



INSTITUTE OF AERONATICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

FEEDBACK PROCESS MANUAL

Students, Faculty, Alumni, Employer and Parent

Updated – July, 2018

1. INTRODUCTION:

The feedback collection process, aims towards the continual improvement of academic and administrative facilities available in the campus. This ensure that the students have an enriching learning experience. The institute has implemented Quality Assurance Systems and Procedures (QASP). In particular, to ensure the quality of **curriculum, course content delivery, outcome based education, teaching, learning and evaluation, campus facilities** (library, canteen, infrastructure and IT services etc.). The feedback collected from various stakeholders (students, faculty, alumni, employers and parents) for continuous quality improvement in the courses taught and facilities provided. **Figure 1** shows the closed loop feedback system that is in practice at the institute.

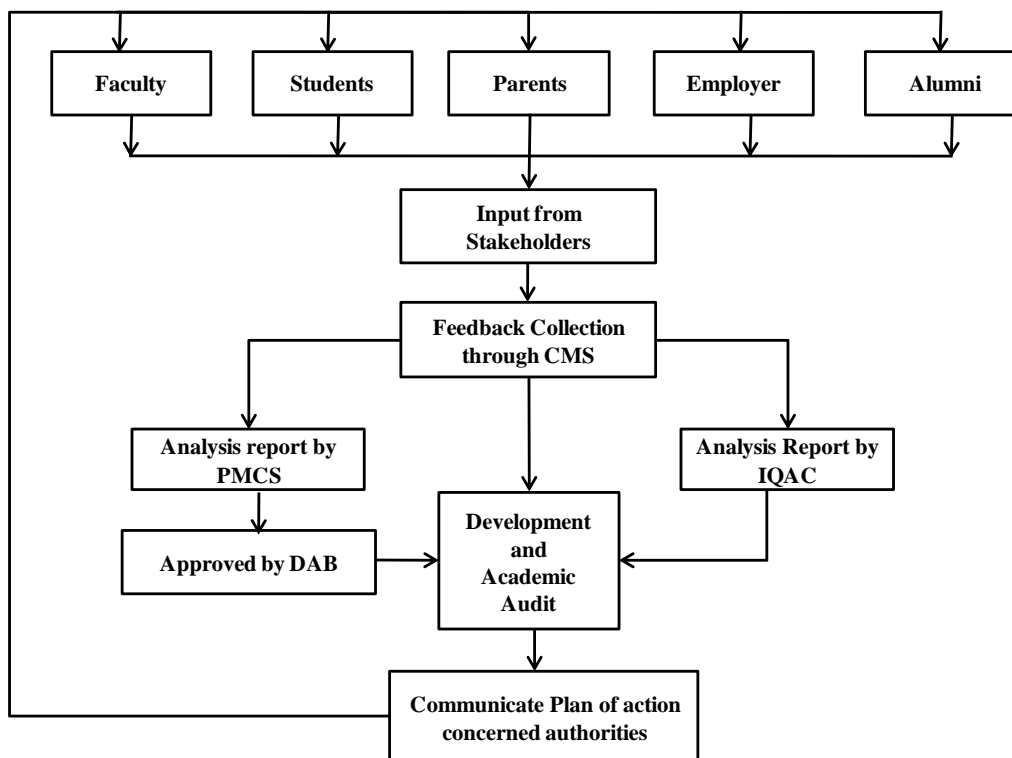


Fig. 1: Institution Closed loop feedback system

The distribution, collection, analysis, and corrective action of the filled feedback forms are collected for each semester through online / offline mode. The feedback template and report of the corrective actions are made available in the website for stakeholders' views.

Institute conducts an orientation program for B.Tech first-year students and their parents to share the working model of the system. The parent feedback is collected at the parent-teacher meeting. Feedback is collected from parents through a structured form. Parents are also part of departmental advisory board (DAB). Feedback from students is also, obtained twice in a semester through an online feedback system which also provides anonymity, thereby giving students an opportunity to speak their mind.

For interacting with alumni, institute has a registered body of alumni and conduct alumni meet once a year to share their experiences, progress of the alumni and discussing with them about how the alumni can associate with the institute to empower and motivate their juniors. There is also an online alumni portal through which feedback is obtained and also obtain alumni feedback during the yearly meet and whenever they visit the campus.

Interaction with Industry experts through IIC, PAT, R&D and industry experts on board / various committees enable to get the industry perspective.

The stakeholders’ feedback is involved in the following processes:

- a. Vision, mission, and PEO formulation process
- b. Approval of COs, POs / PSOs of the program
- c. Identification of curriculum gap and the activities that support the Pos / PSO’s continual improvement.
- d. Participation in various academic and administrative committees like Governing Body, Academic Council, IQAC, IIC, IPR, PAT, Alumni meetings, DAB and PAC.
- e. Stakeholders are involved during admission, induction program, student awareness workshops, student induction programs, and other intra-departmental meetings.

2. FEEDBACK MECHANISM:

Feedback obtained periodically from various stakeholders helps alleviate the academic concerns motivates the students and faculty to improve their performance. Feedback is taken into consideration and corrective measures/improvements are made by the head of the departments and Principal. If necessary, these are forwarded to the management for further action. Feedback from various sources has significantly improved academic activities, effective usage of teaching-learning resources, and students’ professional career advancements.

2.1. Feedback on course content delivery and outcome-based education:

Course feedback is generated from the theory and laboratory courses in every semester and final year students complete the program exit survey. This is gathered from two different approaches that are considered for soliciting the student feedback such as immediate feedback through the meeting, and surveys and questionnaires for students to fill out the forms digitally.

The following table provides an overview of two different approaches to gathering student feedback:

Feedback Type	Meetings/survey forms
Collective / Immediate meetings	<ul style="list-style-type: none"> • Mentor-Mentee Meeting • Class Incharge Meeting • Class representative Meeting • Course content coverage Monitoring • Course end semester Meeting
Survey and Questionnaire	<ul style="list-style-type: none"> • Feedback on Faculty • Feedback on course outcomes • Course end Survey

Based on the feedback collected from the students, the feedback is analyzed and corrective measures are taken by the head of the department / principal.

Various feedback / Survey forms used are:

Form No.	Nature of form
SDF01	Feedback on course outcomes
SDS01	Program exit survey
FDF04	Pre Course Allotment
FDF05	End semester project work outcomes summary by supervisor
SDS02	Student questionnaire – B.Tech project work
FDF03	Course exit survey (End of the semester course evaluation on course outcomes)

Corrective Measures:

- Modern pedagogical tools
- Flipped classrooms
- Experiential learning
- Self-learning
- Project-based learning
- Research-based learning
- Effective schedule of instruction
- Better usage ICT tools (videos and animations etc.)
- Faculty training on instructional design and delivery

2.2. Feedback on course curriculum:

The course curriculum is one of the crucial aspects of the teaching-learning process, so it requires regular and continuous assessment. Stakeholder feedback plays a remarkable role in course curriculum design and development by providing useful insights for upgrading various aspects of teaching, learning, assessment, and capacity. Designing and developing a curriculum demands proper need-based inputs in proper consultation with experts. Institute has made all the required arrangements for getting proper feedback from students, faculty, alumni, parents, and employers on various curriculum-related activities. Curriculum development comprises of following phases:

Phase 1	Stakeholder feedback
Phase 2	Feedback analysis
Phase 3	Requirement analysis
Phase 4	Benchmark and academic policies
Phase 5	Board of studies
Phase 6	Implementation of curriculum

The process of course curriculum development for various programs starts with the assessment of the existing curriculum taking into consideration the requirements of students, skills demanded industry, and job placements. The curriculum inspection comprises information regarding syllabus planning and holistic experience about the program. This exercise of gathering feedback on the curricula from our stakeholders was recorded once every academic year. In curriculum advancement and audit, the current curriculum undergoes an exhaustive and detailed assessment process, which needs to experience different stages with an active contribution and commitment of students, instructors, alumni, and scholastic specialists of other Institutes.

Online feedback about the course curriculum is taken from the students using prescribed Performa before the end of the semester in every academic year. Feedback thus received is duly considered during the review process of the curriculum. A meeting of the curriculum review committee (CRC) is organized to assess the compiled feedback received from all stakeholders. After rigorous discussion on the valuable inputs given in the feedback, CRC performs various modifications in the curriculum, still keeping it consistent with the existing scheme. These changes are proposed in the Board of Studies meeting after a thorough analysis of feedback. Suggested modifications are incorporated in the curriculum on the recommendations of the BOS members.

Various feedback / Survey forms used are:

Form No.	Nature of form
FCS01	Student feedback on curriculum
FCF01	Faculty feedback on curriculum
FCA01	Alumni feedback on curriculum
FCE01	Employer feedback on curriculum

Corrective Measures:

- Add Skill and job-oriented courses in curriculum
- Add value added courses, professional elective groups
- Training programs for students to face interviews.
- Well-equipped laboratories with modern tools /software/instruments.
- Improvement of competencies, in order to attain cutting edge technologies.
- To ensure flexibility of curriculum in response to match active and slow learners.
- Rationalizing efficiency in curriculum implementation.

2.3 Feedback on Teaching, Learning and Evaluation:

Teaching learning is highly encouraged through ICT enabled infrastructure. Common feedback form is designed at the institutional level for all the programs by considering all the dimensions of the teaching-learning process such as quality of teaching, course material, question banks, e-learning content videos, student interactions, clearance of doubts, communication, evaluation, subject knowledge, punctuality, etc. Feedback is taken through an online questionnaire format twice in even / odd semester. First feedback evaluation is made in the third week of the semester and the second feedback evaluation is made before the commencement of continuous internal assessment test-2. More than 90% of the students are expected to take part in the feedback.

The feedback form has all dimensions of the teaching-learning process such as lesson plan, student interactions, clearance of doubts, communication, pace of coverage, subject knowledge, punctuality etc. Students have to fill the feedback form online. The analysis of the feedback is done and the remarks are conveyed to the faculty for the improvement by the heads of department. This feedback helps the institute to take corrective measures whenever required. It also helps the faculty in improving their teaching methodology. A schedule is prepared for feedback to be given by all classes.

Evaluation of teaching can have many purposes, including collecting feedback for teaching improvement, rewarding or promotion and extension of tenure beyond 65 years.

In general, efforts to collect information for improvement can be informal and focus on specific areas an individual faculty wishes to develop. As there are many dimensions to pedagogical work, it is best to use multiple measures involving multiple sources of data to evaluate the range of instructional activities, which can include the following:

- Instructional Delivery (including quality, amount, and level of classroom teaching)
- Course Planning (including the development of course materials, curriculum improvement, development of new courses)
- Grading and Assessing Student Learning (including appropriate level of assignments, exams, grading standards)
- Oversight of minor, honours, and project work
- Support for Student Internships, Experiential Learning, Self-Learning
- Mentoring
- Professional Development and Innovation around Teaching

The students of each class go to the laboratories assigned for them, use their CMS log-in ID and password and give confidential feedback for each faculty handling class for them based on a standard questionnaire. The collected feedback is analyzed and a report is generated for each faculty for every course and will be shared with the concerned faculty members.

Students evaluate the quality of teaching on criteria-based feedback which is collected, analysed, and presented to the head of the departments. From the assessment of the feedback, suggestions for improvement if any are carried out. A report on chief examiners feedback on Semester end examination (SEE) question paper is collected on quality, cognitive level and coverage of course outcomes.

Various feedback / Survey forms used are:

Form No.	Nature of form
FTS01	Student satisfaction survey
FTS02	Early semester feedback by students on teacher
FTS03	End semester feedback by students on teacher
FTF04	Instructor feedback on SEE question paper

Corrective Measures:

- Faculty members with students feedback above 80%, will be rewarded by issuing certificate of appreciation of each course
- If the students feedback falls below 70%, the faculty will be counselled individually by the HOD/Principal and the faculty will be advised and suggestion will be given to further improvement of performance
- In case if the feedback falls below 60%, the faculty are encouraged and financed to attend the STTP, FDP, seminar, workshop etc. to upgrade their knowledge and skills
- Continuing education programs are conducted for the faculty
- E-content development
- Advanced learner programs
- Remedial class for slow learners

2.4 Feedback on Campus Facilities

The institution provides sustainable and state of art infrastructural facilities. Assessment of facilities is done based on the feedback from students, faculty, department advisory board, alumni, parents, employer, and industry experts. A suggestion box is available in the CMS portal to receive suggestions from the students. A grievance redressal committee also collects information and forwards it to the higher authorities. The alumni network of the institution is very strong and they take part in surveys during the alumni event conducted every year. Feedback is collected during the exit survey and parent-teacher meetings about the facilities of the institution to guarantee a highly effective learning environment. The process followed in collecting feedback on infrastructure facilities is represented in figure 2.

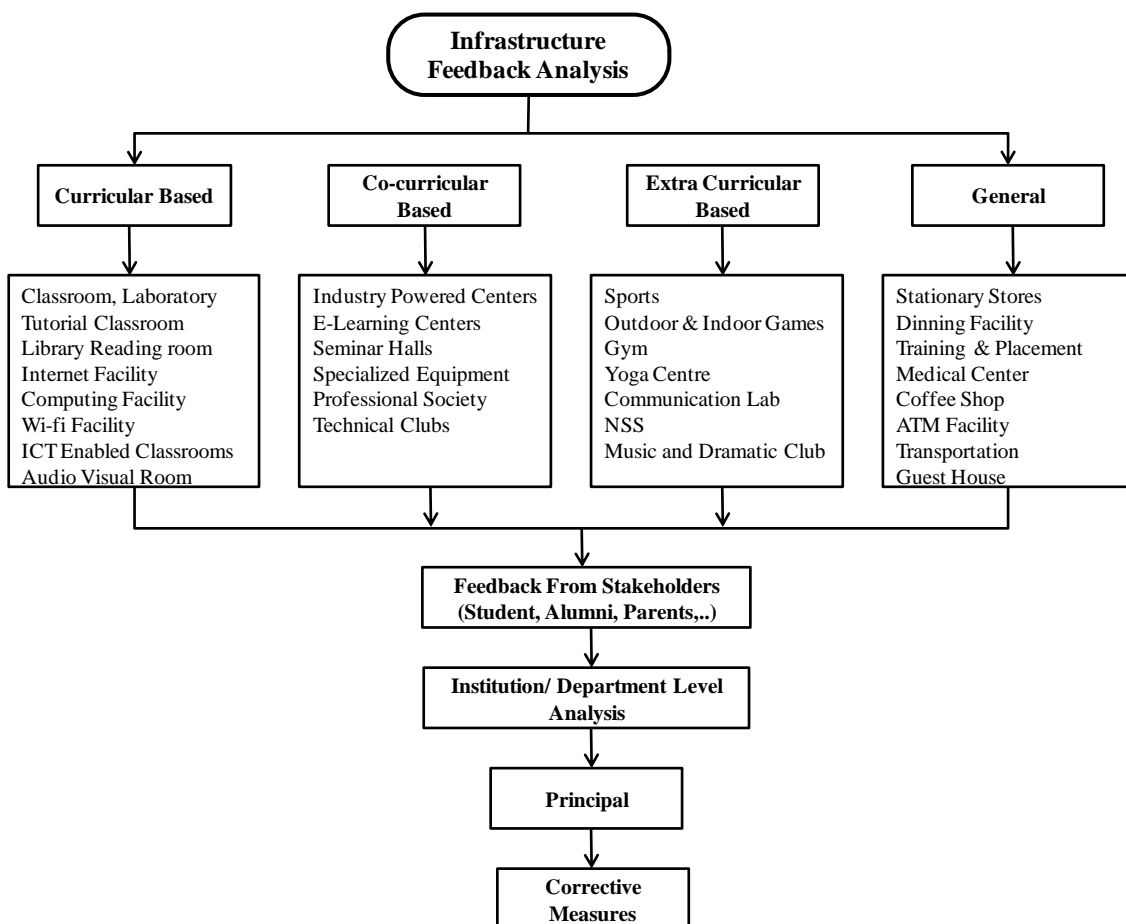


Fig. 2: Feedback Process on-campus facilities

Various feedback / Survey forms used are:

Form No.	Nature of form
FFS01	Student satisfaction survey on facilities
FFS02	Student satisfaction survey on food quality
FFS03	Student satisfaction survey on career services
FFS04	Student satisfaction survey on sanitation and hygiene
FFS05	Student satisfaction survey on internet facilities
FFS06	Student satisfaction survey on library facilities
FFS07	Student satisfaction survey on a secured and safe campus
FFS08	Student satisfaction survey on values and innovation
FFS09	Overall rating
FFS10	Student Satisfaction Survey On Infrastructure
FFP01	Parent feedback on the institute

Corrective measures: Feedback is analyzed and appropriate action will be initiated to over come the deficiency based on the student/ parent response score.



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PROGRAM EXIT SURVEY

The information you provide on this questionnaire will be kept completely confidential

Name of the Student	
Roll Number	
Department	
Year of Graduation	
Permanent Address	
E-mail Address	

Please take a few minutes to answer the following questions. Your answers to the questions and your feedback will assist the department to continue upgrading the program and to better serve its students and the community. Some of the questions need to be answered on a scale of 1 to 5.

(Please circle a number, 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent).

PART I: GENERAL

1. What courses in your Program did you like the best? Explain.
2. What courses belonging to your branch did you like the best? Explain.
3. What courses in the Program, the training that you received is effective?
4. Are you considering post-graduate studies right after your graduation or in the future? If yes, would you consider IARE? Why?
5. Do you have a job offer? If yes, where, and what is your initial salary?

To what extent did each of the following contribute to: (Tick in the box)

S No	Specification	Rubric strength				
		1	2	3	4	5
1.	How do you rate the training that you received in the mathematics and physics courses?					
2.	How do you rate the overall training that you received?					
3.	How did the faculty respond to your technical needs inside and outside of classrooms?					
4.	How helpfully did the lab technicians respond to your needs?					
5.	How did the course scheduling meet your time constraints?					
6.	6 How do you feel the program prepared you for the career in your branch of Engineering?					
7.	How would you rate the student/faculty interaction in the program?					
8.	How effective was the counseling from					

	your faculty advisor? Explain:					
9.	How effective was the counseling from career guidance advisor? Explain:					
10.	How would you rate the laboratory facilities? Explain:					
11.	11 How would you rate the classrooms and laboratory environment?					

PART II: OUTCOMES

At this time you should have attained the required professional, technical, and social experience in the program to practice the following twelve program outcomes. Please mark on a scale of 1 to 5.

(Please circle a number, 1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent) to indicate your knowledge with the ability to:

S No	Specification	Rubric strength				
		1	2	3	4	5
1.	I I have gained an in-depth knowledge of mathematics, science and my branch of Engineering.					
2.	I have an ability to identify, formulate and solve engineering problems.					
3.	I am able to design digital and analog systems pertaining to electrical systems.					
4.	I am able to design electrical and electronics circuits and conduct experiments with electrical engineering as well as to analyze and interpret data.					
5.	I had the opportunity to acquire new knowledge to use modern engineering tools, software and equipment to analyze problems necessary for engineering practice.					
6.	I have an ability to recognize the impact of engineering on society.					
7.	I have an ability to recognize the impact of the professional engineering solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.					
8.	I had the opportunity to understand professional and ethical responsibility.					
9.	I have an ability to function effectively as an individual, and as a member or leader in diverse teams, and in multidisciplinary settings.					
10.	I am able to communicate effectively in both verbal and written form.					
11.	I had Knowledge of contemporary issues to undertake innovative projects. I have the training necessary to visualize and work on multi- disciplinary tasks.					
12.	I am able to develop confidence for self-education and to understand the value of life-long learning. I had the opportunity to use the techniques and skills to face and succeed in competitive examinations like GATE, GRE, TOEFL, GMAT etc					

PART III: COMMENTS

Make additional comments as you desire.

Thanks for your time!

Date:

Signature of Student



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COURSE ENTRY ALLOTMENT FORM

Academic Year	
Employee Name	
Employee ID	
Program	B.Tech M.Tech MBA
Branch	
Semester	I / II / III / IV / V / VI / VII / VIII
Course Code	
Course Name	

1. Have you taught this course before? If you, how do you plan to make it better this semester?

2. Have you received the course content from the previous time? What are your thoughts (or) reactions (good or bad) upon reading it?

3. Review the course objectives defined in the syllabus, do these match the course you are intended to teach?

4. Review the course outcomes defined in the syllabus, do these match the course you are intended to teach?

5. Are the course description and prerequisites are mapped to the course you are intended to teach?

6. Have you prepared full stack of resource like (Course Description, Definitions and Terminology, Tutorial Question Bank, Concept Video, Tech- Talk, Open Ended Experiments, Model Question Papers I and II, PPTS, Lecture Notes, Video Lectures for the allotted course? Is it useful for communicating with the students?

7. Mention the URL of Learning Management System.

8. Is it accessible from the official page of Learning Management System?

9. Any another suggestions / comments

Date

Signature of Faculty

Head of Department

Dean-Academic

Dean-CLET

Principal



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END SEMESTER PROJECT WORK OUTCOMES SUMMARY BY SUPERVISOR

Name of the Student	
Roll Number	
Department	
Name of the Supervisor	

Please circle a number (1 = Poor, 2 = Fair, 3 = Good, 4 = Very Good, 5 = Excellent) in response to the following questions about your student and your interaction with him / her either individually, or in a design group.

Note: Circling NA means that question is not applicable, or that you don't know:

S No	Specification	Rubric strength				
		1	2	3	4	5
1.	Ability to plan and implement an investigative or developmental project given general objectives and guidelines.					
2.	In-depth skill to use some laboratory, modern tools and techniques.					
3.	Ability to analyze data to produce useful information and to draw conclusions by systematic deduction.					
4.	Facilitate significant individualized interactions between faculty members and students through a multi-term research experience.					
5.	Ability to communicate results, concepts, analyses and ideas in written and oral form					
6.	Conduct an extended independent investigation that results in the production of a research thesis					

Date:

Signature of the Supervisor



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STUDENT QUESTIONNAIRE – B.TECH PROJECT WORK

Name of the Student	
Roll Number	
Department	
Name of the Supervisor	

1. How did you plan and implement your project? (1-2 sentences, attach the detailed plan)
[CO1 - PO1 to PO4, PO11, PO12, PSO1]

2. How important would it be to continue learning about engineering, upgrading your skills throughout your lifetime of employment? Why is this important? (1-2 sentences)
[CO2 - PO4, PO5, PO12]

3. What contemporary issues in society and your branch of Engineering do you see as being related to your project, or its topical area? What impact do you think a project or topic like this has on your responsibilities in particular, and on society in general? (3-4 sentences)
[CO3 - PO1 to PO7, PO12]

4. Explain your role in your team and the role of your supervisor in successful completion of your project. (2-3 sentences)
[CO4 - PO8, PO9, PO12, PSO3]

5. Write in brief the concepts and analyses used in your project and the main result of your project.(3-4 sentences)
[CO5 - PO10, PO12, PSO2, PSO3]

6. What impact does your project, or research in the area of your project, have on the global community in general, and on our society in particular? (1-3 sentences)
[CO6 - PO4, PO6, PO12]

Date:

Signature



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COURSE EXIT ALLOTMENT FORM

Academic Year	
Employee Name	
Employee ID	
Program	B.Tech M.Tech MBA
Branch	
Semester	I / II / III / IV / V / VI / VII / VIII
Course Code	
Course Name	

1. Range of percentage and Letter grades

Range of Percentage	100-90	89-80	79-70	69-60	59-50	49-40	Below 40
Letter Grade	S (Superior)	A+ (Excellent)	A (Very Good)	B+ (Good)	B (Average)	C (Pass)	F (Fail)

2. Final Pass Percentage

S No.	Year	Semester	Course Name	No. of Students Appeared	No. of Students Pass	No. of Students Fail	% of Pass

3. Are the official course objectives still relevant to this course? If not, how should they be changed?

4. Are the course outcomes which were defined are appropriate to the course? If No, list the outcomes

Yes / No

5. Mention the topics, which required repetition / revision according to the students.

6. How well you prepared the students to coming into the class? Should the prerequisites be changed?

7. How do you intend to modify the course to make it better next time?

Date

Signature of Faculty

Head of Department



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STUDENT FEEDBACK FORM ON CURRICULUM

Name of the Student	
Roll No.	
Branch	
Academic Year	
Feedback pertaining to the semester's (Highlight with tick mark)	B.Tech - I / II / III / IV / V / VI / VII / VIII
	M.Tech - I / II / III / IV
	MBA - I / II / III / IV

Response expected on curriculum shall be recorded by using 5-point scale as follows.

S No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	Curriculum, syllabus and the sequence of the courses in the curriculum are well defined and balanced					
2	The course objectives and outcomes are stated for each of the course					
3	The courses enhance the analytical / problem solving / critical thinking / innovative skills					
4	Sufficient number of relevant reading materials and digital resources are available in the Library					
5	The quality of textbooks/reference books recommended in the syllabus is satisfactory					
6	Sufficient practical exposure is provided for the theoretical concepts in the courses					
7	Core courses					
	Professional electives					
	Open electives					
	Mandatory and Value added courses					
8	Adequate exposure is provided to the relevant					

	software					
9	The curriculum is up to date and relevant from the point of view of employability					
10	The syllabus is relevant for competitive examinations like GATE, PSUs, UGC NET, IES, GPAT, GMAT, etc.					

Suggestions for further Improvement

Signature of the Student



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ANNEXURE

Feedback analysis and reward /corrective measures taken, if any (10)

Feedback collected for all courses: YES / NO; Specify the feedback collection process; Average Percentage of students who participate; Specify the feedback analysis process; Basis of reward/corrective measures, if any; Indices used for measuring quality of teaching& learning and summary of the index values for all courses/teachers; Number of corrective actions taken.

- **YES**, Feedback is collected regularly during each semester for all the courses from students and faculty on a five-point scale, by Dean of Academics.
- Besides, the feedback taken *during Course feedback, Early semester feedback, Feedback on faculty, Parent feedback, employers' feedback, Alumni feedback, OBE feedback, NAAC feedback and Feedback on facilities in institute* are also used as tools for providing feedback.
- More than 90% students do take part in the feedback.
- The formats of various feedback sheets are presented hereunder:

FACULTY FEEDBACK FORM ON CURRICULUM

Name of the Faculty	
Faculty ID	
Department	
Academic Year	
Feedback pertaining to these semester's (Highlight with tick mark)	B.Tech - I / II / III / IV / V / VI / VII / VIII
	M.Tech - I / II / III / IV
	MBA - I / II / III / IV

Response expected on curriculum shall be recorded by using 5-point scale as follows.

S No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	Curriculum, syllabus and the sequence of the courses in the curriculum are well defined and balanced					
2	The course objectives and outcomes are stated for each of the course					
3	The courses enhance the analytical / problem solving / critical thinking / innovative skills					
4	Sufficient number of relevant					

S No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
	reading materials and digital resources are available in the Library					
5	The quality of textbooks/reference books recommended in the syllabus is satisfactory					
6	Sufficient practical exposure is provided for the theoretical concepts in the courses					
7	How do you rate the following courses in relation to the technological advancements? Core courses / Professional electives / Open electives / Mandatory and Value added courses					
	Core courses					
	Professional electives					
	Open electives					
	Mandatory and Value added courses					
8	Adequate exposure is provided to the relevant software					
9	The curriculum is up to date and relevant from the point of view of employability					
10	The syllabus is relevant for competitive examinations like GATE, PSUs, UGC NET, IES, GPAT, GMAT, etc.					

Name of the courses you feel to be included into the curriculum	
1.	3.
2.	4.
Name of the courses you feel that are not relevant to the curriculum	
1.	3.
2.	4.
Name of the courses, where content is to be modified / improved / added / removed to the curriculum	

Suggestions for further Improvement

Signature of the Faculty



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ALUMNI FEEDBACK FORM ON CURRICULUM

Name of the Alumni	
Year of Graduation	
Name of the Program (Mention the branch name)	B.Tech:
	M.Tech:
	MBA
Profession and Designation	
Highest qualification	
Email ID	
Contact Number	

Response expected on curriculum shall be recorded by using 5-point scale as follows.

S. No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	Curriculum, syllabus and the sequence of the courses in the curriculum are well defined and balanced					
2	The course objectives and outcomes are stated for each of the course					
3	The courses enhance the analytical / problem solving / critical thinking / innovative skills					
4	Sufficient number of relevant reading materials and digital resources are available in the Library					
5	The quality of textbooks/reference books recommended in the syllabus is satisfactory					
6	Sufficient practical exposure is provided for the theoretical concepts in the courses					
7	How do you rate the following courses in relation to the technological advancements: Core courses / Professional electives / Open electives / Mandatory and Value added courses					
	Core courses					
	Professional electives					
	Open electives					

	Mandatory and Value added courses					
8	Adequate exposure is provided to the relevant software					
9	The curriculum is up to date and relevant from the point of view of employability					
10	The syllabus is relevant for competitive examinations like GATE, PSUs, UGC NET, IES, GPAT, GMAT, etc.					

Suggestions for further Improvement

Signature of the Alumni



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EMPLOYER'S FEEDBACK FORM ON CURRICULUM

Name of the Employer	
Designation	
Name of the Company	
Email ID	
Contact Number	
Feedback pertaining to thesemester's (Highlight with tick mark)	B.Tech:
	M.Tech:
	MBA:

Response expected on curriculum shall be recorded by using 5-point scale as follows.

S. No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	The Curriculum and syllabus provide sufficient knowledge in the area of their stream.					
2	Adequate exposure is provided to the relevant software					
3	The current syllabus is job-oriented, skill-based, and value oriented					
4	The syllabus helps in bridging the gap between industry and academic					
5	The graduates have adequate practical exposure for undertaking real time projects					
6	The curriculum has enough content for a student to acquire sufficient knowledge to secure a job					
7	The curriculum prepares the graduate to deliver technical services as per industry requirements					
8	Curriculum and syllabus is effective in developing innovative thinking and skill oriented human resources					

Suggestions for further Improvement

Signature of the Employer



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COURSE EXIT SURVEY

Response expected on students satisfaction shall be recorded by using 5-point scale as follows:

S No	Description	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	How much of the syllabus was covered in the class?					
2	How well did the teachers prepare for the classes?					
3	How well were the teachers able to communicate?					
4	The teacher-s approach to teaching can best be described as					
5	Fairness of the internal evaluation process by the teachers					
6	Was your performance in assignments discussed with you[1]					
7	The institute takes active interest in promoting internship, student exchange, field visit opportunities for students.					
8	The teaching and mentoring process in the institution facilitates you in cognitive, social and emotional growth.					
9	The institution provides multiple opportunities to learn and grow.					
10	Teachers inform you about your expected competencies, course outcomes and programme outcomes.					
11	Your mentor does a necessary follow-up with an assigned task to you.					
12	The teachers illustrate the concepts through examples and applications.					
13	The teachers identify your strengths and encourage you with providing right level of challenges					
14	Teachers are able to identify your weaknesses and help you to overcome them.					
15	The institution makes effort to engage students in the monitoring, review and continuous quality improvement of the teaching					

	learning process.					
16	The institute/ teachers use student centric methods, such as experiential learning, participative learning and problem solving methodologies for enhancing learning experiences.					
17	Teachers encourage you to participate in extracurricular activities.					
18	Efforts are made by the institute/ teachers to inculcate soft skills, life skills and employability skills to make you ready for the world of work.					
19	What percentage of teachers use ICT tools such as LCD projector, Multimedia, etc. while teaching					
20	The overall quality of teaching - learning process in the institute is very good					

Suggestions for further Improvement

Signature of the Student



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

EARLY SEMESTER FEEDBACK BY STUDENTS ON TEACHER

Response expected on Teacher shall be recorded by using 5-point scale as follows.

S. No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree /Fair (2)	Strongly disagree /Poor (1)
1	Teacher comes to the class on time					
2	Teaching is well planned					
3	Aims / Objectives made clear					
4	Subject matter organized in logical sequence					
5	Teacher comes well prepared in the subject					
6	Teacher speaks clearly and audibly					
7	Teacher writes and draws legibly					
8	Teacher provides examples of concepts / principles, explanations are done effectively					
9	Teacher's pace and levels of instruction are suited to the students					
10	Teacher offers assistance and counselling to the needy students					
11	Teacher asks questions to promote interaction and effective thinking					
12	Teacher encourages questioning / raising doubts by students and answer them well					
13	Teacher ensures learner activity and problem-solving ability in the class					
14	Teacher encourages, compliments and praises originality and creativity displayed by the students					
15	Teacher is courteous and impartial in dealing with the students					
16	Teacher encourages classes regularly and maintains					

	discipline					
17	Teacher covers the syllabus completely at appropriate pace					
18	Teacher's tolerance to the suggestions by the students					
19	Teacher's evaluation of sessional exam answer scripts, lab records etc. is fair and impartial					
20	Teacher is prompt in valuing and returning the answer scripts providing feedback on performance					
21	Overall rating of the Teacher					



INSTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

EXAMINATION BRANCH

Instructor's Feedback on question paper code

The report has been filed even if there is no adverse feedback as the question paper

Programme: B.Tech / M.Tech / MBA	Academic Year:	Semester:
Examination: Regular / Supplementary		
Course Name:		Course Code:
Date of Examination:	Time of Examination:	Max.Marks:
Name of the Chief Examiner:		
REPORT ON QUESTION PAPER		
S. No	Description	
1	Whether the question paper is as per pattern briefed to the student? Tick appropriately. <input type="checkbox"/> <input type="checkbox"/> Yes No [If the answer is Yes , go to S.no: 3]	
2	If the answer to S.no: 1 is No , mention the deviation in question paper in the prescribed pattern. (If required, use additional paper). <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
3	Comment on the sufficiency of prescribed time to answer the questions. Tick appropriately. Just sufficient <input type="checkbox"/> Time is in excess <input type="checkbox"/> Time is not sufficient	
4	Are the question distributed among various modules / units of the course as per the prescribed pattern? Tick appropriately. Yes No [If the answer is Yes , go to S.no: 6]	
5	If the answer to the S.no: 4 is No , provide full details on the skewness in question paper? (If required use additional paper). <input type="checkbox"/> <input type="checkbox"/>	
6	Are there any exceptions / anomalies in question paper? Tick appropriately. Yes No [If the answer is No , go to S.no: 8]	

7	If the answer to the S.no: 6 is Yes , provide details of exceptions / anomalies in the question paper along with remedial actions suggested for handling them. Examination department may consider these suggestions, if deemed to fit.			
	Unit / Module	Q.No	Marks	Exception / Anomaly
8	Are the question well balanced between concepts, theoretical questions and applications /problem based / case study questions? Tick appropriately.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	Balanced	Theory oriented	Application oriented	
9	How do you rate the overall quality of the question paper? Tick appropriately.			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Excellent	Very Good	Good	Satisfactory
				Un satisfactory
10	Your suggestions for improvement in quality of the question paper in future.			
				Chief Examiner
	Remarks of the Head of the department			
				Head of the Department
	Remarks of the Dean Outcome Based Education			
				Dean Outcome Based Education
	Remarks of the Head of the Controller of Examinations			
				Controller of Examinations



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON FACILITIES

1	Roll Number			
2	Name of the Student			
3	Gender			
4	E-mail ID			
5	Student Phone Number			
6	Student Aadhar Number			
7	Program	B. Tech	M. Tech	MBA
8	Department			
9	Year and Semester			

Please indicate your level of satisfaction concerning the facilities by completing the following statements by using 5-point scale as follows.

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Convenience of College Schedule (Time-Table)					
2	Helpfulness of the Teaching Staff					
3	Helpfulness of the Administrative Office staff					
4	Attitude of the Non-Teaching staff towards students					
5	Library Facilities and Services					
6	Laboratory Facilities					
7	Classrooms: Infrastructure					
8	Classrooms: Cleanliness					
9	Computer facilities					
10	Internet facilities					
11	Cleanliness and Ambience of Campus					
12	Toilets: Availability and Maintenance					
13	Availability of Drinking Water					
14	Hostel facilities					
15	Sport facilities					

16	Functioning of NSS					
17	Cultural Activities					
18	Extra-Curricular / Student support activities					
19	Competitions Organized					
20	Functioning of Departmental Associations					
21	Benefits from Departmental Associations Activities					
22	Functioning of Placement cell					
23	Mechanism to redress the grievances of students					
24	The practice of conducting the examinations					
25	Health Care Centre Facility					
26	Parking Facility					
27	Canteen Facility					
28	Counseling Facility					
29	System of Prevention of Gender-Based Harassment					
30	Mechanism for Preventing Ragging					
31	Overall experience of Institute of Aeronautical Engineering					

Suggestions for further Improvement

Signature of the Student

**STUDENT SATISFACTION SURVEY ON FOOD QUALITY**

Please indicate your level of satisfaction concerning the food quality by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	The Ambience of cafeteria					
2	The availability of staff in the cafeteria					
3	Cleanliness and accessibility of the Cafeteria					
4	The Nutritional information readily available on the Menu					
5	If you had a dietary concern, was it met by the Food Services staff					
6	The variety of options available					
7	The staff members of the canteen are polite and good.					
8	How would you rate the quality of the food					
9	How would you rate the overall taste of the food provided					
10	Would you rate the portion or amount of food offered (reasonable or not)					

Please indicate your level of satisfaction concerning the food price by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	How would you rate the overall nutritional value of the food in the cafeteria					
2	Would you rate the quality of the food as follows					
3	How would you rate the prices of the food available					
4	How would you rate the amount of time for the food to be served					

Signature of the Student



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON CAREER SERVICES

Please indicate your level of satisfaction concerning the career services by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Was it easy for you to receive assistance from a Career Services Coordinator					
2	Knowledge of subject(s) discussed by the Career Services Coordinator					
3	Providing new viewpoints/thoughts					
4	Overall satisfaction of Career Services					
5	Did utilizing our services help you find employment or an internship					
6	Institution provides excellent industry Experience					
7	Institution provides excellent global Exposure					
8	Institution provides excellent e-learning & library facilities					
9	Institution provides excellent placement support. How would you rate					
10	How would you rate your placement experience					
11	Did your placement help you clarify your career objectives					
12	If you had any reason to contact the Office during your placement were you satisfied with the response time					
13	If you had any reason to contact the Office during your placement were you satisfied with the adequacy of the response					

Signature of the Student



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON SANITATION AND HYGIENE

Please indicate your level of satisfaction concerning the sanitation and hygiene by completing the following statements:

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Toilet facilities at the Institute					
2	Separate toilets for students and staff					
3	Are there special toilets for students with disabilities					
4	Hand wash facilities with water and soap located at the institute.					
5	Do you consider the quality of water in college adequate for students to wash their hands					
6	Can students with disabilities or other special needs access the hand washing facilities without Assistance					
7	Is there always wiping material available					
8	How do you feel about the quality of your Institute's toilets					
9	Availability of sanitary disposal of waste					
10	Availability of water in toilets and wash basins					



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON INTERNET FACILITIES

Please indicate your level of Satisfaction concerning the Internet facilities by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average(1)
1	How is the access to Internet centre when you require					
2	Are there enough number of nodes available in the Internet Centre					
3	Are the Internet Centre staff co-operative and helpful					
4	How fast is the internet connection when you connect from computers other than the labs					
5	The adequacy of internet facilities					
6	Wi-Fi network facilities in the Institute					
7	The strength of the Wi-Fi signal in the Institute					
8	The speed of the Wi-Fi connection in the Institute					
9	Places of Using Wi-Fi					
	Classrooms					
	Laboratories					
	Library					
	Academic Building					
	Administrative Building					

Please indicate your level of Satisfaction concerning the ICT facilities by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Computers and the internet used by the students to do exercises and practice					
2	Computers and the internet used by the students to retrieve information					
3	Computers and the internet used by the students to work in a collaborative way					
4	Computers and the internet used by the students to learn in an autonomous way					



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON LIBRARY FACILITIES

Please indicate your level of satisfaction concerning the library facilities by completing the following statements:

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Computers and electronic equipment are accessible in the library					
2	Internet facility provided in the Library					
3	Printing and photocopying services are adequate					
4	The library's collection meets my research needs					
5	Group study areas are adequate					
6	Library staff keeps me informed about new services and collections					
7	Library space is adequate					
8	Opening hours are adequate					

Please indicate your level of satisfaction concerning the resources by completing the following statements:

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Resources are appropriate for my course needs					
2	Resources are current and relevant					
3	Resources are easy to find					
4	Borrowing resources policies and procedures are clearly stated					
5	Recommendations for new or different resources are received by the library staff					

Please indicate your level of satisfaction concerning customer service by completing the following statements:

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Library staff treats me fairly and without discrimination					
2	Library staff are professional in their dealings with students					
3	Library staff are friendly					
4	Library staff are knowledgeable					
5	Library staff provides quality service					
6	Library staff responds in a timely manner					



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON SAFE AND SECURED CAMPUS

Please indicate your level of Satisfaction concerning the feel safe and security by completing the following statements.

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	On the alleys of the campus					
2	Inside parking lots					
3	Inside campus buildings					
4	Around campus					
5	Inside the campus public transportation vehicles					
6	How safe do you feel inside the campus					
7	Availability of Security cameras					
8	Security guards					
9	Emergency phone lines					
10	Conduction of Safety seminars					
11	Self-defense classes					
12	Safety Advice for Women					



INSNTITUTE OF AERONAUTICAL ENGINEERING
(Autonomous)
Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON VALUES AND INNOVATION

1	Roll Number			
2	Name of the Student			
3	Gender			
4	E-mail ID			
5	Student Phone Number			
6	Student Aadhar Number			
7	Program	B. Tech	M. Tech	MBA
8	Department			
9	Year and Semester			

Please indicate your level of Satisfaction concerning the feel safe and security by completing the following statements.

S. No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Hard work					
2	Integrity					
3	Self reliance					
4	Selfless Service					
5	Cooperation					
6	Honesty					
7	Sincerity					
8	Dignity of labour					
9	Humility					

Suggestions for further Improvement

Signature of the Student



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

OVERALL RATING

1	Roll Number			
2	Name of the Student			
3	Gender			
4	E-mail ID			
5	Student Phone Number			
6	Student Aadhar Number			
7	Program	B. Tech	M. Tech	MBA
8	Department			
9	Year and Semester			

OVERALL RATING OF IARE (Please encircle your choice)

Excellent 5	Very Good 4	Good 3	Average 2	Below average 1
Would you recommend others to study in IARE?		Yes / No If yes, why? If no, why not?		
Do you think education in IARE has helped you in shaping your career?		Yes/No/To Some Extent Please Explain		
Did you participate in the IARE Alumni Survey conducted in 2003		Yes / No		

SUGGEST THREE AREAS THAT NEEDS IMPROVEMENT AT THE INSTITUTE

1.	
2.	
3.	

SUGGEST THREE AREAS OF STRENGTH OF THE INSTITUTE

1.	
2.	
3.	



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

STUDENT SATISFACTION SURVEY ON INFRASTRUCTURE

1	Roll Number			
2	Name of the Student			
3	Gender			
4	E-mail ID			
5	Student Phone Number			
6	Student Aadhar Number			
7	Program	B. Tech	M. Tech	MBA
8	Department			
9	Year and Semester			

Please indicate your level of satisfaction concerning the facilities by completing the following statements by using 5-point scale as follows.

S No	Description	Excellent (5)	Very Good (4)	Good (3)	Average (2)	Below average (1)
1	Convenience of College Schedule (Time-Table)					
2	Helpfulness of the Teaching Staff					
3	Helpfulness of the Administrative Office staff					
4	Attitude of the Non-Teaching staff towards students					
5	Library Facilities and Services					
6	Laboratory Facilities					
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16	Functioning of NSS					
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21	Benefits from Departmental Associations Activities					
22	Functioning of Placement cell					
23	Mechanism to redress the grievances of students					
24	The practice of conducting the examinations					
25	Health Care Centre Facility					
26	Parking Facility					
27	Canteen Facility					
28	Counseling Facility					
29	System of Prevention of Gender-Based Harassment					
30	Mechanism for Preventing Ragging					
31	Overall experience of Institute of Aeronautical Engineering					

Suggestions for further Improvement

Signature of the Student



INSNTITUTE OF AERONAUTICAL ENGINEERING

(Autonomous)

Dundigal, Hyderabad - 500 043

PARENTS FEEDBACK ON INSTITUTE

Response expected on Institute shall be recorded by using 5-point scale as follows.

S. No	Particulars	Strongly agree / Excellent (5)	Agree / Very good (4)	Neutral / Good (3)	Disagree / Fair (2)	Strongly disagree / Poor (1)
1	Admission Process is quite transparent					
2	Prospectus is informative					
3	Admission result is declared well in time					
4	Campus discipline is appropriate					
5	Security of students is ensured in the campus					
6	Infrastructure, water and sanitation facilities are up to the mark					
7	Administrative staff is cooperative and supportive					
8	Teaching staff is co-operative and supportive					
9	Course curriculum is well structured and up to date					
10	Quality of teaching-learning is up to the mark					
11	I see positive behavioural change in my ward after taking admission in IARE					
12	Examination system is appropriate and well defined					
13	Semester examination result is declared in time					
14	Evaluation is fair and unbiased					
15	Curriculum is well diversified to inculcate value dimension and social sensitivity in my ward					
16	Focus on all round personality grooming of students					
17	Grooming students for job-interviews					
18	Provisions for placement assistance					

19	Library and Book Bank facility is quite appropriate					
20	Internet & Computer facility availability					
21	Availability of games-field					
22	I would recommend others' students to study in IARE					

Suggestions for further Improvement

Signature of the Parents