

**MANJARA CHARITABLE TRUST**  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
(Permanently Affiliated to University of Mumbai)  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
**Stakeholder Feedback Methodology**

**Alumni Feedback Methodology-**

**INTRODUCTION -**

In the process of proper curriculum delivery, feedback plays a significant role. The Head of department constituting a department alumni committee. Through a systematic feedback procedure, the committee conduct the feedback every year. Feedback typically involves structured approaches to gather opinions, experiences and insights from alumni to improve academic programs & institutional services.

**FEEDBACK TOOL SELECTION-**

Surveys are the most common & effective tool, typically distributed online using platforms like google forms. Such google forms are distributed through emails, social media, students WhatsApp groups. Feedback also been collected in the form of hard copy by spreading them during alumni meets or as & when alumni visit to department.

**FEEDBACK METHODOLOGY-**

The objective of alumni feedback is curriculum improvement ,to know satisfaction level. The feedback is collected from the alumni by distributing a well-structured questionnaire randomly. Feedback is collected through college level as well as department-level alumni interactions. The structured questionnaire is get filled by spreading them during alumni meets or as & when alumni visit to department. Such questionnaires are the primary source of alumni feedback in the feedback committee's hands. After collecting the feedback, it is put for further analysis.

**Alumni Feedback Sources -**

- i) Structured Questionnaire
- ii) Interactions during Alumni Meets
- iii) Personal interactions

**Structured Questionnaire-**Department of Mechanical Engineering has prepared the structured questionnaire. This questionnaire comprised of various questions regarding their contact details, present employer details & relevance of curriculum at their work/real life situations, regarding professional, ethical, social, and cultural responsibilities

**Interactions during Alumni Meets-** Every year department of Mechanical Engineering conducts departmental alumni meets wherein alumni are invited in department. In alumni meet ,department disseminate Vision ,Mission ,PEO ,achievements and during interaction, alumni shares their insights. At the end alumni are requested to submit feedback also.

**MANJARA CHARITABLE TRUST**  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
**(Permanently Affiliated to University of Mumbai)**  
**DEPARTMENT OF MECHANICAL ENGINEERING**

**Personal interactions-**Many alumni are in personal contacts through WhatsApp, LinkedIn, social media. All such alumni are contacted for getting feedback.

**PARENT FEEDBACK-**

It is a structured approach used by department to gather and utilize input from parent about their ward education and holistic development of the student.

Parent Feedback Methodology-

The parent feedback questionnaire was framed so as to cover all aspect of the department including satisfaction level about academic progress of their ward, soft skill development, co-curricular activities conducted by department & so on.

Department of Mechanical Engineering conducts two parent meet annually.

Feedback Tools-

Following two types of feedback tool has been used-

- i) Parent Meet**
- ii) Face-to-face feedback**

**i) PARENT MEET –**

As per mentioned in the academic calendar, Department of mechanical engineering conducts two parent meets annually i.e. one in every semester.

The parent meet is generally scheduled after the term test. Parent meet coordinator scheduled the date & time of parent meet after consultation with HOD. The information regarding parent meet is disseminated through class advisor, department notice board and students WhatsApp group. Parent ensures that they attend the meet. On the day of meet, all class advisors, subject Teachers, HOD are available to satisfy queries raised by parents. Attendance record of the student and academic performance is shared with the parents. Parent feedback questionnaire is provided for gathering parent's insights for continuous improvement.

**ii) Face-to-face feedback-**

Apart from parent meet, parent visits the college if they want to address any concerns/issue to the faculty and get the solution to the problem in real time through discussion also parent feedback questionnaire is provided to build the rapport between department and parent.

**MANJARA CHARITABLE TRUST**  
**RAJIV GANDHI INSTITUTE OF TECHNOLOGY, MUMBAI**  
(Permanently Affiliated to University of Mumbai)  
**DEPARTMENT OF MECHANICAL ENGINEERING**

**RECRUITERS FEEDBACK-**

This feedback is taken by Training and Placement department of the college. When company approaches the college for placement /recruitment, Training and Placement department of the college requests them to fill the feedback questionnaire to receive comprehensive view of the students performance. Feedback questionnaire comprises questions regarding technical and subject knowledge, communication skills, proficiency in providing solution to industry problem & society at large. This feedback is collected by department for further analysis.

-----\*\*\*-----