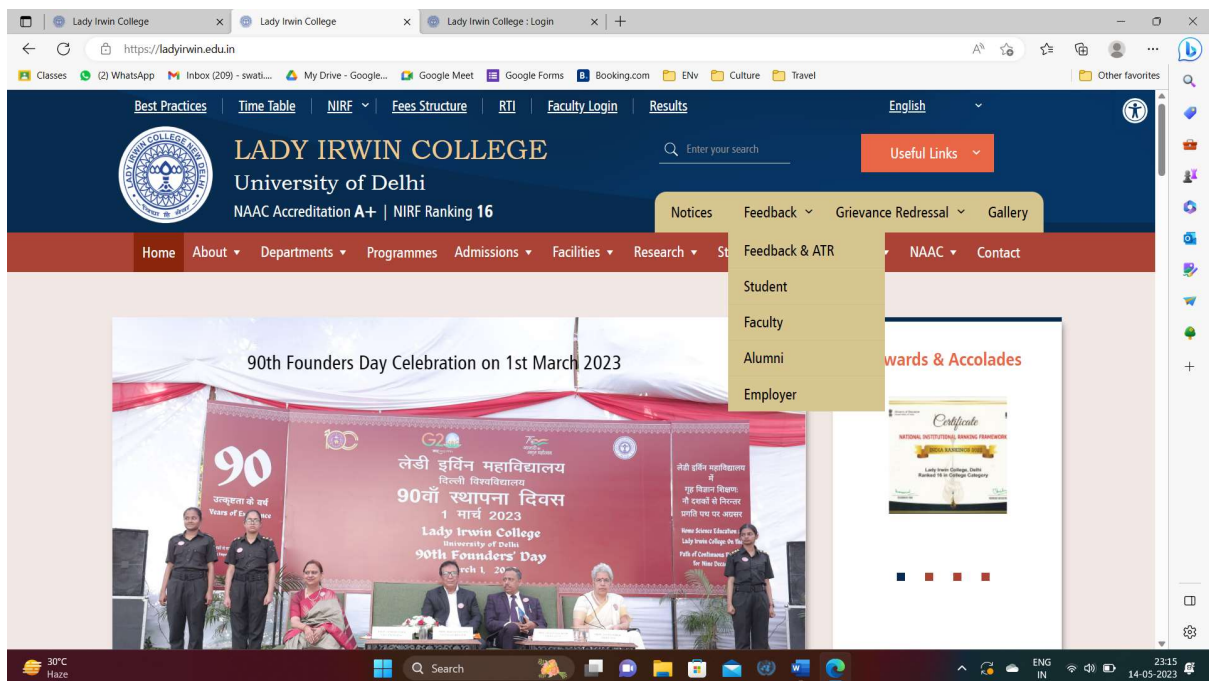## 1.4.2 Feedback Forms Additional Information

A web-based feedback system has been developed for the four stakeholder groups namely – Students, Teachers, Alumni and Employers. Also, a section has been created where each year's feedback summary report and Action Taken Reports (ATRs) can be documented.

After, several dry-run exercises, the feedback system has been standardized and data for the year 2021-22 was collected from all four stakeholder groups – Students, Teachers, alumni, and employer.

1. All **Teachers** members were sent emails via contact@ladyirwin.edu.in on their official ids to fill out the feedback forms for the session 2021-22. The email sent had the feedback form link, login details as well their respective password to login to the feedback form.

2. The **alumni** were contacted and the link for filling up the feedback form was shared with them to receive their feedback (https://ladyirwin.edu.in/feedback/alumni). Once the alumni log in to the page, they enter their email id. OTP goes to their registered email id. By entering the OTP, they log in to the alumni feedback section of the portal. They fill in their details and save and then give feedback on the 13 questions given in the form (screenshot below).

Welcome Alumni | Logout

Lady Irwin College

Alumni Feedback

Dear Alumni,

Thank you for selecting Lady Irwin College as the institute for your higher education. You are an integral part of the Lady Irwin College family. We are carrying out a survey to receive feedback from Alumni.

Enter Name *
> Enter Name

Select Year of Passing out *
> -- Select--

Select Department *
> -- Select Department name--

Which course you have done in college? *
> -- Select--

Further Studies if any after Lady Irwin (Degree and Institute)
> Further Studies if any after Lady Irwin (Degree and Institute)

Current Occupation (Designation and Organization) *
> Current Occupation (Designation and Organization)

Contact Address
> Contact Address

Are you a member of the alumni association of college? *
> -- Select--

Take up Survey

Lady Irwin College, Feedback System 1.1   Powered by WhiteCode

3. The **employers** were contacted and the link for filling up the feedback form was shared with them to receive their feedback (https://ladyirwin.edu.in/feedback/employer)

Once the employer login to the page, they enter their email id. OTP goes to their registered email id. By entering the OTP, they log in to the employer feedback section of the portal. They fill in their details and save and then give feedback on the 13 questions given in the form (screenshot below).

Lady Irwin College
Employer Feedback

Dear Sir / Madam,

Thank you for employing students who have studied in Lady Irwin College. We are seeking feedback from employers about our graduates and or post graduates students employed with you.

Organization's name *
Enter Organization's name

Address of the organization *
Enter address of the organization

Organizational E-Mail *
Enter organizational e-mail

Organizational phone number *
Enter organizational phone number

Organization website link *
Enter organization website link

Type of organization *
-- Select--

Your Name (Person filling the form on behalf of organization) *
Enter your name

Your official email *
Enter your official email

Your phone number *
Enter your phone number

Your designation in the organization *
Enter designation in the organization

Select Which of our students are hired in your organization? *
-- Select--

Briefly describe your organizations key areas of work (in 50 words)
Briefly describe your organizations key areas of work (in 50 words)

Take up Survey

Lady Irwin College, Feedback System 1.1   Powered by WhiteCode

4. The **students** were contacted and the link for filling up the feedback form was shared with them to receive their feedback (https://ladyirwin.edu.in/feedback/student).

Steps for students to give feedback –

1) The student login to https://ladyirwin.edu.in/feedback/student
2) The student enters her institutional email address
3) The OTP is sent to the student's email address,
4) The student enters the OTP in the application
5) The OTP gets verified
6) Students enter the application
7) The student adds her name and surname
8) She also selects the degree, course, year, semester

Welcome Dr.SWATI KWATRA | Logout

Lady Irwin College
Student Registration Form

Dear Students,

We would greatly appreciate your feedback about the college. This will help us to strengthen the college programmes and infrastructure. We request to read the questions carefully answer Your identity and responses will be kept confidential.

First Name *
Enter first name

Last Name *
Enter last name

Email Address *
swati.kwatra@lic.du.ac.in

Select Degree *
Post-Graduate

Select Course *
M.Sc DCE

Select Year *
1

Semester currently studying in *
2

Select Section *
Section A
If no section is allocated, please select Section A

Save & Next

Lady Irwin College, Feedback System 1.1   Powered by WhiteCode

9) She clicks on the button 'Save and next'
10) The next screen shows her the dashboard
11) She clicks the 'Course Transaction' feedback button
12) Based on his earlier selection, She gets courses and teachers' list
13) She gives feedback and submits it

The students' class representatives of various courses are actively involved to motivate and get the forms filled out and the Teachers' representatives from each department were involved to get forms filled out by Teachers, Alumni, and Employers.

Using the admin login to the feedback portal, data, and analysis reports of the four stakeholders' groups could be downloaded in both MS Excel and PDF formats from the feedback portal.
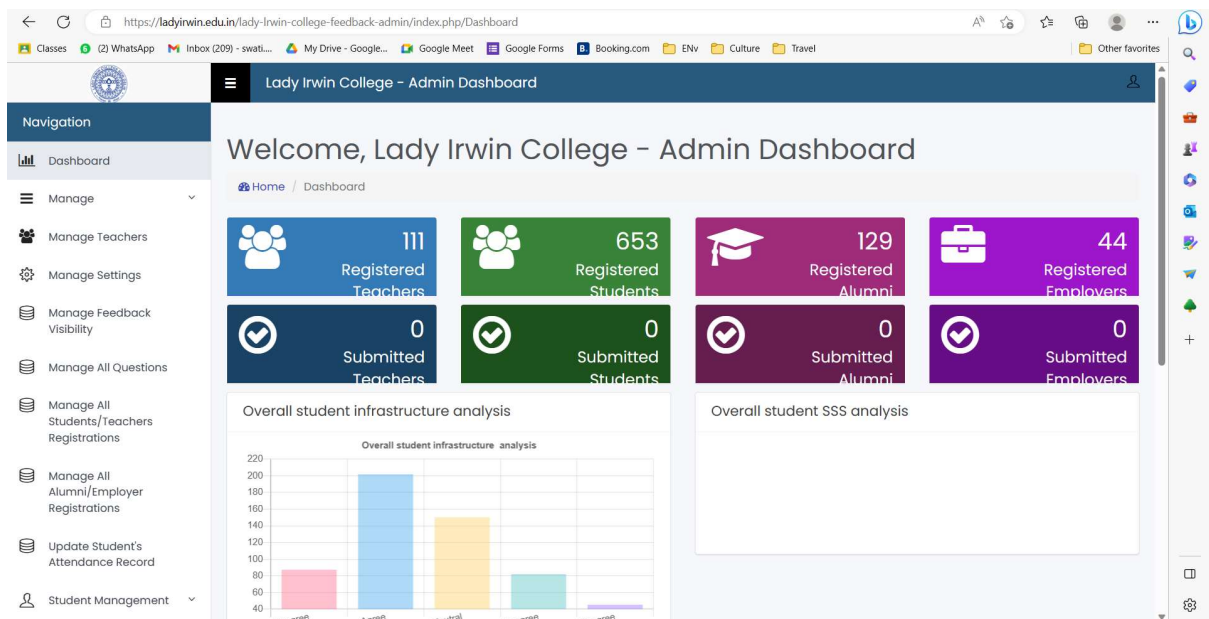
As shown in the figure above, the various features in the feedback portal are –

1) **Dashboard** -
    a) Manage registration of 4 stakeholder groups – Students, Teachers, Alumni, and Employers
    b) View the submission status of the above 4 stakeholders.
    c) Overall graphs of the various categories for which feedback has been taken - Infrastructure, Students Satisfaction Survey analysis, Course Transaction analysis, Alumni, Employer, and Teacher's feedback.
2) **Manage Teachers**

This allows the system to update the list of teachers as per requirement. The details such as the subject taught by the teacher, the specific course in which the subject is taught along with the year, semester, and section could be added.

3) Manage feedback

This allows the admin to turn the feedback system on and off as per the requirement

4) Manage Students

This allows the system to update the list of students as per requirement. The details such as their degree, course, year, and semester could be added or edited.