



GEMS POLYTECHNIC COLLEGE

(Approved by AICTE, Govt. of India, F. No. Northern/2015/1-2474317051)

Affiliated to SBTE, Bihar
ISO Certified 9001:2015

S. Ashish Daniel
Secretary & Director

C. Rama Gopal
Principal

Ref. No.: GPC/IQAC/POLICY/09

Date: 04.03.2020

Policy Document: Feedback on Facilities

Introduction:

At GEMS Polytechnic College, we recognize the importance of providing high-quality facilities and amenities to our students, parents, and staff. In line with our commitment to excellence, we have developed a comprehensive feedback system to gather insights and suggestions for continuous improvement.

1. Student Feedback Mechanisms:

1.1 Suggestion Box:

- Suggestion boxes are strategically placed in the Principal's office and hostels for students to anonymously provide feedback on facilities and other related matters.

1.2 Online Feedback Form:

- Utilization of digital platforms such as Google Forms and VMEDULIFE software to collect feedback from students regarding various facilities available on campus.

1.3 Feedback Categories:

Feedback forms encompass various categories including but not limited to:

1. Campus Atmosphere & Cleanliness
2. Measures Taken on Ragging and Women Harassment
3. Central and Digital Library Facility
4. Internet/Wi-Fi Facility

5. Canteen Facility

NH - 2, Jogleya More, Ratanpura, Aurangabad, Bihar - 824121
Website: www.gemspolytechnic.edu.in E-mail: polytechnic@gemsbihar.org

07070066877, 7366889683, 7366889684



6. Laboratories & Workshop
7. Medical Facility
8. Hostel Facility
9. Sports Facility
10. Transport Facility
11. Training and Placement Facility
12. Extra-Curricular Activity

2. Feedback from Other Stakeholders:

2.1 Alumni Feedback:

- Feedback is collected during Alumni Meet events to gather insights from former students regarding their experiences and suggestions for improvements.

2.2 Parent Feedback:

- Opportunities during parents' meetings are provided for parents to share feedback on facilities, which is then reviewed by the respective Head of the Department for consideration.

3. Reporting Issues:

- Any issues related to facilities can be reported through faculty coordinators, Heads of Departments, or the Dean of Academics.
- These reports are then forwarded to the Principal and Director for necessary action.

4. Analysis and Corrective Action:

4.1 Feedback Analysis:

- Thorough analysis of feedback is conducted by the administrative team to identify areas requiring attention and improvement.



4.2 Action Plan and Budget Proposal:

- Based on the analysis, an action plan is formulated along with a budget proposal to rectify the identified issues and enhance facilities.

4.3 Prioritization:

- Prioritization of action items is done based on the urgency and necessity of each issue to ensure critical concerns are addressed promptly.

Conclusion:

At GEMS Polytechnic College, we are committed to fostering a supportive and conducive learning environment through continuous improvement of our facilities and amenities. The feedback received from our valued stakeholders plays a crucial role in guiding our efforts towards achieving excellence in all aspects of our institution.

Approval:

This policy document is approved by the following authorities and is effective immediately upon dissemination to all relevant stakeholders.

This policy document will be reviewed annually to ensure its alignment with the evolving needs and objectives of GEMS Polytechnic College.

Date: 04.03.2020

College Seal:



Reviewed by

P. S. S. S.
04/03/2020

Principal
PRINCIPAL
GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121

Approved by

[Signature]
04/03/2020

Director
DIRECTOR
GEMS Polytechnic College
Ratanpura, Aurangabad
Bihar-824121