggregated feedback will be shared with the faculty, ensuring that all comments, concerns, and suggestions are communicated in a constructive and respectful manner.

## **4. Custodian of the Data:**

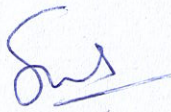
The confidentiality, integrity, and security of the feedback data are paramount. The Office of the Activity Chairperson of Education will be the custodian of the feedback data, with the following responsibilities:

- (i) **Data Storage:** Feedback data will be stored securely, using password-protected systems, with restricted access to ensure that only authorized personnel can view the responses. Personal identifying information will not be linked to feedback unless explicitly stated by the student.
- (ii) **Data Protection:** The institute will ensure compliance with relevant data protection laws and institutional guidelines to protect student and faculty privacy.



- (iii) **Anonymity:** All feedback will be anonymized before being shared with faculty to ensure unbiased, candid responses.
- (iv) **Data Retention and Disposal:** Feedback data will be retained for **two academic years** for institutional analysis and reporting purposes, after which it will be securely disposed of in accordance with data retention policies.

This Student Feedback Policy is designed to create a collaborative and transparent learning environment where feedback is used constructively to enhance the quality of education. It allows for continuous improvement in the institute's teaching practices while respecting the privacy and input of students and faculty. By implementing this policy, the institute ensures that the educational experience is dynamic, responsive, and tailored to meet the needs of students and the evolving demands of the design industry.

A handwritten signature in blue ink, appearing to be a stylized 'S' followed by some illegible characters.A handwritten signature in blue ink, appearing to be 'Sous' with a horizontal line underneath.