



# SRI MUTHUKUMARAN MEDICAL COLLEGE HOSPITAL AND RESEARCH INSTITUTE

(Affiliated to the Tamil Nadu Dr.M.G.R. Medical University)

Chikkarayapuram, Near Mangadu, Chennai - 600069

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## FEEDBACK COMMITTEE (A part of Curriculum committee)

### STANDARD OPERATING PROCEDURE

#### 1. Objective

Establishing precise policies and procedures for the methodical collection of feedback from students, teachers, alumni, professionals and employers, analysing the feedback obtained and implement suitable remedial measures is the goal of the Feedback Committee SOP. It describes the roles, duties, and procedures needed to guarantee ongoing enhancements to the standard of instruction and the general college/hospital experience.

#### 2. Composition of the Feedback Committee

The Feedback Committee comprises key members responsible for overseeing the feedback collection and analysis processes. Members may include:

- Chairperson of the Feedback Committee
- Faculty Representatives
- Staff Representatives

Feedback committee members has been reconstituted formally.

#### LIST OF RECONSTITUTED COMMITTEE MEMBERS

S.No	Name	Designation	Position held
1.	Dr. R. Jayanthi.	Dean	Chairperson
2.	Dr.Sridevi.V	Professor Pathology	Coordinator
3.	Dr.S.Muthukumar	Vice Principal, Administration, Professor Physiology	Member
4.	Dr.D.Shylaja	Associate professor Pediatrics	Member
5.	Dr.Jai Vinoth Kumar	Associate Professor Surgery	Member



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6.	Dr. Karthikeyan	Associate professor Psychiatry	Member
7.	Dr.Sundari	Alumni student Representative	Member
8.	Mr.Dinesh	Student representative Final MBBS	Member
9.	Mr.Aakash	Student representative- Pre final MBBS	Member

### 3. Roles and Responsibilities

#### 3.1 Chairperson of the Feedback Committee

Give the guidance for the Feedback Committee and leadership.

Control the procedures for gathering and analysing input.

#### 3.2. Coordinator

Report conclusions and suggestions for corrective action to the appropriate committees.

Set up committee meetings, create agendas, call them to order, and take minutes at them.

#### 3.3 Faculty Representatives

Collaborate with the committee in designing feedback mechanisms.

Collect and analyze feedback related to academic programs and teaching methods.

Propose improvement strategies based on faculty input.

#### 3.3 Staff Representatives

Facilitate collection of feedback from students, parents, employers and alumni

Identify areas for improvement in staff-related processes and services.

Collaborate with other committee members to address staff concerns.

#### 4.Functions:

To gather feedback on curriculum, instructional strategies, and assessment for enhancement from a range of stakeholders

Conduct an analysis and forward the findings to the relevant authorities.



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The curriculum and teaching learning should incorporate the action taken based on feedback analysis.

An accurate and comprehensive database of input should be kept up to date. A platform for communication between all parties involved should be planned and encouraged.

Help the management establish a college environment that fosters lifelong memories for students.

## **5. Techniques for Gathering Feedback**

### **5.1 Interviews**

Create surveys and send them out to staff, instructors, and students.

Make sure all relevant topics are covered in the surveys, such as academics, facilities, and support services.

### **5.2 Discussion Boards**

Hold focus groups with instructors and students to get detailed qualitative input.

Take a methodical approach when discussing particular subjects.

### **5.3 Google forms**

Google forms were created after discussion with the IQAC, after approval google forms were implemented.

## **6. Analysis of Feedback**

### **6.1 Gathering Data**

Gather and aggregate information from multiple sources of feedback.

For the management and analysis of both quantitative and qualitative data, use the proper hardware and software.

### **6.2 Examining Trends**

Analyse the feedback data to find trends and patterns.

Sort the things that need to be improved or given quick attention first.

### **6.3 Documentation**

Write thorough reports that summarize the results of the feedback.

Include areas of excellence and suggestions for development.

## **7. Putting It into Action**



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## 7.1 Strategies for Improvement

Discuss the findings of the feedback analysis in respective college council meetings

Create action plans with the approval of the college council based on the analysis of the feedback.

Establish priorities and carry out improvement plans in coordination with pertinent parties.

## 7.2 Constant Observation

Provide a system for tracking implemented remedial actions over time.

Adapt strategies in response to continuing evaluation and input.

## 8. Communication

Communicate feedback results, action plans, and improvements to all stakeholders and to IQAC.

Foster transparency and demonstrate the commitment to addressing concerns.

## 9. Schedules

Respect the deadlines that have been set for gathering, analyzing, and organizing feedback.

Make sure to give stakeholders regular updates and progress reports.

## 10. Meeting Schedule

In order to organize the feedback action activities for the previous year, the Committee will formally meet in the middle of the academic year.

To examine the institution's feedback and remedial action efforts, the second meeting of the academic year will take place at the end of the term.

In the event of an emergency, meetings may be held formally or informally, and minutes of the former are not required to be kept.

## 11. Evaluation

Regularly assess the efficiency of the feedback procedures and make any necessary adjustments.

Based on the findings of the evaluation, make changes to the SOP and procedures.



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## 12. Examine and Edit

Review the SOP on a regular basis to make sure it is still applicable and efficient.

As college rules or stakeholder expectations change, the SOP should be revised to reflect these changes.

Amendment: Starting in the academic year 2022–2023, feedback will be gathered via a Google Form for quality improvement and analysis.

## 13. Acceptance

The Dean has accepted this SOP, which will be examined yearly or as needed.

*Smitha M.*

IQAC COORDINATOR

*[Signature]*  
DEAN

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