



MGM INSTITUTE OF HEALTH SCIENCES
(Deemed to be University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-1, Kamothe, Navi Mumbai - 410209

Tel. No. 022-27432471, 022-27432994, Fax No. 022 - 27431094

E-mail : registrar@mgmuhs.com ; Website : www.mgmuhs.com

MGM/01/A-8/2020/23

Date: 10/02/2020

Extracts of Board of Management (BOM-43/2015) meeting dt.06/11/2015

Item No. 12: To peruse and take appropriate action on curricular Feedback from different stakeholders for academic year 2014-15 prepared by University IQAC.

Resolution No. 12 : Resolved to accept curricular Feedback from different stakeholders for academic year 2014-15 prepared by University IQAC and decided to implement action (as suggested in the report) by each Institute Head for improving the respective curriculum. (Annexure-XXV)

Registrar

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences

(Deemed University u/s 3 of UGC Act, 1956)

Navi Mumbai- 410 209

Dr. Shashank D. Dalvi

Vice Chancellor

MGM INSTITUTE OF HEALTH SCIENCES

(DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)

KAMOTHE, NAVI MUMBAI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

1.4.2 Feedback Analysis and Action Taken Report of the University on feedback report 2014-15

The IQAC of the institution designs and collects feedback from its stakeholders to monitor and evaluate its performance quality on Teacher, Curriculum and Infrastructure. The feedbacks were collected from Students, Teachers, Alumni, Employers, and Parents across Medical, Nursing, Physiotherapy, Biomedical Sciences, Prosthetics & Orthotics institutes.


Following the analysis of the obtained feedback, appropriate actions are taken based on the report of the Analysis. The analysis reports are then forwarded to the Board of Studies, Academic council and Board of Management for approval. Following approval, reports were uploaded on website. (As per SOP for Feedback analysis and Action Taken mentioned below)

I. Action Taken Report by the University (MGMIHS) on feedback of students

<u>Feedback</u>	<u>Action taken</u>	<u>Impact</u>	<u>Relevant AC minutes</u>
Students suggested incorporate videos of Animal experiments in first MBBS Physiology practical/ demonstrations of Experimental Physiology	Through Academic Council, it was resolved to incorporate videos of Animal experiments in first MBBS Physiology practical/ Demonstrations of Experimental Physiology for the batch of students admitted in 1st MBBS from the academic year 2016-2017 onwards	Improvement in learning outcomes in Physiology practical.	https://www.mgmuhs.com/NAAC/c1/1.1.2/Medical/AC22_1.PDF

There was a suggestion by students to include lecture on imaging techniques in theory syllabus of anatomy	It was decided by University to include A single lecture on imaging techniques in Anatomy theory syllabus.	There was better understanding of the topic and improved learning outcome	https://www.mgmuhs.com/NAAC/c1/1.1.2/Medical/AC%2023_1.PDF
---	--	---	---


Dr. Rajesh B. Goel
 Registrar
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 NAVI MUMBAI- 410 209


Dr. Shashank D. Dalvi
 Vice Chancellor
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 KAMOTHE, NAVI MUMBAI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

II Action Taken Report by University on Feedback from Teachers

<u>Feedback</u>	<u>Action taken</u>	<u>Impact</u>	<u>Relevant AC minutes</u>
Suggestion from Anatomy Teachers to shift "Thorax" portion of Anatomy from paper-2 to Paper-1 to have proper distribution in papers for the batch of students to be admitted in 1st MBBS from the academic year 2016-2017 onwards	Anatomy- Resolved to shift "Thorax" portion of Anatomy from paper-2 to Paper-1 to have proper distribution in papers for the batch of students to be admitted in 1st MBBS from the academic year 2016-2017 onwards	There was proper distribution of topics in Paper 1 and Paper 2 of anatomy for better understanding of students	https://www.mgmuhs.com/NAAC/c1/1.1.2/Medical/AC22_1.PDF
Physiotherapy teachers suggested changes in HMS & Electro Journals for I BPT & II BPT.	Resolved to implement the HMS & Electro Journals for I BPT & II BPT with suggested changes regarding having printed documentation of minimum number of practicals/cases.	This helped in improvement in learning outcomes in BPT practicals	https://www.mgmuhs.com/NAAC/c1/1.1.2/Physio/AC20_1.PDF


Dr. Rajesh B. Goel
 Registrar
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 NAVI MUMBAI- 410 209


Dr. Shashank D. Dalvi
 Vice Chancellor
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 KAMOTHE, NAVI MUMBAI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothé, Navi Mumbai - 410 209


Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

III Action Taken Report on Feedback from Alumni

Feedback	Action taken	Impact	Relevant AC minutes
Alumni suggested to include- Basic knowledge about laparoscopic and hysteroscopic surgeries, Artificial reproductive technologies, Prenatal diagnosis of congenital anomaly and PNDT act, Social Obstetrics to be included in OBGY	Through Academic Council it was approved to include Basic knowledge about laparoscopic and hysteroscopic surgeries, Artificial reproductive technologies, Prenatal diagnosis of congenital anomaly and PNDT act, Social Obstetrics to be included in OBGY - covered in 6 lectures from 2016 onwards.	Improvement in Learning approach, learning skills, in students	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-26_1-Pharmac-Practicals,-Bioethics,-remedial-lectures.PDF


Dr. Rajesh B. Goel
 Registrar
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 NAVI MUMBAI- 410 209


Dr. Shashank D. Dalvi
 Vice Chancellor
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 KAMOTHE, NAVI MUMBAI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhs.com | Website : www.mgmuhs.com

IV Action taken Report on Feedback from Parents

<u>Feedback Received</u>	<u>Action taken</u>	<u>Impact</u>	<u>Relevant AC minutes</u>
Suggestion from Parents (Doctor parents) to have more Horizontal Integration programme for 1 st year MBBS course	The suggestion was accepted by Academic council and resolved to implement more Horizontal Integration programme for 1st year MBBS course with effective from Academic Year 2015-16.	Improvement in performance of students and results.	https://www.mgmuhs.com/NAAC/c1/1.1.2/Medical/A C19_1.PDF


Dr. Rajesh B. Goel
 Registrar
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 NAVI MUMBAI- 410 209


Dr. Shashank D. Dalvi
 Vice Chancellor
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 KAMOTHE, NAVI MUMBAI



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmhuhs.com | Website : www.mgmhuhs.com

Standard Operating Procedure - Feedback Analysis and Action Taken by MGMIHS

Introduction

Feedback is an essential part of effective learning. Feedback received from beneficiaries like students, faculty, employers, alumni, and parents on the curriculum, infrastructure, teaching learning techniques and evaluation methods, will help enhance the curriculum, ensure that best educational practice are adopted and fair distribution of resource is undertaken for effective delivery of the same. Feedback is valuable information that will be used to make important decisions.

Role of Feedback Committee:

- **Source of feedback:** Feedback will be invited from students, faculty, employers, alumni, professionals and parents on the curriculum, infrastructure, evaluation methods and teaching learning techniques
- **Methods to obtain feedback:** Digital Forms/ Manual form/email
- **Frequency of feedback:** Feedback will be sought biannually from students and once a year from teachers. Feedback will be sought randomly from alumni, employers and professionals.
- **Analysis:** Analyze feedback obtained
- Concerned committee will submit the feedback analysis to Head of Department. Based on feedback analysis, means to enhance curriculum, teaching and learning processes and research will be suggested.
- Provide advice to any committee or organisational element within Institution, academic aspects of any issue which is highlighted in the feedback.
- Action taken Report will be prepared and presented by the Head of Department to Board of Studies and concerned higher authorities.
- Suggested revisions will be implemented and reviewed in order to monitor progress towards achieving academic goals.



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)
Grade 'A' Accredited by NAAC
 Sector-01, Kamothe, Navi Mumbai - 410 209
 Tel 022-27432471, 022-27432994, Fax 022 - 27431094
 E-mail : registrar@mgmhuhs.com | Website : www.mgmhuhs.com

Committee Members:

Sr. No	Members of Committee
1	Chairman, Head of the Institute
2	Member Secretary, Faculty
3	Member, Faculty
4	Member, Faculty
5	Student Representative (M)
6	Student Representative (F)

Protocols

SOP 1	Preparation of Feedback forms for Students, faculty, Alumni, Employers and Parents
SOP 2	Collecting the feedback
SOP 3	Analysis of the Feedback
SOP 4	Action Taken Report by Board of Management

Work Flow

Preparation of Feedback forms for Students, faculty, Alumni, Employers and Parents



Timely collection of feedback



Approved by the Chairman of the committee



Analysis of the feedback obtained



Preparation of analysis reports



Submission of analysis report to HOD



Action Taken Report presented in Academic council/IQAC and submitted to Board of Management for further action



MGM INSTITUTE OF HEALTH SCIENCES

(Deemed University u/s 3 of UGC Act, 1956)

Grade 'A' Accredited by NAAC

Sector-01, Kamothe, Navi Mumbai - 410 209

Tel 022-27432471, 022-27432994, Fax 022 - 27431094

E-mail : registrar@mgmuhhs.com | Website : www.mgmuhhs.com

SOP 1

Purpose: Preparation of Feedback forms for Students, faculty, Alumini, Employers and Parents

Responsibility: Chairman, Feedback Committee

Procedure: The feedback forms are prepared based on a multi-centric approach aimed at obtaining reviews on various aspects of the curriculum.

SOP 2

Purpose: Collecting the feedback

Responsibility: Class Coordinators, Member Secretary and Members

Procedure: Feedback forms are given to the coordinator. Feedback is obtained from each batch of students twice a year. Faculty feedback on the curriculum is obtained once a year. Feedback from Alumini and employers is obtained through emails and meetings.

SOP 3

Purpose: Analysis of the Feedback

Responsibility: Member Secretary and Members

Procedure: Feedback obtained is analyzed and pie charts are prepared. After the entire analysis, a report is prepared.


SOP 4

Purpose: Action Taken Report

Responsibility: Chairman, Feedback Committee

Procedure: Following the analysis of the obtained feedback, appropriate actions are taken based on the report of the Analysis. The analysis reports are then forwarded to the Board of Studies, Academic council and Board of Management for approval. Following approval, reports will be uploaded on website.


Dr. Rajesh B. Goel
 Registrar
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 NAVI MUMBAI- 410 209


Dr. Shashank D. Dalvi
 Vice Chancellor
 MGM INSTITUTE OF HEALTH SCIENCES
 (DEEMED UNIVERSITY u/s 3 of UGC Act, 1956)
 KAMOTHE, NAVI MUMBAI