



**SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE**  
(An Autonomous Institution)  
Puducherry - 605 107



# **FEEDBACK ON ACADEMIC FACILITIES**

Policy

version 2.0



# SRI MANAKULA VINAYAGAR ENGINEERING COLLEGE

(An Autonomous Institution)

Puducherry - 605 107

## NOTIFICATION

Ref: **SMVEC / IQAC / ADMIN / JAN 2023**

Date: **10-01-2023**

In the pursuance of the resolution passed by the Governing Body Meeting at its meeting held on December 31, 2022 in its resolution no. GB 2022.05.09 and the decision was taken by the Management of SMVEC

It is hereby notified for information of all concerned that the Sri Manakula Vinayagar Engineering College, Puducherry has published the Standard Operating Procedure for Feedback on Academic Facilities. This will come into force with immediate effect.

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IQAC coordinator

**Dr. J. Abbas Mohaideen**  
Registrar

**Dr.V.S.K. Venkatachalapathy**  
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## ACADEMIC FACILITIES

Academic facilities play a vital role in enhancing the quality of education and overall student development. Our Institution has well-equipped academic environment ensures effective teaching-learning processes, encourages research, and supports innovation.

The academic facilities available are outlined below:

- Modern Classroom facility
- Centre of Excellence
- Well-Equipped Laboratories
- Library resources and digital databases
- Transportation facility
- Canteen facility
- Gym facility
- Hostel facility
- Medical facility
- ATM facility
- Internet facility
- Power supply
- Drinking water facility
- Incubation centre
- Sports facility etc.,

## PURPOSE OF POLICY

The purpose is to establish a structured mechanism for collecting, analyzing, and utilizing feedback on academic facilities to ensure continuous improvement in infrastructure, enhance student support services, and create an effective learning environment.

## SCOPE

This policy applies to all the students providing feedback on academic facilities, including:

- To assess the adequacy and quality of academic facilities
- To improve infrastructure and learning resources
- To enhance student satisfaction and campus experience
- To identify gaps in facilities and support services
- To support effective planning and resource allocation

## FEEDBACK COLLECTION SYSTEM

The institution/ Department /Section shall collect the feedback on academic facility in the following mode.

**Mode:** Online / offline modes

**Frequency:** Once per academic semester / year

## FEEDBACK QUESTIONNAIRES

- Is our campus has adequate power supply
- Are the classrooms clean and well maintained
- Are the facilities in Sports and Games adequate.
- Functioning of the Health center
- Are the grievances/problems redressed/solved in time
- Available reading space in library and seminar are satisfactory?
- Feedback about our green and eco-friendly campus.
- Do the Clean drinking water is available inside each department and around campus area.
- Feedback about the maintenance of hygienic Toilets/washrooms.
- Does the office staff in the department are helpful.
- Do the Internet facilities available in the department.
- Do the Photocopying facility present in the Library/Department.
- Are we have cooperative and helpful Library/Seminar staffs

## FEEDBACK ANALYSIS

The feedback collected from students is first gathered systematically through the Class Advisor, who acts as the primary coordinator at the class level. The Class Advisor ensures that all responses are complete, authentic and properly documented before forwarding them to the Head of the Department (HoDs)/Dean for further verification. Once verified, the feedback is compiled and analyzed. This structured approach through the Class Advisor ensures accuracy, transparency and effective utilization of feedback for continuous academic enhancement.

## ACTION TAKEN & FOLLOW-UP

Based on the request, the HoDs/Dean/IQAC shall initiate the process of providing the necessary documentation for the purchase of equipment, as well as for the maintenance, repair activities, and procurement of equipment.

- Action Taken Reports (ATR) shall be prepared and documented

Follow-up reviews shall be conducted to ensure effectiveness