



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/ 21

Date: 10/02/2020

Extracts of Board of Management (BOM-51/2017) meeting dt.28/08/2017

Item No. 10 of BOM-51/2017: To peruse and take appropriate action on curricular Feedback from different stakeholders for academic year 2016-17 prepared by University IQAC.

Resolution No. 10 of BOM-51/2017: Resolved to accept curricular Feedback from different stakeholders for academic year 2016-17 prepared by University IQAC and decided to implement action (as suggested in the report) by each Institute Head for improving the respective curriculum. (Annexure-L)

Registrar

Dr. Rajesh B. Goel

Registrar

MGM Institute of Health Sciences

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Navi Mumbai- 410 209

Dr. Shashank D. Dalvi
Vice Chancellor

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1.4.2 Feedback Analysis and Action Taken Report of the University on feedback report 2016-17


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 for Hands on training of various routes of administration on dummy models in Pharmacology practicals.	It was decided to provide hands on training on various routes of administration on dummy models in Pharmacology practicals.	Improvement in learning outcomes in Pharmacology practicals	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-26_1-Pharmac-Practicals,-Bioethics,-remedial-lectures.PDF


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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>
Students suggested to include topics for vertical and horizontal integrated teaching in II MBBS curriculum.	Through BOS and academic Council, it was resolved to approve topics for vertical and horizontal integrated teaching in II MBBS	This helped in simplifying the topic and improved understanding.	https://www.mgmuhs.com/NAAC/c1/1.1.2/Medical/AC%2026_1.PDF


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III Action taken Report by University on Feedback from Employers

FeedBack	Action Taken	Impact	Relevant AC minutes
There was suggestion from Employer to start new course in Physiotherapy specially in Sports as there is increased sports awareness and demand	Resolved to commence Master in Sports Physiotherapy (MPT Sports) at Navi Mumbai campus. Accepted and recommended to BOM for approval.	There was a good response among students and alumni for MPT Sports physiotherapy course	https://www.mgmuhs.com/NAAC/c1/1.1.2/Physio/AC%2026_1.PDF


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IV Action Taken Report on Feedback from Alumni

<u>Feedback</u>	<u>Action taken</u>	<u>Impact</u>	<u>Relevant AC minutes</u>
Suggestion to include Bioethics in Medical Curriculum	Through BOS and academic Council it was resolved to include Bioethics in UG and PG curriculum.	Improvement in approach, attitude, communication skills in students	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-26_1-Pharmac-Practicals,-Bioethics,-remedial-lectures.PDF


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Annexure -L

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VAction taken Report on Feedback from Parents

<u>Feedback Received</u>	<u>Action taken</u>	<u>Impact</u>	<u>Relevant AC minutes</u>
Suggested have Revision lectures for students before betterment exams	Increased number of Remedial lectures for slow learners	Improvement in performance of students and results.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-26_1-Pharmac-Practicals.-Bioethics.-remedial-lectures.PDF


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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.



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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, Alumini, 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



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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.


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