

Action Taken on the Feedback on Course Transaction
Annual Teaching Plan committee Report January 22nd 2019

Under the Chairmanship of Director Dr. Anil Sharma a Faculty Meeting was called today dated 22nd Jan 2019 to discuss the Feedback Report and the Action Plan for Teaching Learning process for the academic session.

Following Members were present for the Meeting:

Name	Designation
Dr. Anil Sharma,	Director
Dr. Rajani Kumar	Asst. Professor
Dr. Mubina Saifee,	Asst. Professor
Dr. P.L Thakur,	Asst. Professor
Dr. Swati Padole,	Asst. Professor
Mr. Umesh Sharma,	President, JBJS
Mr. Roshan Dambhare,	Admin Office Incharge
Ms. Shubhangi Bhingare,	Office Assistant
Mr. Sanjay Chimalwar,	Ex- Registrar, RTMNU

The Minutes are as follows:

Agenda:

1. Analysis of the Report prepared on the Feedback collected on Course transaction.
2. Implementation of the Action plan based on the feedback collected from students, Faculty Members and alumini.
3. Enhancing student involvement and ensuring good attendance in class.
4. Upgradation of Training/Skill development activities.
5. Evaluation/ Examination Pattern.
6. Feedback from other stakeholders.

Implementation:

1. Based on the analysis of the feedback received from the students, Alumini and faculty members, FMs were instructed to use innovative methods of teaching so as to encourage students' attendance and participation in class. Few techniques suggested: Presentations, Role Plays, Case Studies, Management Games, Movies, etc.
2. Addition of Practice sessions for technical subjects such as Cost A/C , Financial Management and Operation Management in the regular Time Table.
3. Module designed for Regular skill oriented training sessions such as MS Office, Soft Skills, and GD& PI Sessions being conducted. Language Lab to be utilized to the fullest.
4. Tutorial sessions for each course compulsorily added in the time-table.
5. FMs to encourage students for timely submission of assignments. A common register being maintained for all subjects.
6. FMs to encourage student's use of Library for additional reading, Sessions for library to be included in the regular time table.
7. Question Papers for Mid term and End Term Exams to compulsorily have COs.
8. Program Objectives and Program Specific Objectives are being informed to the students from day I and are also displayed at different places in the college.
9. The course outcomes are evaluated and corrective measures for achievement of the same discussed and planned.
10. More use of MOODLE for collecting assignments and conducting class test and quizzes.
11. Director of the Institute instructed FMs to hone their skills by attending training/skill development courses. The Management would provide assistance in terms of leave and sponsorship of the training fees.
12. FMs to keep records of the teaching- learning process in Sack info.
13. In order to increase Alumini Participation, a registered Alumini Association to be formed.
14. Enhance Alumini Participation in the college through inviting them for different curricular and co-curricular activities
15. Members of the Alumini Association to be included in IQAC and Advisory Committee of the College.
16. To broaden the concept of Feedback, college needs to collect feedback from parents, as well as Employers and Members of the Advisory Board. Feedback forms to be sent to these stakeholders.



Dr. Anil Sharma

Director

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