

FEEDBACK AND IMPLEMENTATION POLICY MANUAL

10.5.1 (b)

**GOVERNMENT COLLEGE OF NURSING,
KOTTAYAM**

**FEEDBACK AND
IMPLEMENTATION POLICY
MANUAL**

INTRODUCTION

The feedback collection process, aims towards the continual improvement of academic and administrative facilities available in the campus. This ensure that the students have an enriching learning experience. The feedback are collected from various stakeholders (employer/parent hospital, students, faculty, parents, alumni, graduates and public) for continuous quality improvement in the courses taught and facilities provided.

The distribution, collection, analysis, and corrective action of the filled feedback forms are collected for each year through online mode. The feedback template are made available in the website for stakeholders' views.

FEEDBACK SYSTEM

Feedback from Employer/ parent hospital is collected using Google forms rating the performance of CNS staff nurses and student nurses in clinical area.

College conducts an orientation program/ bridge course for B.Sc Nursing First-year students and their parents to share the working model of the system. The parent feedback is collected at the parent-teacher meeting. Feedback is collected from parents using a structured rating scale.

Feedback from students is also, obtained twice in a year through an online feedback system which also provides anonymity, thereby giving students an opportunity to speak their mind.

Student's feedback about course, teachers/teaching, and overall satisfaction about the various facilities in the college like College infrastructure, hostel, hospital, offices are also collected and suggestions for improvement are asked for.

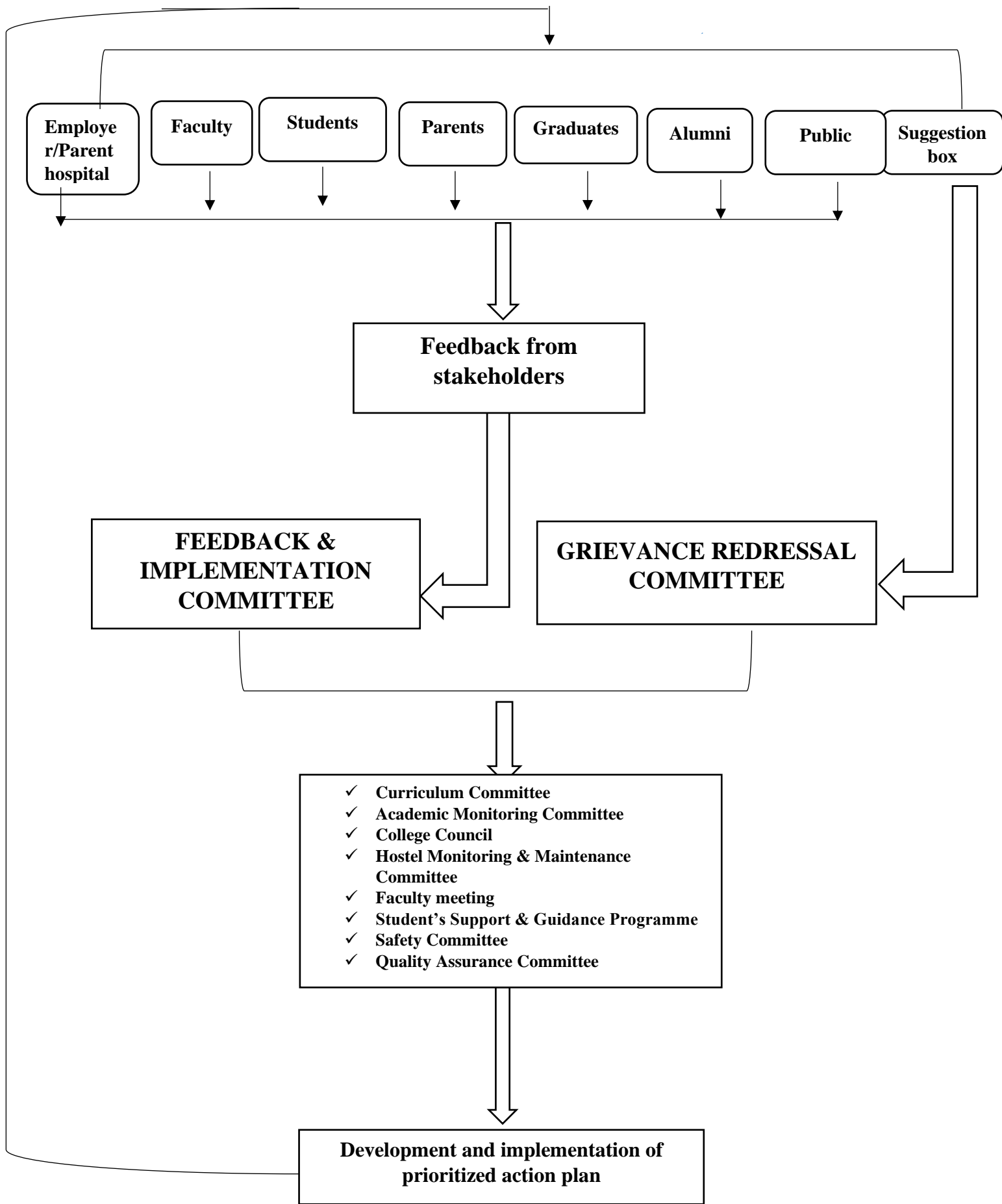
Graduates satisfaction survey is also conducted using Google forms, to get the feedback and opinions of graduated students of the college.

For interacting with alumni, institute has a registered Alumni Association and conduct alumni meet once a year to share their experiences, progress of the alumni and discussing with them about how the alumni can associate with the institute to empower and motivate their juniors. Alumni feedback is obtained using Google forms.

Feedback from Public is also collected from the community people obtaining services extended by the Community Health Nursing Department for continuous improvement and contribution to the promotion of health and prevention of diseases in the community.

Peer evaluation also is done among faculty members to contribute to the continuous development of the faculty.

In addition to these, a suggestion box is placed in the college to obtain suggestions from the students and by the Grievance Redressal Committee, proper actions are taken.



Feedback forms used

- Annexure 1. Feedback from Employer
- Annexure 2. Feedback from Parent Hospital
- Annexure 3. Student's Feedback on Course
- Annexure 4. Student's Feedback on Teacher's/ Teaching
- Annexure 5. Students Satisfaction Survey
- Annexure 6. Graduates Satisfaction Survey
- Annexure 7. Alumni Satisfaction Survey
- Annexure 8. Parent's Feedback
- Annexure 9. Peer Evaluation
- Annexure 10. Performance Appraisal of Faculty
- Annexure 11. Feedback from Public

Annexure 12

Members in various committees

ANNEXURES

Annexure 1

GOVERNMENT COLLEGE OF NURSING, KOTTAYAM

EMPLOYER'S FEEDBACK

This form is for the purpose of meeting Quality Assurance standards. Please select options related performance of the nurse.

- 1. Name of the intern nurse:**
- 2. Name of the supervisor:**
- 3. How would you rate the overall performance of the nurse?**
 - a) Outstanding
 - b) Good
 - c) Fair
 - d) Poor

Outstanding- The nurse learns and applies new skills very rapidly

Good- The nurse learns and applies new skills relevantly fast

Fair- The nurse learns and applies new skills

Poor- Did not learn and apply new skills

Annexure 2

GOVERNMENT COLLEGE OF NURSING, KOTTAYAM

FEEDBACK ON QUALITY OF NURSING CARE

Name of the Institution:

Name of Supervisor:

Ward:

Your Designation:

This form is for evaluation of Nursing care provided by student nurses. Kindly rate their performance on a 5 point rating scale. .

Sl. No.	Statements	Very good	Good	Neutral	Not good	Worst
1.	Knowledge on Assigned patients					
2.	Knowledge on disease condition					
3.	Punctuality					
4.	Professionalism					
5.	Dependability					
6.	Accuracy					
7.	Systematic and scientific					
8.	Optimum utilisation of resources					

Annexure 3

GOVERNMENT COLLEGE OF NURSING, KOTAYAM

STUDENT'S FEEDBACK ON COURSE

Kindly give your opinion regarding the statements given below.

Year of Instruction:

Batch :

Sl.No.	Statement	Adequate	Inadequate
1.	Extent of syllabus - Theory		
2.	Hours of instruction- Theory		
3.	Coverage of syllabus- Theory		
4.	Methods of teaching- Theory		
5.	Hours of instruction- Practical.		
6.	Lab hours		
7.	Clinical hours		
8.	Methods of teaching- Practical		
9.	Methods of evaluation- Practical		

Annexure 4

**GOVERNMENT COLLEGE OF NURSING, KOTTAYAM
STUDENT'S FEEDBACK ON TEACHERS/ TEACHING**

Kindly rate the following on a 3 point rating scale.

Sl. No.	Statements	Excellent	Good	Average
1.	Professionalism			
2.	Approachability			
3.	Motivational skills			
4.	Depth of knowledge			
5.	Punctuality			
6.	Explanatory skills			
7.	Provision of immediate feedback			
8.	Impartiality			
9.	Utilises different teaching methods			
10.	Uses Audio visual aids			
11.	Covers the whole syllabus			
12.	Ensures student participation			

Annexure 5
GOVERNMENT COLLEGE OF NURSING, KOTTAYAM
STUDENT'S SATISFACTION SURVEY

Kindly rate the following on a 4 point rating scale.

Sl. No.		Excellent	Good	Average	Fair
	College				
1.	Classroom				
2.	Library				
3.	Auditorium				
4.	Labs				
5.	Office				
	Hostel				
6.	Room				
7.	Sanitation				
8.	Water& Electricity				
9.	Food				
10.	Recreation Facilities in hostel				
	Clinical Facilities				
11.	Exposure to specified clinical area as per curriculum				
12.	Supervision in Hospital				
13.	Clinical teaching				
14.	Availability of PPE				
15.	Adequacy of articles for procedures				
	Teaching Learning Activities				
16.	Teaching Methods				
17.	AV aids				
18.	Syllabus Coverage				
19.	Periodic Evaluation				
20.	Remedial teaching				

Annexure 6
GOVERNMENT COLLEGE OF NURSING, KOTTAYAM
GRADUATE'S SATISFACTION SURVEY

Batch:

Kindly rate the following on 4 point rating scale

1. Curriculam/Syllabus
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
2. Teaching/Learning Activities
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
3. Relevance of Written Assignments
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
4. Co-Curricular Activities
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
5. Library Facilities
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
6. Career Guidance
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
7. Stress Management strategies
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
8. Suggestions for improvement

Annexure 7
GOVERNMENT COLLEGE OF NURSING, KOTTAYAM
ALUMNI SATISFACTION FORM

Kindly give your opinion regarding the statements given below

1. Do you think the curriculum was relevant?
 - a) Yes
 - b) No
2. Do you think adequate knowledge was gained by means of the curriculum?
 - a) Yes
 - b) No
3. Adequate weightage was given for clinical skill development?
 - a) Yes
 - b) No
4. Are you satisfied with the academic initiations to bridge the gap between theory and practice?
 - a) Yes
 - b) No
5. If you are invited to deliver a special talk, will you be interested?
 - a) Yes
 - b) No
6. Would you recommend this institution for prospective candidates?
 - a) Yes
 - b) No
7. Are you willing to contribute to the academic development of the college?
 - a) Yes
 - b) No
8. Suggestions for improvement



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Annexure 9

GOVERNMENT COLLEGE OF NURSING, KOTAYAM

PEER EVALUATION FORM

Kindly rate the performance of each faculty on a 4 point rating scale.

Name of Faculty (Select the name of each faculty and rate their performance)

- | | | | |
|-----|-----------------------|-----|----------------------------|
| 1) | Mrs. Marykutty Mathew | 13) | Mrs. Smitha PV |
| 2) | Mrs. Sulochana VA | 14) | Dr. Rakhi Manjooran |
| 3) | Mrs. Laly Paul | 15) | Mrs. Padminiamma P. |
| 4) | Dr. Omana MP | 16) | Mrs. Sancy George |
| 5) | Dr. Liny Joseph | 17) | Mrs. Mariamma P. Alexander |
| 6) | Dr. Betty P. Kunjumon | 18) | Mrs. Deepa Merin Kuriakose |
| 7) | Mrs. Sindhumol NT | 19) | Mrs. Jayarani RS |
| 8) | Dr. Mary Joseph | 20) | Mr. Ajeesh P Mani |
| 9) | Mrs. Gayathri PV | 21) | Mrs. Sharon Treesa Antony |
| 10) | Dr. Mercy Jacob | 22) | Mrs. Divya Devakumar |
| 11) | Dr. Sisy Jose | 23) | Mrs. Anisha PS |
| 12) | Dr. Soja SL | 24) | Mrs. Jasmin MB |
| | | 25) | Mrs. Lini P Luke |

- 1) **Level of Attendance & contribution at group meetings**
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
- 2) **Takes initiativeness in performing**
 - a) Excellent
 - b) Good
 - c) Average
 - d) Poor
- 3) **Performing assigned tasks**
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
- 4) **Motivating and supports peer group**
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair
- 5) **Updation of skills & knowledge**
 - a) Excellent
 - b) Good
 - c) Average
 - d) Fair

Annexure 10

GOVERNMENT COLLEGE OF NURSING, KOTTAYAM

PERFORMANCE APPRAISAL FORM FOR FACULTY

Kindly rate the performance of following faculty on a 4 point rating scale

Name of Faculty:

- | | |
|--------------------------|--------------------------------|
| 1) Mrs. Marykutty Mathew | 13) Mrs. Smitha PV |
| 2) Mrs. Sulochana VA | 14) Dr. Rakhi Manjooran |
| 3) Mrs. Laly Paul | 15) Mrs. Padminiamma P. |
| 4) Dr. Omana MP | 16) Mrs. Sancy George |
| 5) Dr. Liny Joseph | 17) Mrs. Mariamma P. Alexander |
| 6) Dr. Betty P. Kunjumon | 18) Mrs. Deepa Merin Kuriakose |
| 7) Mrs. Sindhumol NT | 19) Mrs. Jayarani RS |
| 8) Dr. Mary Joseph | 20) Mr. Ajeesh P Mani |
| 9) Mrs. Gayathri PV | 21) Mrs. Sharon Treesa Antony |
| 10) Dr. Mercy Jacob | 22) Mrs. Divya Devakumar |
| 11) Dr. Sisy Jose | 23) Mrs. Anisha PS |
| 12) Dr. Soja SL | 24) Mrs. Jasmin MB |
| | 25) Mrs. Lini P Luke |

Designation: a) Associate Professor

b) Assistant Professor

Sl.No.	Statement	Excellent	Good	Average	Fair
1.	Enthusiastic				
2.	Confidence				
3.	Updation of knowledge				
4.	Support and guidance				
5.	Communication skill				
6.	Professionalism				
7.	Responsibility				
8.	Approachability				
9.	Impartiality				
10.	Ability to inspire and motivate				

Annexure 11

GOVERNMENT COLLEGE OF NURSING, KOTTAYAM

നഷ്ടിംഗ് വിദ്യാർത്ഥികളുടെ സാമൂഹികരോഗ്യ പരിപാടികളെ കുറിച്ചുള്ള അഭിപ്രായം

താഴെ തന്നിട്ടുള്ള ചോദ്യങ്ങൾക്കു അനുയോജ്യമായ ഉത്തരം തെരഞ്ഞെടുത്തു അടയാളപ്പെടുത്തുക

- A. വയസ് (വർഷത്തിൽ
 - a) 20-40
 - b) 41-60
 - c) 60 നു മുകളിൽ
- B. ലിംഗം
 - a) ആൺ
 - b) പെൺ
- 1. രോഗ ലക്ഷണങ്ങളെ പറ്റിയുള്ള അറിവ് നൽകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 2. രോഗ ചികിത്സയെ പറ്റി അറിവ് നൽകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 3. രോഗപ്രതിരോധ മാർഗങ്ങൾ പരിചയപ്പെടുത്തുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 4. ഭവനസന്ദർശനം നടത്തി ആരോഗ്യസേവനങ്ങൾ നൽകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 5. തുടർചികിത്സയ്ക്ക് വേണ്ട ഉപദേശങ്ങൾ നൽകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 6. പുനർപരിശോധന ആവശ്യമുള്ളപ്പോൾ നിർദ്ദേശിക്കുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 7. സർക്കാർ നൽകുന്ന ആരോഗ്യ പദ്ധതികളെ പറ്റി അറിവ് നൽകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല
- 8. രോഗി പരിചരണത്തിൽ പങ്കാളികൾ ആകുന്നു
 - a) ഉണ്ട്
 - b) ഇല്ല

Annexure 12

Members in various committees

Grievance Redressal Committee for Students (GRCS)

Dr.Sarala P.A. Professor	Chairperson	9895808221 sarala_lakshman@yahoo.com
Dr.Betty P Kunjumon Assistant Professor	Secretary	9447486411 bettypkunjumon@gmail.com
Mrs.Sharon Treesa Antony Assistant Professor	Nodal Officer SSGP	7012368501 sharontreesaantony@gmail.com
Mrs.Jasmin M.B Assistant Professor	Nodal Officer SSGP	9995975627 Jasminthaha.thaha@gmail.com
Dr.Mercy Jacob Assistant Professor	Asst.Warden, Hostel	9447124175 mercygurayidam@rediffmail.com
Mrs.Sindhmol N.T. Assistant Professor	Asst.Warden, Hostel	9447565575 sindhmolnt@rediffmail.com
Mr.Ajeesh P Mani Assistant Professor	Teacher Representative	9446800150 ajeeshpmani@gmail.com
Mr.Mani E.G.	PTA President	8075226877
Ms.Keziya M.S.	College Union Chairman	7909146078
Ms.Titto Elsa Mathew	College Union General Secretary	9400962837
Ms.Mihida.P.	University Union Councillor [UG]	9539848876
Ms.Athira Rajan	University Union Councillors [PG]	9847384294

Appellate Authority: Dr.Usha V.K., Principal, Govt.College of Nursing, Kottayam

Curriculum committee

Chairperson : Dr.Usha V.K., Principal, Govt.College of Nursing, Kottayam

Secretary : Dr.Sarala P.A., Professor, Govt. College of Nursing, Kottayam

Mrs.Marykutty Mathew	Associate Professor	Child Health Nursing
Dr.Liny Joseph	Assistant Professor	Medical Surgical Nursing
Mrs. Sindhumol N.T.	Assistant Professor	OBG Nursing
Mrs. Gayathri P.V	Assistant Professor	Community Health Nursing
Dr.Mary Joseph	Assistant Professor	Nursing Education & Administration
Mrs.Mariamamma P. Alexander	Assistant Professor	Mental Health Nursing
Ms.Alphons Issac	II year M.Sc Nursing	Student Representative
Ms. B.Priyadarsini	IV year B.Sc Nursing	”

Feedback Implementation Committee

Chairperson	:	Dr.Usha V.K. Principal Govt.College of Nursing Kottayam
Secretary	:	Dr.Sarala P.A. Vice Principal Govt.College of Nursing Kottayam
Members	:	Mrs.Sujatha.R. Chief Nursing Officer Govt.Medical College Kottayam Dr.Mary Joseph Assistant Professor (Alumni Secretary) Mrs.Jayarani R.S. Assistant Professor Mrs. Sharon Treesa Antony Assistant Professor Mr.T.Gopalakrishnan PTA Vice President Mr.Anirudhan Thekkechirayil Geriatric Club Secretary Ms.Keziya M.S. College Union Chairperson IV year B.Sc Nursing

Safety Committee

Chairperson : Dr.Usha V.K.,
Principal, Govt.College of Nursing, Kottayam

Coordinator : Dr.Omana M.P.
Associate Professor

Members : Mrs.Sulochana V.A.
Associate Professor

Mr.Ajeesh P Mani
Assistant Professor

Mr.Biju M. Abraham
Senior Superintendent

Mr.Shijumon V.K.
Watchman

Quality Assurance Committee

Chairperson	:	Dr.Usha V.K. Principal Govt.College of Nursing, Kottayam
Secretary	:	Mrs.Laly Paul Associate Professor Govt.College of Nursing, Kottayam
Members	:	Mrs.Marykutty Mathew Associate Professor Dr.Liny Joseph Assistant Professor Dr.Betty P Kunjumon Assistant Professor Mrs.Anisha P.S. Quality Assurance Committee
Student representatives	:	Ms.Neethu Yousuf II year M.sc Nursing
Internal Auditors	:	Ms.Alma Thomas IV year B.Sc Nursing Dr.Mary Joseph Assistant Professor Mrs.Anisha P.S. Assistant Professor
External Auditor	:	Mrs.Asmi S.S. Assistant Professor Govt.College of Nursing Alappuzha

Student Support and Guidance Programme (SSGP)

Advisory Committee 2021-2022

Members

Chairperson	- Dr.Sarala P.A.
Nodal Officers	- Mrs.Sharon Treesa Antony Mrs. Jasmin M.B.
Assistant Warden	- Dr.Mercy Jacob
Faculties from various specialties	- Mrs.Deepa Merin Kuriakose (Medical Surgical Nursing) Mrs.Sindhumul N.T.(Obstetric & Gynaecologic Nursing) Dr.Rakhi Manjooran (Paediatric Nursing) Mrs.Gayathri P.V.(Community Health Nursing) Mrs.Mariamamma P Alexander (Mental Health Nursing) Dr.Mary Joseph (Education & Administration)
Representatives from PTA	- Mr. Rajeev S.K. (I year) Mr. Jayakrishnan.G. (II year) Mr. Vijayan K.G. (III Year) Mr. Prakash Sachariah (IV year)
Class Coordinators	- Mrs.Anisha P.S. (I year) Mrs.Smitha.P.V. (II year) Dr.Betty P Kunjumon (III year) Dr.Sisy Jose (IV year)
Class Representatives	- Ms.Jeena Thomasin George (I year) Ms. Arya R. (II year) Ms.Jain Mariya Shaji (III year) Ms.Mihida P. (IV year)

Hostel Maintenance and Monitoring Committee

Dr. Usha VK	Principal & Warden	Chairman
Dr.Sarala P.A.	Professor	Secretary/ Convenor
Dr. Mercy Jacob	Assistant warden, Ladies hostel	Member

Mrs. Sindhumol NT	Assistant warden, New hostel	Member
Mrs. Jasmine MB	Assistant Professor	Member
Mr. Biju M. Abraham	Senior Superintendent	Member
Mr. Moni EG	PTA President	Member
Mrs. Sreeja KS	Clerk	Member
Mrs. Sreeji KS	Housekeeper	Member
Ms Sherin Shaji	Hostel Secretary, Ladies Hostel	Member
Sr. Anju Mathew	Hostel Secretary, New Hostel	Member
Ms Annmaria Baby	Mess Secretary	Member
Mr. Mohammed Hamsa	Representative, men's Hostel	Member