

MANOHAR MEMORIAL (P.G.) COLLEGE, FATEHABAD

FEEDBACK ANALYSIS AND ACTION TAKEN REPORT: 2019-20

IQAC makes it a tradition to mandatorily collect feedback from stakeholders- students, teachers, alumni, teachers and employers. This is done by the feedback committee. It collects and analyzes the feedbacks from different stakeholders and submits action taken report to the appropriate bodies.

Objective: The objective of this exercise is to trace the impact of all the efforts made by the institution for the various stakeholders. The institution intends to enhance its benefits to reach all the stakeholders. This feedback is collected and analyzed. Based on the opinions of the stakeholders, further action is taken by the feedback committee.

Methodology and Analysis: The Feedback on curriculum is collected from students by circulating the Feedback Forms online and offline It is collected by the IQAC and will be submitted to feedback committee to deliberate on various suggestions made by the stakeholders. The feedback committee holds meeting at the end of the academic year to discuss on the various suggestions and prepare action taken report. General Action Plan after data collection and analysis based on the Feedback the next academic year will be prepared in the faculty meeting. Department level meetings are also held to execute and implement the action plan. The action taken report will be circulated among the staff members through the IQAC and uploaded on website of college

Members of Feedback Committee:

1. Prof. Pratibha Makhija
2. Dr. Vijay Goyal
3. Dr. Vikesh Sethi

Based on the feedback, the action taken is illustrated in the following table:

Sr. No.	Suggestions	Observation /Source	Action Taken
1	Career Guidance and Coaching Classes for Competition Exams	Feedback from Students	Department of Chemistry organized competition classes specially CSIR UGC NET on 5 February, 2020 to 5 March, 2020
2	Modern Teaching Aids like PPT, Web sources, e-Content	Feedback from Students	Workshops for teachers, students and Non Teaching staff were organized. In Library, INFLIBNET

			software and number of E journals, E books are increased. Syllabus, Videos and old question papers are available for all on college website.
3	Admission and Examination process	Feedback from Parents	As admission is done on merit basis through state level counseling and controlled by Director Higher Education, Haryana. The issues regarding this are taken up in meeting by Principal and in charge, admission committee.
4	Teaching Mentoring Process	Feedback by Parents	Regular Teachers are appointed as Mentors to students regarding career and motivational guidance. Regular meetings with students are organized.
5	Field Visits and educational Tours	Feedback from Students	Two Teachers(one for boys, one for girls) are appointed as in charges for educational tours who arrange tours of students. In this session No educational tour organized due to COVID 19.
6	Extra-curricular and Research Activities	Feedback from Students	College organized University Youth Festival for Fine Arts events in November 2019 A National Seminar on the topic Water Conservation: on 28-29 February, 2020. Also Webinar, online Quiz, Competitions were organized.
7	Alumni meets through alumni Association	Feedback from Alumni	Registration of alumni association is in process and convocation is to be conducted very soon
8	Canteen Facility	Feedback from Teachers	The suggestions obtained from Teachers were implemented e.g., canteen facility was improved, Drinking water facility was improved etc.