



# Students' Feedback Policy

## Scope

Quality Enhancement Cell (KIMS) uses a range of methods to enable students to give feedback on their experiences at multiple levels on different dimensions including their perception of teaching, their learning experience in different modules / blocks and clinical rotation, their overall course experiences, and their end of the program experience at the College.

The Policy outlines a clear and measurable set of standardized instruments for gathering student feedback, thus enabling comparability over time, and consistent systematic reporting of information at appropriate levels of aggregation.

The policy outlines that how student feedback on modules / blocks and teaching is gathered, reported and utilized, using NUMS -approved HEC standard surveys, as part of the college's ongoing commitment in providing a quality learning experience for students.

## DEFINITIONS

### **Feedback**

Feedback is a process in which the effect or impact of an action or interaction is communicated back (feedback) to modify or improve the next action or interaction.

### **Evaluation**

Evaluation refers to rigorous analysis of completed or ongoing activities that facilitates Faculty and management in accountability, effectiveness, and efficiency of the activities.

### **Course Evaluation**

A course evaluation is a process of collecting opinions of students on a paper or through electronic questionnaire which requires a written or selected response answer to a series of questions in order to evaluate the relevance, content assessment and instruction of a given course.

### **Subject**

A subject is a branch of knowledge studied or taught in college that forms a part of a degree program.

### **Module / Block**

The module is an instructional functional unit that focuses on a particular topic, and combines the educational contents and the technology of its presentation.

## Policy Statement

The College is committed in providing opportunities for all students to offer feedback of their educational experiences. Student surveys are a key component of the college monitoring, review and improvement activities, and an important source of feedback to staff on their teaching.

Although not the only source of evaluation data about educational quality, the college considers students views to be a critical importance in the evidence-based approach used with in the college to target improvements in both teaching practices and the quality of courses at different modules / blocks of study. The complement other source of evidence about the quality of experiences of the KIMS Malir cantt Karachi through student's representative on curriculum Committee and Academic Council and informal student comments

As per the HEC directives students evaluate course and teacher separately on given questionnaires.

### **Student Course Evaluation**

- The College will undertake regular review of modules / blocks of study, using student feedback along with other sources of information.
- Student feedback on modules / blocks of study will be gathered using the NUMS-approved standardized HEC survey questionnaires in all modules / blocks.
- Modules / blocks of study will formally be evaluated for all the subjects offered in that Modules / blocks, except where special circumstances apply.
- Student Course Evaluation survey data will be collected, analyzed and reported in curriculum Committee meetings and Academic Council meetings as and when required.
- Results form student feedback on modules / blocks will be reported to students and staff, along with targets and plans for improvement, in curriculum committee meetings for improving the quality of modules / blocks of study.

### **Students Teacher Evaluation**

- Student feedback on teaching will be gathered using the NUMS-approved standardized HEC survey questionnaires for all teachers.
- Teaching will normally be evaluated preferably after each module for every teacher or at least annually for every teacher, except where special circumstances apply.
- Survey Data will be collected, analyzed and reported in Curriculum Committee meetings and Academic Council meetings as and when required.
- Results from student feedback on teaching will be reported to individual faculty through their Head of Departments.
- Aggregated findings of Student's Teacher Evaluation survey results that relate to the relevance and quality of courses and modules / blocks in terms of student needs and expectations may be used by the college for any purpose.

