



## **RGM CET Curriculum Feedback Policy**

### **Policy Statement**

**RGM CET** is committed to providing a high-quality education that meets the evolving needs of our students, faculty, and stakeholders. To achieve this, we recognize the importance of regularly collecting and utilizing feedback on our curriculum to make informed decisions for continuous improvement.

#### **Objective:**

The objective of this policy is to establish a standardized framework for the collection, analysis, and utilization of feedback on our curriculum.

#### **Scope:**

This policy applies to all programs and courses offered by RGM CET.

#### **Policy Guidelines:**

##### **1. Feedback Sources:**

a. Feedback on the curriculum may be solicited from various stakeholders, including but not limited to:

- ✓ Students
- ✓ Faculty members
- ✓ Alumni
- ✓ Employers
- ✓ Industry Experts /Advisory boards
- ✓ parents
- ✓ Academic peers

b. Feedback can be collected through surveys, focus groups, interviews, and other appropriate methods.

##### **2. Frequency of Feedback Collection:**

a. Feedback on the curriculum shall be collected at regular intervals, at a minimum of once per academic year.

b. Additional feedback may be collected in response to specific program reviews or accreditation requirements.

##### **3. Responsible Parties:**

a. The Curriculum Review Committee, or its equivalent, shall oversee the collection and analysis of feedback on the curriculum.

b. The committee may designate responsible individuals for specific feedback collection efforts.



#### **4. Data Collection and Analysis:**

- a. Feedback data shall be collected, recorded, and stored securely.
- b. The Curriculum Review Committee shall analyze the feedback data to identify strengths and weaknesses in the curriculum.
- c. Trends, patterns, and areas for improvement shall be identified and documented.

#### **5. Reporting:**

- a. The findings from the analysis of curriculum feedback shall be summarized in an annual Curriculum Feedback Report.
- b. This report shall be made available to all relevant stakeholders, including faculty, students, and administrators.
- c. The report may include recommendations for curriculum changes and improvements.

#### **6. Curriculum Improvement:**

- a. The Curriculum Review Committee shall work with program coordinators and faculty to implement changes and improvements based on the feedback and recommendations.
- b. Any proposed curriculum changes shall follow the institution's established curriculum approval process.

#### **7. Review and Evaluation:**

- a. The effectiveness of curriculum changes shall be monitored and evaluated through ongoing assessment and feedback collection.
- b. Adjustments shall be made as necessary to ensure the continuous improvement of the curriculum.

#### **8. Transparency:**

- a. RGM CET shall maintain transparency in the feedback collection and utilization process by providing clear communication to all stakeholders.

#### **9. Review and Amendment:**

- a. This policy shall be reviewed and, if necessary, updated on a periodic basis to ensure its continued relevance and effectiveness.

#### **10. Compliance:**

- a. All academic and administrative units within RGM CET are required to comply with this policy.



## **12. Contact Information:**

a. For questions or concerns related to this policy, please contact Principal through proper channel

### **Review and Revision:**

This policy shall be reviewed and revised as needed to remain aligned with RGM CET's mission and goals.

## **Action Taken Report for Feedback on Curriculum**

### **I. Introduction:**

This Action Taken Report (ATR) outlines the steps and measures taken in response to feedback received on our curriculum. We value feedback as a means to continually improve our educational programs and ensure they align with the evolving needs of our students and stakeholders.

### **II. Feedback Sources:**

a. Feedback on the curriculum may be solicited from various stakeholders, including but not limited to:

- ✓ Students
- ✓ Faculty members
- ✓ Alumni
- ✓ Employers
- ✓ Industry Experts /Advisory boards
- ✓ parents
- ✓ Academic peers

b. Feedback can be collected through surveys, focus groups, interviews, and other appropriate methods.

### **III. Summary of Feedback:**

The feedback received covered a wide range of areas, including concerns about course content, teaching methodologies, assessment strategies, and overall program alignment with industry and career readiness.

Common themes identified in the feedback include:

**Relevance:** Some students expressed concerns about the relevance of certain courses to current industry trends and job market requirements.



**Teaching Methods:** Several students and faculty members pointed out the need for a more diversified teaching approach, incorporating interactive and experiential learning methods.

**Assessment:** Concerns were raised regarding the balance of assessment methods, with suggestions for incorporating more practical assessments in addition to traditional exams.

**Flexibility:** Feedback emphasized the importance of allowing students some flexibility in course selection to align their education with personal and career interests.

#### **IV. Action Steps Taken:**

In response to the feedback, the following actions have been taken:

**Curriculum Review Committee:** Feedback on curriculum will be placed in BoS meetings to review the existing curriculum. This committee includes faculty members, administrators, and external industry experts and it will be placed in Academic Council meetings for approval.

**Course Relevance:** Identified courses with outdated content are being revised to align with current industry standards. New courses have been introduced to address emerging trends.

**Teaching Methodologies:** Faculty members have been provided with professional development opportunities to explore innovative teaching methods. This includes workshops on active learning strategies, technology integration, and inclusive teaching.

**Assessment Reform:** Assessment strategies have been revised to include a mix of written exams, practical assignments, projects, and presentations, providing students with a more holistic evaluation.

**Curriculum Flexibility:** A task force has been established to explore options for introducing more elective courses and flexibility within program requirements.

#### **V. Timeline for Implementation:**

The implementation of these action steps is ongoing and will be completed in stages over by subsequent academic years. Regular updates and progress reports will be shared with stakeholders.



## **VI. Communication:**

RGMCET is committed to maintaining transparent communication with all stakeholders throughout this process. Periodic updates will be provided to all the stakeholders in all possible manners including institution's website.

## **VII. Conclusion:**

RGMCET recognizes the importance of a responsive and adaptable curriculum to meet the needs of our students and stakeholders. RGMCET committed to the continuous improvement of our educational programs and will diligently work towards addressing the feedback received.

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