

A) ACTION TAKEN REPORT: STUDENT FEEDBACK FOR CURRICULUM AND INSTITUTION (ACADEMIC YEAR 2023-2024)

Introduction: In response to the feedback collected from 138 students regarding various aspects of the curriculum and institutional facilities, this report outlines the actions taken to address the concerns raised and enhance the overall educational experience at Green Heaven Institute of Management.

Summary of Feedback and Actions Taken

1. Teaching Learning Process

Action Taken: Faculty development workshops have been organized to share best practices in teaching methodologies and to incorporate innovative teaching tools. Continuous monitoring and feedback mechanisms will be established to ensure sustained quality.

2. Student-Teacher Communication

Action Taken: To improve communication channels, initiatives such as regular feedback sessions and open office hours for faculty have been implemented. Additionally, a mentorship program has been introduced to strengthen the relationships between students and faculty.

3. Placement/Entrepreneurship Activities

Action Taken: The placement cell will expand its network with industry partners and organize more workshops on entrepreneurship. Regular updates on internship opportunities are communicated to students.

4. Co-curricular Activities

Action Taken: The institution has introduced a wide variety of co-curricular activities, including various clubs and societies, to promote diversity and engagement among students.

5. Extra Co-curricular Activities

Action Taken: The institution will enhance the variety of extra-curricular activities offered, ensuring they align with student interests. A calendar of events will be published to encourage participation.

6. Assessment of Examinations

Action Taken: The examination process is reviewed to ensure it is clear and fair. To uphold high standards, additional training on assessment techniques is provided for faculty.

7. Infrastructure Facilities

Action Taken: The institution prioritized continuous improvements in infrastructure, including upgrades to Wi-Fi connectivity and enhanced security measures. Efforts also focus on advancing the Green Campus initiative and ensuring well-maintained facilities. Regular maintenance checks are implemented to guarantee cleanliness and safety throughout the campus.

8. Library Resources

Action Taken: The library has expanded its collection by acquiring more recent editions and additional materials in response to student requests. Additionally, digital resources have been enhanced to better support remote learning.

9. Syllabus Relevance to Job Requirements

Action Taken: The curriculum committee regularly reviews the syllabus to ensure alignment with industry standards and job market requirements. Additionally, feedback from alumni and industry experts is solicited to guide these updates.

10. Understanding of Concepts in Arts

Action Taken: To improve understanding, the curriculum will feature more practical applications and hands-on experiences. In addition, workshops and guest lectures with industry professionals were also arranged and organized.

2) ACTION TAKEN REPORT ON ALUMNI FEEDBACK COLLECTED : **(ACADEMIC YEAR: 2023-2024)**

During the 2023-2024 academic year, the IQAC Coordinator at Green Heaven Institute of Management & Research took a proactive approach to institutional improvement by presenting recommendations based on alumni feedback to the Academic and Management Councils. These recommendations, shaped by the valuable insights and experiences of the institution's alumni, were thoroughly discussed and debated by the councils. Following a thorough and meticulous examination of the proposals, the councils took decisive and subsequent actions to address the suggestions, implementing necessary changes to enhance the overall quality of education, infrastructure, and student experience. This collaborative effort demonstrated the institution's commitment to continuous improvement, fostering a culture of excellence and student-centricity.

Summary of Feedback and Actions Taken

Proposal:

- Need for regular industrial visits, study tours, and extension activities suiting the current trends.
- A case study system may be introduced under all programs.

Action Taken:

- Regular industrial visits, study tours, and extension activities were conducted during the session
- Students were assigned case studies in the form of assignments to develop problem-solving skills relevant to their subjects. Undergraduate students were tasked with investigating environmental issues in nearby areas.

3) ACTION TAKEN ON THE FACULTY FEEDBACK REPORT (ACADEMIC YEAR 2023-24)

1. Curriculum Revision and Stakeholder Engagement:

In response to feedback, the institute improved its curriculum development process by increasing stakeholder involvement. Regular consultations with industry partners, alumni, and students were organized to ensure the curriculum aligned with their evolving needs. Additionally, updates were made to the curriculum to address any gaps identified by faculty members.

2. Clarification of Course Objectives: To address concerns regarding unclear course objectives, the institute organized workshops for faculty members to promote consistency and clarity in communicating course outcomes

3. Improvement of Library Resources: To tackle concerns regarding the availability of prescribed books, the library expanded its collection and increased the number of copies of essential textbooks, e-resources, journals, and research papers.

4. Balancing Theory and Application: The institute evaluated the course content to achieve a better balance between theory and practical application. To enhance real-world relevance, additional practical sessions, case studies, and industry collaborations have been integrated into the curriculum.

5. Enhancement of Faculty Autonomy: The management has offered greater flexibility in adopting innovative teaching methods. Workshops on active learning and modern pedagogical techniques were introduced, along with clearer guidelines to empower faculty in implementing these approaches.

6. Support for Professional Development: The management has offered greater flexibility in adopting innovative teaching methods. Workshops on active learning and modern pedagogical techniques were introduced, along with clearer guidelines to empower faculty in implementing these approaches.

7. Improvement in Infrastructure and Research Support: The institute has invested in upgrading

physical facilities and enhancing administrative support to foster a more conducive environment for teaching and research.

4) ACTION TAKEN ON PARENT FEEDBACK REPORT

(ACADEMIC YEAR 2023-2024)

Based on the survey results, Green Heaven Institute of Management and Research has taken the following actions to address parent feedback and enhance various aspects of the institute's functioning:

1. Academic Progress of Students:

Action Taken: The institute initiated individual consultations with parents who expressed concerns to better understand the specific issues related to their child's academic performance. In response, the institute implemented additional support mechanisms, including personalized tutoring, academic workshops, and progress-tracking systems, to address areas where students may be struggling.

2. Infrastructural Facilities:

Action Taken: A thorough review of the infrastructural facilities was carried out in response to the feedback received. The institute remains committed to maintaining a green campus, as well as providing well-developed infrastructure and sanitation facilities for both faculty and students.

3. Curriculum and Extracurricular Activities:

Action Taken: Evaluated the curriculum and extracurricular programs to ensure they continue to meet the evolving needs of students. Incorporated additional guest lectures, seminars, and sports/cultural events based on suggestions. Expanded the range of extracurricular activities to provide more diverse opportunities for student engagement.

4. Student Discipline:

Action Taken: Reinforced the existing discipline policies and procedures. Provided additional training for faculty and staff to enhance consistency in the enforcement of discipline. Established a feedback mechanism for parents and students to report any discipline-related concerns for timely intervention.

5. Administration communication:

Action Taken: Reviewed administrative processes to identify areas causing delays or

dissatisfaction. Streamlined request processing and improved communication channels to ensure prompt resolution of issues. Implemented regular training for administrative staff to enhance efficiency and service quality.

6. Parent-Teacher Meetings (PTMs):

Action Taken: Increased the frequency and improved the scheduling of PTMs to ensure parents are kept well-informed about their wards' performance. Enhanced the format of PTMs to include more detailed reports and discussions on student progress.

7. Syllabus Relevance:

Action Taken: A review of the syllabus was conducted to integrate more practical and problem-solving components. The institute engaged with industry experts to ensure that the curriculum aligns with real-world applications.

8. Quality of Education:

Action Taken: Concerns related to curriculum content and teaching methods were addressed by implementing new teaching strategies and enhancing faculty training programs to improve educational outcomes. The curriculum is regularly reviewed and updated based on feedback to ensure it meets educational standards.

9. Internship, Student Exchange, and Field Visits:

Action Taken: Increased efforts to promote and facilitate internships, student exchanges, and field visits. Established partnerships with more companies and institutions to provide diverse opportunities. Improved communication about these programs and streamlined the application and selection processes to enhance student participation.