



AMC DENTAL COLLEGE & HOSPITAL

FEEDBACK COMMITTEE

Chairperson:

Dr. Dolly Patel

Co-ordinator

Dr. Ekta Damani

Members:

Dr. Chirag Rudakia

Dr. Rajendra Bharatiya

Dr. Hitesh Vadera

Dr. Shikha Jani

IT Expert (Admin)

Outward no:- AMCDC/FC/2021/02

Date: 05/04/2021

AMC DENTAL COLLEGE

STANDARD OPERATING PROCEDURE FOR TAKING FEEDBACK

- Feedback mechanism helps to evaluate services and policies of institute and make necessary changes as per stakeholder's suggestions. It also helps in evaluation, development and enhancement of quality of learning experience.
- AMC Dental College has appointed Feedback committee comprising of chairperson, co-ordinator and members, to collect feedbacks from all stake holders i.e. Students, Faculties, Alumni, Professionals and Employers through structured process.

Structure:-

- Feedback Committee designs the feedback forms for all stakeholders, gets it approved from the academic council annually.
- Feedbacks are collected annually in either offline or online mode as decided by the academic council.
- Feedback coordinator from committee coordinates regarding feedback analysis with the academic council.

Mechanism of feedback:-

- Feedback forms are taken from all Stakeholders once in a year in March before starting of academic year.
- Collection of feedbacks is done either in offline or online mode as decided by academic council.
- The responses of collected feedbacks will be then filled in the excel sheet for data analysis.
- They are assessed by committee members, if 50% or more are not satisfied and score obtained is less than 3 on likert scale then intervention is required.
- Feedback analysis report is prepared by the committee and submitted to the Academic council.
- Academic council then discusses the feedback reports in the meetings held.



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- According to proposals received, Academic council decides the plan of action to improve the gaps.
- After implementation of the action, Action Taken Report is prepared and submitted to the academic council.

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Feedback Committee


Chairperson
Feedback Committee