



IBRI COLLEGE OF TECHNOLOGY

STUDENT FEEDBACK POLICY

Document No	IbriCT-QAD.2.04.003	Version Number	3.0
Date Effective	03/06/2019	Document Author(s)	QAD, IbriCT
Next Review Date	06/2020	Document Owner	IbriCT
Approval Authorities	CC	Reviewing Authorities	CC, PMSC and QAD
Contact	Head of QAD		
To be implemented by	IbriCT Staff		

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*Implementers and users of this policy/document are kindly requested to send comments and suggested revisions to the assigned contact person as part of the policy review process.

Version Control Table

A. Document development details and summary of revisions

Version	Author	Date (dd/mm/yyyy)	Summary of revisions	Contributed by
1.0	PMC through ad hoc committee, IbriCT	25/03/2015	First draft written based on the ISAA manual.	PMC through ad hoc committee
2.0	PMC through ad hoc committee, IbriCT	25/09/2018	a. Rephrased all contents and added sections based on the policy template. b. Changes made based on feedback	PMC through ad hoc committee
2.1	QAD, IbriCT	13/05/2019	Revised the version control and summary tables.	PMC
3.0	QAD, IbriCT	03/06/2019	Final draft approved by the CC.	CC

B. Plagiarism verification

Version	Team/Committee /Person	Date (dd/mm/yyyy)	%of plagiarism	Signature
1.1	QAU	17/02/18	8%	P. Hurst
2.0	QAU	26/09/18	0%	P. Hurst
3.0	QAD			

C. Document proofread by

Version	Team/Committee /Person	Date (dd/mm/yyyy)	Language quality (Excellent, Good, Fair)	Signature
2.0	Ms Anuradha Dorepally	27/9/2018	Excellent	
3.0	Proofreading Team	15/05/2019		



Policy Title	Student Feedback Policy
Policy No.	08
Policy Outline	This policy aims to maintain teaching quality through student feedback.
Status	Active

1. Policy Title

Student Feedback Policy

2. Definitions and Abbreviations

There are no definitions or abbreviations that are specific to this policy.

3. Policy Statement

IbriCT evaluates its teachers' performance in order to ensure teaching quality. In addition, the college believes that students' feedback on teaching is one of the primary parameters that measures teaching quality.

4. Purpose/Reasons

This policy aims to provide students with the opportunity to give their feedback on the quality of their learning experiences and to provide feedback to lecturers in order to improve quality of teaching and/or content of the subject.

5. Scope

This policy applies to all teachers and students.

6. Procedures

IbriCT will monitor and improve the quality of teaching and learning through systematic evaluation of student feedback. To achieve effective evaluation and implementation of feedback the following procedures apply:

- a. The survey is conducted in the second week after midterm of first and second semester in every academic year.
- b. The survey plan is prepared by the QAD and is conducted using online forms (in some cases, such as in the absence of online facilities, forms are to be filled in manually). If a survey committee exists in the department/centre, members of the committee will conduct the survey. In the case that the department/centre does not have an active survey committee at a given time, QAD will conduct the survey.
- c. The staff members conducting the survey have to deliver a brief introduction on the purpose and the importance of the survey to the students before they start.
- d. Once the survey has been conducted, the staff members who conducted the survey analyse the survey data, prepare the results according to the required format and submit the result to the QAD.

- e. The QAD gets approval from the dean to disseminate the results to the head of the concerned department/centre and to the staff members.
- f. The survey reports present the results both numerically and as graphs. The results show the distribution of student ratings for each question (on a five-point scale).
- g. The survey reports include copies of student responses to open ended questions.
- h. The staff members that conduct the survey and analyse the data ensure that all students' responses are anonymous.
- i. The survey report is used to identify opportunities for recognizing excellence and identifying areas for improvement.
- j. The survey report is also used for appraisal of academic staff.

7. Responsibilities

QAD:

- To prepare survey plan
- To prepare online forms
- To analyse the survey results and to get the approval

Survey committee/QA committee of department/centre:

- To conduct survey
- To analyse the data

8. Supporting Documents

Student Satisfaction on Teaching Survey
Student Satisfaction on Teaching Survey Report

9. Related Policies

Staff Appraisal Policy