The feedback mechanism

Amrita AHEAD provides multiple channels of communication for learners to provide feedback. Learners mainly use the Learning Management System (LMS) along with email.

Students are also encouraged to contact the Batch Advisor for the course to address their issues.

Both the Batch Advisor and Course Coordinator keeps in touch with all learners to understand and redress their issues.

Department/ Program internal structure for effective course delivery via feedback mechanism and Quality Assurance of Program Delivery

Program Coordinator

Course Coordinator

Batch Advisor

Student Class Representatives

CLASS FEEDBACK

Programme Coordinator roles and responsibilities:

- overall coordination of the development, delivery and assessments of the learners in an Online Program,
- Feedback from faculty for policy formulation
- Feedback from students for policy formulation
- Resources allocation that are competent to deliver online education effectively from the learner learning perspective
- Arranging Training and Development Programs.
Course Coordinators roles and responsibilities:

- Convening Class committees,
- Internal marks publishing - Follow up teachers
- End semester and Supplementary exam results discussion
- Organising Webinars
- Communication with faculty team on content development and course progress
- Review of course contents from other campuses.

Batch Advisor roles and responsibilities:

- All Communication regarding Transfer to next batch related, course dropping, discontinuing,
- class concerns feedback retrieving
- Administrative tasks related with Program
- publicising webinars
- Remuneration and compensation through HR to experts
- Weekend Live session monitoring
- Documentation tasks.

Student Class Representative roles and responsibilities:

- Participating in class committee meetings,
- Collecting feedback from students regarding courses, exams, and webinars
- Reminding webinars to class.