

## Notice

### **Subject: Method of Student Feedback Process**

In accordance with the approval of the Honorable President dated 16/06/2025, The Examination Cell has outlined a Student Feedback Process aimed at enhancing and improving the quality of teaching at BSDU.

**The proposed process is as follows:**

### **Student Feedback Process**

#### **Step 1 Schedule Announcement**

- The Examination Cell announces the faculty-wise schedule for student feedback before the end of the semester

#### **Step 2 Feedback Collection**

- Student feedback is collected via a Google Form created and managed by the Examination Cell

#### **Step 3 Data Compilation & Analysis**

- The Examination Cell consolidates and analyzes the feedback data in the coordination with the management

#### **Step 4 Feedback Distribution to Deans/In-Charge**

- The Examination Cell shares the teacher/trainer-wise feedback data with the respective Faculty Dean or In-Charge

#### **Step 5 Individual Communication**

- The Faculty Dean/In-charge forwards the feedback data individually to each teacher/trainer

#### **Step 6 Improvement Recommendation**

- Based on the feedback received, the Faculty Dean/In-charge may advise the teacher/trainer to take necessary steps for improvement (if required)

#### **Step 7 Support for Pedagogical Improvement**

- The Faculty Dean/In-charge may seek support from Didactics Teacher to enhance the pedagogy of the concerned teacher/trainer, if necessary

#### **Step 8 Annual Appraisal**

- Annual appraisals of teachers/trainers will include student feedback as an important evaluation parameter

Your cooperation and participation are highly appreciated to ensure continuous improvement in our academic environment.

  
**Dr. Rakesh Choudhary**

Deputy Controller of Examinations

Copy for Information to (through E-Mail):

1. All Deans/In-Charges (For Necessary Action)
2. President
3. Registrar
4. Registrar Office

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