



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-8/2020/19

Date: 10/02/2020

Extracts of Board of Management (BOM-59/2019) meeting dt.11/11/2019

Item No. 16 of BOM-59/2019: To peruse and take appropriate action on curricular Feedback from different stakeholders for academic year 2018-19 prepared by University IQAC.

- Feedback on curricula of the various programs was collected from the following stakeholders: Students, Faculty/teachers, Alumni, Employers, Professionals, Parents.
- The feedback was collected through a newly deployed online mechanism. Reports were discussed in respective Departmental / Institutional bodies and action where necessary has been recommended.

Resolution No. 16: Resolved to accept curricular Feedback from different stakeholders for academic year 2018-19 prepared by University IQAC and decided to implement action (as suggested in the report) by each Institute Head for improving the respective curriculum.
(Annexure-61)

Registrar

Dr. Rajesh B. Goel

Registrar

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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 2018-19

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, Professionals 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 to have demonstrations on Automated cell counter with interpretation of hematology reports	To include Automated cell counter with interpretation of hematology reports as demonstration in physiology for 1 st year MBBS students.	Students have expressed satisfaction at inclusion of latest technology	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic,-Endoscopy.PDF

Students suggested to have semester pattern and CBCS for BPT and Elective course for MPT programs	Through BOS and Academic Council, it was decided that from the academic year 2019-2020, Credit Based Credit System Curriculum for the MPT program will be implemented. This curriculum will be student learning centric in nature. Choice Based Credit System is a flexible system of learning.	CBCS pattern has helped in better organization of course and learning domains emphasis	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-33-CBCS.PDF
Clinical Posting – Students have emphasized on more hands-on workshops to enhance students' clinical skills in their field of expertise.	University implemented CBCS pattern of syllabus thereby making it compulsory to do clinical postings along with regular lecture series.	It has helped in clinical correlation of didactic teaching.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_1-CBCS.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>
Suggestion to include emerging and re-emerging infections in Microbiology syllabus of 2 nd year MBBS students.	Through Academic Council, it was resolved to include emerging and re emerging infections in Microbiology syllabus of 2 nd year MBBS students.	Students performance in exams and application in clinical setup has improved.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic-Endoscopy.PDF
Suggestion to include Additional lectures on Endoscopy and Laparoscopy in Surgery for UG MBBS students	It was resolved to include Additional lectures on Endoscopy and Laparoscopy for UG students in Surgery for the batch entering surgery for 8 th feb 2019 onwards.	Students understanding of latent skills on Endoscopy and laparoscopy has improved.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic-Endoscopy.PDF


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III Action taken Report by University on Feedback from Employers

FeedBack	Action Taken	Impact	Relevant AC minutes
Suggestion to have more Industry visits and clinical/Lab postings for hands-on training and real life experience.	University implemented CBCS pattern of syllabus thereby making it compulsory to do clinical postings along with regular lecture series. Early clinical exposure.	Improvement in Professionalism, Skills and patient satisfaction.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic,-Endoscopy.PDF
Along with clinical exposure during their academic years in UG, suggested to have Collaborations with Industry and Institutions for student and Faculty exchange	41 MOUs with Industry and institutions for Project Work, Internship, Research, Students/ Faculty exchange was started.	There is improvement in student performance and employment opportunities.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic,-Endoscopy.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>
Suggested to have a standard proformas of all medicolegal cases in Forensic Medicine	It was resolved to provide a standard proforma of all medicolegal cases in Forensic Medicine approved by Academic council.	Improvement in Medicolegal report Jurispudence all medicolegal cases in forensic medicine for uniformity and proper understanding.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-31_Hematology,-emerging-infections,-forensic,-Endoscopy.PDF


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V Action taken Report by University on Feedback from Professionals

Feedback	Action taken	Impact	Relevant AC minutes
Suggestion to start new Fellowship courses in Medical, and Physiotherapy are started	Through BOS and academic Council it was resolved to New Fellowship courses in Medical, and Physiotherapy are started	It resulted in more opportunities in advanced skill and employability.	https://www.mgmuhs.com/NAAC/c1/1.4.2/AC-min/AC-29_Fellowship.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, professionals 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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