



Stakeholder Survey Methodology for Keshav Memorial Institute of Commerce and Sciences (KMICS)

Presented below is the Stakeholder Survey Methodology for Keshav Memorial Institute of Commerce and Sciences (KMICS), which outlines a structured approach to collect and analyze feedback from our diverse stakeholder groups. This methodology, emphasizing customization and comprehensive data collection, aims to effectively evaluate academic performance and campus ambiance. By following this systematic process, we can pinpoint key concerns, formulate actionable recommendations, and implement measures for continual enhancement.

1. Survey Design

- Objective: Gather feedback on academic performance and ambiance from stakeholders.
- Questions: Craft tailored questions for Students, Teachers, Employers, and Alumni, covering pertinent aspects.
- Customization: Tailor questions to each stakeholder group's role and perspective.
- Format: Utilize feedback forms with 10 questions offering options from 'Excellent' to 'Inadequate,' (Excellent, Very Good, Good, fair, inadequate) alongside an open-ended question for additional comments.

2. Survey Administration

- Distribution: Distribute survey forms through appropriate channels to maximize stakeholder participation.
- Instructions: Instruct stakeholders to use a Check mark (✓) for multiple-choice questions and provide descriptive answers for the open-ended question.

3. Responses Collection

- Collection: Gather feedback within the specified timeframe.
- Tracking: Monitor responses to ensure comprehensive data collection.

4. Feedback Analysis

- Threshold for Action: Consider responses indicating 20% or more unfavorable rating ('Inadequate'). Options include: excellent, very good, good, fair, and inadequate. Alternatively, address significant concerns from the open-ended questions.
- Identifying Concerns: Analyze feedback against established benchmarks to identify areas of concern.
- Narrative Responses: Pay special attention to open-ended responses for any unaddressed concerns.

5. Action Recommendation

- Recommendation: Propose actions based on identified concerns.

6. Action Taken Report (ATR)

- Reporting: Document actions taken in response to feedback.


PRINCIPAL



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

- Transparency: Ensure transparency by recording all actions and outcomes.

7. Communication with Appropriate Bodies

- Sharing Feedback: Share feedback with the affiliating university for potential intervention.
- Collaboration: Collaborate with stakeholders to address concerns effectively.

8. Action by Affiliating University (if required)

- Intervention: If needed, the affiliating university takes action based on feedback, promoting a collaborative approach.

Sample Sizes of Stakeholder Groups: Student - 200, Teachers - 50, Employers - 20, Alumni - 100.

Benchmark for Action: Responses indicating 20% or more unfavourable rating ('Inadequate'), or significant concerns from the open-ended questions.

This methodology ensures a systematic approach to gathering and analysing stakeholder feedback, leading to actionable insights and continuous improvement within KMICS.

Sample Questionnaire - Students

Student Feedback Survey: Academic Performance and Ambiance of the Institution

Dear Student,

We greatly appreciate your feedback. Kindly spare a moment to fill out the Student Feedback Survey concerning the academic performance and environment of the institution. Your input is vital in improving your educational journey. Thank you for your participation!

Program Name and Year:

Academic year:

Student Feedback Form

Please place a Check mark (✓) in the corresponding box.

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences

Narayanaguda, Hyderabad-500 029

College Code No. 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

Question No.	Question	Excellent	Very Good	Good	Fair	Inadequate
1	How well did the teachers prepare for the classes?					
2	How would you rate the coverage of the syllabus in your classes?					
3	How would you rate the instructional delivery ambience in your classes?					
4	How would you rate the provision of online classes as per student and parent requests?					
5	Rate the institution's response to providing value-added courses to prepare students for the competitive world.					
6	Rate the effectiveness of the placement training provided by the institution.					
7	Rate the opportunities provided for community service activities (NSS, NCC, etc)					
8	Evaluate the sufficiency of essential facilities available for students.					
9	How satisfied are you with the availability of food and refreshment options on campus?					
10	Rate the sufficiency of games and materials according to the student population.					

Any other matter: Is there any additional feedback or suggestion you would like to provide regarding your experience as a student at the institution?

Date:


PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences
Narayanaguda, Hyderabad-500 029
College Code No. 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

Note: The survey maintained anonymity for students, ensuring their comfort in providing honest feedback and respecting their privacy, thus facilitating accurate data collection.

Sample Questionnaire - Teachers

Faculty Feedback Survey: Academic Performance and Ambiance of the Institution

Dear Teacher,

Your perspectives are highly valued by us. Please take a moment to engage in the Teacher Feedback Survey, centered on the academic performance and atmosphere of the institution. Your feedback will contribute to enhancing the teaching environment and academic standards. We appreciate your invaluable input!

Name of the faculty:

Designation:

Department:

Academic year:

Faculty Feedback Form

Please place a Check mark (✓) in the corresponding box.

S No.	Question	Excellent	Very Good	Good	Fair	Inadequate
1	Rate the overall environment for teaching, research, and professional development within the institution.					
2	Evaluate the support in your research endeavors by the institution's allocation of funds and resources is					
3	How effectively do you perceive the integration of technology-based educational tools in enhancing your teaching methods?					
4	How do you think is the institution effectively managing the transition to online teaching and learning?					
5	How satisfied are you with the availability and accessibility of essential resources such as libraries, labs, and study areas?					

V. Senthil
PRINCIPAL

Keshav Memorial Institute of Commerce & Science,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

S No.	Question	Excellent	Very Good	Good	Fair	Inadequate
6	Estimate the observed noticeable improvements in the interaction between teachers and students.					
7	How would you evaluate the support you receive from administrative staff and support services in addressing your professional needs?					
8	How do you find the instruction delivery facilities?					
9	How would you assess the availability of textbooks in the library?					
10	How would you rate the availability of essential facilities, including restroom facilities?					

Any other matter: Is there any additional feedback or suggestion you would like to provide regarding your experience as a teacher at the institution?

Date:

Signature:

Sample Questionnaire - Employers

Employer Feedback Survey: Academic Performance and Ambiance of the Institution

Dear Employer,

We highly appreciate your viewpoint. We cordially invite you to partake in the Employer Feedback Survey, centered on the academic performance and environment of the institution. Your input will help us gauge the preparedness of our graduates for the workforce and identify areas for improvement. Thank you for dedicating your time to share your insights with us!

Name of the Employer:

Company/Organization:

Designation:

Year:

Employer Feedback Form

Please place a Check mark (✓) in the corresponding box.

PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

S. No.	Question	Excellent	Very Good	Good	Fair	Inadequate
1	How do you rate the analytical and problem-solving skills of candidates from our institution?					
2	In your opinion, how well does the curriculum of our institution incorporate current trends and practices?					
3	How would you rate the general communication skills of candidates from our institution?					
4	To what extent do you find candidates capable of developing practical solutions to workplace problems?					
5	How do you perceive the ability of candidates to work as part of a team?					
6	From your perspective, how would you rate the innovation and creativity demonstrated by our graduates?					
7	How would you rate the planning and organization skills of candidates from our institution?					
8	Do you find our graduates self-motivated and capable of taking on an appropriate level of responsibility?					
9	How open are candidates from our institution to new ideas and learning new techniques?					
10	How effectively do candidates use technology and workplace equipment?					

Any other matter: Please provide any additional comments or suggestions regarding the graduates from our institution.

Date:

Signature: 
PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

Sample Questionnaire - Alumni

Alumni Feedback Survey: Academic Performance and Ambiance of the Institution

Dear Graduate,

We highly value your input. We extend an invitation to take part in the Alumni Feedback Survey, designed to collect insights on the academic performance and atmosphere of the institution during your tenure. Your feedback will aid us in evaluating and improving the educational journey for upcoming students. Thank you for sharing your invaluable experiences with us!

Name of the Graduate:

Graduation Year:

Program:

Student ID:

Year:

Alumni Feedback Form

Please place a Check mark (✓) in the corresponding box.

S. No.	Question	Excellent	Very Good	Good	Fair	Inadequate
1	How well do you think your alma mater prepared you in terms of analytical and problem-solving skills?					
2	In your opinion, how effectively did the curriculum during your time incorporate current trends and practices					
3	How was your experience of engaging in real-world projects during your time as a student?					
4	How was your experience of engaging in internships during your time as a student?					
5	How was your motivation to take on responsibilities during your time at the institution?					
6	Rate the encouragement to explore new ideas and techniques while studying.					

V. Senthil
PRINCIPAL

Keshav Memorial Institute of Commerce & Science,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318



KESHAV MEMORIAL INSTITUTE OF COMMERCE & SCIENCES

(Affiliated to Osmania University)

A Unit of Keshav Memorial Educational Society

3-5-1026, Narayanaguda, Hyderabad - 500029 Ph : 040 2322 4651, 8331029974

ESTD. 1945

E-mail : principal.kmics@gmail.com

Website : www.kmics.ac.in

7	How would you rate your proficiency in using technology and workplace equipment post-graduation?					
8	Evaluate how do you believe your education enabled you to effectively contribute to the goals of your career					
9	How satisfied are you with the technical knowledge/skills acquired during your time at the institution?					
10	How would you rate the opportunities for networking and collaboration with peers and faculty members during your time at the institution?					

Any other matter: Is there any other feedback or suggestion you would like to provide regarding your experience as an alumna of the institution?

Date:

Signature:

Conclusion

In summary, the Stakeholder Survey Methodology stands as a crucial instrument for Keshav Memorial Institute of Commerce and Sciences (KMICS) in elevating our academic standards and campus environment. With tailored surveys, defined benchmarks, and open communication, we are dedicated to nurturing a culture of cooperation and ongoing enhancement. Looking ahead, we remain steadfast in utilizing stakeholder input to instigate beneficial transformations and maintain our pledge to excellence in higher education.


PRINCIPAL

Keshav Memorial Institute of Commerce & Sciences,
Narayanaguda, Hyderabad-500 029
College Code No: 1110/318